

GUIDELINES FOR EULAR PATRONAGE OF MEETINGS

1. These guidelines apply to all courses and meetings whose organizers wish to use the label “EULAR patronage”.
2. All requests for this purpose need to be submitted to official EULAR approval.
3. The involvement of EULAR should not be advertised or used in any way before it is granted.
4. Requests may be sent to the EULAR Secretariat (eular@eular.org) two times a year, six weeks prior to a meeting of the Executive Committee, i.e. before 1st February and 1st August.
5. Requests should include:
 - a. Proposed designation of the meeting; venue and dates
 - b. Programme, including educational objectives and speakers, including time-schedule
 - c. Other patronages granted or applied for
 - d. Sponsorship made transparent
 - e. Appreciation of the points raised under parameters of evaluation (number 7 below)
 - f. Name, address, phone number and e-mail of contact person
6. The Secretariat will forward each application to the Chairperson of the Standing Committee on Education and Training and, if indicated, of the respective Standing Committee of EULAR for evaluation.
7. Parameters of evaluation:
 - a. Obligatory features
 - i. International faculty or international organizing committee, predominantly European
 - ii. Registration open to all member countries
 - iii. Overall educational and/or scientific value of the meeting
 - iv. Formal evaluation of the course/meeting by attendees
 - v. No influence whatsoever of sponsor(s) on the programme, its content or speakers.
 - b. Factor of preference
 - i. CME accreditation
8. After consulting, where indicated, the Chairperson will submit a recommendation to the EULAR Steering Committee.
9. Decisions will be communicated to the contact person within 20 days after the meeting of the Executive Committee.
10. “EULAR patronage” can be used in announcements and promotions of the meeting and will indicate that the meeting has achieved this designation after a review. However, the name of EULAR should be presented separate from logos etc of commercial sponsors.

11. EULAR will have no further involvement in any logistic or financial management aspects of the meeting. Substantial changes in its scientific content and arrangements of sponsorships should be immediately communicated to EULAR.
12. Applications should be submitted for every edition of the meeting.
13. The organizers will send to the EULAR Secretariat a report of the course 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.

Approved by the EULAR Executive in June 2009

Effective from July 1st 2009