ASDIN Policy on Endorsement and Support of Meetings and Workshops

The American Society of Diagnostic and Interventional Nephrology values the exchange of science and providing education in the form of organized meetings/workshops and therefore would be pleased to consider endorsing events of high scientific and educational quality that would benefit the renal and related scientific communities.

Any society, group, member and individual working in the field and organizing such a scientific event may apply to ASDIN for the endorsement of the event.

**Meetings/workshops may be of any size but must address topics of relevance and fulfill the highest scientific and educational standards.**

ASDIN reserves the right to decline a request for endorsement without any statement of reason.

The benefits of ASDIN endorsement are listed below. ASDIN endorsement does not normally include financial support for the event.

**Procedure**

To obtain ASDIN endorsement for a meeting/workshop, a request must first be submitted to and approved formally, in writing, by the ASDIN Education Committee. The Education Committee will refer the request to the ASDIN Executive Committee or ASDIN Council for final approval.

The request for endorsement of a meeting/workshop should be submitted at the earliest stage of planning allowing the scientific event to be appropriately evaluated and for any necessary arrangements to be made in association with an endorsement.

ASDIN will commit to reviewing any endorsement request **within thirty (30) working days**.

To apply for ASDIN endorsement, the following information or materials should be provided:

- Title of the meeting/workshop
- Location and dates
- Names of the faculty/organizing & scientific committees (if already known)
- Summary of the proposed meeting/workshop topics
- Objectives and a tentative program outline & format
- Suggested or confirmed speakers
- Profile and number of potential attendees
- Disclosure of any corporate involvement/sponsorship
- Sample of initial announcement(s) (if available)
- Information of what support would be requested (see below)
- Information about benefits to be provided to ASDIN (see below)

Within thirty (30) working days after the endorsed meeting or workshop has been held, a brief report indicating the most important aspects of the meeting (such as final number of attendees, highlights, etc.) must be submitted to the ASDIN Education Committee Chair.
Recurring meetings must request endorsement individually for each occurrence of the event.

**Endorsement and Support**

Organizers of meetings / workshops can derive several different benefits from endorsement (individually or combined) from ASDIN:

- Official endorsement of the event (provision of ASDIN name and logo)
- Assistance in announcing the meeting
  - on the ASDIN website
  - to ASDIN members via email
  - by distributing information materials at ASDIN meetings
- A summary of the meeting/workshop /abstracts may also be submitted for publication in the official journal of ASDIN.

**Please be advised that**

- Due to privacy laws the official ASDIN Policy is not to provide mailing details of ASDIN members to third parties, including not-for-profit entities.
- If requested by a meeting organizer, ASDIN may execute a mailing (postal) to its members, if approved by the Executive Council. Direct mailing costs plus a handling fee would have to be covered by the organizer.
- Please note that it is ASDIN’s Policy not to provide any cash support/grants or financial guarantees for meetings that are not organized by the ASDIN!

**Benefits requested by ASDIN**

ASDIN would request organizers of endorsed events to cooperate in the following ways (many of these would require minimum effort and would very likely attract additional interest in the program):

- Offer reduced registration fees to members of ASDIN (this may also attract additional attendees to the meeting)
- Feature the name and logo of ASDIN appropriately on all publications of the meeting (please provide copies of all relevant official publications)
- Include ASDIN information in the on-site delegates’ bags or registration documents
- Provide an ASDIN booth/table at the meeting/workshop for announcing ASDIN’s conferences and promoting membership
- Permit the showing of slides about ASDIN’s upcoming programs and activities during breaks
- Provide a final report about the event, including a list of attendees along with their contact details
· Permit the use for educational purposes of any conference capture materials for use on ASDIN website

These guidelines should provide a basis for seeking endorsement from ASDIN in organizing meetings.

**ASDIN’s name and logo may only be used if a formal, written endorsement has been received from the ASDIN Education Committee Chair, following ASDIN Executive Committee or Council Approval which may take place through email vote**

For questions or further clarifications, please contact:
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