



WFN Application Form for Endorsement and Accreditation of Scientific Activities

Please return completed forms to: World Federation of Neurology
Chester House, Fulham Green, 81-83 Fulham High Street, London, SW6 3JA, UK

Tel: +44 (0)20 3542 1657 / 1658 **Fax:** +44 (0)20 3542 1301

e-mail: info@wfneurology.org

1 ***Title/name of the scientific meeting:***

2 ***Structure of the scientific meeting***

National

International

- Congress
- Symposium
- Course (independent teaching course)
- School – single topic oriented educational activity
- i.e. Neuroimmunology school; headache school and similar - duration should be between 1 - 4 days
- Workshop
- Conference
- Other scientific activity

3 ***Name of the organizing body /sponsoring organization***

3a *Type of organisation*

National International

- Neurological society
- Neurological subspecialty society (i.e. Stroke Society; Movement Disorders Society; MS Society, and others)
- Non-profit (scientific) foundation
- University / medical school
- Governmental organization - health authorities
- Non-pharmaceutical and non-medically related industry
- Profit based (scientific or other) foundation

- Other organisation

3b *Contact person*

Please provide the name of the contact person for correspondence with WFN.

This person should be a neurologist / neuroscientist - who is either the chair or general / organizing secretary of the meeting. All other issues may be through administrating secretariat.

Name

4 Venue of the meeting

- Congress hall / Convention center
- University / medical school
- Independent - non-industry owned meeting halls
- Industry owned meeting halls
- Conference hall within a (congress-oriented) hotel
- Conference hall within a summer/winter holiday-resort /applies only on appropriate dates
- Other

5 Date and site of the meeting

Information should be provided and should be in accordance with “Basic Requirements To Organize A Scientific Meeting In Accordance With WFN Endorsement”

(See Addendum / Item 2: Date and site of the meeting (site and dates should be in accordance with current ethical rules where and when to organize a meeting).

6 *Expected attendance*

An estimate of the national and international attendance should be provided, that would also provide an estimated attendance of neurologists, neuroscientists, other associated physicians and neurologists in training.

6b *Targeted audience (optional)*

- Neurologists in training
- Clinical neurologists
- Academic neurologists
- Neuroscientists
- Other scientists & Research associates
- Other physicians

• Other

7 *Language*

For "international" meetings the language of the conference should be preferably English; for regional or national meetings if the organizing body has resources, the meeting may be partly bi-lingual.

The primary language will be according to the parent country or region's native/local language (such as Spanish, French, Japanese, Russian, Turkish, Arabic or any other).

Simultaneous English translation if site and circumstances allow may be provided for part of the meeting.

If English is not the official language of the scientific activity, will there be simultaneous English translation?

Yes

No

If yes, what percent of the presentations will be provided in English?



8 Primary goal /structure of the meeting

8a The format - most consistent with:

- congress with significant number of teaching courses (≥ 25 % of total time)
- congress based on presentations / no specific teaching courses (< 25 % of total time)
- primary -Teaching/Educational meeting
- Symposium/ workshop - primary educational
- Symposium/ workshop - based on presentations on current information
- Other

8b Accreditation

This may be provided as printed copy / announcement of the scientific activity / or as a separate document)

- the length of the meeting (total of days and hours)
- the scientific programme - conferences, workshops, courses, sessions and other activities
- the educational (teaching) content of the scientific programme - conferences, workshops and courses (and their distribution - % of the programme)
- the presentations of new material - plenary sessions, workshops, platform and poster presentations (and their distribution - % of the programme)
- the satellite symposia, their structure, speakers (their affiliation), the sponsoring bodies - such as medical or other scientific non-commercial associations, pharmaceutical industry or other commercial companies (their distribution, length and timing during the meeting)
- Credits obtained - by medical society/societies (if available)

9 Financing

Information must be provided regarding the registration fees and percentage of Pharma-industry funding. Pharma industrial participation must be along the lines of the 'WFN Guidelines for relations with industry“

- Totally free of industry or other profit oriented organization
- Industry contribution is limited ($\leq 25\%$ of the budget)
- Industry contribution considerable ($> 25\%$ of the budget)
- Other

10 Previous application

Have you ever applied to another body of the WFN for any other reason regarding this meeting? If so, please expand.

11 Registration fees

Information should be provided and should be in accordance with “Basic Requirements To Organize A Scientific Meeting In Accordance With WFN Endorsement” (See Addendum / Item 1 - “Registration fees”)

12 Web site (provide link):

- Available and informative/detailed
- Available with limited information
- Very brief
- None

13 Publications - expected scientific publications

- Abstract book
- Proceedings book by an international publisher
- Abstracts in local journal
- Abstracts in international journal
- None

- Other

14 WFN Application:

The evaluation form with check boxes and their corresponding explanations may be submitted 4 - 6 months prior to the meeting dates to the WFN Task Force (applications arriving less than 3 months before of the meeting will not be accepted). Reply will be given within a maximum of 4 weeks. When necessary, further information may be required.

For international meetings the application should be submitted six months prior to the meeting. For regional meetings this period is four months.

All changes with the scientific programme or other aspects of the meeting should be reported to the WFN Task Force within two weeks after these changes are made.

15 WFN Evaluation/site-inspection

- The local/national WFN representative or someone who will be assigned by the representative and confirmed by the WFN Task Force and CME committee should be invited to the meeting for evaluation.
- For the international meetings a WFN representative to be assigned by the WFN Task Force and CME committee - preferably from the country where the meeting will be held, should be invited to the meeting for evaluation.
- The evaluating WFN representative will be asked to prepare and provide a report on the meeting to be presented/forwarded to The WFN Task Force and CME committee - evaluating whether the application information provided was correct and complied with. This report will be essential, when any similar application is made by the same organization / annual or further similar meetings.

16 WFN Publication

The approved applications and their follow-up evaluation reports may be published in the WFN Newsletter.

Current "WFN GUIDELINES FOR RELATIONS WITH INDUSTRY"

The WFN accepts industry support of its continuing medical education [CME] programmes at its biennial congress, at its regional meetings, and for special projects. The guiding principle for these activities is the avoidance of all real or perceived commercial bias. The following guidelines are derived from that principle:

1. Commercial funding of the CME must be disclosed in all promotional and informational material.
2. The WFN will take advice from commercial sponsors of CME about the faculty, participants, or content of the educational programmes. 'Pre-packaged' programmes developed by the commercial sponsor will not be accepted by the WFN.
3. Any financial relationships between faculty or organizers and the commercial interest must be disclosed to participants in the CME activity.
4. The educational programme cannot promote a single proprietary product, nor include distribution of advertising or promotional material. Programmes must be balanced, presenting a broad range of scientifically supportable viewpoints related to the chosen topic.
5. The WFN accepts commercial funding which is an unrestricted grant. Funds for CME activities should be received and administered by the appropriate WFN body.
6. Financial support for invited speakers should be administered by the WFN body, and such speakers, e.g. from developing countries, should be selected by the WFN.

Addendum

BASIC REQUIREMENTS TO ORGANIZE A SCIENTIFIC MEETING IN ACCORDANCE WITH WFN ENDORSEMENT

1. Registration fees

(A1)

For national /regional meetings needs to be consistent with the general income of the physicians of the host country being able to afford to attend the meeting (registration fee - no more than 10 - 15 % of the average national monthly salary of local neurologists).

(B1)

Registration fees should not exceed the average of similar scientific medical meetings in that country (The registration forms/announcements of 3 non-neurological but similar scientific-medical congresses should be provided for comparison.)

(A2)

Registration fees for international meetings should not exceed the average fee of similar scientific medical meetings for international meetings. (The registration forms / announcements of 3 international neurological congresses/meetings should be provided for comparison)

(B2)

For international meetings - special low fees for participants (without sponsors) from low income countries may be provided - with information being available in the announcement.

(C)

Reasonable accommodation facilities may be provided for attendees, especially those who have no institutional support or other sponsors. No-name sponsorships may be provided either by organizing society or other body for 5 - 10 % of the expected attendance - if the national society has financial limitations then this sponsorship may be obtained from industry or other sources - in this case information about the sponsor/s will be need to be provided on the application.

(D)

A quota with a concessional low/no fee for neurologists-neuroscientists in training or students (medical/PhD) should be provided.

2. Date and site of the meeting

Site and dates should be in accordance with current ethical rules for where and when to organize a meeting.

A scientific meeting should not be organized in a summer or winter holiday-resort in the corresponding high season (such as - for summer resorts - June 1st to August 31st / or - for winter resorts - December 1st to February 28/29th.

Naturally, in the southern hemisphere these dates will be reversed or variations may be the case according to the geographical and characteristics of the region/country.