

Guidelines for ESE endorsement of events

Use of the ESE logo is usually limited to events either hosted by ESE or organised jointly with an ESE affiliated society. If applying for the use of the ESE logo as an affiliated society, please review the guidelines below. For endorsement of events being organised by non-ESE affiliated societies then the guidelines below should be followed in addition to an application for ESE Affiliated Membership.

1. An application to organise a course using ESE endorsement should be made to the Secretary of the ESE or to the Chair(s) of the ESE Education Committee at least eight months in advance of the meeting. The application letter should include the following:
 - a. Details of the ESE affiliate society supporting the meeting
 - b. Name and qualifications of the organiser(s)
 - c. Details of the local organising committee (if any)
 - d. Venue details
 - e. The proposed date and year of the course
2. The programme should be received at least six months in advance for approval by the Education Committee.
3. A member of the ESE Executive Committee should attend the course as a speaker, and should be given an opportunity within the programme to promote ESE. Travel expenses will be covered by the ESE but hotel accommodation should be covered by the organiser(s). If a member of the ESE Executive Committee cannot attend they will nominate a representative.
4. Where appropriate, the affiliated society should apply for international accreditation through UEMS. The deadline for this application is at least three months in advance of the start of the CME activity.
5. In addition the affiliated society should also make an application to their local authorities. Responsibility for applying for both the international and national accreditation will be with the affiliated society.
6. The affiliated society should provide a report to the ESE Executive Committee following the meeting, with details of delegate numbers, feedback etc.
7. The organisers can place an advertisement on the ESE website through the ESE Secretariat, and details of the meeting will be included in the monthly ESE news alerts and other appropriate publicity materials.
8. The ESE logo and web-site address should be included on all materials, including the first and final announcement, programme, abstract book, and certificate of attendance.
9. The ESE secretariat will send ESE publicity materials to the event, and these should be placed in a prominent position. In addition, an ESE publicity slide may be sent to organisers and should be displayed at the beginning and end of the event.
10. For endorsement of events being organised by non-ESE affiliated societies only: An application for ESE Affiliated Membership should be submitted. Full details can be found at www.euro-endo.org/membership/membership_affiliatedsocieties.htm

NB: The ESE will not provide financial support for meetings endorsed by the ESE, except for supporting the travel of one Executive Committee member (see (3) above).