



AISBL International Non-Profit Association under Belgian law IVZW

EORTC
Avenue E. Mounierlaan 83 / 11
Brussel 1200 Bruxelles
Belgie - Belgique
Tel : +32 2 774 16 11
Fax : +32 2 772 35 45
E-mail : eortc@eortc.be
Web : <http://www.eortc.be>

Criteria and Guidelines for Giving the EORTC Label to Scientific Meetings

POL006

Version 1.2

ALWAYS REFER TO THE EORTC INTERNET WEBSITE TO CHECK THE VALIDITY OF THIS DOCUMENT

Author: <i>Director General</i> Françoise Meunier	Signature:	Date:
Authorized by: <i>Director General on behalf of the EORTC Board</i> Françoise Meunier	Signature:	Date:

Table of Contents

1 DEFINITIONS 3

2 POLICY..... 3

3 INTRODUCTION..... 3

4 APPLICATIONS..... 3

5 EORTC SUPPORT 4

6 CONTRACTUAL OBLIGATIONS OF THE APPLICANT / ORGANIZER 4

7 IN ADDITION THE EORTC MAY BE PREPARED TO/ 4

8 FINANCIAL ARRANGEMENTS..... 4

9 APPROVAL..... 5

10 DOCUMENT HISTORY 5

1 DEFINITIONS

Three categories of meetings have to be considered:

- ◆ **Full EORTC meetings:** There is full control by the EORTC of the contents of these meetings. The chairman of the scientific committee and the majority of the members will come from the EORTC. The EORTC Executive Committee must approve the project. It has been acknowledged that those meetings are a source of revenues and the EORTC Board should also have control over those revenues. There should therefore be management participation in the meeting and a pre-discussed contractual share of revenues. Three possibilities exist for these EORTC meetings:
 - ◆ EORTC meeting/ congress involving the EORTC Board and all EORTC groups: for example, the EORTC Scientific Strategy Meeting (ESSM); EORTC Groups Annual Meeting (EGAM);
 - ◆ EORTC Scientific meeting/ congress/ conference, organized by a disease (modality) oriented groups (Genito-Urinary Tract Cancer Group, Radiotherapy Group, ...).
 - ◆ Joint meeting/ congress/ conference involving EORTC and other organizations outside the EORTC but with equal partnership. Example: EORTC - NCI - AACR meetings, Breast conference.
- ◆ **Meetings organized “under the auspices of the EORTC”** in which EORTC members participate in the scientific committee and in which several members of EORTC groups present EORTC data. These meetings are “under the auspices of the EORTC” and, they therefore have the right to use the EORTC logo next to other logos from other co-organizers. These meetings organized by academic groups or by commercial congress organizers with sponsoring from pharmaceutical industry require a contribution to EORTC research for the use of EORTC logo and label. In addition, the organizer should invite at least one staff member of the EORTC Headquarters i.e. a Clinical Research Physician and/or a Statistician and/or a relevant staff as appropriate (e.g. Quality of Life, Translational Research).
- ◆ **Non EORTC meeting with EORTC participation.** This entity consists of all other types of meetings where no member of the EORTC is represented on the scientific committee and where EORTC presentations are made on an individual basis. These meetings should not bear the name of the EORTC nor the logo, nor the “under the auspices of the EORTC”.

2 POLICY

This policy describes what is an EORTC labeled meeting and conditions to use the EORTC logo.

3 INTRODUCTION

The EORTC name may be used only with the approval of the EORTC Executive Committee via the Director General.

4 APPLICATIONS

Applications for support must be made in writing at the EORTC Director’s General Office for the attention of Françoise Meunier, Director General, EORTC (avenue Mounier 83/11, B-1200 Brussels, Belgium, Fax: +32 2 771 20 04, Phone: +32 2 774 16 30, Email: francoise.meunier@eortc.be) and may be submitted by:

- ◆ An EORTC group.
- ◆ Any active investigator of the EORTC
- ◆ International, European or national organizations/ associations/ societies devoted to the field of cancer.

5 EORTC SUPPORT

Support from the EORTC may be in the form of one or more of the following:

- ◆ Scientific contributions.
- ◆ Permission to use the EORTC name and logo.
- ◆ Permission to use the EORTC member list.
- ◆ Financial assistance (for EORTC meetings only).

6 CONTRACTUAL OBLIGATIONS OF THE APPLICANT / ORGANIZER

Duties imposed on the event organizer:

- ◆ To liaise with the EORTC Director General in relation to the EORTC support.
- ◆ To state clearly and prominently that the event is either an EORTC event or organized “under the auspices of the EORTC”.
- ◆ To provide a copy to the Director General of all brochures and printed material that bears the EORTC name and/or logo.
- ◆ To include EORTC members in the event’s organizing committee as appropriate.

7 IN ADDITION THE EORTC MAY BE PREPARED TO

- ◆ Distribute leaflets, brochures, etc.
- ◆ Publish meeting announcements in the EORTC groups newsletters or in the European Journal of Cancer or any other relevant support as well as on EORTC website..

8 FINANCIAL ARRANGEMENTS

For every event supported financially by the EORTC, there will be a written contractual agreement in relation to the final disposition of assets. Shared profits will be allocated in relation to the amount of efforts and as previously agreed. The full amount must be paid within 6 months of the event.

For other EORTC meetings (not supported financially by the EORTC) or for meetings organized under the auspices of the EORTC, contractual agreement will also be made in cooperation with the EORTC Director’s General Office to define the legal and financial responsibilities of these events.

A financial contribution will be required for meetings organized under the auspices of EORTC. Such contribution will be established according to the number of participants and level of sponsoring. A minimum

of 3000 euros (up to 10000 euros according to the size of the meeting and to the involvement of commercial sponsors) will be required.

9 APPROVAL

Version number	Board approval date
1.2	Not applicable

10 DOCUMENT HISTORY

Version number	Brief description of change	Author	Issue date
1.0	Initial release	Françoise Meunier	September 1999
1.1	- Clarification of the definitions of types of meetings - Update of the financial arrangements section	Françoise Meunier	07/11/2005
Version number	Brief description of change	Author	Effective date
1.2	Administrative changes only	Françoise Meunier	20/07/2010