

## Endorsed & Sponsored Meetings Policy

The Federation of Clinical Immunology Societies (FOCIS) exists to apply the science of immunology to improve human health through interdisciplinary research, education, communication, and collaboration.

FOCIS welcomes the opportunity to collaborate with FOCIS Member Societies, FCEs, and other organizations that share a similar mission to advance the field of clinical immunology. Please complete the [online FOCIS Endorsed & Sponsored Meetings Application](#) to submit your request.

There will be two application deadlines each year: April 30 and October 30.

### Eligibility criteria for endorsement or sponsorship

- ✓ The activity must have a clear mission that coincides with FOCIS's mission and advance one or more of the following goals:
  - Provide a scientific forum to foster the cross-disciplinary approach required to understand and treat immune-based diseases as the discipline of clinical immunology evolves.
  - Advance understanding of the shared pathophysiological underpinnings of clinical immunology and the new therapeutic approaches suggested by these novel relationships, including the increasingly widespread use of biologics in therapy.
  - Educate trainees, physicians, patients, and the public in clinical immunology.
  - Promote the study of issues pertinent to public health, welfare, and safety in the field of clinical immunology.
- ✓ There must be a demonstrable benefit to FOCIS and/or FOCIS members from the endorsement or sponsorship.
- ✓ FOCIS members must be among the organizers, speakers, and/or participants.
- ✓ The online FOCIS endorsed & sponsored meetings application (detailed on the following page) must be submitted at least 6 months before the start of the activity.
- ✓ If the activity is organized by a for-profit entity, it is only eligible for endorsement or sponsorship when a negotiated benefit is provided to FOCIS.

### Review process

- A. Only the applications received through the online FOCIS Endorsed & Sponsored Meetings Application will be reviewed. In most cases, a response to the applicant is sent within approximately 45 days.
- B. The FOCIS Executive Committee will review the application at the next meeting within 90 days of the submission date. They will evaluate if the proposal meets the criteria listed above.
- C. FOCIS will issue a formal decision letter. It will include the next steps and considerations as appropriate.

### Considerations

- A. FOCIS reserves the right to decline any request.
- B. An approved activity may be advertised as 'Endorsed by FOCIS' (no funding provided) or 'Sponsored by FOCIS' (funding provided). The FOCIS name, acronym, logo, and symbol are the exclusive property of FOCIS. They may only be used with permission and per the relevant FOCIS policy. Copies of all materials will be supplied to FOCIS.
- C. FOCIS may provide limited marketing support for an approved activity. The marketing support may include listing on FOCIS's online events calendar and inclusion in the appropriate communications to members, as deemed relevant.
- D. FOCIS requires that after the FOCIS-endorsed activity, a summary report be submitted to FOCIS. The report will include the number of attendees, significant outcomes, photos, and other highlights.

### Liability

FOCIS will bear no financial responsibility for the activity if a debt is incurred and no liability for any activity associated with the endorsed or sponsored meeting. The provision of endorsement or sponsorship implies no other financial relationship or responsibility between the meeting and FOCIS.