

# **Standard Operating Procedure (SOP) – ISPN endorsement of activities including use of ISPN logo**

**Title:** ISPN endorsement of activities including use of the ISPN logo

**Number:** 05

**Date:** 29 December 2023

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## **Statement of purpose:**

To clarify and protect the use of the ISPN logo and activity endorsement.

## **Related issues:**

Recognition, integrity and accessibility of ISPN related activities.

## **Context / Committee:**

Education, Ethics and Morals, Bylaws, Communication Committees

## **Details:**

The ISPN logo may only officially be used for activities that meet the following criteria:

- Program to be submitted within the stipulated time limit (*preferably 3 months before the event*) to the relevant Committees/EB members for review and approval.
- Inclusion of ISPN members (*preferably EB members*) as teaching faculty at the educational activity is a requirement. Attendance may be either in-person or virtually.
- The venue, content and sponsorship of the meeting must comply with general Medtech requirements.

Use of the ISPN logo on issued certificates for approved activities merely confirms attendance and not competency of the delegate at the activity.

The complete guideline for endorsement can be found in the links below.

## **Relevant link(s):**

- **Endorsement:** <https://www.ispneurosurgery.org/wp-content/uploads/2022/04/ISPN-Guideline-Endorsement-third-party-events-surveys-Final.pdf>
- **Application form:** <https://forms.gle/JtgMnAUFWPzaYweSA>
- **Guideline for application to host an ISPN education course:** <https://www.ispneurosurgery.org/wp-content/uploads/2016/09/ISPN-Guideline-Requesting-to-host-an-ISPN-Educational-Course-Oct-2019.pdf>

## **Review period:**

Every 2 years.