



INTERNATIONAL SOCIETY OF AESTHETIC PLASTIC SURGERY

APPLICATION for Endorsed Program 2022-2023

During COVID-19 ISAPS has developed a series of resources for delivery of virtual events. If you wish to organise an ISAPS endorsed program 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

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 in writing.
3. Applications must be completed by a current, active member of ISAPS.
4. Complete applications must be emailed to registrar@isaps.org and isaps@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 endorsement has been requested.
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. Programs endorsed by ISAPS 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 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. 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.

Enclose all the following items with your completed application.

- Email confirming approval from 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.**
 - 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.
 - Endorsement Fee payment - \$2,000. We will refund \$1800 if the application is denied. \$200 will be retained by ISAPS for administrative costs.
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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 calendar 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.

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

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

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

APPLICATIONS must be sent to the Executive Office:

Katie Richards
Executive Assistant
ISAPS Office
10 Benning Street, Suite 160 #264 West
Lebanon, NH 03784 USA Email /
registrar@isaps.org and isaps@isaps.org

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

Ozan Sozer, MD
ozansozer@gmail.com

FOR OFFICE USE

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