National Secretary’s Handbook

10th Edition

2018-2020

Prepared by the Executive Office – Summer 2018
August 2018

Dear National Secretary,

To our veteran National Secretaries, welcome back. To our new National Secretaries, welcome to this special ISAPS Family.

You were elected by the members in your country to serve the unique and important function of representing them in the leadership of ISAPS for which you should be proud. You deserve their confidence and respect.

**You are always an ISAPS Ambassador.** Your influence can extend into neighboring countries in your region where ISAPS is not well established. You should share our ideas, vision and mission at meetings you attend to promote membership in this great organization.

ISAPS now has more than 3,700 members in 104 countries. Our task of attracting only the best, most qualified surgeons to our membership becomes even more important with a public that is becoming increasingly aware of ISAPS. More patients are looking to us for qualified surgeons.

The Biennial Congress is the cornerstone of our work in providing *Aesthetic Education Worldwide*. Note that this slogan is now a registered trademark of ISAPS. The education we provide that our members and non-members alike subscribe to is devoted to increasing patient safety – a major mission of this organization.

Our Biennial National Secretaries Meeting where we gather to exchange experiences, to learn about new ISAPS goals and initiatives, and to strengthen our friendships with each other has become an integral part of the Congress. However, you should stay connected to your fellow National Secretaries to help each other solve local problems. We encourage you to go forward and promote ISAPS good will with enthusiasm as you serve our great Society.

Wishing you much success in the next two years,

Peter Scott, MD  
Peter D. Scott, MD  
Chair

Ivar van Heijningen, MD  
Ivar van Heijningen, MD  
Assistant Chair

Catherine Foss  
Catherine Foss  
Executive Director
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Find your National Secretary Colleagues at:
[www.isaps.org](http://www.isaps.org) >> Medical Professionals >> ISAPS Leadership & Staff >> National Secretaries

*ISAPS.NSHB.Summer 2018*
RESPONSIBILITIES AND DUTIES

BASIC REQUIREMENTS
As an ISAPS National Secretary (NS), you must be able to:
- Communicate in English - this applies to you as the National Secretary and one key member of your office staff.
- Respond promptly via e-mail to inquiries from ISAPS members, the Executive Office, the Chair of National Secretaries, or members of the Board of Directors.
- Accept the responsibility to carry out the duties listed below.

LIAISON WITH THE ISAPS EXECUTIVE OFFICE
- Assist the Executive Office and members of the Board of Directors in communicating with your members and non-members in your country on their behalf.
- Use the official ISAPS National Secretaries Logo on your email correspondence with members. You can find the logo in the ISAPS Brand Book at this link: https://www.isaps.org/members/isaps-logo-usage-brand-book/ You can only access this from the Members Area of the website.
- To access the Members Area, your Login in is your email and your password is your ISAPS Member ID number, preceded by ISAPS. For example: ISAPS12345

CURRENT MEMBERSHIP LIST
- Maintain current contact information for each member in your country on your own computer in a designated database to include address, telephone, fax, and e-mail. Communicate changes in this information in a timely manner to the Executive Office.
- Annually check each member’s status to confirm current membership in your country’s national plastic surgery organization. Report changes to the Executive Office.
- Report any members’ retirements, resignations, deaths and other changes in member status to the Executive Office.

COMMUNICATION WITH ISAPS MEMBERS IN YOUR COUNTRY
- Serve as the liaison between your country’s members and the Board of Directors.
- Forward any complaints from the membership to the Chair of National Secretaries.
- Promote ISAPS educational activities and other member benefits to your members.

MEMBERSHIP GROWTH
- Actively recruit new ISAPS members by inviting qualified individuals to join.
- Whenever possible, make presentations at meetings about ISAPS membership. We periodically provide a PowerPoint to our National Secretaries to assist with this function.
- Help manage ISAPS exhibits at meetings in your country to answer questions about membership, distribute membership brochures, and help colleagues apply for membership.

APPROVALS
- Approve membership applications from your country as directed by the Membership Manager in the Executive Office.
- Provide letters approving requests for endorsed courses in your country. See page 23 for a sample ISAPS Endorsed Course Application, available on request from the Executive Office.
ASSISTANCE WITH ANNUAL DUES COLLECTION

- The Executive Office sends dues invoices to all members for dues each year with several reminder emails.
- Following several attempts to collect dues, the Executive Office issues a list of members who have not paid dues to their National Secretaries. **The National Secretary is responsible for assisting with the collection of unpaid dues.**
- **Dues are payable by December 31.** Beginning on January 1, members who have not paid no longer receive the journal. Beginning on April 1, members who have not paid dues are removed from the website.
- ISAPS has a new option to **auto renew dues payments each year.** Members are asked to contact the Executive Office to request an authorization form. We recommend that you make this option known to your members.

BIENNIAL CONGRESS

- Attend the biennial ISAPS Congress and the National Secretaries Meeting immediately preceding each Congress.
- If you cannot attend, it is important that you inform the Chair of National Secretaries.

ELECTION OF NATIONAL SECRETARY and ASSISTANT NATIONAL SECRETARY

- According to ISAPS By-Laws: **the term of office is four years. A National Secretary and Assistant National Secretary may serve two (2) four-year terms, and not more than eight (8) years total.**
- The Executive Office manages elections in countries with more than 10 members.
- National Secretaries in countries with 10 or fewer members may manage elections, or they may request assistance by the Executive Office.

ELECTION OF ASSISTANT NATIONAL SECRETARY

Countries with at least 50 members may elect one or more Assistant National Secretaries (ANS). The ANS has the authority to review and approve applicants and should be chosen by the members in the country using the same process as the National Secretary’s election.

INTERNATIONAL ACTIVITIES

**ISAPS Teaching Faculty**

The Chair of the Education Council (EC) may request that National Secretaries recommend new ISAPS teaching faculty from among well-known surgeons in their country or region who can contribute to the strength of the EC teaching program. Faculty must be capable of making high quality presentations in English.

**Recommendations to the Nominating Committee**

The Chair of the Nominating Committee may, at his or her discretion, contact the National Secretaries to make recommendations for key ISAPS Board of Directors or Committee positions for the next term.

**ISAPS Journal: Aesthetic Plastic Surgery** – published 6 times per year

Encourage and facilitate the submission of scientific papers by your members to *Aesthetic Plastic Surgery*, the official journal of ISAPS.
**ISAPS News – the official newsletter of ISAPS** – published 4 times per year

Periodically contribute news about activities in your country and encourage your members to write articles for the newsletter.

Contact the Managing Editor of the Newsletter for more information at isaps@isaps.org

**National Secretary Ambassadors**

National Secretaries, as ISAPS Ambassadors, are encouraged to attend meetings of other societies, to meet with other ISAPS National Secretaries whenever they are in the same location, and to maintain communication with each other throughout their term of office.

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**A BRIEF SUMMARY OF ISAPS**

*Here is some useful information to help you promote interest in ISAPS.*

- The *International Society for Aesthetic Plastic Surgery* was established in 1970 at the United Nations Headquarters in New York.
- The first ISAPS Congress was held in Rio de Janeiro in February of 1972 and was attended by 400 plastic surgeons from 30 countries.
- ISAPS membership now numbers over 3,700 surgeons from 104 countries. You can always see the number of members by country on our website under Find a Surgeon.
- There are currently 105 National Secretaries and Assistant National Secretaries. Any ISAPS member country with at least 3 members may elect a National Secretary to represent them in the leadership of ISAPS.
- Congresses are held every two years and rotate around the world to cover the various continents.

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**SUMMARY OF MEMBERSHIP**

- **Becoming a member of ISAPS** reflects a personal commitment to joining in the mainstream of global aesthetic surgery and of remaining at the forefront of new developments, research, patient safety and education in the field.
- The **ISAPS Website** [www.isaps.org](http://www.isaps.org) offers a wealth of information.
- Subscription to the official ISAPS journal, *Aesthetic Plastic Surgery* and to the official Newsletter, *ISAPS News*, is included in the annual membership fee.
- A subscription to our journal, if you were to buy it yourself, would be $550. ISAPS Dues for Active members are $450 (subject to change).
- The **Biennial (every two years) Congress** is traditionally held in the country or region of the President. The next Congress will be in Vienna, Austria in September 2020.
- ISAPS produces and endorses many courses each year. These are always listed on the ISAPS website, in our journal and in our newsletter. A monthly Calendar of these courses is also sent to our email list.
- Only ISAPS Members have access to **ISAPS Insurance**.
- A major advantage of membership is the collegiality and recognition associated with meeting other plastic surgeons with the same interests in aesthetic surgery from around the world.
ISSUING INVITATIONS TO PROSPECTIVE MEMBERS

ISAPS By-Laws: Article 4 — MEMBERSHIP
SECTION 1: GENERAL QUALIFICATIONS
“Membership shall be at the discretion of the Society.”

Your most important responsibility as a National Secretary is to promote membership both in your own country or region and when you travel to other meetings.

To do this, the National Secretary issues personal invitations to selected plastic surgeon colleagues inviting them to become a member of ISAPS. It is recommended that the National Secretary review the list of members of his/her National Society annually to select those plastic surgeons who should be considered for ISAPS membership.

Your candidates should be directed to the ISAPS website, www.isaps.org, where they can find both ISAPS membership information and the on-line application. Applicants as well as current members should be directed to the many interesting and important aspects of the website to learn more about this powerful tool and resource.

In countries with a large number of plastic surgeons, it may be advisable to request all of the current ISAPS members to offer their recommendations for new members.

We admit new members at the end of every month. Once the application is complete, you are notified by the Membership Services Manager to review and accept or deny the applicants in your country.

From time to time, the Membership Services Manager may contact you for assistance with certain membership issues. Please cooperate with this process so we can admit new members in a timely fashion.

MEMBERSHIP CATEGORIES

Active Member - a board certified plastic surgeon in practice for at least three years who is also an Active member of the society in the country where he or she practices.

Application Fees for Active Members
Application fee (non-refundable): US $100
Annual dues: US $450
Total due with the application: US $550

The completed application must be accompanied by the first year’s dues and the application fee. The dues will be refunded if the applicant is denied membership.

Annual Dues are payable in full by December 31 each year — according to the By-Laws. Non-payment results in loss of the journal subscription and removal from the membership directory on the ISAPS website.
**Associate Member** – a plastic surgeon who has completed all training but has not been in practice for three years yet or not yet board certified. Associate members may be moved to Active membership when they have been in practice for at least three years as long as all Active member criteria are met, including certification and membership in their national society.

**Application Fees for Associate Members**
- Application fee (non-refundable): US $75
- Annual dues: US $250
- Total due with the application: US $325

**Annual Dues** are payable in full by December 31 each year – according to the By-Laws. Non-payment results in loss of the journal subscription and removal from the membership directory on the ISAPS website.

**Resident/Fellow Member** – a plastic surgeon still in an approved training program. There is no application fee and no annual fee for this category of membership, but they must apply for membership and be approved like any other member.

**Application Fees - THERE IS NO FEE FOR THIS CLASSIFICATION OF MEMBER**
- Application fee (non-refundable): US $0
- Annual dues: US $0
- Total due with the application: US $0

**Life Member** – a former Active member for at least three years who has reached age 65, retired from practice or needs a short-term waiver for medical reasons. The member must request this change in status in writing to the Executive Office.

**Honorary** - Honorary Membership may be conferred on eminent physicians or other individuals whom the society desires to honor because of their service to ISAPS or their achievements and contributions to the field. Such individuals must be board approved and then voted on during the Biennial Business Meeting (during the Congress.)

ISAPS has only 5 members in this category.
- Thomas S. DAVIS, MD – United States
- K. Guler GURSU, MD – Turkey
- Wayne MORRISON, MD – Australia
- Frederick V. NICOLLE, MD – United Kingdom
- G. Ian TAYLOR, MD – Australia
APPROVING NEW MEMBERS

As the National Secretary, you will approve or deny admission to applicants from your country or region. This implies that you either know them personally or that you have verified that their training meets ISAPS’ strict standards.

Letters of sponsorship should not be provided by any National Secretary, but may be provided by an Assistant National Secretary. In this case, the National Secretary must approve the application.

Once an application is complete, you are informed by the Membership Services Manager via email to approve the applicant. There will be attachments which you must review and confirm that they meet ISAPS’ strict standards. You must reply to the Membership Services Manager’s request with your approval or denial once you have completed your review, so the applicant can be notified and added to the website.

*If you deny membership to an applicant,* you must provide detailed reasons for the denial.

SPONSORING NEW MEMBERS

National Secretaries cannot normally sponsor new members, but Assistant National Secretaries can.

FAST TRACK ADMISSION PROGRAM

To facilitate membership for those in your society who would like to join, ISAPS offers this special proposal to any plastic surgery society that would like to enroll multiple members at one time.

Having your Society’s members join at one time will:
- eliminate application fees
- eliminate their need to complete our on-line application process
- require payment of dues for the group with one wire transfer
- insure that all current year issues of our journal will be sent to each new member
- allow Active members to add our logo to their practice website/marketing materials
- offer member rates at all education programs on our calendar – including the Biennial Congress
- provide member-only access to our journal through our new website – [www.isaps.org](http://www.isaps.org)

The only proviso is that all your members who wish to take advantage of this special invitation must do so at the same time, in one EXCEL file. Stragglers will be required to revert to the standard application process which will take time for them and cost more. This offer is not open to Life members of your society.

If you are interested in the fast track admission program, or have questions, please contact the Membership Services Manager at [Membership@ISAPS.org](mailto:Membership@ISAPS.org). We will send you the required EXCEL file and further instructions.
THINGS TO CHECK PERIODICALLY

Current Member Data
Once a year, you should check the website to be sure that all members in your country have current, accurate information recorded there. Any changes should be sent to the Executive Office. Correct emails are especially important. In larger countries, you may want to contact all your members and ask them to verify this information.

When a Member Dies
If one of your members passes away, please notify the Executive Office. There is a protocol we need to follow when we lose a member.

Links to Society Websites
Under the FIND A SURGEON menu item on the home page, there is an option for Links to Other Websites. Please check from time to time that the link to the National Society in your country is correct, or that it is there at all. If not, or if it needs to be updated, please contact the Executive Office. If you can suggest another link of interest, let the office know and we may be able to add it.

Find A Surgeon

Website Information
There is a lot of information on the website. Sometimes it becomes outdated. If you see something that should be changed or deleted, let the Executive Office know.

The Members Area
Information in this part of the website is password protected. To enter, type your email address (your Username) in the first box and your member ID with ISAPS preceding the number (your Password) in the second box. Example: ISAPS12345

➢ If you are not sure which email to use, if you have more than one, or if you cannot recall your member ID number, contact Membership@ISAPS.org The same applies to members in your country who may ask you.
OPPORTUNITES FOR ISAPS MEMBERS

Visiting Professor Program (VPP)
The ISAPS Visiting Professor Program (VPP) brings the best educators in aesthetic surgery to many regions around the world that may otherwise never be exposed to modern surgical and non-surgical aesthetic surgery training.

- The primary intention of this program is to provide intensive, hands-on training for residents and fellows.
- A secondary advantage is for faculty to present lectures to larger audiences while they are visiting. The VPP is not intended to provide funding for conference speakers.

The VPP Program Chair will work through the National Secretary with national societies of plastic surgery, universities and other plastic surgery teaching facilities to foster this program. ISAPS will send the top names in aesthetic surgery, and the host country’s national society and major teaching university will take advantage of this volunteer education program.

Information and an application are at this link:
https://www.isaps.org/medical-professionals/visiting-professor-program/

For more information, see page 20 in this Handbook. To schedule a VPP, contact the Executive Office.

Suggestions for Course Faculty
We welcome your suggestions of outstanding plastic surgeons who you believe would be valuable faculty for our education program. Please contact the Chair of the Education Council with your recommendations.

Publication of Manuscripts in the ISAPS Journal
The ISAPS journal, Aesthetic Plastic Surgery, is the official journal of the Society, is published six (6) times each year, and is an important benefit of membership. We urge you to promote this publication opportunity to all plastic surgeons in your country, whether they are ISAPS members or not.

Notices and Articles in ISAPS Newsletter
ISAPS News is mailed to all members four (4) times each year and sent electronically to our list of over 25,000 plastic surgeons worldwide. Please encourage your members to submit an article to this publication, especially in our Global Perspectives Series in each issue. Text editing is provided. Articles should be about 500-750 words with photos if appropriate – with captions for the photos. Articles should be sent to ISAPS@isaps.org

The ISAPS Web Site
The ISAPS web site is www.isaps.org. You should remind your members to update their profile. The website also contains a wealth of information and is open to the public. This means that patients looking for an ISAPS member plastic surgeon can find one in their country or elsewhere. The homepage of the website is focused on patient information in ten (10) languages. This is intended to provide a worldwide patient referral system.
COMMUNICATION WITH ISAPS MEMBERS IN YOUR COUNTRY

How you communicate with ISAPS members in your country is your choice. It is recommended that you contact them periodically with news, requests for new members, or to distribute information provided to you by the Chair of National Secretaries or by the Executive Office.

Some countries include an ISAPS seminar during their national meeting, particularly those countries with a separate aesthetic society. Announcements of these meetings can be discussed in an ISAPS communication from the National Secretary posted on the society’s website or included in the society’s newsletter.

Promoting the submission of papers to the ISAPS Journal is another reason to communicate with your members. Papers presented at your national society meeting offer excellent opportunities for the authors to be published in an indexed, international, academic journal.

Reminders to pay their ISAPS dues should be sent by all National Secretaries in December of each year, once payment invoices are sent by the Executive Office. **The dues deadline is December 31st every year.**

Requests for nominees for membership in ISAPS should be requested from all members and promoted among non-members of your national society – if you agree that they are eligible for ISAPS membership according to our requirements.

**Associate Membership** is intended for young surgeons who have concluded all training but have not been in practice for three years yet, or who are not yet board certified (or the equivalent). Invite your young colleagues to join as Associates. When they become eligible for Active membership, they do not need to re-apply and are usually fast tracked into full Active ISAPS Membership.

**Resident and Fellows** are our future! Encourage them to join while they are still in training. **Membership for these young people is FREE!**

Two innovative new programs have been established for Resident/Fellow and Associate Members. Information about these unique training and mentoring programs are on the website at: https://www.isaps.org/medical-professionals/residents-fellows/

COMMUNICATION AMONG NATIONAL SECRETARIES

The National Secretaries have a **WhatsApp group** that is very active. New NSs should provide their cell phone number to the administrator of the group, Bertha Torres Gomez - berthatorresg@gmail.com
DOWNLOADS and USE OF THE ISAPS LOGO

The use of the ISAPS Logo is strictly limited to current Active and Life ISAPS Members. Associate and Resident/Fellow Members are not permitted to use the ISAPS Logo until they become full Active Members. The ISAPS logo may be used on members’ personal letterhead, on their website and in any printed promotional materials – as long as the member remains a current member (i.e., dues paid).

The ISAPS Logo is provided in various sizes in the Members Area of the website at this link: https://www.isaps.org/members/isaps-logo-usage-brand-book/

If your graphic designer or website programmer needs the logo in another format, contact the Executive Office for assistance.

ELECTION PROCESS AND TERM

Each member country with at least three members may elect a National Secretary to represent their interests in ISAPS. The candidate for National Secretary must have been a current Active member for at least two years and must be a member of the National Society in the country they represent.

After a National Secretary is elected, the Executive Director formally acknowledges the member as the country’s National Secretary.

In countries with more than 10 members, the Executive Office manages an electronic ballot election. A minimum of 51% of voting (Active and Life) members must vote for a valid election.

In countries with 10 or fewer members, the current National Secretary may manage the election process, or request that the Executive Office provide an electronic ballot to all members.

Re-Election
The members in each country elect a National Secretary every four years. The current National Secretary may serve two (2) four-year terms if agreed upon by the country’s membership and the member in question. The maximum term of office for all National Secretaries, according to ISAPS By-Laws, is eight (8) years.

Replacement of a National Secretary
The ISAPS Board of Directors has the authority to appoint a new National Secretary in any country, at any time, if the current National Secretary is not meeting his or her responsibilities. The members of any ISAPS member country may also petition the Board to request a special election for a new National Secretary.

Assistant National Secretaries are elected in countries with more than 50 members at the discretion of the current National Secretary and the membership in that country. The same election process, term of office, and re-election option apply.
The National Secretaries Meeting has several functions. It is specifically designed to be a forum for National Secretaries to voice concerns, learn about new ISAPS programs and member benefits, vote on various issues, and learn from each other. This is particularly important for new National Secretaries so that they can rapidly learn to become effective in their home country. It is also an opportunity to meet with National Secretaries from other countries and to share experiences.

The Chair and Assistant Chair of National Secretaries are elected at this meeting. Only those National Secretaries in attendance may vote.

The National Secretaries Meeting is the main forum during which National Secretaries discuss and make recommendations to the Board of Directors of ISAPS. This includes future directions for ISAPS, areas of difficulty that members or National Secretaries are experiencing, and ways to improve the day-to-day functioning of ISAPS. This important feedback is encouraged and recognized as being fundamental for the future success of the Society.

Because the National Secretaries Meeting at the Biennial Congress is so significant for the effective functioning of all National Secretaries, it is most important that you attend.

HISTORY OF THE ISAPS NATIONAL SECRETARY ORGANIZATION

By Tom Davis, MD – United States – ISAPS Secretary General, 1992 - 1997

The National Secretary position in ISAPS has always been an integral part of the infrastructure since our founding in 1970.

The early By-Laws stated, “The active and life members in each country represented in this society (ISAPS) shall select a National Secretary. The National Secretary shall process applicants from their country for membership; shall serve as liaison between their constituents and the officers of the society; and shall assist the Secretary General and Treasurer in the performance of their duties in such a manner as the Secretary General or the Executive Committee (the EXCO) may direct. [The term Executive Committee, or EXCO, to denote the leadership group of ISAPS was changed to Board of Directors, or Board.] The National Secretaries will also receive and relay to the Secretary General any complaints from the members in their countries regarding violations of the code of ethics or the By-Laws of the society. The National Secretaries shall be invited to attend the Biennial meeting of the Executive Committee without the privilege of voting.”

It may be of interest to note that the early By-Laws stated that all stationery of the Society should include the name and emblem of both the Society and Confederation and the name and country of each officer and National Secretary of the Society.

Prior to the 11th Biennial Congress in Guadalajara Mexico, February 29-March 4, 1992, there was no formal meeting of the National Secretaries as a group during biennial Congresses. An informal, lunch meeting of the National Secretaries took place in Guadalajara. This marks the first time the National Secretaries met as a group during a biennial Congress.
**Hans Bruck**, the National Secretary for Austria at the time, with the encouragement of the EXCO, planned a meeting of the National Secretaries at the time of the 12th Biennial Congress in Paris, France, September 1993. The purpose of this meeting was to initiate formal recognition and organization of the National Secretaries as a group and to elect a Chairman. **Hans Bruck** was elected as the first Chairman of the National Secretaries group. Members of the EXCO attended this meeting to give support and recognition to the National Secretaries. The newly elected Chairman was invited to attend future EXCO meetings in a non-voting capacity.

At the EXCO meeting held on September 24, 1994 in San Diego, California, **Blair Rogers** (US) reported on the plans for the 13th Biennial Congress in New York City, September 1995. A policy was suggested and approved to hold the EXCO meeting the day prior to the Congress beginning at 10 am, Thursday, September 28, 1995. A National Secretaries meeting was scheduled for 2 hours from 8 - 10 am just prior to the EXCO meeting. This arrangement would allow the elected representative of the National Secretaries to attend the EXCO meeting to present information discussed at the National Secretaries meeting. A policy was approved for the elected representative of the National Secretaries organization to become an *ex officio*, non-voting member of the EXCO. [CFoss Addendum: ISAPS had 897 members at the time of this meeting.]

At the EXCO meeting on March 18, 1995 in San Francisco California, the Chairman of the By-Laws committee was advised by the Secretary General to consider a By-Law identifying the National Secretary Chair as a non-voting member of the EXCO.

At the 13th Biennial Congress in New York City, September 1995, the National Secretaries meeting was held on September 28 from 8-10 am, prior to the EXCO meeting. **Hans Bruck** was re-elected to continue his role as Chair of the National Secretaries organization. He recommended that the Nominating Committee correspond with National Secretaries regarding persons in their country considered for offices in ISAPS. At the annual business meeting on October 1, 1995, the By-Law including the Chair of the National Secretaries as a non-voting member of the Executive Committee of ISAPS was approved.

During the 14th Biennial Congress, May 31-June 3, 1997 in Sao Paulo, Brazil, a National Secretaries meeting was held on Saturday, May 31, 1997. This meeting was again held just prior to the EXCO meeting allowing EXCO members to support and attend the National Secretaries organization. **Hans Bruck** presided as the Chair. There was considerable discussion regarding a proposed By-Law creating an Associate Membership category. The National Secretaries were not in favor of this change. They also requested leeway regarding the official language of the mini-symposia and instructional courses. The official language of ISAPS is English. It is used at the time of the biennial Congress and instructional courses. It was requested that possible exceptions be made at the time of symposia in certain areas to promote local plastic surgeons participating in these programs. **Thomas Biggs** (US) was elected to the position of Chair.

At the EXCO meeting held on December 4, 1999 in Vienna, Austria, **Thomas Biggs**, newly elected Chair of the National Secretaries organization, expressed his opinion that “the greatest total number of National Secretaries is in the best interest of the Society overall. Such recognition would encourage members to work harder on behalf of the Society, especially in member recruitment. One measure of the influence of a Society is the breadth of its national representation.” A policy was passed that the minimum membership in a given country to qualify for a National Secretary was one.
The National Secretaries organization met at the time of the 15th Biennial Congress in Tokyo, Japan, on April 5, 2000. The new ISAPS Executive Secretary, Catherine Foss, prepared and distributed the first National Secretary’s Handbook outlining the specific responsibilities of this group who were contributing so much to the proper functioning of the society. Bryan Mendelson (Australia) was elected the new Chair of National Secretaries.

During the EXCO meeting on November 25, 2000 in London, England, newly elected Chair Bryan Mendelson reported that communicating with the National Secretaries was easier with the assistance of the Executive Secretary, Catherine Foss, and the new handbook provided an excellent framework that could easily be updated. The network of National Secretaries now included 55 members. He reviewed guidelines written in 1991 by Dr. Ray Elliott defining the National Secretary election process. He suggested a policy to set the National Secretary term of office for a minimum of four years with the possibility of one re-election allowing a total of eight years of service.

At the EXCO meeting on May 3, 2001 in New York, Chair Mendelson reported on his survey of the National Secretaries indicating that there were 18 national societies of aesthetic surgery with the total number of 3,500 members. He emphasized the confusion among National Secretaries regarding the election of the National Secretary. To increase membership, he encouraged the society to publish a newsletter as an efficient vehicle for communicating with the members and the National Secretaries and as a possible recruiting tool.

At the EXCO meeting on August 6, 2001 in Rio de Janeiro, Brazil, Chair Mendelson recommended a By-Laws change to ensure the election of National Secretaries every four years. This suggestion was forwarded to the By-Laws Chairman for consideration at the next biennial Congress.

The fifth formal meeting of the organization of National Secretaries was held on May 26, 2002 at the time of the 16th Biennial Congress in Istanbul, Turkey. Chair Mendelson reported that 40 National Secretaries out of 60 were in attendance. Many EXCO members attended and made presentations which were appreciated and well received by the National Secretaries in attendance. A new updated version of the National Secretary’s Handbook was distributed. Three points were brought up at the National Secretaries meeting:

1. Some felt the National Secretary must be restrictive to control the quality of applicants. It was their impression that if the Society were too anxious to grow in numbers, then perhaps the quality of the applicants would be sacrificed. Members of the EXCO assured the Chair that the aim of the EXCO was to increase membership without lowering standards.
2. National Secretaries expressed an interest in more mini-courses in conjunction with their own society meetings.
3. The final question had to do with the public awareness/marketing campaign and many national secretaries were unaware of the data that had been collected and the effectiveness of that committee.

At the EXCO meeting on September 9, 2002 in London, England, Chair Mendelson recapped the recent National Secretaries meeting held in Istanbul at the time 16th Congress. The National Secretaries as a group wanted to see more ISAPS visibility at National Congresses and courses. They wanted ISAPS to have an image, a mission statement, and to continue marketing and public education efforts. The EXCO suggested that the National Secretaries report annually to the National Secretaries’ Chair on ISAPS activities within their country.
At the EXCO meeting on September 7, 2003 in Lugano, Switzerland, Richard Sadove, National Secretary for Israel, suggested consideration of a Continental or Regional Secretary position. This idea was in the initial stages of conception, but in principle, such Regional Secretaries could be responsible for countries with no current ISAPS representation. It was suggested that National Secretaries could meet more frequently than only during the biennial Congress, even if only a few National Secretaries were present to provide continuity between ISAPS Congresses. Bryan Mendelson emphasized the need for communication and feedback with the National Secretaries as they must be the main line of communication with our members. The prestige of the National Secretaries should be improved with plans being taken to replace ineffective National Secretaries and to recognize the successful ones.

At the EXCO meeting on February 14, 2004 in London, England, Chair Bryan Mendelson reported that the first issue of the new National Secretaries Newsletter was published and was sent to the EXCO members and National Secretaries. The newsletter was published to enhance the effectiveness of the National Secretary by fostering communication among and between them. Bryan Mendelson considered the formation of a “former National Secretary” group, feeling that this person has the most history in understanding ISAPS in each of our member countries. He asked that all former National Secretaries be recognized in the Blue Book (former membership directory) with a prefix and indication of years of service. He advocated maintenance of their special interest in ISAPS administration by providing an avenue for communication and in circulating the National Secretaries Newsletter. Bryan Mendelson recommended that:

1. Former National Secretaries be recognized as National Secretaries emeritus or some similar term to be decided by the entire group at the National Secretaries’ meeting in Houston.
2. Members so designated must have attended at least one National Secretaries meeting at a Congress during their term in office.
3. Members so designated must have brought at least one new member into ISAPS during their term in office.
4. Designation would appear in the Blue Book and on the web site but would not include years of service.
5. The process would begin with the Houston Congress rather than retroactively.

The sixth meeting of the National Secretaries organization during the 17th Biennial Congress in Houston, Texas in August of 2004 was chaired by Bryan Mendelson. Forty-six National Secretaries were present. Most EXCO members attended the entire meeting and several made presentations to the National Secretaries. A significant controversy was resolved with the National Secretaries agreeing that any country with fewer than three members no longer qualified to have a National Secretary. Once a country had three or more members, one of those individuals could be elected as the National Secretary. The concept of Regional Secretaries was once again discussed and opinion was divided. Some felt it would further add to bureaucracy and others felt it would help streamline the operations and facilitate regional meetings. More importantly, carefully selected Regional Secretaries would be available to act on behalf of those member countries with fewer than three members and would be able to promote ISAPS in countries with no members. The proposal of electing an Assistant Chair of the National Secretaries was approved by the group. Miodrag Colic from Serbia-Montenegro was elected as the new chair of the National Secretaries and Ruth Graf from Brazil was elected as the first Assistant Chair.

At the business meeting during the 17th Congress, two By-Laws were proposed and passed providing the chair of the National Secretaries organization with membership on the EXCO as a voting member and limiting countries from having a National Secretary until the country has at least three members.
At the EXCO meeting on December 4, 2004 in London, England, Miodrag Colic, Chair of the National Secretaries made a presentation redefining the role of the proposed Regional Secretary. He demonstrated the need of those appointed as Regional Secretaries to oversee regions and countries where a National Secretary or current members do not exist. He presented several names of members who would serve in this capacity and report directly to him. Following discussion by the EXCO, a motion was passed that we refer to these colleagues as Consultants and not Regional Secretaries. The concept of this Regional Secretary or Consultant to the National Secretary Chair would be reviewed at the next National Secretaries meeting. No formal recognition in the Blue Book or otherwise was to be made until the role of this consulting group was established and more clearly defined.

An important National Secretaries Meeting took place during the 18th Congress in Rio de Janeiro in 2006. Chair Miodrag Colic introduced the new National Secretaries. Three National Secretaries reported on personal experiences and difficulties during their terms. President Joao Sampaio Goes, President-Elect Bryan Mendelson, Secretary General Renato Saltz and APS journal Editor Tom Biggs also made presentations. The award for the best NS was given to Ruth Graf for bringing a record number of new members into ISAPS. Miodrag Colic from Serbia was re-elected as NS Chair for a two-year term and Theo Voukidis (Greece) was elected as Assistant Chair.

The concept of Regional Secretaries in larger countries was introduced, but never formally adopted. At the request of Yi Lin Cao (China), the unofficial appointment or election of an Assistant National Secretary in the larger membership countries was suggested, at the discretion of each country. Ithamar Stocchero (Brazil) also requested such assistance. At the December 2007 meeting of the Board of Directors, President Bryan Mendelson introduced a By-Laws change to shorten the term of National Secretaries from 8 to 4 years. This discussion was tabled so the National Secretaries could make this determination during their meeting in Melbourne in February 2008.

At the National Secretaries meeting in Melbourne in February 2008, discussion of a shortened term for National Secretaries, as introduced by Bryan Mendelson at the December 2007 Board meeting, resulted in a unanimous vote to retain the current 8-year maximum of two 4-year terms, subject to re-election at four years of service. Thus, there was no change in the By-Laws. Theo Voukidis was elected Chair and Malcolm Paul (US) was elected Assistant Chair.

During the National Secretaries meeting in San Francisco in August 2010, it was confirmed that only a current National Secretary could hold the position of Chair. Lina Triana (Colombia) was elected Chair and Alberto Arguello Choiseul (Costa Rica) was elected as Assistant Chair. Members of the Board of Directors continue to promote the concept of shortening the term of the National Secretaries to a maximum of four years. The discussion will resume in Geneva during the 21st Biennial Congress. At the request of the National Secretaries who attended the 2010 meeting, the 2012 National Secretaries meeting will be scheduled for a full day. A new Chair and Assistant Chair will be elected as neither Lina Triana nor Alberto Arguello Choiseul are continuing in their positions. As Chair, Lina Triana has hosted several smaller meetings of National Secretaries attending other major meetings, the most recent such meeting being held in Vancouver during the 2012 ASAPS meeting. While attendance at such events is limited, fruitful discussions are always enjoyed. [C Foss Addendum: ISAPS had 1936 members at the time of the 2010 Congress.]

The 21st Biennial Congress of ISAPS was held in Geneva, Switzerland in September 2012. Gianluca Campiglio (Italy) was elected Chair of National Secretaries and Sami Saad (Lebanon) was elected Assistant Chair. The day-long meeting included presentations by members of the board, focus group
discussions, and a skill training session to explain the on-line application and approval process in depth. **Gianluca Campiglio** organized interim meetings of the National Secretaries in New York in 2013 and San Francisco in 2014. Both meetings were attended by approximately one third of National Secretaries and proved to be fruitful exchanges for those who participated. [*C Foss Addendum: ISAPS had 2268 members at the time of the 2012 Congress.*]

Rio de Janeiro, Brazil hosted the 22nd Congress of ISAPS in 2014. It was the fifth ISAPS Congress held in Brazil, with preceding events held in Rio de Janeiro in 1972, 1979, and 2006, and in Sao Paulo in 1997. **Peter Scott** (South Africa) was elected Chair of National Secretaries and **David Park** (South Korea) was elected Assistant Chair from among a large group of candidates. The National Secretaries meeting included presentations by members of the board, lively discussions about the various responsibilities of our National Secretaries, and a second skill training session to explain the on-line application and approval process in-depth for the benefit of newer National Secretaries. Following in the steps of his predecessor, **Gianluca Campiglio**, **Peter Scott** also organized successful informal interim meetings in 2015 and 2016 in Montreal, Canada and Las Vegas, Nevada, USA. [*C Foss Addendum: ISAPS had 2773 members at the time of the 2014 Congress.*]

The 23rd Congress of ISAPS was held in Kyoto, Japan and despite the distance, was attended by about 1800 people from 89 countries. **Peter Scott** (South Africa) was re-elected Chair of National Secretaries and **Ivar van Heijningen** (Belgium) was elected Assistant Chair. As has become customary, the National Secretaries meeting included presentations by members of the board, and a day-long agenda of issues of interest to the record breaking 85 National Secretaries in attendance. **Peter Scott** organized several informal interim meetings in 2017 and 2018 in Park City, Utah, San Diego, California and New York City. [*C Foss Addendum: ISAPS had 3310 members at the time of the 2010 Congress.*]

**Growth of the ISAPS Membership:**

<table>
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<th>YEAR</th>
<th># Members</th>
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<tr>
<td>2016</td>
<td>3310</td>
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ISAPS VISITING PROFESSOR PROGRAM (VPP)

Background and Purpose
Contributions to the ISAPS Education Endowment Fund and profits resulting from our courses and the biennial Congresses have allowed us to re-establish the ISAPS Visiting Professor Program (VPP) which brings the best educators in aesthetic surgery to regions around the world that may otherwise never be exposed to modern surgical and non-surgical aesthetic surgery training.

- The primary intention of this program is to provide intensive, hands-on training for residents and fellows.
- A secondary advantage is for the Visiting Professors to present lectures to larger audiences while they are visiting. The VPP is not intended to provide funding for conference speakers.

The VPP Chair works through the National Secretary with national societies of plastic surgery, universities and other plastic surgery teaching facilities to foster this program. ISAPS will send the top names in aesthetic surgery, and the host country’s national society and major teaching university will take advantage of this volunteer education program.

1. No Professor will be asked to provide more than one VPP per calendar year. Exceptions may be entertained by the Program Chair.

2. No program can request more than one VPP per calendar year. Exceptions may be entertained by the Program Chair.

3. The national society and the ISAPS National Secretary will be responsible for hosting the visit. Thus, the “connection” between ISAPS and the host country must be the National Secretary.

4. To request a VPP, the NS must contact the Program Chair for scheduling no later than three months before the requested visit dates. A full program outline that includes time with residents and fellows, including live surgery, and related lectures must be submitted with the application.

5. National Secretaries will work with the host country’s national society or training institution and will be responsible for managing local arrangements, media exposure, hotel accommodations, meals and local transportation, teaching facilities, temporary license for the Visiting Professor from the local authorities if required by local laws, and daily scheduling of the ISAPS Professor’s visit. Financing of the expenses in this section are the responsibility of the local organizers.

6. The visit will be featured in a subsequent ISAPS News article written by the Visiting Professor, with optional input by the host National Secretary, so that the ISAPS Visiting Professor Program becomes a major feature of ISAPS education activities.

7. ISAPS is not obliged to promote the VPP through any of its publications or website.
8. Each Visiting Professor will receive $5,000 to cover travel expenses from the Education Foundation for each trip. Payments are made directly to the Visiting Professor on receipt of his or her travel expense form.

9. The National Secretary will be responsible for promoting/marketing/overseeing the Visiting Professor trip in the host country.

**ISAPS VISITING PROFESSORS – List is subject to change**

<table>
<thead>
<tr>
<th>Rhinoplasty</th>
<th>Face</th>
<th>Breast &amp; Body Contouring</th>
<th>Non-Invasive Procedures</th>
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<tr>
<td>Nazim Cerkes</td>
<td>Gianluca Campiglio</td>
<td>Al Aly</td>
<td>Barry DiBernardo</td>
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<td>Enrico Robotti</td>
<td>Philip Chen</td>
<td>Thomas Biggs</td>
<td>J. Peter Rubin</td>
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<td>Vakis Kontoes</td>
<td>Stefano Bruschi</td>
<td>Woffles Wu</td>
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<td></td>
<td>Apostolos Mandrekas</td>
<td>Joao Erfon Ramos</td>
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<td></td>
<td>Bryan Mendelson</td>
<td>Ruth Graf</td>
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<td>Foad Nahai</td>
<td>Moustapha Hamdi</td>
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<td>Mario Pelle-Ceravolo</td>
<td>Joseph Hunstad</td>
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<td>Lee Pu</td>
<td>Constantino Mendieta</td>
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<td>Dirk Richter</td>
<td>Joao Sampaio Goes</td>
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<td></td>
<td>Lorne Rosenfield</td>
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<td>Renato Saltz</td>
<td>Ozan Sozer</td>
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<td>Grant Stevens</td>
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<td>Susumu Takayanagi</td>
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<td>Lina Triana</td>
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- **Rhinoplasty**
- **Face**
- **Breast & Body Contouring**
- **Non-Invasive Procedures**
THE STRUCTURE OF ISAPS
As proposed by the Nominating Committee, subject to election on November 1, 2018

Board of Directors – 2018-2020

President: Dirk Richter (Germany)
President Elect: Nazim Cerkes (Turkey)
1st Vice President: Lina Triana (Colombia)
2nd Vice President: Gianluca Campiglio (Italy)
3rd Vice President: Arturo Ramirez-Montanana (Mexico)
Secretary: Ivar van Heijningen (Belgium)
Treasurer: Kai-Uwe Schlaudraff (Switzerland)
Parliamentarian: Presidential Appointment
Historian: Peter Scott (South Africa)
Education Council Chair: Vakis Kontoes (Greece)
Education Council Vice-Chair: Ozan Sozer (US)
National Secretaries Chair: National Secretaries Election
NS Assistant Chair: National Secretaries Election
Immediate Past President: Renato Saltz (USA)
Trustee: W. Grant Stevens (USA)
Trustee: Fabian Cortinas (Argentina)
Executive Director: Catherine Foss (USA)

Find these links on the website under the heading:
Medical Professionals >> ISAPS Leadership & Staff

National Secretaries
Access the list of current National Secretaries on the website at:
https://www.isaps.org/medical-professionals/isaps-organization/national-secretaries/

Committees
Access the list of all committees on the website at:
https://www.isaps.org/medical-professionals/isaps-organization/committees/

Executive Office Staff
Access the list of members of our Office Staff on the website at:
Endorsement is not approval to provide attendees with Continuing Medical Education (CME) credit. You must apply for accreditation to the appropriate organization in your country.

This application can only be accepted for programs that meet the following criteria:

1. Program is intended for an audience of plastic surgery core specialists only.
2. ISAPS National Secretary in the country where the program is to be held must approve.
3. Applications must be completed by a current, active member of ISAPS.
4. Applications must be submitted to the Education Council for approval before there is ANY mention of ISAPS endorsement in any materials or on any website.
5. It is not permitted to indicate that endorsement has been requested. Please allow at least one month for the approval process and plan your publicity efforts accordingly.

New - Organizers are required to include 1-2 presentation(s) from 1-2 ISAPS Board member(s) on the program, or alternatively other ISAPS members in the country, preferable the ISAPS National Secretary, to promote ISAPS’ mission and/or also present during the scientific program on any topic in aesthetic surgery. Applications will not be forwarded to the Chair of the Education Council for review without an ISAPS presentation included in the program.

ISAPS Policies – Please review carefully

1. The ISAPS Executive Committee may approve, change or cancel any endorsement as they feel necessary for any reason, despite the National Secretary’s approval or denial.
2. Programs endorsed by ISAPS can only be open to these four core specialties: plastic surgeons, facial plastic surgeons, dermatologists, or oculoplastic surgeons.
3. Program organizers must indicate this restriction in their marketing materials and on the program website and registration forms must require the specialty of the registrant.
4. A violation of ISAPS policies regarding endorsed programs will result in refusal of future endorsements.
If ISAPS endorses your educational program, ISAPS will provide for your organization:

1. Use of the official ISAPS EC logo and official endorsement statement in your publicity materials, on your website, and in other program related printed matter. Only the approved language and logo can be used and will be provided with approval of your application.
2. Inclusion in our new monthly Calendar eblast sent to the full ISAPS mailing list of more than 28,000 plastic surgeons. Listing will begin when program is endorsed and continue until the month of your program.
3. Inclusion of your program details on the ISAPS website Calendar.
4. Inclusion of your program in the events listing in Aesthetic Plastic Surgery (mailed six times per year) and in ISAPS News (mailed four times a year).
5. Preferred advertising rates in the ISAPS journal and newsletter.
6. Official Certificate of Attendance specific to your program, provided on request.
7. A one-time eblast to be designed and released by ISAPS will be sent to our global email list of plastic surgeons. It is YOUR responsibility to send the ISAPS Executive Office a high-resolution graphic and a link to your program website. You control the timing of this release. This does not replace your own promotional activities.

You must enclose all the following items with your application.

- Letter or email confirming the agreement of the ISAPS National Secretary in your country.
- List of core specialties permitted to attend this meeting.
- Proposed program including faculty and at least one ISAPS presentation. Organizers must also specify which sessions are restricted to one or more specialties and indicate how entry will be controlled for restricted sessions.
- List of Organizing Committee including at least one member of ISAPS.
- Copy of publicity brochure that includes attendance restriction statement. A draft is acceptable.
- List of all planned uses of ISAPS logo, for example: brochure, website, meeting related letterhead, postcards, meeting materials, certificates of attendance.
- Endorsement Fee payment - $2,000. We will refund $1,800 if the application is denied. $200 will be retained by ISAPS for administrative costs.

Program Title:

Meeting Venue (facility and city):

Date(s): Total number of Attendees Expected:

Sponsoring Society:

ISAPS Member Completing Application:

National Secretary responsible for program oversight:

Intended Audience

_____ % Plastic Surgeons

_____ % Other Core Specialists (facial plastic surgeons, dermatologists, oculoplastic surgeons)
________ % Nurses and other health care personnel – must attend with their surgeon employer

Program will be organized by:  
- Institution, Hospital, Clinic  
- Professional Congress Organizers  
- National Society Staff  
- Other:

Name of PRIMARY Contact:  
Department:
Affiliation/Company/Organization:
Street Address:
  
City:  State or Province:  
Country:  Postal Code:  
Telephone:  FAX:  
  
Country Code/City Code/Local Number
E-mail:

Website where program will be promoted (essential to include in the eblast):

Endorsement Fee of US$2,000.00 should be payable to ISAPS and enclosed with the application. $1800 of the fee will be refunded if the program is not approved for any reason.

Checks or Bank Drafts must be payable to ISAPS, must be from a US bank, and must be sent to the Executive Office. FOREIGN BANK CHECKS CANNOT BE ACCEPTED.

Wire transfers – please contact the Executive Office for wire instructions: isaps@isaps.org

CREDIT CARD PAYMENT (You may use a VISA, Master Card, or American Express credit card.)

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<td>Address where you receive your credit card bill: (required by our bank for verification)</td>
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<td>Country:  Postal Code:</td>
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<td>Signature: _____________________________ Date: _______________</td>
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</table>
APPLICATIONS must be sent to the Executive Director:

Catherine B. FOSS  
Executive Director  
ISAPS Executive Office  
45 Lyme Road – Suite 304  
Hanover, NH  03755  USA  
Fax / 1-603-643-1444   Email /  isaps@isaps.org

Questions or appeals should be directed to the Chair of the Education Council:

Vakis Kontoes, MD  
vakiskont@gmail.com

FOR OFFICE USE -

The ISAPS Education Council  □ APPROVES  □ DOES NOT APPROVE
Comments:

ISAPS. EndorsedProgramApplication-2019.doc
APPLICATION to hold an

ISAPS SYMPOSIUM 2019

ISAPS Symposia are not approved for Continuing Medical Education (CME) credit.
You must apply for accreditation to the appropriate organization in your country.

➢ This application can only be accepted for aesthetic surgery education programs that are organized by an ISAPS-recognized National Society with the involvement of the ISAPS National Secretary in the country where the program is to be held.
➢ Applications can only be completed by current, active members of ISAPS.
➢ All applications must be submitted to the Education Council for approval before there is ANY mention in any materials or on any website that the course has the official ISAPS Symposium designation.
➢ It is not permitted to indicate that approval has been requested or that it is pending.
➢ You should allow at least two weeks for the approval process and plan your publicity efforts accordingly.

If ISAPS approves your educational program, ISAPS will provide for your organization:

1 – Use of the official ISAPS Symposium logo and approval statement in your publicity materials, on your website, and in other program related printed matter – only the approved language and logo can be used and will be provided with approval of your application.
2 – Inclusion of your program in the on-line calendar on the ISAPS website
3 – Inclusion of your program in the events listing in Aesthetic Plastic Surgery and in ISAPS News. Allow at least four (4) months advance notice to be included in the journal and newsletter.

INSTRUCTIONS
Incomplete applications will not be accepted.

1 – This application must include a supporting letter from the ISAPS National Secretary in your country. National Secretaries are listed on the website: www.isaps.org If your country has no National Secretary, the Chair of National Secretaries may provide the letter or assign you to a National Secretary in your region.

2 – Send completed application and all required enclosures to the ISAPS Executive Office at the address below.
You MUST enclose all the following items with your application.

- Letter of request from the President of the **Sponsoring National Plastic Surgery Society**
- Letter confirming the approval of an **ISAPS National Secretary**
- Copy of **proposed program** including confirmed and/or invited faculty
- Copy of **publicity brochure**, a draft is acceptable
- Planned uses of **ISAPS logo**  
  - [ ] printed brochure  
  - [ ] website  
  - [ ] postcards  
  - [ ] meeting related letterhead  
  - [ ] meeting materials  
  - [ ] diplomas  
  - [ ] certificates of attendance  
  - [ ] Other (please specify):

**Program Title**

_________________________________________________________

_____________________________________________________________________________________________

**Location**

___________________________________________________________________________________

**Date(s)** ___________________________  **Number of Attendees Expected** ______________________

**Sponsoring Society**

_____________________________________________________

**ISAPS Member Completing Application**

_____________________________________________________

**National Secretary responsible for program oversight**

_____________________________________________________

**Intended Audience**

_____ % Plastic Surgeons  
_____ % Non-Plastic Surgeon Physicians  
_____ % Nurses and other health care personnel  
_____ % Public or other Non-Professionals

**Commercial Exhibits will be present**  
- [ ] YES  
- [ ] NO

**Funding Sources**

- [ ] Registration Fees  
- [ ] Industry support  
- [ ] Educational Grants  
- [ ] Social Fees  
- [ ] Sale of proceedings CDs  
- [ ] Other, please specify: ________________________________

**Program will be organized by**

- [ ] Institution, Hospital, Clinic  
- [ ] National Society Staff  
- [ ] Professional Congress Organizers

**Name of Primary Contact**

_____________________________________________________

28
### Address

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**Please send your APPLICATION to:**

**Catherine Foss**  
Executive Director  
ISAPS Executive Office  
45 Lyme Road – Suite 304  
Hanover, NH 03755 USA  
Fax / 1-603-643-1444  
Email / ISAPS@isaps.org

**FOR OFFICE USE**

The ISAPS Education Council  
☒ APPROVES ☐ DOES NOT APPROVE  this Aesthetic Plastic Surgery Education Program as and official ISAPS Symposium.  
Comments:

______________________________ 
Vakis Kontoes, MD, PhD  
ISAPS Education Council Chair  
Date of Approval

*ISAPS. SymposiumApplication-2019.doc*
GUIDELINES FOR ISAPS FELLOWSHIP PROGRAM ENDORSEMENT

REQUIREMENTS FOR FELLOWS
Fellows in ISAPS endorsed training programs must be in one of the following categories:

- plastic surgeons who have completed a recognized plastic surgery training program in their country
- residents who are in the last two years of their training in an official plastic surgery training program in their country

Plastic surgeons
1. must provide an officially approved plastic surgery diploma or certificate issued by their national health authority.
2. National Secretary in their country must provide a letter of approval confirming that the fellow has a valid plastic surgery diploma and has no known ethical misdeeds.

Fellows and Residents
1. A letter is required from the National Secretary of ISAPS in the country where the fellow trains confirming that the residency program is an official plastic surgery training program in that country.
2. A letter is required from the Director of the Residency Program confirming that the fellow has no ethical misdeeds.

REQUIREMENTS FOR THE FELLOWSHIP PROGRAM
1. Fellowship program must include hands-on training with fellows participating in clinical activities.
2. Each program must have a designated Program Coordinator who is a board certified plastic surgeon and who must be a member of ISAPS.
3. The Program Coordinator must submit details of the fellowship program to the ISAPS Education Council for approval. These details must include the following information:
   a. Topics of focus
   b. Description of hands-on training aspects including the number of hours per week fellows will participate in clinical activities and how the fellows will be evaluated (example: logbooks)
   c. Names and credentials of all instructors who will participate in the fellowship program
   d. Name of the center/centers where the fellowship program will be held
   e. Names of the fellows who will participate in the fellowship program during the endorsement period
   f. Duration of fellowship program for each fellow
   g. Finances of the fellowship program
      I. Is the program financially supported by a society or a company?
      II. Will fellows pay for the program? If so, what is the fee?
      III. Will fellows receive salary, stipend or housing during the program?
4. National Secretary of the country where the Fellowship Program will be held must provide a letter of approval confirming that the centers are physically sufficient and that the instructors have the educational capabilities with no conflict of interest and are ethical and well known within their society.
FELLOWSHIP PROGRAM DURATION, COST AND EVALUATION

- Endorsement of fellowship program will be for one-year renewable upon re-application.
- Endorsement fee: USD$3,000.00 per year.
- The ISAPS Education Council will provide an evaluation form to each fellow after completion of fellowship program. It is required that each fellow submit the form to ISAPS.

APPROVAL OF FELLOWSHIP PROGRAM

Applications will be reviewed and approved by Fellowship Committee members.

A certificate of completion will be provided to fellows by ISAPS, signed by Program Director, the ISAPS President and the ISAPS Education Council Chair.

THIS IS ONLY A SAMPLE DOCUMENT.
CONTACT THE EXECUTIVE OFFICE TO REQUEST A COPY OF THIS APPLICATION.

INTERNATIONAL SOCIETY OF AESTHETIC PLASTIC SURGERY

APPLICATION for
Endorsed Fellowship Program

This application can only be accepted for Fellowship Programs that meet the criteria as described in the attached Guidelines for ISAPS Fellowship Program Endorsement (page 3). All program details as submitted by the provider to ISAPS will be kept in confidence and not shared with any other programs.

Annual renewal of endorsement shall require a letter sent to the ISAPS Executive Office formally requesting extension of the endorsement. Renewal shall be subject to committee review of the submitted summary of the previous program, plans for any changes to the initial program including any instructor or educational venue changes, and a renewal fee of $3,000.

If ISAPS endorses your fellowship program, ISAPS will provide for your organization:

- Use of the official ISAPS logo and official endorsement statement in your publicity materials, on your website, and in other program related printed matter – only the approved language and logo can be used and will be provided with approval of your application.

- Official ISAPS Certificate of Completion specific to your program, provided to each Fellow who successfully completes your program.
**Requirements for General Application – all items must be submitted with this form**

- Copy of the **application** to be completed by prospective Fellows who wish to participate in your program
- Copy of **proposed program** including topics and description of hands-on training aspects
- **Sample schedule** showing hours per week that fellows participate in clinical activities
- List of **instructors** including credentials
- Description of **center(s)** where fellowship program will be held including clinical rotation sites
- Approval letter from the **ISAPS National Secretary** confirming suitability of facilities and instructors
- Description of **program funding and fee structure** (See item 3g in Guidelines)
- Description of Fellow **evaluation process** (attach sample evaluation form if available)
- Endorsement Fee payment - $3000

**Follow-up Requirements for each Fellowship**

- Names and contact information for all fellows who participated in the program during the endorsement period including duration of the program for each fellow. This information should be sent to ISAPS at the conclusion of each Fellowship period if multiple annual Fellowships are planned.
- Summary of proposed changes to future program.
- Summary of evaluations and final pass/fail determination for each Fellow in each program.

**Fellowship Program Title:**

**Location(s):**

**Date(s):**

**Number of Fellows to be accepted:**

**Sponsoring Society or Organization:**

**ISAPS Member Completing Application:**

**National Secretary responsible for program oversight:**

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<th>Funding Sources</th>
<th>Registration Fees (specify amount):</th>
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<td>Add separate sheet if necessary.</td>
<td>Educational Grants (indicate sources and amounts):</td>
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<td>Other, please specify:</td>
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**Program Coordinator:**

**Department:**

**Affiliation/Company/Organization:**

**Street Address:**

**City:**

**State or Province:**

**Country:**

**Postal Code:**
Telephone:
Country Code/City Code/Local Number

FAX:
Country Code/City Code/Local Number

E-mail:

Website where program will be promoted:

**Endorsement Fee** of **US$3,000.00** should be **payable to ISAPS** and enclosed with the application. **$2500** of the fee will be refunded if the program is not approved for any reason.

- **Checks or Bank Drafts** must be **payable to ISAPS**, must be from a **US bank**, and must be **sent to the Executive Office**. **FOREIGN BANK CHECKS CANNOT BE ACCEPTED.**
- **Wire transfers** – please contact the Executive Office for wire instructions: [isaps@isaps.org](mailto:isaps@isaps.org)

**APPLICATIONS must be sent to the Executive Director:**

Catherine B. FOSS, Executive Director
ISAPS Executive Office, 45 Lyme Road – Suite 304, Hanover, NH 03755 USA
Fax / 1-603-643-1444   Email / [isaps@isaps.org](mailto:isaps@isaps.org)

**FOR OFFICE USE -**

The ISAPS Education Council  □ APPROVES  □ DOES NOT APPROVE   Date of notification: ____________
Comments:
Questions from National Secretaries or individual members may be directed to:

ISAPS Executive Offices  
45 Lyme Road – Suite 304  
Hanover, NH 03755 USA

Tel: 1-603-643-2325  
Fax: 1-603-643-1444  
General Email: ISAPS@ISAPS.org  
Membership Questions: Membership@ISAPS.org  
Accounting Questions: Accounting@ISAPS.org  
Insurance Program Questions: alison@sureinsurance.co.uk  
Website: www.isaps.org

ISAPS Website - Members Area Access:  
LOGIN: Your email  
PASSWORD: ISAPS+Member ID number (Example: ISAPS12345)

Office hours:  
Monday – Friday: 8:30 am – 5:00 pm  New York time

Staff:  
Catherine B. Foss: Executive Director/Newsletter Managing Editor  
Jodie Ambrose: Newsletter Designer/Congress Abstract Manager  
Sally Rice: Accounting Manager  
Jordan Carney: Membership Services Manager  
Michele Nilsson: Educational Events Manager  
Alison Thornberry: ISAPS Insurance Manager

Questions may also be directed to the current Chair of National Secretaries.