

**POLICIES GOVERNING JOINT EDUCATIONAL SYMPOSIA AT OTHER ORGANIZATIONS' MEETINGS**  
***(for Joint Symposia conducted as part of a larger meeting hosted by another organization)***

**Approved December 12, 2016**

**Modified September 1, 2017**

Preamble: A Joint Symposium at another organization's meeting is defined as ***a single session of up to 180 minutes and up to 6 presenters/chairs*** whose content is developed by both partnering organizations and which is scheduled to take place as a single session within a larger meeting conducted by the hosting organization.

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 propose a Joint Symposium to the ISHLT Board of Directors for consideration rests with the leadership of the appropriate ISHLT Scientific Council. All Applications to conduct a Joint Symposium at another organization's 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 ***at least 4 months prior to the date by which the final content, speakers, and chairs must be approved by the proposed Host organization.***
- 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 hosting organization*** and secure the verbal agreement of the hosting 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 the host organization outlining the responsibilities and deliverables for each organization. ISHLT's policies regarding Joint Symposia and any such policies of the hosting organization must be incorporated into the MOU. ***The MOU must be signed before the selection of symposium chairs, program development committee members, and speakers can begin.***
- 5) The title of the joint symposium must include the names of both organizations and the words "Joint Symposium" as follows: "XXX/ISHLT Joint Symposium: Symposium Title". ISHLT's name may not be used in any other capacity.
- 6) Final decisions regarding acceptance and scheduling of Joint Symposium Proposals will be made by the hosting organization's Scientific Program Committee or other appropriate body.
- 7) ISHLT will support a maximum of 3 Joint Symposia at other organizations' meeting in any give calendar year.
- 8) A Joint Symposium must consist of up to 2 Chairs (1 from each organization) and up to 6 speakers (3 from each organization). Each Chair must also serve as one of the 6 speakers.
- 9) At least 50% of the symposium chairs, program development committee members, and speakers must be selected by the sponsoring ISHLT Scientific Council and must be ISHLT members at the time of selection and at the time of the Joint Symposium.

- 10) ***Symposium chairs, program development committee members, and speakers selected by ISHLT may not be members of the host organization.*** This policy will help ensure that Joint Symposia at another organization's meeting have sufficient input from ISHLT and do not simply add the ISHLT name to a symposium that the host organization could have organized on its own.
- 11) ***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 the host organization. Copies will be sent to both organizations' staff. The host organization will collect and resolve all conflicts of interest of the chairs, program development committee members, and speakers.
- 12) The host organization agrees to provide complimentary meeting registration to the speakers and Chair selected by ISHLT.
- 13) Joint Symposia developed for another organization's meeting must meet ISHLT's standards for educational quality in terms of instructional design, planning, content, and conflict of interest.
- 14) 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.
- 15) 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.
- 16) 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.
- 17) It is often desirable that a Joint Symposium at another organization's meeting will be reciprocated by a Joint Symposium at ISHLT's meeting in the same or the following year, subject to approval by each organization. The decision to invite the partner organization to host a reciprocal Joint Symposium at a future ISHLT Annual 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 partner organization's meeting.
- 18) \*In cases where the ISHLT Board determines that an invitation will not be extended for a reciprocal Joint Symposium at a future ISHLT Annual Meeting, the compensation of all speakers and chairs, including those selected by ISHLT, will rest with the host organization, unless the ISHLT Board specifically agrees to pay for the ISHLT speakers/chairs.
- 19) Final Joint Symposia, including schedule, content, presenters, and chairs, must be approved by the sponsoring ISHLT Scientific Council.