



# International Federation for Emergency Medicine

## GUIDELINES FOR REQUESTS FOR ENDORSEMENT OF INTERNATIONAL CONFERENCES

The Conference Committee will review all requests for International Conference support and make recommendations to the President regarding IFEM support of the conference. All programs selected by IFEM for support will be selected based on criteria determined by the IFEM.

*IFEM Recognised Event (CME not provided)* - sponsor may not use IFEM in their promotional materials. The conference is listed in the IFEM Master Events Calendar, and the International Meetings Calendar.

- Requests should be submitted 9 months prior to the conference but will be considered if submitted within 90 days of the conference.
- It must be clear to the organisers that no CME will be offered by IFEM for physicians who may attend the conference, however CME credit may be provided by another organisation. Any advertisement to be placed on the calendar must indicate that IFEM will not provide CME credit.
- A designated Committee member will review the request and make a recommendation to the IFEM President and the IFEM Secretariat. If approved, the conference will be added to the IFEM calendar. The IFEM Executive will be notified of the action.

*IFEM Endorsed Event (CME not provided)* - permits sponsor to utilise the IFEM logo in conference promotion materials and the phrase, "Endorsed by the International Federation of Emergency Medicine" in brochure and ad copy. The conference is listed in the IFEM Master Events Calendar, the International Meetings Calendar, and may be listed in an ad with photo on the International Education web page.

The Committee will review all requests for endorsement and make recommendations to the President.

- Requests should be submitted 9 months prior to the conference. but will be considered if submitted within 180 days of the conference.
- It must be clear to the organisers that no CME will be offered by IFEM for physicians who may attend the conference, however CME credit may be provided by another organisation. In addition, if the organisers intend to promote IFEM endorsement, any materials promoting the conference to physicians must indicate that IFEM will not provide CME credit.
- A designated Committee member who is participating in the ICEM planning must review the structure of the conference and prepare a request form for the planned conference to submit to the Committee. If there is not a committee member involved, the Chair will appoint a member to serve in this capacity.
- The request form should include the primary planning organisation as well as a list of sponsoring organisations, meeting chair, target audience, and anticipated number of participants, conference goals, conference educational schedule, and a brief summary showing that the conference has a significant education value. The conference should promote and contribute towards emergency medicine specialty development.
- The Committee will provide their recommendations to the IFEM President within 30 days of receipt of the application.
- IFEM President will make a decision on endorsement (within 30 days).
- Follow-up: a designated member must attend the conference and provide a follow-up to the Committee. A brief report will be submitted to the Committee stating whether the planning goals were met as well as making recommendations for future endorsement.

The Conference Organiser will be responsible for any expenses incurred by the Federation in relation to the recognition and endorsement of any conference or similar event. The Board of the IFEM will levy a fee on the conference in return for recognition or endorsement.

G02 Guidelines for Requests for Endorsement of International Conferences

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