

## The Radiosurgery Society® Endorsement Policy

### Purpose of Endorsement

The Radiosurgery Society® (RSS) is dedicated to fostering educational opportunities for medical professionals, scientists and healthcare manufacturers focused on stereotactic radiosurgery (SRS) and stereotactic body radiation therapy (SBRT). The RSS aims to endorse high-quality meetings and workshop events that promote dialogue, exchange of information and professional development that meet the vision and goals of the RSS. As part of the RSS mission to work together to promote the field of SRS/SBRT, the RSS welcomes applications from organizers of (prospective) events for RSS endorsement. This document outlines the process for application, as well as what the RSS endorsement means, and expectations for endorsed events.

### Application

Organizers of events who would like the RSS endorsement must present an application to the RSS Director of Clinical Programs, giving sufficient information about the event for the RSS Education Committee to decide whether the event is likely to meet the relevance and quality concerns. The application for RSS endorsement can be found at [http://therss.org/workwithus/endorsement\\_policy.aspx](http://therss.org/workwithus/endorsement_policy.aspx) and must include the following information:

1. Name of Organizing Group
2. Contact Information
3. Name/Format of Event
4. Proposed Dates
5. Location of Event
6. Names of Planning/Organizing Committee
7. Purpose and Objectives of Event
8. Number of Expected Participants
9. Target Audience
10. A description of how the meeting would provide interest to the RSS Members
11. A description of how the RSS will be recognized at the Event
12. Indicate whether Continuing Education credits will be available
13. Indicate whether meeting will include Vendor/Exhibitor participation

Event proposals may be submitted for the RSS endorsement while they are still in the developmental phase, especially if the organizers feel that such endorsement may help realize the proposal (e.g., by helping the organizers enlist needed support from other organizations). Such proposals should be clearly labeled as "prospective", and the event organizers should notify the RSS executive as soon as possible as to the final status of the event.

Endorsement Applications should be submitted to the Director of Clinical Programs, as specified on the RSS Endorsement webpage, preferably by email. Endorsement Applications should be submitted 3 months prior to event date. The confirmation

receipt of application will be sent to the organizer and the RSS Education Committee will review application for endorsement consideration. Event organizers should allow at least two weeks from confirmation of receipt of the application for the RSS Education Committee to decide on whether to endorse the event. In exceptional cases the decision may take longer.

### **Endorsement Decisions**

Decisions on endorsement of events will be made by the RSS Education Committee, using the following criteria:

1. Does the event have purposes and content central to the RSS charter?
2. Is the event likely to be of sufficient quality to merit the attention of the RSS members?
3. Will the event be open (subject to general size limitations) to the RSS membership?
4. Will there be some permanent archive (e.g., proceedings) of the event that will be available to the RSS members (perhaps for members who are not able to attend in person/for purchase)?

### **Meaning of Endorsement**

The RSS Endorsement constitutes a judgment by the RSS Education Committee about the suitability of the event for advancing the purposes of SRS and SBRT. It does not constitute a legally binding contract (which would require approval of the RSS Board of Directors). Endorsement may be withdrawn at any time, if the RSS Education Committee (or general membership, through the referendum process) later comes to believe that the event will not meet the key quality and relevance requirements outlined above.

Events approved for endorsement will be indicated on the RSS events webpage (either on approval, for actual events, or at the time of notification, mentioned above, for prospective events).

### **Expectations of Endorsed Events**

Attendance should be open to all RSS applicants unless there is clear evidence that over enrollment would compromise the purposes of the event. If admission is limited in any way, selection criteria for attendees should be clearly specified.

The RSS endorsements may be publicly advertised in advertisements of the event using the approved RSS logo provided by the RSS. Advertisements using the RSS logo should be reviewed and approved by the RSS prior to public display. For online advertisements, we encourage that links to the RSS web page <http://www.therss.org> be included.

Following the event, the organizers should prepare a short (100 words to 2 pages) summary description of the event, for archival purposes. At a minimum, this should include updated information indicated above, in the proposal, but may also include other relevant information such as intended follow-up activities, perceived advances

in the field as a result of this event, etc. The summary may be made available from the RSS Endorsement webpage.

**Disclaimer**

It is expected that event organizers make sure that the RSS endorsement does not conflict with any other requirement of official sponsors or institutional supporters of the event.



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