

## Limitations

- 🌿 The event content should be focused on the liver and liver disorders
- 🌿 The scientific value of the event should be evident, as reflected by the selection and status of the speakers, and their expertise in the field.
- 🌿 The meeting Organizer(s) should be EASL Member(s).

## Operational Aspects

- 🌿 The event can be held in any location or country.
- 🌿 The Event can be proposed by anyone with an interest in the liver.
- 🌿 Applications are submitted online **throughout the year**.
- 🌿 Applications for endorsement are reviewed by the EASL Governing Board during four review sessions in March, June, September and December.
- 🌿 Applications should include:
  - Preliminary programme and list of speakers
  - Event information (title, dates, location)
  - Official request of Endorsement
- 🌿 The speakers should be from different countries and some must be EASL Members.
- 🌿 The event must be conducted in English
- 🌿 EASL will not provide any financial support to the event
- 🌿 The event cannot be organised or owned solely by the industry (it should be multi-sponsored).
- 🌿 EASL limits its involvement to the acknowledgment of the scientific value of the event
- 🌿 The EASL Governing Board will not be involved in the creation or organization of the event
- 🌿 The proposed event must not compete with any other EASL activities.
- 🌿 All endorsed event proposals should be addressed to the EASL Office. No decision will be taken by the EASL Governing Board without a final programme (detailing topics, speakers, and schedule) and a list of sponsors. All documents are to be submitted exclusively in English.

- ❁ EASL logo should appear in the meeting materials (provided by the EASL Office). When used on the event website, the EASL logo should be linked to [www.easl.eu](http://www.easl.eu).
- ❁ Organisers will provide the EASL Office with a high-resolution logo/banner that can be used to illustrate the endorsed event and additional information such as a preliminary programme, event website etc.
- ❁ Endorsed meetings will be advertised by EASL through its communications channels.
- ❁ The post-meeting evaluation report should be sent to EASL within 45 days. (Feedback form provided by the EASL Office).
- ❁ The meeting should promote EASL activities and membership. This can be achieved by:
  - Complimentary on-site exhibition / booth space;
  - Display EASL Society Leaflets and meetings activities brochures on site during the sponsored event.
  - Two-minute video presentation about EASL, its services, and benefits;

## Use of EASL name and logo

- ❁ The association's insignia (logo) and name is a registered trademark and the property of EASL. They cannot be used in any way, for any purpose or at any time (including but not limited to announcements, invitations, emails, Web publications, etc.) without the expressed written permission of EASL.
- ❁ The “EASL Endorsed Event” logo is granted only for use on official documents related directly to the endorsement and the endorsed event
- ❁ The insignia can only be used as designated and must be approved by EASL. Any use of the EASL brand name should be approved by the EASL Office. A copy or sample of any such material produced by affiliate groups for public relations or public information must be sent to the EASL Office for informational purposes.