

**Policy for OARSI Endorsement or Sponsorship of Non-OARSI Meetings, Symposia,
Workshops and Courses**

Approved by the Board of Directors April 25, 2017

OARSI Mission Statement:

OARSI is the premier international organization for scientists and health care professionals focused on the prevention and treatment of osteoarthritis through the promotion and presentation of research, education and the world-wide dissemination of new knowledge

Purpose:

This policy establishes criteria for evaluating requests for endorsement or sponsorship (financial support) of non-OARSI meetings, symposia, workshops and courses. This also applies to requests for joint meetings from other societies.

OARSI does not endorse industry initiatives but may endorse industry meetings, symposia, workshops and courses when they fall within the mission of OARSI.

Please note: OARSI does not endorse white papers, outcome measures, or other products such as pharmaceutical drugs, devices, or other treatments under this policy.

Who can submit a request/proposal:

Current OARSI members and/or societies who have an interest in osteoarthritis. Industry may use the form below to request endorsement of meetings and courses.

Definition and Requirements:

- **Endorsement – No monetary support from OARSI**
 1. Request must be received prior to the program dates.
 2. Request to include completed application and program.
 3. OARSI Initiative Review Committee and the Board will have the ability to review the plan for publications resulting from the meeting (proceedings, supplement, consensus document, etc.).
 4. OARSI logo to appear on requestor's meeting material and website.
 5. OARSI will post endorsed meeting on OARSI website.

6. Email announcement to OARSI members of an OARSI endorsed program will be reviewed on a case by case basis
- **Sponsorship - Monetary sponsorship requested from OARSI.**
 1. Request must be received prior to the program dates.
 2. Request to include completed application and program.
 3. OARSI will have the ability to make recommendations to the program agenda.
 4. OARSI Initiative Review Committee and the Board will have the ability to review and make recommendations to the plan for publications resulting from the meeting (proceedings, supplement, consensus document, etc.).
 5. At least one speaker must be a current OARSI member.
 6. OARSI logo to appear on requestor's meeting material and website.
 7. OARSI will post sponsored meeting on OARSI website.
 8. OARSI will promote the meeting through OARSI membership email announcements.

Approval Process for Endorsed, Sponsored or Joint Meetings, Symposia, Workshops and Courses

1. Request form completed with preliminary program and budget included.
<https://www.oarsi.org/about/endorsementsponsorship-request>
2. Program is sent to the OARSI Initiative Review Committee for review and a recommendation is made to the OARSI Board to approve or deny the request. Should program be a "sponsored" program, the OARSI Research and Training Committee will review financial requests and provide program recommendations to the OARSI Board to review prior to final approval.
3. OARSI Board approves or denies endorsement or sponsorship.

Application and supporting material should be sent electronically to:

Electronic submissions sent to:
Attn: Dan Lemyre, CAE, Executive Director
Email: dlemyre@oarsi.org
Phone: +001-856-642-4201

**Request for OARSI Endorsement or Sponsorship NON-OARSI MEETINGS,
Symposia, Workshops and Courses**

Complete All Forms of Request

1) Check one:

- OARSI Endorsement OARSI Sponsorship (financial) OARSI Initiative (financial)

2) Contact Name:

Institution: _____

Address: _____

City: _____ State: _____ Country: _____ Zip/Postal Code: _____

Phone: _____ Fax: _____

E-mail: _____

3) Are you a current OARSI member:

- Yes No

4) Is this request on behalf of a society/organization? Yes No

If yes, please list and provide contact email and phone number:

Society/Organization: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

5) Program Title:

6) Target Audience and Expected Attendance:

7) List all other endorsers and sponsors (including industry). Next to each sponsor, indicate if funding and the amount that has been secured:

8) How will this Meeting be promoted?

9) Will OARSI Members receive a registration discount?

10) How will OARSI be recognized? What is benefit to OARSI?

11) Program Symposium Directors:

12) Symposium Description:

13) Goals & Objectives:

14) Learner Outcomes:

15) Proposed Meeting Date and Location:

16) Speaker/Moderator Reimbursement Policy:

17) How will Proceeds (Surplus) of the Meeting be Used?

For funding/sponsorship please include copy of the budget and program with speakers.