

Process of conference endorsement [Council approved 15/01/2007]

The following checklist is to help deciding if the applicant is fulfilling the requirements for the endorsement category he is applying for. To receive the wished endorsement every point of any of the three categories has to be fulfilled.

The categories are the following three:

1. disseminated events
2. endorsed events
3. ESB-organised events

What to tell applying organisations?

You have a choice of three categories:

- Category 1 applies if you want your event announced on the ESB website.
- Category 2 applies if you want your event not only to be announced on the website but also emails sent to all members of the ESB. The category entails benefits (such as reduced registration fees) to be given to ESB members. You are also allowed to use the ESB logo.
- Category 3 applies for ESB co-organized events that per definition fulfil the requirements for category 1 and 2. This category allows the use of the ESB logo and the phrase "under the patronage of the ESB" in your printed materials.

Action to be performed for category:

1. Announcement on website under affiliated meetings
2. ... additionally, announcement as "endorsed event" and email to all members
3. ... additionally, give more details as call for papers deadlines etc. on website and in emails to members, allow the use of the ESB logo and of the phrase "under the patronage of the ESB" in their printed materials and on their website, announce in newsletter and print retrospective article about event afterwards

Responsibilities:

Contact to event organisers:	Meeting Committee
Announcement on website:	Publication Committee
Email to all members:	Publication Committee
Announcement and retrospective in newsletter:	Publication Committee

Definitions:

- Benefits (Category 2): reduced conference fees or fees for participation in workshops, reduced entrance fees for events as gala dinners during the actual event. Officially endorsed ESB event.
- ESB-organised events (Category 3): collaboration with active participation of the council in the organising committee. Official ESB event.

