

Application for the Radiosurgery Society[®] Endorsement of Workshops and Other Educational Events

Name of Organizing Group		
Contact Information	Contact Name: _____ Address: _____ Phone: _____ Email: _____	
Name of the Event		
Format of the Event	<input type="checkbox"/> Workshop <input type="checkbox"/> Symposium <input type="checkbox"/> Conference <input type="checkbox"/> Other, Specify _____	
Date of the Event		
Location	City: _____ State/Country: _____	
List the names of the organizing committee	Name	Institution / Affiliation
	Program Chair	_____
	Members	_____
	_____	_____
	_____	_____
List the purpose and objectives of the event		
How many participants are expected?		

Who is the target audience?	<input type="checkbox"/> Radiation Oncologists <input type="checkbox"/> Surgeons <input type="checkbox"/> Medical Physicists <input type="checkbox"/> Other, please specify: _____	<input type="checkbox"/> Medical Oncologists <input type="checkbox"/> Nurses <input type="checkbox"/> Dosimetrists
What aspects of this event would be of interest to RSS members?		
How will the RSS be recognized at the event?		
<input type="checkbox"/> Advertisements for the event will display the RSS logo <input type="checkbox"/> Prominent placement of the RSS logo on event website and in e-mails <input type="checkbox"/> RSS logo will be placed in materials distributed at event <input type="checkbox"/> Other, please specify: _____		
Meeting will apply to ACCME and / or CAMPEP for continuing education	<input type="checkbox"/> ACCME <input type="checkbox"/> CAMPEP <input type="checkbox"/> No	Will there be vendor participation? If yes, expected # of vendors is: _____
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature: _____ Date: _____		
Name (printed): _____		
Return form and \$1,000 application fee to:		
the Radiosurgery Society® PO Box 5631, San Mateo, CA 94402 Fax: 1.866.565.1998 E-Mail: hello@therss.org		

For questions and more information on the RSS Endorsement Program contact:

Joanne Davis, PhD
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 Executive Director
 The Radiosurgery Society®

Guidelines for RSS Endorsing Workshops and Other Educational Events

The Radiosurgery Society® (RSS) endorses workshops and educational programs that focus on stereotactic radiosurgery and stereotactic body radiotherapy. Applicants must complete the appropriate application form and provide the required materials as detailed in the application form. Incomplete applications will be returned. The applicants must submit the completed application and materials at least 3 months before the date of the educational activity.

CRITERIA

1. The program should be fair, balanced and not promotional in nature and content.
2. The content cannot disparage other products or educational programs.
3. The content must be relevant to the work of RSS members.
4. The content must ultimately be directed towards the advancement of science and the benefit of patients.

STIPULATIONS

1. The Director of Clinical Programs and the RSS Staff will vet activities for which RSS endorsement is sought and will make recommendations to the Clinical Education Committee with regard to the request.
2. The Clinical Education Committee will review all Applications. Turn-around time to review completed applications can take as much as 4-6 weeks from date of receipt of application and all supporting documents. RSS must approve the objectives and program.
3. Following the review, the Educational Committee will recommend either "Approval", "Provisional Approval" or "Not Approved". Provisional Approval will only be granted for those applicants that have met all the essential elements other than confirming all the program speakers or final lecture titles. A final agenda for the provisionally approved program will be required prior to receipt of full approval.
4. The RSS assumes no financial responsibilities whatsoever when endorsing any educational program or event.
5. The organization seeking RSS endorsement must disclose the background of all speakers, including information regarding their potential conflicts of interest. If speakers have a potential conflict of interest (e.g., honorarium, speaker fees, project PI, grants, etc.), this must be disclosed to the program participants both orally and in meeting materials.
6. If the event is expected to provide CME to attendees, there can be no influence or involvement in the program development or selection of speakers from requesting Industry/Corporation.
7. The program as offered to physicians must be in compliance with the American Medical Association's Council on Ethical and Judicial Affairs ethical opinion of "Gifts to Physicians from Industry" (Opinion 8.061).
8. All educational programs should include an outcomes component that demonstrates the impact of the educational activity on the clinical practice of participants.
9. The program may not be scheduled to take place on the same dates as those of major meetings conducted by international, national and regional meetings of the Radiosurgery Society.

IF APPLICATION IS APPROVED

1. Activities approved for RSS endorsement will have the right to use the RSS name and logo (trademark license) for that program only.
2. RSS retains approval rights for any marketing material that bears the RSS name or logo. RSS must review and approve all collateral, website, email blasts, and any other form of documentation or electronic media that bears the RSS logo.
3. The fact that a licensing fee (included in the Application Fee) has been paid to RSS will be communicated to program participants.
4. A post meeting summary must be provided to the RSS within 3 months after the final meeting date.