



International Society for Gastrointestinal Hereditary Tumours
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Endorsement by InSiGHT

Introduction

InSiGHT wishes to encourage, recognise and promote high quality regional groups, regional conferences, educational events, collaborative research projects, evidence based guidelines and other initiatives (referred to below as 'activities') which support its goals of providing educational, research and networking opportunities to professionals in the field of gastrointestinal hereditary tumours throughout the world and improving the care of patients with gastrointestinal hereditary tumours and their families.

An endorsement is an official statement of support from InSiGHT for a particular activity organised by another party. It does not imply a legal or financial relationship between the InSiGHT and another party; neither does it imply that the parties share any relationship such as a joint venture or formal partnership.

Criteria for endorsement

To be eligible for endorsement, the proposed activity must:

- Share the aims of the InSiGHT, for example by widening international understanding of, and participation in education and research in, inherited gastrointestinal cancer.
- Demonstrate openness and transparency.
- Apply an appropriate standard of quality.
- Share and disseminate outcomes of the activity to the benefit of the wider professional community, for example by making materials available on a publicly accessible web site.
- Involve someone in a lead role (eg programme committee, board etc) who is a member of InSiGHT.
- Not be for commercial profit.

What does endorsement provide?

1. Use of InSiGHT logo

The InSiGHT logo may be used to indicate that an activity is endorsed by InSiGHT. Organisers should refer to their activity as 'endorsed by InSiGHT'.

2. Marketing and promotion

The activity will be advertised to the InSiGHT membership by e-mail and posted on the InSiGHT website, with an appropriate link.

3. Assurance of quality

Endorsement by InSiGHT will signify to external bodies, for instance potential funders, that the activity has standing in the specialist community. Potential participants will be assured of the quality of the activity.

4. Access to assistance

InSiGHT will be happy to offer advice on reviewing processes and to provide access to experienced international reviewers with a variety of expertise if required. We can suggest appropriate speakers or other faculty for events or put organisers in contact with an experienced InSiGHT member to assist in planning.

What does InSiGHT require when an activity is endorsed?

Organisers will be expected to:

1. Include a clear statement of InSiGHT endorsement in any publicity and at any event itself.
2. Advertise InSiGHT and its next meeting by means of web links or other appropriate means. If an event is endorsed, InSiGHT should be advertised in the Final Program and at the event. If a society is endorsed, InSiGHT and its meetings should be advertised to the membership via a website and e-mails.
3. Consider charging a discounted fee for InSiGHT members attending an event or joining a regional group where a fee is charged. The InSiGHT secretariat can advise on methods by which this can be done.
4. Provide a logo and website URL related to the activity suitable for use on the InSiGHT website.



5. Notify InSiGHT of any significant changes relating to the activity, such as date or venue of event, or protocol of a study.
6. Provide a report on the activity suitable for circulation to InSiGHT members, and publication on the InSiGHT website.
7. Acknowledge the support of InSiGHT in any publication resulting directly from the activity (eg publication of research supported by InSiGHT, proceedings of a meeting).

Process

Any application for endorsement must come from an InSiGHT member who is also involved in the organisation of the activity.

Members may apply for endorsement by email to admin@insight-group.org , and must provide sufficient information to allow InSiGHT Council to assess the content and quality of the activity.

Upon receipt of the application Council will accept, accept conditional upon minor changes or reject of the application. This process will take a maximum of two months and usually be done by email between the secretariat and Council.

Applications or any questions should be sent to the InSiGHT secretariat.

As long as the activity continues, endorsement will be reviewed on an annual basis, with an update requested from the organisers.

Details required in endorsement request

1. Name and contact details of InSiGHT member requesting endorsement
2. Details of activity for which endorsement is requested:
 - Societies or other organisations:
 - Organisation's structure, objectives and activities
 - Details of membership (eg geographical location, fees, number of members, number who are InSiGHT members)
 - Courses or conferences:
 - Full name of the event



- Date and venue
 - Number of expected attendees
 - Programme and objectives
 - Research projects
 - Project protocol summary (4 sides A4 max)
 - PI/CI name, institution and country
 - Collaborators names, institutions and countries
 - Funding sources
 - Commencement date and anticipated completion date
 - Assurance of approval by an appropriate IRB or Research Ethics Committee
 - Guidelines
 - Methodology used
 - Appropriate grading of evidence and resulting guidelines
 - Will this be published as 'open access'?
3. Agreement that the individuals/organisation applying for endorsement will abide by the above terms.

Date of Council approval: 25th August 2023

Date for review: 25th August 2026



Appendix

Letter of confirmation of endorsement

We confirm that InSiGHT endorses

This does not imply a legal or financial relationship between the InSiGHT and ...; neither does it imply that the parties share any relationship such as a joint venture or formal partnership.

In order to promote and advertise InSiGHT initiatives, you are required to display the InSiGHT logo and link to the InSiGHT website on your website and other promotional material, and on display during your event. We will provide the InSiGHT logo, misuse of which may result in termination of endorsement. Please use the wording 'endorsed by InSiGHT'.

Please provide your logo and website URL suitable for use on the InSiGHT website.

Please notify InSiGHT of any significant changes relating to and a report on the suitable for circulation to InSiGHT members, and publication on the InSiGHT website.

You are asked to acknowledge the support of InSiGHT in any publication resulting from

InSiGHT council reserves the right to terminate the endorsement at any time.

