

Dynamic. Decisive. Dedicated.

### **AOFAS Endorsement Application and Agreement**

The American Orthopaedic Foot & Ankle Society reserves the right to endorse those meetings which most closely align with the goals of our society. Endorsement carries no designation of *AMA PRA Category 1 Credit™* nor is AOFAS responsible for oversight or meeting management of endorsed meetings. Endorsement is an acknowledgement of the integrity and quality of the educational activity alone. The AOFAS logo must appear on the activities promotional material as an endorsing organization.

AOFAS will list dates on the AOFAS calendar, in In~Stride and FAI calendars of meetings only, as indicated on the application form under Endorsement Fees and Options. Placement in In~Stride and FAI calendars will be made pursuant to approval and according to next publication within standing print schedule.

Endorsement applications must be received a minimum of 4 months prior to meeting date. AOFAS requires a minimum of 3 weeks from date of application receipt for review, approval and subsequent placement in online calendars.

**Specialty, Country, State, or Regional Society / Association Information / Sponsoring Organization/Institution:**

Society/Institution/Organization’s Name: \_\_\_\_\_

President: \_\_\_\_\_

Program Chair: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

e-Mail: \_\_\_\_\_

**Meeting Information:**

Meeting Title: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Accredited Provider (if applicable) / Sponsoring Organization: \_\_\_\_\_

Other Endorsing Organizations: \_\_\_\_\_

***Endorsement Criteria***

- The meeting does not compete in terms of content or timing with an AOFAS educational offering.
- The endorsement is being sought by an organization that is widely acknowledged as a reputable, bona fide medical educator, and the program is relevant to orthopaedic foot and ankle surgery.
- The meeting is already CME accredited, or the equivalent for international programs if appropriate/applicable.
- The meeting for which the endorsement is sought demonstrated compliance with ACCME guidelines for programs offered *for AMA PRA Category 1 Credit™*, or the international equivalent if appropriate/applicable.
- The organization seeking endorsement provides remuneration upon application, where possible and appropriate.
- The organization seeking endorsement agrees to follow AOFAS guidelines for publicizing its endorsement, including proper use of AOFAS’s name and its logo, and avoids any suggestion that AOFAS is a sponsor of the meeting.

***All items must be attached to process your application:***

- Completed application
- Signed Letter of Agreement
- Hourly program schedule/agenda including objectives
- Faculty list

***Additional Documentation once program is approved:***

- Final brochure with endorsement language and AOFAS logo
- Endorsement fee
- Mailing address order form and agreement if requesting

**Agreement of Endorsement**

I, \_\_\_\_\_, as a representative for the \_\_\_\_\_

educational activity to be held at \_\_\_\_\_ over the dates(s) of \_\_\_\_\_ agree to the following:

1. The endorsement application and all related materials will be completed and submitted at the time of application for review and approval by the AOFAS Committee(s).
2. The organization seeking endorsement will adhere to the guidelines for logo usage supplied at the time and endorsement is received.
3. If the organization does not comply with the above items, AOFAS will withdraw its endorsement of the program.
4. Agree to pay the endorsement fee of \$1,000-\$1,500 (to be determined) prior to the time of the activity.

Agreed by: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

**Approved by (AOFAS):**

\_\_\_\_\_

Date: \_\_\_\_\_

**Return to:**

American Orthopaedic Foot & Ankle Society  
9400 W. Higgins Road, Suite 220  
Rosemont, IL 60018

Attn: Michelle Adams

e-Mail: [madams@aofas.org](mailto:madams@aofas.org)