



Procedure for requesting ILAE endorsement of an educational activity

- 1) Organizers must submit the completed application for endorsement by the ILAE and [ILAE Curriculum Learning Objectives \(LO\) spreadsheet](#) identifying which LOs will be addressed.
- 2) ILAE funding of an activity has the additional conditions that:
 - the [ILAE Budget Form](#) must be submitted with your application,
 - an online post activity evaluation is required, **including** the ILAE's online post activity evaluation,
 - the activity completion certificate is to be issued to the participant **only** after the post activity evaluation has been submitted.
- 3) The request should be submitted at least six months in advance of the event, if possible.
- 4) The ILAE Regional Executive Board/Topical Commission will assess the material to ensure that (a) it is in line with the aims, and values of the ILAE, (b) represents value added for the community and participants, (c) addresses at least one of the ILAE Curriculum Learning Objectives, (d) uses appropriate student engagement methods, and (e) does not conflict with ILAE Congresses. International or regional meetings scheduled within four months before a major ILAE Congress are generally not endorsed if they are considered to compete for delegates and sponsors.
- 5) The ILAE Regional Executive Board/Topical Commission will make a recommendation to the ILAE Secretariat for endorsement of the activity.
- 6) The recommendation is considered confirmed unless the ILAE Management Committee within two weeks communicates otherwise to the Chair, who will in turn communicate the decision to the organizers as well as to the local ILAE Chapter.
- 7) Endorsement by the ILAE allows organizers to: (a) use the ILAE Academy logo. If endorsed by a Regional Executive Board, the logo of that Region should be used. (b) Use a statement in their meeting materials acknowledging endorsement of the meeting by the ILAE. Suggested wording: "This event is endorsed by the ILAE" or "This event is endorsed by ILAE _ (*REGION or TOPICAL COMMISSION*)".
- 8) The organizers should allow for a minimum of eight weeks to receive approval from the ILAE
- 9) The ILAE shall bear no financial or legal responsibility for any aspect related to any endorsed meeting
- 10) Endorsement of an activity/meeting does not indicate endorsement of any publication or consensus that results from the activity/meeting. The ILAE will wish first refusal of any publication where financial support has been provided.