

POLICIES GOVERNING JOINT EDUCATIONAL SYMPOSIA AT ISHLT'S ANNUAL MEETING

Approved December 12, 2016

Revised September 1, 2017

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A Joint Symposium at the ISHLT Annual Meeting is defined as ***a single session of up to 105 minutes and up to 6 total presenters/chairs*** 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. Joint symposia will not be conducted with individuals or with healthcare providers / organizations / institutions.

Application Process

1. The decision to submit a Joint Symposium Application to ISHLT for consideration rests with the Education Workforce Leader and Officers 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 the Education Workforce Leader or an Officer of the sponsoring ISHLT Scientific Council.***
2. Prior to submitting the Application, the sponsoring ISHLT Scientific Council must provide a copy of these Policies to the appropriate ***individual at the partnering organization*** and secure the agreement of the partnering organization's senior volunteer leader and senior staff paid member to adhere to them.
3. 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 or Executive Committee will be made by March 31.
4. Once the Application is approved by the ISHLT Board/Executive Committee, the appropriate paid staff member and senior volunteer leader 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, program content development committee members, and speakers and before work on symposium content can begin.***

Program Development Process and Invitations

1. The Joint Symposium program planning group must consist of equal representation of members from each organization. ***All ISHLT representatives to the program planning group must be members of ISHLT and may not be members of the partnering organization.***

2. The Joint Symposium scientific program must consist of 1 Session Chair/Moderator from each of the partnering organizations, and the speakers (up to 6 maximum) must be appointed in equal numbers by each organization's program planning committee members. **All ISHLT-appointed speakers and chairs must be members of ISHLT and may not be members of the partnering organization.**
3. **Symposium program development committee members, session chairs/moderators, 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 bring new perspective, knowledge, and expertise to ISHLT members.
4. The complete Proposal for the Joint Symposium must be submitted **by the sponsoring ISHLT Council Education Workforce Leader or Council Officer** via the online symposium proposal submission system for consideration by the Annual Meeting Scientific Program Committee.
5. The deadline for submission of complete symposium proposals is usually June 1.
6. 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".
7. Final decisions regarding acceptance and scheduling of Joint Symposium proposals will be made by the ISHLT Annual Meeting Scientific Program Committee by July 31.
8. A maximum of 3 Joint Symposia will be scheduled for any one ISHLT Annual Meeting.
9. **Upon notification of acceptance of the symposium proposal, each organization will issue the initial invitations to its selected session chair/moderator and speakers and will explain the compensation associated with their participation.** Copies will be sent to both organizations' staff. 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.

Finances

1. All expenses associated with the Joint Symposium will be borne by the ISHLT.
2. ISHLT will provide complimentary registration to the partner organization's speakers and session chair/moderator. ISHLT will provide expense reimbursement in accordance with ISHLT's speaker reimbursement policy to the partner organization's speakers. Session chairs/moderators will not receive complimentary registration or expense reimbursement unless they are also serving as speakers at the Joint Symposium.
3. No commercial support may be sought or provided by either organizations for the Joint Symposium, nor for any individual speakers / chairs / attendees / planners of the Joint Symposium, without prior written agreement between all partnering organizations' leadership and/or senior staff. Such agreement may entail the sharing of such support between the partnering organizations.

4. 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.

Other

1. All partnering organizations agree to send at least one eblast to their membership at no charge. All partnering organizations agree to actively promote the Joint Symposium to their members.
2. Joint Symposia developed for another organization's meeting must meet ACCME standards for medical education quality in terms of planning, content, and conflict of interest.
3. ISHLT will collect and resolve all conflicts of interest of the program development committee members, session chairs/moderators, and speakers.