



Date: _____

2018 Proposal for SHEA Endorsement of External Educational Events

Primary Organizing Group:

Seeking (check all relevant selections):

- Endorsement** **Co-sponsorship** **Co-organization** **CME** **Financial Support**
(*budget required)
- Logo Usage** **Discounted Membership** **SHEA Collateral Material**

Program Title:

Program Dates:

Program Location (include institution/center, city, state/province, country):

Name of Course Director/Principal Program Organizer:

Have we endorsed your program before? If so, when and where?

How does your program support SHEA's educational mission?

How will your program meet these requirements?

Program Overview:

(Course materials and draft agendas can substitute for narrative. If enclosed, clearly indicate relevant sections.)

Target Audience:

Faculty Request:

Additional Partner Organizations (including potential and existing funders):

(Course materials and draft agendas can substitute for narrative. If enclosed, clearly indicate relevant sections.)

Notification and Follow-Up

SHEA will provide notification of status within 60 days.

Upon approval, SHEA must be listed as an official endorser, co-sponsor, or co-organizer of the event on all marketing and programmatic materials.

Within 60 days of completion of the event, the primary organizer must provide:

- The complete registration and attendance lists
- Tabulated course evaluations
- Copy of course syllabus via electronic file, in English
- A complete financial report, in the case that financial support was sought

SHEA
ATTN: External Affairs & Education Committees
 1300 Wilson Blvd., 300
 Arlington, VA 22209
info@shea-online.org
 F: (703) 684-1009

For Internal Use:

	Date
Review by EAC:	
Review by Education:	
Notification of approval sent:	
Registration list received:	
Course evaluation received:	
Electronic course syllabus received:	
Financial report received:	



2018 SHEA Conference Endorsing Partner Agreement

This agreement is entered into by the Society for Healthcare Epidemiology (SHEA) and the <<INSERT ORG NAME>>.

Society for Healthcare Epidemiology (SHEA) as the Endorsing Partner agrees to:

- Allow use of SHEA logo as “Endorsing Partner” on materials related to the approved Conference specifically the Website, email blasts, and conference signage for the conference year it is approved.
- Promote the meeting via an article in SHEA news with content provided by the host organization.

<<INSERT ORG NAME>> as the conference host organization agrees to:

- Limited usage of SHEA’s logo for promotion of just this conference.
- Report back to SHEA final attendee numbers for tracking purposes.

Eve Humphreys, Executive Director, SHEA

Date:

<<insert org signature>>

Date: