Application form for ESDO Labelled Meeting

I. Application Details

Please type or print in capital letters

**Title of event**




 **Event date(s)**  **Event website link (if applicable)**



 **Venue address**


 **Name and address of organization responsible for the event**



**Is your organization Member Society of ESDO? Yes [ ]  No [ ]**

If you are interested in becoming National Society Member of ESDO, please visit the [ESDO website](http://www.esdo.eu/) to learn more about benefits and duties of membership and how you can apply.

**Name of person to contact in relation to this application**



**Mobile Phone**  **Fax**  **E-mail** 

**Name of person responsible for this event**


**Mobile Phone**  **Fax**  **E-mail** 

**Programme outline (please enclose preliminary programme to your application)**



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**Number of expected participants**


 **Approximately what percentage of audience will be** **Local** **Regional**  **National**  **International**

**Will you apply for CME accreditation? Yes [ ]  No [ ]**

 **Number of CME points expected / accredited**


 **What are the intended learning objectives for this event?**



**Indicate the main language of the event**

**Indicate any languages in which simultaneous translation will be available**



**Identify the committee(s), giving names and affiliations of individual members, involved in organizing this event**



**Has this event received any financial support? Yes** **[ ]  No** **[ ]**

**If your answer is yes, please indicate sponsor names and the level of this support as an approximate percentage of the total budget of the event**

**Commercial organizations**  **Academic organizations**  **Participant fees** 

**Other** (specify) ****

**Please note that a 50% reduction fee for ESDO members is mandatory.**

**Please indicate whether you agree to this. Yes** **[ ]  No** **[ ]**

II. Application procedure

1. Completed applications must be submitted to the ESDO Office at least 3 months prior to the event.
2. A copy of the full educational programme in English must be submitted with this application.
3. The ESDO label will not be awarded to events that are primarily promotional. An event receiving 50% sponsorship from one sole company will NOT be considered for the label.
4. A 50% reduction fee for ESDO members is mandatory.
5. Upon request, organizers must provide certificates of attendance to participants.
6. Organizers should send a brief post-event report to the ESDO Office within 30 days of the event date.
7. The ESDO logo should be used in compliance with the ESDO logo policy listed below.

III. Logo Policy of the European Society of Digestive Oncology

If you wish to use the European Society of Digestive Oncology (ESDO) logo, please contact the ESDO Office. The ESDO logo, and other ESDO event logos, may only be used for the purpose specified upon written consent from ESDO. Use of the ESDO logo is event-related, meaning single use only, unless otherwise agreed with ESDO.

With written permission from the European Society of Digestive Oncology (ESDO) Office, the ESDO logo may be used in marketing collateral, product announcements, reports, published articles, and advertising copy in print and on the Web.

 The ESDO logo must be used in the proper form (as shown):

 **Colours references**

 Blue: C100, M90, Y10, K0

 Red: C20, M100, Y90, K10

Unless ESDO explicitly gives written permission, you may not copy, modify, distribute or display the ESDO logo.

Anyone found to be in violation of this policy will face disciplinary action by the ESDO Governing Board, which may include, without limitation, termination of the agreement with ESDO or cancellation of the event.

[ ]  I, the undersigned, verify that I have read the aforementioned application procedure for awarding of the ESDO label and the ESDO logo policy, and that I agree to abide by these criteria.

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Signed (individual responsible for the event) Date

Send via fax or E-mail to +43 1997 1639 10 or info@esdo.eu