



## ASTS Endorsement of Meetings and/or Events

### Policy & Procedures

#### Background

ASTS periodically receives requests from members and others to endorse a transplant related meeting or event. Historically, ASTS has limited its approval of such requests to consensus conferences or other national meetings that provide an official ASTS representative a position on the planning committee or other significant role during the meeting.

ASTS has established the following policy and procedures for such requests.

#### Policy

ASTS will consider requests from the membership to endorse a meeting or event when it is deemed relevant to the field of transplantation. The meeting or event must include broad involvement of ASTS members (i.e. planning committee member or prominent presenter). Requestors should have appropriate IRB approval for all specimens. If it is a CME activity, ASTS must be the accredited provider, a co-sponsor or part of a joint sponsorship (additional fees and paperwork apply for CME activities). ASTS must be provided the option to review and edit any subsequent publication(s), based on the event, prior to submission. All endorsement requests must be submitted using the Endorsement Request Form. The Executive Committee shall review and approve or deny each request.

#### Procedures

1. Requestors must complete and submit the Endorsement Request Form 60 days prior to the activity date, and include the proposed agenda, and CME activity form (if applicable) to the ASTS National Office.
2. The Executive Committee will review all requests and approve or deny the request within 15 business days.
3. Requests that include CME credits requests will be subject to an additional review by the Director of Education and approval of the CME Committee.
4. The conference /event dates may not conflict with any existing ASTS meetings or events
5. ASTS will advertise the activity on its website.
6. Requestors must agree to allow ASTS the opportunity to review and edit any subsequent publication(s) prior to submission.
7. Requestors must provide a summary of the data event and/or any resulting publications to ASTS.