



Guidelines for the Promotion/Support of Related Meetings

These guidelines have been developed to ensure consistency in the evaluation of requests for support of meetings or other educational activities organised by related organisations or institutions, in the form of distribution of information to members, promotion via the IHPBA website, or endorsement of meetings. Endorsement, recognition or promotion will only be granted for scientific meetings whose objectives meet with those of the International Hepato-Pancreato-Biliary (IHPBA) that is "to relieve world-wide human suffering caused by HPB disorders by improving education, training, innovation, research and patient care".

All applications for promotion/support should be made to the IHPBA Management Company, and all correspondence regarding such requests will be between the applicant and the management company.

Endorsements

- Endorsement is defined as allowing the organising institution or group to use the words "Endorsed by the IHPBA" on their programme and advertising. Please note that use of the IHPBA logo is not included unless permission for this has been specifically granted. Usually, this will only be granted if IHPBA has had direct involvement in the meeting planning process.
- IHPBA will only endorse, sponsor or recognise a limited number of high quality scientific meetings with an international, multinational or regional audience. National meetings will not normally qualify for endorsement unless organised by an IHPBA national chapter.
- Requests for endorsement must be received a minimum of six months prior to the activity.
- The IHPBA Education and Training Committee will determine if the educational activity has relevance to the IHPBA membership in terms of promoting postgraduate education in the areas of general surgery or HPB surgery.
- The activity should meet CME guidelines for disclosure of any commercial affiliation.
- The decision to endorse, recognise or promote a meeting being organised by an external society or association will be made by the IHPBA Education & Training Committee following discussion with the Regional Association in whose region the meeting will take place, and in the event of a national meeting, any local National Chapter.
- Any meeting to be endorsed should not be held within three months of an IHPBA World Congress or regional congress local to the meeting.
- The organising committee for the meeting should include one or more current IHPBA members.
- All applications must come from a professional association related to the field of HPB surgery.

- The price charged for endorsement of an activity is \$750.00. The fee for distribution of information to the IHPBA database is not included in the endorsement fee.

Mailings

- Mailing list access is defined as a request to distribute promotional materials for the meeting to the IHPBA membership database. This database currently numbers over 2,000 specialist HPB surgeons worldwide.
- The electronic mailing will be distributed from the IHPBA management office; under no circumstances will member email addresses be given to any other organisation.
- Requests for mailings must be received three months prior to any activity.
- The price charged for a mailing conducted on behalf of non-members is \$500.00.
- The price charged for a mailing conducted on behalf of members is \$200.00.
- IHPBA will waive the above mailing fees if a minimum 20% discount on registration fees is offered to IHPBA members.
- The organising committee for the meeting should include one or more current IHPBA members.
- All applications must come from a professional association related to the field of HPB surgery.

Listing /Link on IHPBA Website

This can be added to the IHPBA website if approved by the Education and Training Committee. This will not incur a charge.

- The organising committee for the meeting should include one or more current IHPBA members.
- All applications must come from a professional association related to the field of HPB surgery.

Reciprocal (contra) Promotional Arrangements

IHPBA may from time to time agree to support cross-promotional agreements for the World Congress with organisers of other events. These arrangements will be individually negotiated, and we welcome suggestions of how IHPBA can work with related events for mutual benefit.

Application Process:

An online application must be submitted to request endorsement, mailing, and/or listing on the website of the IHPBA in accordance with the timelines established above. The Education and Training Committee will review the application and render a decision in a timely manner. A final decision is subject to committee review. Applications may be submitted at <http://www.cvent.com/d/9vqdtv/4W>.



Promotion/Support of Related Meetings Application Form

1	Meeting title	
2	Subject matter	
3	Dates	
4	Venue	
5	Host Organisation (must a professional association related to the field of HPB surgery)	
6	Please list the meeting objectives	
7	Please list the names of the organising committee (including a note of those who are IHPBA members – at least one committee member must be an IHPBA member for the application to be considered)	
8	Please provide a copy of the scientific programme including proposed faculty	
9	Will CME/CPD be provided to course attendees	Yes/No
10	If the meeting is accredited, please name the CME/CPD provider	
11	Is the meeting: International <input type="checkbox"/> Regional <input type="checkbox"/> National <input type="checkbox"/>	
12	Please confirm what type of promotional support you are seeking: Listing on IHPBA website (free) <input type="checkbox"/> Mailing (members fee - \$200.00) <input type="checkbox"/> Mailing (non-members fee - \$500.00) <input type="checkbox"/> Endorsement (\$750.00)	
13	Please confirm level of discount offered to IHPBA members	
	FOR IHPBA USE ONLY What endorsement or promotion is approved (website only, news item, email to membership)	
	Form completed by (name and position)	
	Email address	
	Date	