



Application form for ESNM Endorsed Event

This application form should be completed in English

I. Application Details

Title of event:

Event date(s): _____

Event website link (if applicable): _____

Venue address: *(Endorsed courses or meetings must be based within Europe)*

Name and address of organization responsible for the event:

Name of person to contact in relation to this application

Mobile Phone: _____

E-mail: _____

Name of person responsible for this event:

Mobile Phone: _____

E-mail: _____

ESNM membership number of person responsible for this event: _____

II. Event Details

Programme (in English, attach separately or provide URL):

Description of meeting (to explain to potential delegates what it's about and why they should attend) _____

Any extra details for Trainees / Nurses / Physiologists/ Basic Scientists?

Any extra details specific to the relevant ESNM Section?



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Short description of the event (*promotion text to be used when announcing the event in the ESNM newsletter/website*)

Identify the committee(s), giving names and affiliations of individual members, involved in organizing this event:

Will continuing medical education (CME) and continuing professional development (CPD) credits be available for your course or meeting? Yes No

How to register: _____

Number of expected participants: _____

Is the organization affiliated to ESNM? Yes No

Is your meeting based in an ESNM member country? Yes No

Will preferential registration rates be offered to ESNM members? Yes No

Is this a repeat course or meeting application? Yes No

If yes, please provide feedback from the previous course or meeting (*delegate/ attendee feedback can be appended separately*)

If the event is receiving commercial support, the **ESNM member applying** must sign here to confirm that she/he has no pecuniary interest in the event, and that the commercial sponsor has no rights of veto over the content of the meeting

Name: _____

Signature _____ Date: _____

The ESNM will consider endorsing non ESNM-associated or external events of relevance to the Society. If you are making an application under this category, a €500 fee will be applied for endorsement if your application is approved. Do you agree to payment of this fee? Yes No

Name of person acting in administrative capacity for finance in relation to the applying payments:

Mobile Phone: _____ E-mail: _____

Details of entity that will pay the invoice (*e.g. details of industry partner, name of hospital or trust, private individual*)



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Name: _____

Mobile Phone: _____ E-mail: _____

Postal address: _____

III. Application procedure

1. Completed applications must be submitted to the ESNM Office (info@esnm.eu)
2. For endorsement of **educational events**: evaluation of your application will be done four times a year: March 1, June 1, September 1, December 1. The decision and publication will take place within two weeks after the before named dates. The application must include a full program (in English). Members of the ESNM Steering Committee have been involved in the program planning and active ESNM members are lecturing at the event.
3. A course or meeting will not be considered for endorsement if it is scheduled to be held within 4 weeks before of the biannual ESNM Meeting. The exception to this would be specific trainee courses at are attached to the ESNM meeting.
4. For applications **UEG support** for common educations events: the application is submitted at least two months ahead of the submission deadline including the program (in English). The event is in no competition with ESNM politics, members of the ESNM Steering Committee have been involved in the program planning and active ESNM members are lecturing at the event.
5. The programme will be reviewed by the ESNM Meetings Section and referred to the ESNM President and Treasurer for approval. If approved, official ESNM endorsement will be provided.
6. For non ESNM-affiliated / external courses or meetings a fee of €500 must be paid to the ESNM within 14 days of receipt of the payment request.
7. Promotion benefits: inclusion in ESNM website, all ESNM eNewsletters prior to the course, via targeted email and social media
8. You agree to use the ESNM endorsement logo on all promotional print and online communication.
9. You agree to apply a minimum 10% fee reduction for ESNM members
10. You agree to **provide a summary of course feedback** within 3 weeks of event completion and an article for publication in the eNewsletter within 3 weeks after the event. We also agree to specifically acknowledge ESNM support in any scientific publications or outputs arising from the event, as well as acknowledging ESNM/ using the ESNM endorsed event logo on all promotional material, website, social media and other communication prior to the event.

With your signature you acknowledge the application procedure.

Name (individual responsible for the event): _____

Signature _____
Send to ESNM Office info@esnm.eu

Date: _____