

## Procedure for request for support for an ISBT Academy activity

### 1. Introduction

The ISBT Academy is dedicated to education related to blood transfusion medicine. ISBT will consider supporting educational activities either financially by hosting a workshop/activity in association with a national meeting or international symposium/congress or by supporting an activity by use of the ISBT logo. ISBT will set a budget each year for Academy activities.

Applications for support for an ISBT Academy activity must be made on the relevant application form and to the agreed timeframe. Applications must be made in English.

Reference to ISBT support must not be made until agreement from ISBT has been received.

### 2. Procedure

The procedure is set out below.

#### 2.1 Timing

There are two deadlines during the year for receipt of applications; April 1 and October 1. You should ensure your application is sent to the ISBT office at least one month prior to one of these dates as appropriate to the dates of your activity.

#### 2.2 Academy activity to be supported financially by ISBT

- The organiser must complete the application form for support of an Academy activity and send to the ISBT Central Office
- The Central Office will send the request to the Academy review committee comprising of the two vice presidents, the scientific secretary, and the relevant Regional Director (voting members) and the ISBT Executive Director (non-voting member) for review and agreement.
- The organiser will be informed of the decision.
- ISBT will work with the local organiser with regard to the scientific programme of the Academy activity.

##### Procedure if agreement is given

- The ISBT Central office will send the organiser the ISBT logo and instructions for its use
- ISBT will underwrite speakers and other expenses according to ISBT guidelines
- The ISBT logo should be used on the event associated website and marketing and event materials
- The event will be included in the ISBT event calendar on the ISBT website
- The organiser is expected to provide a report to the ISBT Central Office which may be used as an article for Transfusion Today
- The organiser is expected to obtain an objective evaluation of the activity from the delegates

#### 2.3 Academy events supported by use of the ISBT logo

- The organiser must complete the application form for support of an Academy activity and send to the ISBT Central Office with a copy ( in English) of the scientific programme.
- The Central Office will send the request to the Academy review committee comprising of the two vice presidents, the scientific secretary, and the relevant Regional Director (voting members) and the ISBT Executive Director (non-voting member) for review and agreement.
- The organiser will be informed of the decision.
- The ISBT reserves the right to make suggestions with regard to the scientific programme.

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