

Abbreviations used in this document:

EC	Education Council
LO	Local Organizer
NS	National Secretary
VPP	Visiting Professor Program

ISAPS Education Council Guidelines

Contents

Selection of ISAPS Educational Programs:	1
ISAPS Educational Program Types	2
General Guidelines	2
CME Accreditation	3
Endorsed Programs	3
Symposia	4
Official Courses	5
Fundamental Aesthetic Surgery Training Program (ISAPS F.A.S.T. Program)	8

Selection of ISAPS Educational Programs:

The decision about the type of educational program to be organized and its purpose is approved by the Education Council taking into account the recommendations of the National Secretary (NS), the Local Organizer Chairman and taking into account the needs of the host country.

As a rule, the local plastic surgery society should approve the event and be involved in the scientific event planning, suggesting speakers, planning the opening ceremony (if applicable) and organizing the venue, housing and social events. If the local society belongs to the ISAPS Global Alliance, it is mandatory that the event be organized following approval and under the auspices of the society. In cases of more than one local society being a member of the Global Alliance in the same country, approval is required by both societies prior to any ISAPS event organization. At the discretion of the EC Chairman and the President, single approval by one local society may be adequate for event organization.

The ISAPS EC will provide speakers, moderators and Course or Symposium Directors to conduct meetings mutually agreed upon with the local chairman. Local chairmen/organizers are responsible for local faculty invitations following the Director’s approval. Local faculty cannot exceed **30%** of all speakers. Invited faculty, scientific program design and all arrangements regarding the organization of an ISAPS educational event should be with the approval of the EC Chairman.

ISAPS Educational Program Types

Endorsed Program duration is at the discretion of the local organizers (It is NOT an ISAPS event)

Symposia are usually a half or full day in combination with a local society's event.

Official Courses can last 2-3 days depending on the content and the program (live surgery, cadaver dissection, VPP).

	Isaps.org Events Calendar	Aesthetic Plastic Surgery Journal Events Calendar	ISAPS NEWS Calendar	Emag	UPDATE	Stand-alone Eblast	Social Media	Fee (USD)
Endorsed	X	X	X		X		Twice. 2 months prior 2 weeks prior (unless indicated diff.)	2,000
ISAPS Courses	X	X	X	X List with detail of ISAPS courses and the Events Calendar banner	X	Three. Depending on the time frame available after EC approval and date of event. Minimum 45-60 days interval between e-blasts. LO must provide graphics, date, venue, contact information and course web link to Executive Office as soon as possible.	Four, incl. Video (if provided) 6 months prior 3 months prior 1 month prior 1 week prior (unless indicated diff.)	10,000
ISAPS Symposia	X	X	X		X	One. Around 1 month before the event.	Three, incl. Video (if provided) 3 months prior 2 months prior 2 weeks prior (unless indicated diff.)	4,000

General Guidelines

- Applications for Endorsement, Symposia and Official Courses should be submitted through the appropriate website application link which is indicated for each application type. Applications are automatically generated to the Registrar@isaps.org inbox and will be forwarded to the Education Council (EC) for approval after it is verified that the application, recommendation of the National Secretary, copy of the scientific program and payment has been received.
- The National Secretary must indicate in writing approval of all programs.
- All Educational Programs require EC approval prior to receiving permission for organization. Following the unanimous decision of the ISAPS Executive Committee (EXCO) in January 2017, Educational programs do not need additional Board of Directors approval except in extraordinary cases at EC Chairman's discretion.
- At least one member of the EC Committee or local representative assigned by the EC Chair should be present at every educational event worldwide.
- The EC Chairman and/or Vice-Chair designate the EC local representative to be assigned as Co-Director of any ISAPS educational event. All approved events should be organized under the supervision of the EC Chairman and/or Vice Chair.
- All Educational Programs must be held in English.
- Symposia and Official Courses can have a general or specific program topic.
- No programs will be endorsed 30 days prior to or after the annual Congress dates.

- Participant Lists for all attendees should be submitted to ISAPS upon program conclusion and appropriate permissions arranged in advance with participants.
- An ISAPS presentation must always be included in the Course and Symposium programs and suggested for Endorsed program display. The official ISAPS PowerPoint presentation will be provided by the Executive Office. Please request the presentations at least 7 days prior to the program to ensure most up to date information.
- When applicable, an ISAPS booth should be offered without cost.
- Fees received by the ISAPS Education Council for confirmed educational events, and published in the ISAPS Calendar, **are non-refundable**. If an event is postponed or cancelled for any reason the funds will remain as a credit toward a future event of the same nature as the original event.

CME Accreditation

Application for CME accreditation should be made by the local representative for all ISAPS Educational Events (optional for endorsed programs). Please note that the CME accreditation process takes a minimum of 4-5 months. Note that the local meeting organization must cover the costs and collection of required application data. The ISAPS Executive Office can be contacted for more information and assistance in gaining CME accreditation.

Endorsed Programs

Fee: \$2,000

	Isaps.org Events Calendar	Aesthetic Plastic Surgery Journal Events Calendar	ISAPS NEWS Calendar	Emag	UPDATE	Stand-alone Eblast	Social Media	Fee (USD)
Endorsed	X	X	X		X		Twice. 2 months prior 2 weeks prior (unless indicated diff.)	2,000

Application

Benefits:

- ISAPS.org Event Calendar promotion at time of application approval.
- Inclusion in the Event Calendar Aesthetic Plastic Surgery Journal.
- Inclusion in the ISAPS News Calendar.
- Inclusion in Member Updates.
- Social Media: One posting 2 months prior and one posting 2 weeks prior if time allows.
- The right to use the official ISAPS Endorsed logo in publicity materials, on the website and in other program related printed materials. The logo will be provided in the endorsement confirmation email.

Requirements:

- EC approval of the scientific program is obligatory through the application process.
- A fixed fee of \$2,000 per course is to be submitted at time of application.

- The National Secretary must submit a letter of program support at the time of application.
- Program and faculty must be reviewed by the EC Chair or Co-Chair.
- Program organizer(s) must be ISAPS members
- More than 50% of program speakers must be plastic surgeons
- When ISAPS logo/endorsement are used, specialty of faculty members participating in the program should be clearly disclosed with their name/photo.
- Ideally the program should be under the auspices of the National Secretary.
- Use of the ISAPS Endorsed Program logo is permitted only after approval of the scientific program
- Organization and management is entirely up to the organizer.
- ISAPS speakers can be invited to endorsed programs (at the local organizers' expense) but it is not a prerequisite for endorsement.
- Local organizers are required to send the list of all who attended, including email addresses, to the Executive Office within two weeks of program conclusion for promotional purposes.

Faculty Reimbursement Policy:

- Faculty reimbursement is the responsibility of the local organizer

Symposia

Fee \$4,000

	Isaps.org Events Calendar	Aesthetic Plastic Surgery Journal Events Calendar	ISAPS NEWS Calendar	Emag	UPDATE	Stand-alone Eblast	Social Media	Fee (USD)
ISAPS Symposia	X	X	X		X	One. Around 1 month before the event.	Three, incl. Video (if provided) 3 months prior 2 months prior 2 weeks prior (unless indicated diff.)	4,000

[Application](#)

Benefits:

- ISAPS.org Event Calendar promotion at time of application approval.
- Inclusion in the Event Calendar Aesthetic Plastic Surgery Journal
- Inclusion in the ISAPS News Calendar
- Inclusion in Member Update
- Stand- Alone E-blast : 1 approx. 1 month before the event if time allows.
- Social Media: 1x 3months, 1x 2 months, 1x 2 weeks prior to the event if time allows.
- E-mag: Banner for 2 months prior to event

- The right to use the official ISAPS Symposia logo in publicity materials, on the website and in other program related printed materials. The logo will be provided in the endorsement confirmation email

Requirements:

- Half/ Full day/ day & a half day Symposia can be part of a national meeting and can be organized either on a separate day before or after the meeting or within the national meeting.
- Symposia can be coupled with a VPP provided all requirements of this program apply. A VPP must be requested from the Chair of the VPP and the EC Chairman prior to application. [VPP Application](#) should be submitted to the Executive Office for approval at least 3 months prior to the date of the event.
- The local organizer will be the National Secretary or an ISAPS member(s) appointed by the NS and approved by the EC.
- Local ISAPS speakers should constitute 30% of the symposium.
- Organization of the event must strictly comply with the EC Guidelines and an equal policy for airfare reimbursement to the faculty should be implemented by Local Organizers.
- Local organizers will pay the bills in their country, in their own currency, from income generated from registration fees, industry and exhibition. No share for ISAPS from industry and other income.
- Local organizers are required to send the list of all who attended including email addresses to the Executive Office within two weeks of the program conclusion for promotional purposes

Faculty Reimbursement Policy

- Invited Faculty will be fully supported with local hospitality, airport transfers, accommodation of minimum 2 nights or additional nights if the professors also stay to present during the Meeting following the Symposium. Airfare will be agreed upon in advance and fully covered by the organizers with the approval of travel class by the EC Chair.

Official Courses

Fee: \$10,000

	Isaps.org Events Calendar	Aesthetic Plastic Surgery Journal Events Calendar	ISAPS NEWS Calendar	Emag	UPDATE	Stand-alone Eblast	Social Media	Fee (USD)
ISAPS Courses	X	X	X	X List with detail of ISAPS courses and the Events Calendar banner	X	Three. Depending on the time frame available after EC approval and date of event. Minimum 45-60 days interval between e-blasts. LO must provide graphics, date, venue, contact information and course web link to Executive Office as soon as possible.	Four, incl. Video (if provided) 6 months prior 3 months prior 1 month prior 1 week prior (unless indicated diff.)	10,000

If you are interested in organizing and Official Course, please refer to the [ISAPS information page](#) and email registrar@isaps.org.

Benefits:

- ISAPS. Org Event Calendar promotion
- Inclusion in the Event Calendar Aesthetic Plastic Surgery Journal
- Inclusion in the ISAPS News Calendar
- E-Mag: Banner for 6 months prior to the event
- Inclusion in Member Update
- Stand- Alone Eblast: Three, if time allows, with a minimum of 24-60 days interval between e blasts. Local Organizer must provide graphics, date, venue, contact information and web link.
- Social Media: Four (including Video) 1x 6 months, 1x 3 months, 1x 1 month, 1x 1 week prior to the event if time allows.
- The right to use the official ISAPS Official Course logo in publicity materials, on the website and in other program related printed materials. The logo will be provided in the endorsement confirmation email.

Requirements:

- Duration: 2 days or longer.
- Course directors will be the EC Chair, EC Vice Chair or EC Regional Representative as decided by the EC Chair. Multiple Directors can be named by the EC to act as Co-Director(s).
- Local Chairmen (ISAPS NS or other ISAPS member(s) of the country appointed by NS) are responsible for local arrangements. The local organizer will be the National Secretary or an ISAPS member(s) appointed by the NS and approved by the EC.
- The Course management is totally the Local Organizer's responsibility. ISAPS EC is responsible for invited faculty selection and scientific program only.
- A Course can be coupled with a national or other major meeting but should be independent. ISAPS Course speakers can also be invited to the national meeting provided that their hotel accommodation and local hospitality are covered for the extra days of their stay.
- Courses can also be coupled with a VPP provided all requirements of this program apply. A VPP must be requested from the Chair of the CPP and the EC Chairman prior to application. [The VPP Application](#) should be submitted to the Executive Office for approval at least 3 months prior to the date of the event.
- Efforts should be made so that the EC Chair or Vice-Chair will be present at ISAPS Courses or Symposia worldwide.
- Regional EC representatives can substitute for the EC Chair or Vice-Chair in case of their absence.
- Courses should have at least 50 participants for approval of organization and travels of Faculty members.
- Official Courses may include cadaver dissection.
- Official Courses may include live surgery with simultaneous transmission to the audience.
- Minimum two faculty speakers for every anticipated 50 participants to be provided by ISAPS EC.

- Where the National Society is an ISAPS Global Alliance Member and the Society has approved and supports the course, a 10% discount off the standard \$10,000 will be offered.
- Payment should be in one full or two partial installments: 50% at application time and 50% two months prior.
- Local Organizer will pay the bills, in country and in their own currency, from income generated from registration fees, industry and exhibition. ISAPS will receive no income.
- Local organizers are required to send the list of all who attended including email addresses to the Executive Office within two week of program conclusion for promotional purposes.

Faculty Reimbursement Policy

- Local organizers are responsible for local hospitality, covering airfare (with the approval of travel class by the EC Cha), airport transfers, hotel stay for the entire duration of the event plus the night prior to commencement and the last night after completion. Social events are complimentary from the Local Organizers for all ISAPS faculty and speakers.

Fundamental Aesthetic Surgery Training Program (ISAPS F.A.S.T. Program)

Application

The F.A.S.T. program is intended mainly for younger qualified plastic surgeons who are either still in training or who have been in practice for up to 5 years. It may, however, also be attended by any interested plastic surgeon interested in advancing their surgical skills.

The ISAPS F.A.S.T. Program is a foundational surgical course that covers the fundamental concepts of Aesthetic Plastic Surgery on various anatomical regions.

Note: This is not an advanced aesthetic surgery program. Those are presented in ISAPS Official Courses and Symposia around the world as part of the ISAPS mission of *Aesthetic Education Worldwide*.

The Scientific Program of the Modules will be exclusively designed by the ISAPS EC and will be standardized for each module, including all the topics mentioned below and any additional areas proposed by the local organizers in accordance with the demand of the local community.

The F.A.S.T. Program is divided into three modules taught over a period of one year. Suggested months are January-May-October). Each module focuses on a different anatomic region (Face, Breast, Body) and covers a core curriculum as determined by the Education Council. Inclusions include, but are not limited to:

- Patient selection
- Basic surgical anatomy
- Step-by-step surgical techniques
- Pre-op and post-op care of patients
- Tips and tricks of each technique
- How to avoid or treat common and uncommon complications
- Common patient concerns
- Minimally and non-invasive techniques
- Patient Safety
- ISAPS Business School – how to grow, market, protect, and organize an aesthetic surgery practice
- How to introduce new technologies into a practice
- Local organizers may propose specific topics to be presented in the modules that might not be included in the list above. The EC will consider these proposals for inclusion.
- The duration of each module will be 2-3 days dependent on content.

Requirements:

Each ISAPS F.A.S.T. Program should ideally be organized under the auspices of the National Plastic or Aesthetic Surgery Society of the country. They will be invited by the EC to officially support and take an active part in the program, including the selection of local speakers and overall design of the program.

The ISAPS Education Council is exclusively responsible to grant approval for the organization of any ISAPS F.A.S.T. Program. The National Secretary in the sponsoring country may be invited to

provide recommendations and information to the local organizers where the event will be located, if required by the Education Council.

Faculty selection for ISAPS F.A.S.T. Series programs is exclusively and carefully provided by the EC to meet high standards of training and teaching, including ISAPS members who are renowned professors with academic activity and dedication to the Aesthetic Plastic Surgery specialty.

- The number of teaching professors will be limited, and decided by the EC, depending on the content of the modules.
- Local organizers may propose local speakers to take part in the program.
- Local speakers should be ISAPS members and members of the National Society and cannot exceed 50% of the total number of ISAPS professors invited for each module.
- If an ISAPS Global Alliance Member Society sponsors the program, the Society must be invited by the local organizers to decide together the selection of the local speakers.

Invited Faculty Responsibilities/Conditions/ Rights

- **Lectures.** Presenters should make timed presentations of predetermined length and speak clearly and slowly in **English**, especially if simultaneous interpretation is being used. The PowerPoint presentations should be of excellent quality, avoiding an excess of “pre- and post-” photos and repetition, and ensuring that information on each PowerPoint slide is easily readable and not overloaded. Complications and resolution should be addressed in every presentation.
- Each presenter should be reminded that new ideas, which have not yet been proven to be of good value, should be identified as such. The presentations should start with basic considerations pertaining to the subject and brief historical remarks. Technical details of the surgical procedure should be made very clear by means of PowerPoint or imbedded video clips and complications should be honestly discussed.
- The relationship between the presenter and any commercial company or product mentioned in the presentation must be clearly announced by the faculty member when starting his or her lecture. Prior to the meeting, all Faculty members must sign speaker full disclosure forms.
- **Publication.** Presenters should be encouraged to submit manuscripts to *Aesthetic Plastic Surgery*, the official ISAPS journal.

The **faculty reimbursement policy** for ISAPS Professors, Faculty and members is the responsibility of the local organizers. This requires that the organizers provide full travel expenses, in any class of service agreed upon between the EC and the local organizers, airport transfers, hotel accommodation and hospitality for the whole period of each module. Travel expenses reimbursement must be executed under equal policy for every professor and with no distinctions. Payment of the required travel reimbursement should be provided for each faculty member on site and the local organizers are urged to do so in the first days of the event. All presenters must arrive at least one day prior to the course starting date.

ISAPS Fees for the F.A.S.T. Program will be gradually discounted for every module, payable one month prior to each. (\$10,000 - \$8,000 - \$6,000 totaling \$24,000 for the complete F.A.S.T. series). Programs supported by ISAPS Global Alliance Member Societies will be eligible for a 10% discount on the above quoted fees.

Registration Fees for participants are at the discretion of the local organizers. Industry can be invited to sponsor the program. Income generated from this program will be collected by the local organizing committee and distributed at their discretion.

Certificates: On completion of the full program, the ISAPS Education Council will grant special **certificates** to the participants. Separate certificates will also be granted for each module, but ISAPS benefits to the participants apply only if the full program is attended and completed.

Benefits of participation if the entire program is completed:

- Participants who are not yet ISAPS members - 10% membership dues discount for the first year of ISAPS membership.
- Existing active ISAPS Members – 20% membership dues discount for the year following completion of the program.

CME accreditation or equal National Accreditation by an official Medical Body or Society is obligatory for the F.A.S.T. series program and is the responsibility of the local organizers.

Any ISAPS Global Alliance Member Society that officially supports this program will receive a special certificate of acknowledgement from the ISAPS EC.

The ISAPS EC Chairman can combine the ISAPS F.A.S.T. program with an ISAPS Visiting Professor Program (VPP) following approval. In this case, the VPP will be executed in the two days preceding the modules described above, and under the rules of the VPP. In certain cases, ISAPS F.A.S.T. Program modules can also be presented as part of the ISAPS webinar program.

Summation Session Reports

The Local Chairman will meet at the end of the educational program with the EC Chair, and/or EC Vice-Chair, EC Local representative, ISAPS NS to review available information and will file a report with the EC Chair to approve before submitting to the Executive Office. This report should not reach the EC Chair for approval later than 2 weeks after the event and the Executive Office no later than 1 week after EC Chair has approved. The reports are included in the ISAPS Newsletter according to the availability and release date of each issue.

Report should include:

- Description of the event and the relevant program and social events
- Evaluation results
- Final number of attendees
- Feedback from the participants
- Photos of the event
- Any other interesting information related to the event

Scientific Program of Educational Events

- The EC Chair, in cooperation with the local organizing committee, is responsible for confirming the invited faculty and scientific program. The EC Chair can assign the EC Vice-Chair or Regional Representative for the same, provided that final decisions will be under his approval.
- The non-ISAPS speakers invited, as faculty, must not exceed 30% of the total number of ISAPS member speakers.

Opening Ceremony

- Includes a brief introduction/welcome by the Course Director, Local Chairman and President of the local society, announcement of any special events and general course orientation. If more than one society in the country is a member of the Global Alliance, both societies should be represented by their Presidents at the opening ceremony.
- Hierarchically, the President of ISAPS, the EC Chair or the EC Vice-Chair, or the Regional Representative, if present, should open the course.

Course Format

- At least two 2.5-hour sessions should be incorporated. One chairman and one moderator should chair the sessions. The Chairman should present the faculty and keep track of time. The moderator should lead the faculty in discussion and encourage dialogue with the audience. Instructional Courses require a min. of 15min. presentation by the speakers and preferably 20 min.
- A minimum of 15 minutes of discussion should be incorporated at the end of each session. Discussion after sessions is a very important element, which must be respected and included.

Topics

In addition to aesthetic surgery topics, efforts should be made to include:

- Related anatomy at the beginning of each session
- Introductory 5-10 minute videos at each session
- ISAPS Business School topic presentations

Course Director and/or Co- Director Assignments – International Faculty Selection and Invitation

- Invitations to faculty should be sent using a specific format with the ISAPS logo and signed by the EC Chair, Course Director and Local Chairman.
- Invitations should be sent from one e-mail address for more convenient communication and copied to EC Chair, and Local Chairman.
- Confirmed or declined invitations should be forwarded to EC Chair and Local Chairman.
- Selected faculty members must have the EC Chairman and/or Vice- Chairman approval prior to invitation.

Scientific Program for ISAPS Calendar

ISAPS will start advertising the program as soon as complete information is received. An information form including instructions for submission and all needed information will be sent at time of program approval.

Local Chairman Assignments in Cooperation with a professional congress organizer (PCO)

Confirm and manage all local arrangements including hospitality, meals, tours, venue, hotels, audiovisuals, and local transportation.

- Provide simultaneous interpretation, if needed. Official language must be English.
- Organizers should offer:
 - Hotel accommodation for invited faculty: at a minimum for the nights of the event dates plus one additional night most reasonably the night prior to the first day of the event. (Mandatory)
 - Airport transfers for faculty (Mandatory)
 - Faculty dinner (if organized, free for the faculty and spouses)
 - Gala dinner (if organized, free for the faculty and spouses)
 - Local social events or tours for the faculty and voluntarily for spouses (suggested)
 - Travel expense reimbursement for faculty follows the rules described analytically in faculty reimbursement policy.
 - Strongly encourage all faculty to submit a paper to the ISAPS journal, *Aesthetic Plastic Surgery*.
 - Send Invited Faculty Responsibilities to each invited speaker.
 - Send the list of all participants with emails to the Executive Office upon completion of the meeting for promotional purposes.
 - Promote ISAPS Membership and any relevant offers to participants.
 - Provide ISAPS representative with a booth.

Evaluation Form

A customized evaluation form for each scientific program is to include:

- Names of faculty and lecture titles
- Rating scale from 1-5 for each faculty speaker presentation
- Scale scoring: 1: poor, 2: average, 3: good, 4: very good, 5: excellent

Provide the evaluation form either digitally or on paper during the program.
Send a summary of responses to the EC Chair and Executive Office.

Certificates of Attendance and Faculty Participation

- Can be distributed to participants as evaluation forms are submitted at the meeting or can be sent by email on request provided that the evaluation form has been submitted.
- Signatures: The EC Chair, Course Director(s) and Local Chairman should sign the certificates.
- Design of certificates is under a standard format provided by the EC and cannot be at the discretion of local organizers.
- CME accreditation should be included in the certificate with the number of CME hours accredited and relevant authority's accreditation serial number.

Registrant Certificates – Only those participants, member and non-member, who have paid the registration fee and attended the entire Course, will receive a certificate of attendance. These must

be distributed only in exchange for a completed evaluation form.

Faculty Certificates – Certificates of attendance shall be distributed to all faculty whose name appeared on the program, but not to any who did not attend the course. The title of their presentation may be included on the certificate.

Certificate Design – Standard certificate design will be provided by the EC. Certificates, must include the ISAPS LOGO and must be signed by the EC Chair, Course Director(s) and Local Chairman. Signatures may be added digitally.

Local Chairman's and Local Organizer's Responsibilities

- The Local Chairman/organizer should propose local plastic surgeons as faculty members in compliance with the EC Guidelines outlined in this document.
- Create a meeting-specific website linked to the calendar at www.isaps.org Websites for courses shall be: ***www.isapscourse.(Country).*** ***Please note that this is a mandatory format!***
- Industry participation and funding of the event is necessary.
- As part of the Global Sponsor Program, we encourage Global Sponsors to offer preferential Local Organizers must accept the waiver of registration fees to ISAPS members of certain membership status, if the event has been selected according to the member's status and benefits. Responsible for the smooth settlement of this procedure is the Executive Office which will contact the Local Organizers for the details of the participant and the reimbursement of the Local Organizers for the registration fee.
- Ensure that ABSOLUTELY no pictures or video recording is allowed by participants during the meeting. Please see below section on Recording of Meetings for specific guidelines.

ISAPS Exhibit Booth

- Must be arranged by the National Secretary and/or the Local Chairman in cooperation with the Executive Office at least three months in advance.
- Supplies for the booth may include membership information, copies of the newsletter and future course or Congress brochures. These must be requested from the Executive Office at least two months prior to the course date.
- WI-FI Internet access is required and a laptop to access the on-line membership application form must be available.

Course Announcement and Publicity

In consultation with the EC Chair and Course Director, the organizers should begin course promotion at least one year in advance. In cases when less time is available after course approval, promotion can start at a later time. Further announcements are recommended periodically in cooperation with the Executive Office.

Suggested promotion may include:

- Information about the meeting on the ISAPS website, email blast and newsletter as part of our ISAPS meetings calendar.
- Email blast 6 months to 2 months prior to the course to direct readers to the course

- website.
- Flyers distributed at other ISAPS meetings printed and distributed by the local organizers.
- Local organizers should include promotion in their society's newsletter and website.
- A meeting specific website linked to the host society's website should be created that contains all relevant information about the course such as: dates, location, hosts, endorsing organizations, exhibitors and sponsors, meeting venue, hotel accommodation, faculty, program, social events, travel information, registration rates and form, local and contact details.
- ISAP Member discounts are expected to be offered and included on the Social Media form which must be completed upon acceptance of program.

Printing

- Formal, four-color brochure listing all details of the course including faculty, program, registration form, and accommodation information. (Printed brochure is optional if accessible e-brochure is available)
- Certificates for registrants and faculty
- Name badges, color coded for faculty, members, non-members, guests, exhibitors and others such as staff or media.
- Invitations to special events (optional)

Recording of Meeting

- Registrants are not permitted to take pictures or record videos during the course lectures under any circumstances.
- The recording restriction must be mentioned in the final program, stated by the local chairman at the opening, consistently monitored during the course, and posted with appropriate signage.
- Enforcement of this rule is the responsibility of the local Chairman. Offenders must be removed from the meeting and the recordings deleted.
- As mentioned, any recording of sessions is strictly prohibited by participants, however the local Chairman can organize recording if prior written authorization has been provided by all faculty for the purposes of adding such recordings to the official ISAPS Learning platform.

ISAPS Reimbursements

To be determined by the EC in conjunction with local organizers.

Visiting Professor:

Please refer to the [Visiting Professor Guidelines](#) and [application](#).

Webinars/Virtual Meetings

Any ISAPS program type can also be organized in the format of a webinar or virtual meeting if the local organizers prefer this format. Guidelines for the respective programs apply, with the exclusion of travel and accommodation of speakers.

Optional Services available from ISAPS Office at an additional fee

- Support for CME application
- Live Streaming
- Registration
- Design and Graphics

Revised by Andre Auersvald & Ahmad Saad (EC Chair & Vice-Chair) August 2024