

Procedure for endorsing meetings that are not organized by the ILAE

- 1) Meeting organizers must submit to the relevant ILAE Regional Commission (and/or Topic Oriented Commission, when appropriate) 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 condition that the course organizers will forward to the students the link to ILAE's web-based feedback and course evaluation. An online course evaluation is required, including the ILAE's short post course evaluation, and course certificate is to be issued only after providing the evaluation.
- 3) The request should be submitted at least six months in advance of the event.
- 4) The ILAE 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 conference are generally not endorsed if they are considered to compete for delegates and sponsors. The ILAE Commission will make a recommendation to the ILAE Secretariat for endorsement of the meeting.
- 5) The recommendation is considered confirmed unless the ILAE Management Committee within two week communicates otherwise to the ILAE Commission Chair, who will in turn communicate the decision to the organizers as well as to the local ILAE Chapter.
- 6) Endorsement by the ILAE allows meeting organizers to: (a) use the ILAE Academy logo. If endorsed by a Regional Commission, the logo of that Commission 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*)".
- 7) The organizers should allow for a minimum of eight weeks to receive approval from the ILAE
- 8) The ILAE shall bear no financial or legal responsibility for any aspect related to any endorsed meeting
- 9) Endorsement of a meeting does not indicate endorsement of any publication or consensus that results from the meeting. The ILAE will wish first refusal of any publication where financial support has been provided.