

**POLICIES GOVERNING JOINT EDUCATIONAL SYMPOSIA AT ISHLT'S ANNUAL MEETING**  
**Approved December 12, 2016**

Preamble: A Joint Symposium is defined as a single session of up to 180 minutes and up to 6 presenters whose content is developed by both partnering organizations and which is scheduled to take place as a single session within the ISHLT Annual Meeting.

Engagement in joint symposia is limited to live (face-to-face) educational activities conducted by non-profit professional medical societies, governmental agencies/regulatory authorities, and non-profit, disease/therapy-oriented membership organizations, including patient organizations, not affiliated with any commercial entity or healthcare provider/organization/institution.

All Joint Symposia must adhere to the following policies:

- 1) The decision to submit a Joint Symposium application to ISHLT for consideration rests with the leadership of the appropriate ISHLT Scientific Council. All Applications to conduct joint symposia at the ISHLT Annual Meeting must be completed and submitted to ISHLT **by an Officer or the Education Workforce Leader of the sponsoring ISHLT Scientific Council.**
- 2) The deadline for submitting Applications is February 1, 14 months prior to the Annual Meeting for which it is being proposed. A recommendation to the Board regarding approval of the application will be made by the Chair of the Annual Meeting Scientific Program Committee. A decision regarding approval of the application will be made by the ISHLT Board of Directors will be made by March 31.
- 3) Prior to submitting the Application, the sponsoring ISHLT Scientific Council must provide a copy of these Policies to the appropriate paid staff member of the partnering organization and secure the verbal agreement of the partnering organization's governing body (i.e, Board of Directors) to adhere to them.
- 4) Once the Application is approved by the ISHLT Board, the appropriate paid staff member at each organization will sign an MOU developed by ISHLT outlining the responsibilities and deliverables for each organization. Such MOU may be modified upon request to include the policies of the partnering organization governing joint symposia. The MOU must be signed before the selection of symposium chairs, content development committee members, and speakers can begin.
- 5) Once the MOU is signed, a complete Proposal for the joint symposium must be submitted by **the relevant ISHLT Council Education Workforce Leader or Council officer** via the online symposium proposal submission system for consideration by the Annual Meeting Scientific Program Committee. The title of the submitted symposium must include the names of both organizations and the words "joint symposium" as follows: "Joint ISHLT/XXX Symposium: symposium title".
- 6) Final decisions regarding acceptance and scheduling of joint symposium Proposals will be made by the ISHLT Annual Meeting Scientific Program Committee.
- 7) A maximum of 3 joint symposia may be scheduled for any one ISHLT Annual Meeting.
- 8) At least 50% of the symposium chairs, program development committee members, and speakers must be selected by the sponsoring ISHLT Scientific Council.

- 9) ***Symposium chairs, program development committee members, and speakers selected by the partner organization may not be members of ISHLT and must bring content expertise that is not available among the ISHLT membership.*** This policy will help ensure that joint symposia at ISHLT will be of equal or greater value than the ISHLT-generated symposia they will necessarily pre-empt and will not simply add another organization's name to a symposium that could have been put together by ISHLT alone.
- 10) ***Each organization will issue the initial invitations to its selected chairs, program development committee members, and speakers and will explain the compensation associated with their participation.*** Copies will be sent to both organizations' staff. ***Each organization will compensate their speakers and chairs however they see fit.*** Once chairs, program development committee members, and speakers have been confirmed, all subsequent communications and arrangements with those individuals will be handled by ISHLT. Copies will be sent to both organizations' staff. ISHLT will collect and resolve all conflicts of interests of the chairs, program development committee members, and speakers.
- 11) ISHLT will provide complimentary Annual Meeting registration to the speakers and Chair selected by the partner organization.
- 12) Joint symposia developed for the ISHLT meeting must meet ISHLT's standards for educational quality in terms of instructional design, planning, content, and conflict of interest.
- 13) No commercial support may be sought or provided for Joint Symposia, nor for any individual speakers/chairs/attendees/planners of Joint Symposia, without prior written agreement between both organizations' paid staff members. Such agreement may entail the sharing of such support between the organizations.
- 14) Joint Symposia may not take place on a day that requires a separate registration fee, and no additional registration fees may be assessed for joint symposia or for subsequent online access to the Joint Symposia, unless sold as part of online access to the entire meeting.
- 15) All partnering organizations agree to share access to their mailing lists and email lists at no charge and solely for the purpose of promoting the Joint Symposium.
- 16) It is often desirable that a Joint Symposium at ISHLT's meeting will be reciprocated by a Joint Symposium at the partner organization's meeting in the same or the following year, subject to the policies and processes of each organization. The decision to communicate to the partner organization ISHLT's interest in partnering on a reciprocal Joint Symposium at the partner organization's future meeting will be made by the ISHLT Board of Directors at the time of the initial approval of the application for a Joint Symposium at the ISHLT meeting.