



## INTERNATIONAL SOCIETY OF AESTHETIC PLASTIC SURGERY

### APPLICATION to hold an **ISAPS SYMPOSIUM 2021-2022**

During COVID-19 ISAPS has developed a series of resources for delivery of virtual events. If you wish to organise an ISAPS Symposium online and do not have technical suppliers to do so, please contact us and we will be pleased to advise. You may be able to use ISAPS services for a small fee to cover our technical costs: [registrar@isaps.org](mailto:registrar@isaps.org)

**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 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 in writing.
3. Applications must be completed by a current, active member of ISAPS.
4. Complete applications must be emailed to [registrar@isaps.org](mailto:registrar@isaps.org) and will be forwarded to the Education Council for approval. Please allow at least one month for the approval process and plan your publicity efforts accordingly. It is not permitted to indicate that the course has the official ISAPS Symposium designation before approval.
5. Organisers are required to include 1-2 presentation(s) from 1-2 ISAPS Board member(s) on the program, or present on any topic in aesthetic surgery.
6. Organisers will also include a short introduction/presentation (slides will be provided) to promote ISAPS' mission. Applications will not be forwarded to the Chair of the Education Council for review without an ISAPS presentation included in the program.
7. Organisers are required to offer ISAPS a free booth (onsite or virtually) during the event. The booth will be staffed by ISAPS staff.

#### **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. An ISAPS Symposium can only be open to these four core specialties: plastic surgeons, facial plastic surgeons, dermatologists, or oculoplastic surgeons.
3. A violation of ISAPS policies regarding symposium will result in refusal of future symposium applications

#### **If ISAPS approves 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. This will be provided in the endorsement confirmation email.
2. Inclusion of your program: on the ISAPS website events page; in *Aesthetic Plastic Surgery Journal* and *ISAPS e-News*.
3. Inclusion of your event in ISAPS regular email updates link to events, circulated to more than 25,000 plastic surgeons.
4. Two time promotional eblast including your event information to be designed and released by ISAPS and promotional post to our social media accounts at the time of your choice.

**You MUST enclose all the following items with your application.**

- Email of request from the President of the **Sponsoring National Plastic Surgery Society**
- Email confirming the approval of an **ISAPS National Secretary**
- Proposed program including faculty and at least one ISAPS presentation.**
- Statement specifying 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.
- Symposium application fee - \$2000. We will refund \$1800 if the application is declined. \$200 will be retained by ISAPS for administrative costs.

Program Title:

Meeting Venue (facility and city):

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:

Department:

Affiliation/Company/Organization:

Street Address:

City:

State or Province:

Country:

Postal Code:

Telephone:

Fax:

Email:

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

**Symposium Application Fee of US \$2,000.00** should be **payable to ISAPS** and enclosed with the application. \$5800 of the fee will be refunded if the program is not approved for any reason.

**Wire transfers** – please contact the Executive Office for wire instructions: [registrar@isaps.org](mailto:registrar@isaps.org)

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

<b>Credit Card No:</b>	
<b>Expiration Date:</b>	<b>CVV (Security) Code Number:</b>
<b>Name as it Appears on the Credit Card:</b>	
<b>Address where you receive your credit card bill: (required by our bank for verification)</b>	
<b>Street:</b>	
<b>City:</b>	
<b>Country:</b>	<b>Postal Code:</b>
<b>Signature:</b> _____	<b>Date:</b> _____

Please email your APPLICATION to:

**Michele Nilsson, CMP**  
**Associate Director US Operations, Customer Service and Events**  
 ISAPS Office - US  
 10 Benning Street, Suite 160 #264  
 West Lebanon, NH 03784 USA  
 Email / [registrar@isaps.org](mailto:registrar@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:

\_\_\_\_\_  
 Ozan Sozer, MD  
 ISAPS Education Council Chair

\_\_\_\_\_  
 Date of Approval