



## ISSM Endorsement Protocol

### Application

- Any interested person may apply for ISSM branding of their educational program through the ISSM website.
- **Fees are not required for ISSM affiliated societies and for (sponsored) Annual Meetings of ISSM affiliated societies.**
- **Non-profit organizations, charities, and academic institutions are not required to pay an application fee.**
- **The application fee for commercial, industry, or for-profit endorsements is \$ 100. This fee may be waived or reduced at the discretion of the Executive Committee.**
- **The primary purpose of the activity should be academic in nature with limited commercial intent / impact.**
- **If the application is granted, the endorsement fee is:**
  - **\$ 500 (single-day programs, non-profits, charities, academic institutions)**
  - **\$ 2000 (multiple-day programs, commercial, for-profit)****These fees may be waived or reduced at the discretion of the Executive Committee.**

Please submit the completed application form (with a copy of your proposed program, complete CV of your program chair, and abbreviated CV of each proposed faculty member) to [office@issm.info](mailto:office@issm.info)

### Review Process

- The ISSM office ensures that requirements are completed except as it relates to content review.
- The application, along with a scoresheet, will be distributed to selected members of the ISSM Education Committee within 1 week of date of receipt of completed application and submitted fee (if applicable).
- Evaluators will have 2 weeks to review and complete the scoring sheet. The ISSM office will send a reminder to each reviewer after 1 week.
- Members of the ISSM Education Committee (3 reviewers) have 2 weeks for review the content for accuracy and professionalism. A scoring sheet is used for general guidance on endorsements.
- The ISSM Education Committee Chair synthesizes the reviews to decide on a final endorsement or rejection. This may include a meeting with the reviewers to further discuss the final endorsement.
- The decision is passed to the Executive Committee who performs a final review and makes the final decision.
- The applicant is notified about the final decision within 4 weeks of receipt of completed application.

## **Requirements for Endorsement**

- All materials to be endorsed must be available for review. In the case of anticipated presentations, if it is not practical to submit the presentation in advance, the presentation title, speaker, and learning objectives should be reviewed. The reviewing panel maintains the right to request a copy of the full presentation for review in cases of controversial topics or ones in which the ISSM has a particular interest or position statement.
- All materials must meet the standards required for ISSM meetings / lectures (i.e., disclosures, generic names where possible, no appearance of endorsement of a particular drug or therapy).
- The ISSM logo cannot be used on advertising materials.
- The material should be professional in nature and be consistent with the typical quality associated with the ISSM.
- The person requesting endorsement must be an ISSM member.
- Materials presented should be consistent with ISSM messaging and should not be contrary to ISSM position statements.
- Whenever possible, ICSM and/or ISSM guideline or position statements should be included.
- The beginning of the program must include an ISSM Endorsement Informational Slide (must contain information that the program has been endorsed by the ISSM, however, all content has not been reviewed for accuracy and does not necessarily represent the opinion of the ISSM).
- Granting endorsement is only applicable to the specific program and dates which were granted endorsement. Annual programs, for example, would require a repeat review. Similarly, new editions of books would require repeat endorsement.

## **ISSM Endorsed programs**

- All ISSM endorsed educational programs will be highlighted in the education committee report at the annual meeting and an email announcement /advertisement will be sent through the ISSM Update.
- All ISSM endorsed programs will be advertised at no charge on the ISSM website.

If approved, the following phrase may be used in your program: “This program is endorsed by the International Society for Sexual Medicine”.