

# **Standard Operating Procedure (SOP) – ISPN Calendar of events**

**Title:** ISPN Calendar of events establishment and maintenance

**Number:** 09

**Date:** 11 March 2024 - *Last review: 5 April 2024*

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## **Statement of purpose**

To establish a shared calendar representing the main national/regional and global (pediatric) neurosurgical events with interest to the pediatric neurosurgical community. The goal is to avoid overlap between major meetings and conflict with main religious holidays.

## **Related issues**

Collaboration with continental & related societies.

## **Context / Committee**

Executive Board, Liaison Committee, Communication Committee

## **Details**

Following the establishment of the ISPN events calendar looking forward 3 calendar years; the calendar is posted in PDF format on the ISPN website.

Access to the working file is restricted to those involved in the updating process.

Maintenance process:

- Monthly (day 15 of every month): checks/updates by Liaison Chair/ Vice chair and provide any updates to Kenes team.
- Quarterly (end of each quarter): Liaison Committee members (from 5 continents) will send their main local/continental meetings/religious holidays to Kenes and cc liaison chair/co-chair.
- Quarterly (start of each quarter): Liaison committee chairs communicate with continental society website/liaison committees and provide them with up to date PDF version of the calendar. Continental societies can share the PDF version of the ISPN calendar on their websites and communications.

## **Relevant link**

[include link to calendar once posted.]

## **Review period**

Every 2<sup>nd</sup> year.