

AOFAS Policies and Guidelines:
Meeting Endorsement, Co-Sponsorship and Joint Sponsorship
(Approved, June 17 and 24, 2014)

Introduction:

AOFAS is committed to promoting medical education and the exchange of scientific information in order to support its primary mission of improving care for patients with foot and ankle disorders via the delivery of quality education. AOFAS is also committed to promoting collaboration between medical specialties and societies, and between healthcare providers in the US and around the world. To this end, AOFAS will actively endorse medical meetings that are consistent with the vision and mission of the society and will partner with other medical societies, organizations and institutions in order to support and advance scientific and educational meetings that pertain to foot and ankle care.

Programs Eligible for Endorsement:

Programs of sufficient relevance and quality developed by other societies, organizations or institutions that support the mission of AOFAS are eligible for endorsement, subject to approval by the Education and Executive Committees. Endorsement by AOFAS means that AOFAS has reviewed the content of a course and has, through a systematic physician review and approval process, deemed it in line with the AOFAS mission, vision and core values. AOFAS endorsed activities are organized and presented by organizations outside of the AOFAS and are not accredited for *AMA PRA Category 1 credit*. Considerations for endorsement include the appropriateness of the meeting content, timing of the event and completeness of the application process and decisions to endorse are made on educational and scientific value, avoidance of scheduling conflicts with any existing AOFAS meetings of like interest and absence of promotional content. AOFAS endorsement of an educational activity does not entail any financial, legal or administrative obligation on the part of AOFAS.

Endorsement Criteria, Policies and Benefits:

Endorsement is provided if program content meets criteria indicating it is of scientific merit consistent with the principles of AOFAS. Criteria for AOFAS endorsement of a meeting include:

- Presentations are of scientific merit consistent with the principles of AOFAS.
- Activity must not be in direct competition with AOFAS sponsored CME activities of a like interest (*course date must be at least 30 days before or after an AOFAS course*).
- Endorsement requests must be accompanied by a program agenda, educational objectives, proposed faculty and target audience prior to Education Committee review.
- Endorsement requests must be submitted at least 4 months prior to the date of the educational activity and must be accompanied by the signed Endorsement Application and Agreement form.
- Endorsement requests are considered for single meetings only, and repeated events require subsequent reviews by AOFAS.

- Organizers of an AOFAS endorsed meeting may use the AOFAS logo on its promotional materials (print and electronic) and other meeting-related materials when marketing their event. Such promotional material shall use no words other than "*Endorsed by The American Orthopaedic Foot & Ankle Society*" in describing the relationship of the AOFAS to the program.
- Endorsed meetings must include at least one AOFAS member on the faculty.
- Primary meeting sponsor should be accredited and/or recognized in the host country by an accredited organization to provide continuing medical education, if appropriate and/or applicable.
- AOFAS will not consider an endorsement request from industry.
- Course organizers may include AOFAS endorsement logo and language on course handout materials.
- AOFAS will list the program in the non-AOFAS events section of the AOFAS website and create a hyperlink to the course organizer's website.
- Course organizers of endorsed meetings will receive one set of AOFAS mailing labels for marketing purposes and AOFAS logo artwork at no additional charge for inclusion on meeting material and printed literature.
- The endorsed meeting will be posted on all AOFAS calendars (print and electronic); on the AOFAS web site; on FAI calendars and included in In~Stride publications in the calendar section (*pursuant to approval and according to the next publication within standing print schedule*).
- AOFAS requests that the Endorsed by AOFAS logo be posted on the meeting sponsor website home page with a live link to the AOFAS web site until the end of the meeting.

Co-Sponsorship Criteria:

Co-sponsorship occurs when the AOFAS joins with another accredited organization to sponsor a meeting or course. Upon mutual agreement, one organization will be primarily responsible for the administrative functions of organizing the symposium. The practice gap-based needs assessment, educational objectives, course description, agenda, faculty, financial obligations, and location will be determined upon mutual agreement along with the determination of which organization will take responsibility for CME compliance and reporting of the activity. The name and logo of both organizations will be included on all promotional materials. Depending on the agreement made with the co-sponsor, there may or may not be revenue sharing of net income.

Joint Sponsorship Criteria:

Joint sponsorship occurs when the AOFAS, under the authority granted it through the ACCME, assigns *AMA PRA Category 1 credits™* to a non-accredited body's activity. This relationship may be requested by other orthopaedic organizations, individual AOFAS members, groups of AOFAS members, institutions or groups that have common goals with the AOFAS. The AOFAS shall provide *AMA PRA Category 1 credits™* for joint sponsored symposia which are in compliance with the Essential Areas and Elements and standards established by the ACCME. AOFAS will actively participate in planning the budget and meeting finances, as well as in all phases of meeting development and execution. The AOFAS will share the profits and risks of the meeting.