



ISPN

INTERNATIONAL SOCIETY FOR
PEDIATRIC NEUROSURGERY

ISPN GUIDELINE

Endorsement third party events & surveys

Version: 4 November 2021



This document describes the process surrounding the endorsement of non-ISPN online & physical events, courses, workshops and conferences.

Who can apply for endorsement?

Any active ISPN member organizing an online or physical course, congress, workshop or relevant event in the field of Pediatric Neurological Surgery can submit their event to be endorsed by ISPN.

The following criteria are applicable for any educational activity to be submitted for endorsement:

- The meeting must not be for self-promotion or profit.
- The meeting must not offer a certificate of competency to those in attendance.
- The meeting must not promote the off-label use of drugs or medical devices and must be free from conflicts of interest with industry.
- At least one active member of the ISPN must serve on the Scientific Program Committee of the planned event.
- At least 25% of the faculty must be ISPN members.
- Hands-on courses will be considered according to the number of participants per station.
- The official language should be English.
- A discount of at least 10% on the standard registration fee should be offered to ISPN Active Members.
- The organizers should agree to display & distribute ISPN promotional materials and logo.
- A one-page report should be submitted after the event to the ISPN Secretary and the ISPN Chairman of Education Committee (possibly specifying also how many ISPN members attended the event and in which country they reside). The report might be included in the ISPN newsletter.
- It is highly recommended that the national and/or regional (pediatric) neurosurgical society auspices have been obtained before requesting the ISPN endorsement.

What does the endorsement mean?

- The endorsed event can use the ISPN logo only on its event-related publications.
- The event will be recognized as an ISPN endorsed event and listed on the ISPN website in the relevant section.
- The event will be included in ISPN Newsletters and can be promoted through ISPN social media channels.
- The event organizer will need to provide a post-congress follow-up report to the ISPN Secretary and Chairman of the Education Committee.
- ISPN will be recognized as endorsing partner of the event by including the ISPN logo on the event website with a link to the ISPN website, as well as promotion of the next ISPN Annual Meeting to the meeting participants.

NOTE: The ISPN logo may **not** be used as part of your certificate of attendance or any other certificate whereby ISPN would be associated to be certifying the competence of participants.

How to apply for endorsement

People can apply by completing the ISPN Endorsement Application form on the ISPN website and submitting this together with their event & (draft) scientific program to the ISPN Office, copy to the ISPN Secretary and copy to the ISPN Chairman of Education Committee.



The application needs to be sent at the latest **3 months** before the event start date to allow sufficient time for review.

Review process

The ISPN Education Committee is responsible for reviewing the application and will come to a decision, normally within 2 weeks:

1. Accept the application,
2. Accept the application, provided some changes are made,
- or 3. Reject the application.

The Education Committee will make a recommendation of their decision to the ISPN Executive Board.

The Executive Board will make the final decision on whether the endorsement is granted, upon which the applicant will be informed of the decision through the ISPN Office.

Surveys

The ISPN has a guideline to request survey distribution among ISPN members. You can find the guideline here: <https://www.ispneurosurgery.org/survey-distribution-requests/>.

To seek ISPN endorsement for your event, or further information, please contact the ISPN Office ISPNoffice@kenes.com.

