

GUIDELINES FOR EULAR SCIENTIFIC ENDORSEMENT OF COURSES OR MEETINGS

1. These guidelines apply to all organisers of courses or scientific meetings who wish to use the label **“EULAR scientific endorsement”** or **“This course/meeting has been scientifically endorsed by EULAR”**.
2. Any use of such a designation is subject to approval by the Executive Committee of EULAR and must not be advertised or applied in any way before it is granted.
3. At the time of the application there is no overlap with a similar meeting/course/conference on the same topic in the same country organised by the national EULAR member organisation.
4. Applications for EULAR scientific endorsement may be considered by the EULAR Executive Committee 3 times a year, i.e. at its meetings in **March, June and September**. To be eligible for consideration, applications must be received by the EULAR School Administration (education@eular.org) at least six weeks prior to the Executive Committee meeting, i.e., as a general rule before

Application deadline: 15 January, 15 April or 15 July.

5. Applications should include:
 - a. Proposed designation of the course/meeting, venue and dates
 - b. Programme, including educational objectives, speakers, and time schedule
 - c. Other endorsements or patronage granted or applied for
 - d. Sponsorship made transparent
 - e. Appreciation of the points raised under parameters of evaluation (point 6 below)
 - f. Name, address, phone number and e-mail of contact person
6. Each application will first be evaluated by the chair of the Standing Committee on Education and Training and any other Standing Committee of EULAR as may be appropriate.
7. Parameters of evaluation:
 - a. Obligatory features
 - i. International faculty or international organizing committee, predominantly European (4 different countries)
 - ii. Registration open to all EULAR member countries and worldwide
 - iii. Overall educational and/or scientific value of the meeting
 - iv. “Value for money” for the participants, i.e., course or registration fees in line with EULAR rules (see annex)
 - v. Formal evaluation of the course/meeting by attendees
 - vi. No influence whatsoever of sponsor(s) on the programme, its content or speakers.
 - b. Factor of preference
 - i. CME accreditation
8. After evaluation, the chairperson(s) will submit a recommendation to the next available meeting of the EULAR Executive Committee Steering Committee. Decisions will be communicated to the contact person within 20 days after the meeting of the Executive Committee.

9. The label or statement “**EULAR scientific endorsement**” or “**This course/meeting has been scientifically endorsed by EULAR**” may be used in announcements and promotions of the course/meeting. All material is subject to prior approval from the EULAR School Administration. The name of EULAR should be presented separate from logos of commercial sponsors and placed clearly separate from the course organising institution. **The use of EULAR logo is strictly prohibited.**
10. EULAR will have no involvement in any logistic or financial management aspects of the course/meeting. Substantial changes in its scientific content and arrangements of sponsorships should be immediately communicated to EULAR.
11. Applications should be submitted for each individual course or meeting.
12. The organizers will send to the EULAR School Administration a report of the course/meeting within 60 days of its completion, including a summary of the evaluation by attendees. Submission of this report is a condition for consideration of subsequent applications.

ANNEX: FINANCIAL RULES FOR EULAR Scientifically Endorsed COURSES

EULAR Scientifically Endorsed Courses should be accessible for many participants; as guidance course fees should be as follows:

- 1-day course maximum EUR 350
- 2-day course maximum EUR 650
- 3-day course maximum EUR 850

When lodging and food is included in the course, the total course price may be increased by 150 euros per day. These prices INCLUDE VAT where applicable.

Based on specific characteristics of a course higher course fees may exceptionally be considered by the Executive Committee of EULAR.

Approved by the EULAR Executive Committee in March 2013

Effective from January 2014