

## Endorsement Application

*For educational conferences outside of the United States*

**ASCO Endorsement** – an ASCO-designated representative is actively involved in all aspects of the organization (including the initial planning) of the meeting and ASCO approves the content of the meeting. Specific guidelines must be followed in order to qualify for endorsement from ASCO.

### Applicant Information

Organization Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary Contact Title: \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Year organization was incorporated or started: \_\_\_\_\_

Does a Board of Directors govern your organization?  Yes  No

What countries are represented within the membership of your organization? \_\_\_\_\_

Does the organization have not-for-profit status (or the legal equivalent) under applicable law? (If yes, attach documentation of non-profit status to this application).  Yes  No

### Conference Information

Title of Conference: \_\_\_\_\_

Conference Date(s): \_\_\_\_\_

Conference Location: \_\_\_\_\_

Brief description of conference:

Is this a recurring event?  Yes  No  
If yes, how often will it recur?  Annually  Biannually  Other: \_\_\_\_\_

Type of Conference:

- Abstract submissions with peer-review
- Invited, peer-reviewed educational presentations
- Regional educational meeting with invited speakers
- Thematic symposium with invited speakers
- Product-driven educational meeting
- Other, please provide description: \_\_\_\_\_

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**Educational Objectives:** *What should attendees learn/change as a result of attending this conference?*

**Evaluation:** *Describe your evaluation process and provide ASCO with your evaluation form*

**Target Audience:**

**Please list the countries where attendees will come from and the estimated number.** *(if estimate is based on previous attendance figures, please note dates, location and attendance figures for a maximum of three years):*

ASCO does not provide Continuing Medical Education (CME) credit for international meetings. Does your organization intend to provide CME for this event?     Yes     No

Official language of the conference is: \_\_\_\_\_

Will simultaneous interpretation (translation) be offered?     Yes     No  
If yes, in what language(s): \_\_\_\_\_

Names and affiliations of ASCO members who will participate in organizing the conference:

Does your organization plan to publish course proceedings or post them on a website?

Yes     No    If yes, please describe: \_\_\_\_\_

Does this course require approval from a governing body to take place in the proposed country (i.e., Ministry of Health)?

Yes     No

If yes, please provide the following information:

1. Name/title of government official \_\_\_\_\_
2. Name of government body \_\_\_\_\_
3. Length of time to complete approval process \_\_\_\_\_

Names of other entities being approached for sponsorship, endorsement or funding of the conference:

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**Please note that all materials containing ASCO content, including ASCO logo and materials must be pre-approved in writing by ASCO prior to release**

### **Required Signatures**

By signing this application for an ASCO Endorsement, the applicant organization agrees that if this application is accepted in writing by ASCO, the ASCO endorsement shall be subject to the *ASCO<sup>®</sup> Trademark License Agreement Standard Terms and Conditions* attached hereto.

### **Applicant Organization Representative**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please print or type name

\_\_\_\_\_  
Date

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Before you send in this application,  
please be sure to attach the following documentation:

- A draft conference agenda
- A letter of support from an ASCO member
- A copy of Society's non-profit certification, where applicable

### **Guidelines for Endorsements (Exhibit A)**

1. Develop and list explicit and clear educational objectives for the conference. Changes to the program after approval is granted must be forwarded to ASCO for review.
2. Clearly define the target audience, sponsors, purpose and objective, program description, agenda, and faculty. The Planning Committee Chair and members must be identified.
3. The educational conference must present a balanced view of treatment options. Presenters should use generic drug terms instead of brand names in presentations.
4. Submit a completed application and a letter of support by an active ASCO member from the host country of the conference. The letter may not be from a conference organizer and it must clearly state the goals of the conference and reasons for which the applicant organization is seeking collaboration with ASCO.
5. The signature of the Applicant Organization Representative is required to apply for ASCO Endorsement.
6. Following approval of the application by the International Affairs Steering Committee, an ASCO member will be appointed to serve on the planning committee and will be actively involved in the content selection for the conference. Applicant is encouraged to make suggestions for ASCO members to serve in this capacity. ASCO may provide speakers, educational material and/or financial support for the activity, which will be determined on a case-by-case basis.
7. If commercial entities sponsor or provide support for a conference that sponsorship or support must be in the form of a grant made directly to the ASCO-approved applicant organization serving as conference host. The grant should cover such items as meals and beverages for attendees of the conference and honoraria and travel-related costs for speakers. No representative of a commercial entity may be involved in the planning of the conference, preparation of conference content, selection of conference speakers or attendees. Representatives of commercial entities may not distribute literature or promote products in the meeting room.
8. Applicant must comply with the attached *ASCO Trademark License Agreement Standard Terms and Conditions* and Section 5 of ASCO's Brand Guide and will convey all criteria to organizing committee members and speakers to ensure full compliance. Upon request, ASCO may grant permission for limited use of the ASCO logo on conference materials, provided it is used in accordance with the aforementioned documents. Applicant must obtain the prior written permission of ASCO before: creating, publishing, or distributing ASCO content or any materials bearing the ASCO name or logo. In addition, Applicant may not re-publish or re-distribute ASCO materials, and subsequent publication or distribution of any content from ASCO curricula is subject to prior written approval by ASCO. Enduring materials which contain ASCO content will be subject to ASCO publication procedures and must be approved by ASCO prior to production. All references by LICENSEE or its agent to the Program, whether in advertising, signage, materials, slides, or otherwise will be accompanied by the following tagline: *"ASCO<sup>®</sup> is a registered trademark of the American Society of Clinical Oncology<sup>®</sup>. Used with permission. This is not an ASCO sponsored event."*
9. Submit conference evaluation forms and/or a report of the conference **within 60 days** of the conclusion of the program.
10. ASCO adheres to the Council of Medical Specialty Societies (CMSS) Code for Interactions with Companies governing interactions between nonprofit and for profit entities.