

ESGENA Endorsed Events



European Society of Gastroenterology
and Endoscopy Nurses and Associates

By endorsing national and local events, ESGENA

- promotes education opportunities for staff working in gastroenterology and endoscopy nursing
- supports the quality of endoscopic procedures and patient care in Gastroenterology by stimulating the exchange of knowledge and experience in Endoscopy / Gastrointestinal nursing
- underlines the scientific quality of the endorsed events

This category consists of events organised **by third parties** which are endorsed by ESGENA.

Third parties are e.g. national societies, hospitals or institutes of higher education.

Benefits

- ESGENA endorsed events are announced with programme details on the ESGENA website and in the ESGENA e-NEWS
- The ESGENA endorsement logo can be used for promotional purposes
 - on meeting material (see format guidelines below)
 - in local journals
 - on local websites
- Promotional material of the event can be displayed at the ESGENA booth during the ESGENA conference and other European events

By granting this endorsement, ESGENA undertakes no financial involvement nor has any obligation to provide any support services for the event.

Application

Applications for ESGENA event endorsement should be submitted to :

Ulrike Beilenhoff

ESGENA Scientific Secretariat

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Email: UK-Beilenhoff@t-online.de

In order to apply, detailed information regarding the complete scientific program including the speakers is required. An English version of the programme should be available. The role of Endoscopy and / or Gastroenterology nursing must be prominent among the topics under discussion.

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Conditions and fees

- Application must be made at least three months prior to the event.
- The event must last at least one day.
- Confirmation that the endorsement applies only to the single event.
- Administrative fee of € 50,00
- The ESGENA logo should be used in accordance with the ESGENA format guidelines (see example)
- Any publications using the ESGENA endorsement logo are to be reviewed by the ESGENA Governing Board prior to printing or online publication.

Endorsement logo placement guidelines

- The organisers will receive the special ESGENA endorsement logo.
- The ESGENA endorsement logo should not be placed in a dominant position on any endorsed meeting promotional material. It should be smaller than the organiser's logo.
- The ESGENA endorsement logo may also be used on electronic promotional material and on the organiser's website. The logo should contain a hyperlink to the ESGENA website (www.esgena.org)

Example of logo placement




Logo
of
organiser

Conferene for Endoscopy Nurses
On January ???, 2015
In XY

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Endorsed by



ESGENA Endorsed Events Application Form I

Please complete the following application form completely and submit it to the ESGENA Technical Secretariat

ESGENA Endorsed Events - Application Form	
Title of event	In local language In English
Date of event	
City, Country	
Location	
Organizing body and contact person	Name: Address: Contact person Tel: Fax: E-mail:
Is the organising society or individual member of ESGENA (individual, group, passive membership)	<input type="checkbox"/> no <input type="checkbox"/> individual or passive member of ESGENA <input type="checkbox"/> member of national society (Name: _____)
Duration of event in hours	
Type of event	<input type="checkbox"/> international event <input type="checkbox"/> national event <input type="checkbox"/> local event <input type="checkbox"/> conference <input type="checkbox"/> workshop <input type="checkbox"/> Study day <input type="checkbox"/> others:
Aims of event	
Expected learning outcomes of event	1. 2. 3.
Target audience	e.g. nurses, physicians
Expected number of attendees	

Please include the Preliminary Programme

- **in English**
 - **in electronic form** (MS Word or PDF format, maximum file size: 1 Mb)
- and send it with this application form to the ESGENA Technical Secretariat**

ESGENA Endorsed Events Application Form II

ESGENA endorsement requirements

We agree that

- The programme of the event is educational and not designed for commercial purposes
- The role of Endoscopy / Gastroenterology Nursing is prominent among the topics under discussion
- Endorsement applies only to this single event
- The event finances are the full responsibility of the organizers and ESGENA assumes no financial responsibility for the event*
- The ESGENA logo will be used in accordance with the ESGENA format guidelines
- Any publications using the ESGENA logo will be provided to the ESGENA governing board for review prior to printing and distribution
- We agree to pay the fee of € 50 for the ESGENA endorsement. This includes usage of the ESGENA logo plus event announcements on the ESGENA website and in the ESGENA e-NEWS
- The organizers will provide ESGENA a table to display ESGENA information material during the event.

Date

Signature of organiser