

Endorsement Guideline

for the support of related meetings/events

With the objective to disseminate scientific advances in surgery for hepatobiliary and pancreatic diseases and to provide continuing education related to the practice of liver surgery, the ISLS will grant its support to related societies by endorsing* meetings or events organized by such societies. Endorsements will be granted after reviewing the scientific programs, which must be submitted at the time of application.

**ISLS endorsement does not include financial support or guarantees.*

Endorsement Requirements

- Request must include a completed application form and a draft of the scientific program
(The draft of the scientific program must include proposed topic summaries, proposed program outline and format, and the list of confirmed and/or proposed speakers)
- Applicant's meeting/event should not be viewed as competing with ISLS activities (related meetings to be held in same geographic region or to be conflicted in time with ISLS activities) but potentially of interest to ISLS members
- There is no specific application deadline for the endorsement. Application will be reviewed by ISLS council when an application is submitted

Endorsement Benefits

- ISLS name and logo to appear on the endorsed meeting/event materials and website, and use of the sentence "endorsed by ISLS"
(Organizers of endorsed meetings/events must send all drafts in which the ISLS logo will appear to the ISLS office for final approval before it is printed or posted online)
- ISLS to post the endorsed meetings on the ISLS website.
(Organizers of endorsed meetings/events are responsible for providing the ISLS Office with the logo and webpage of the meeting/event)
- Email announcement sent to ISLS members of the endorsed meeting/event.
(Organizers of endorsed meetings/events are responsible for providing full contents of the announcement)
- Other benefits not listed in this guideline can be suggested but must be reviewed by the ISLS council prior to final approval.

Expectations from ISLS

- Reduced registration fees for ISLS members when considered mutually beneficial.
- Advertise ISLS activities on all available communication outlets of the organizer.
- ISLS Council should be entitled to review publication plans resulting from the meeting/event (proceedings, supplement, consensus document, etc.)

**All regulations indicated in this guideline can be changed at any time when agreed at the council meeting*

ISLS Endorsement Application Form

Meeting/Event Information	
Full Name of the Meeting/Event	
Dates and Venue	
Host Organization	
Website URL	
Expected no. of participants	

Contact Person & Organization Information			
Names of the Organizing Committee			
Name of Contact Person			
Postal Address			
Country		E-mail Address	
Phone No.		Fax No.	

***Please note that a completed application form must be sent electronically with a draft of the scientific program (including proposed topic summaries, program outline and format, and also the list of confirmed and/or proposed speakers)**

We hereby apply for the endorsement to the above mentioned meeting/event. We have read the ISLS endorsement guideline and agree to comply with all the conditions.

Signature

All applications for endorsements should be sent electronically to the ISLS office.

Administration Office of International Society of Liver Surgeons (ISLS) Attn to: Ms. Hye Been (Helen) Yang 4Fl., 10, Yeoksam-ro 7-gil, Gangnam-gu, Seoul 06244, Korea Phone: +82-2-3452-7245, +82-2-3471-8555 / Fax: +82-2-521-8683 E-mail: isls-liversurgeon@insession.co.kr Website: www.isls-liversurgeon.org
