



## **International Society for the Study of Vulvovaginal Diseases (ISSVD)**

### **EDUCATION ENDORSEMENT POLICY AND USE OF ISSVD LOGO** **(Approved April 24, 2019)**

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#### **1 AIMS**

The aim of this document is to establish criteria and methods for the ISSVD endorsement of scientific meetings and the use of ISSVD logo, in order to protect and promote the value of the Society at an international level.

#### **2 DEFINITION OF ENDORSEMENT**

The endorsement represents a symbolic recognition to scientific initiatives organized by third parties, focused on contents and goals positively evaluated and shared by ISSVD Educational Committee.

#### **3 INITIATIVES INVOLVED**

The endorsement can be granted to:

- Events (conferences, congresses, meetings, courses, seminars, workshops and other similar initiatives with an informative nature and explicit purposes of professional updating);
- Printed publications (books, manuals, brochures, etc.);
- Multimedia products (CDs, CD-ROMs, DVDs);
- Online content (educational webpages)

Committees or scientific committees of events whose goals and purposes are shared by ISSVD Educational Committee.

#### **4 APPLICATION PROCESS**

1. The Endorsement application must be sent to ISSVD Executive Director by the scientific supervisor of the initiative involved. Proposals of endorsement should be addressed to ISSVD Executive Director at least two months in advance of the scheduled initiative.

2. The request must be filled with:

- a. Name, surname, qualification and contacts of the initiative organizers;

- b. Schedule with content clearly defined (date, venue, organizing and scientific committee, title of the event, topics) and the corresponding speakers
- c. Aims of the initiative;
- d. List of any other endorsement application sent to other scientific societies
- e. Possible URL of the initiative for ISSVD website.

3. The ISSVD Executive Director maintains the right to ask to the organization of the initiative any useful clarifications in order to evaluate the request of endorsement.

4. The ISSVD Executive Director forwards the application to Educational Committee, which will deliberate the possible granting of endorsement. The proponent organization will receive the decision regarding endorsement within 21 days from the finalization of the application.

5. No advertisements can be sent with ISSVD logo attached, without ISSVD prior consent and review.

## **5 CRITERIA FOR GRANTING THE ENDORSEMENT**

Endorsement can be granted to public or private scientific, cultural, social and professional bodies, in compliance with the following criteria:

1. The event must prove relevance and quality requirements, based on the following general criteria:
  - a) At least 1/3 of the program must be directly related to vulvar or vaginal disease.
  - b) Compliance of the aim with ISSVD statutory goals (spreading knowledge and updating in vulvar and vaginal diseases);
  - c) Compliance with ethical and professional criteria according to ISSVD values;
  - d) Topics of relevant scientific updating;
  - e) Significant educational value;
  - f) Competence, experience of the participants.
  - g) Speakers should be notified from the beginning that they need adhere to ISSVD terminology, classification and standard practice as reviewed by ISSVD.
  - h) The Educational Committee retains the right to review the slides for content, and request changes in order that they adhere to ISSVD terminology, classification and standard practice.
2. ISSVD members with proven experience and expertise must present at least one third of presentations on vulvovaginal diseases.

3. If the event is organized in a country where a member of the ISSVD Executive Council works, she/he must be involved as organizer, moderator or speaker, unless she/he expressly renounces.

## **6 CRITERIA OF EXCLUSION**

Endorsement will not be granted if:

1. The application is sent after the first announcement of the event.
2. The initiative is for profit purposes.
3. The event is promoted by political parties or movements and trade union organizations.
4. There are conflicts of interest of any kind between the applicant and the ISSVD.
6. The ISSVD image may be damaged or endangered by initiative's contents.

## **7 PROCESS OF ENDORSEMENT**

1. The ISSVD Executive Director maintains the right to request further documentation for evaluation of the request.
2. Endorsement is granted free of charge.

In case of approval, the ISSVD Secretariat will send a letter to the organizer.

## **EFFECTS OF THE ENDORSEMENT**

1. The granting of Endorsement does not commit in any way the ISSVD financially.
2. The granting of Endorsement or promotion of the event will allow:
  - a. To insert the words: "With the Endorsement of the International Society for the Study of Vulvovaginal Diseases (ISSVD)", and of the ISSVD logo on all the informative materials of the sponsored initiative (posters, papers, leaflets, publications on the web etc.)
  - b. the inclusion of the scientific INITIATIVE in the ISSVD Newsletter;
  - c. the promotion of the event on the ISSVD website under the heading CONGRESS/EVENTS, with its link to the reported site.
3. The ISSVD does not assume any responsibility regarding the content of the information presented during the scientific. In particular, in no case and for no reason, the ISSVD can be held responsible for any errors or omissions in the contents or for any damage occurred as a result of the use of the information contained in the documentation, including electronic documentation presented with ISSVD Endorsement.

## **9 OBLIGATIONS OF ENDORSEMENT**

1. Endorsement is granted with reference to the individual initiative for which it was requested and does not extend to other similar initiatives, nor can it be granted on a permanent basis.
2. In case of changes to the program of the event, the organizers must promptly notify the ISSVD Secretariat, who reserves the right to review the request. In case of substantial changes in the program and the objectives of the event, the granting of Endorsement is automatically considered withdrawn.

## **10 WITHDRAWAL CLAUSES**

1. The ISSVD reserves the right to withdraw from the granting of Endorsement and/or to protect its image in case of failure by the beneficiaries to comply with this present document.
2. The Endorsement can be withdrawn if the object of the sponsorship itself does not satisfying the criteria dictated by the present regulation, in subsequent reviews.

## **11 PENALTIES**

If the Endorsement or the ISSVD logo is used improperly or in absence of a formal approval, or in violation of the provisions of this document, the ISSVD claims the right to take legal action to protect its image along with a request for compensation for any damages suffered.