

ESGE endorsed events policy

Thank you for your interest in ESGE event endorsement. Applications are considered for endorsement on their scientific and educational merit.

Application

Applications for ESGE event endorsement may be made online at www.esge.com at least 3 month prior to the event.

In order to apply, detailed information regarding the scientific programme, including faculty, is required. The role of gastrointestinal endoscopy should be prominent amongst the topics under discussion.

Benefits

- ESGE stamp of approval, underlining the scientific quality.
- Event announcement in the journal *Endoscopy*.
- Meeting details posting on the ESGE website, ESGE Facebook portal, ESGE newsletters and UEG meeting portal.
- ESGE endorsement logo on meeting materials.
- Promotional material to be displayed at ESGE booths.

Conditions

- The role of gastrointestinal endoscopy must be prominent in the event.
- The ESGE logo will be used in accordance with the ESGE format guidelines (**Addendum I**).
- ESGE brochures should be inserted into congress bags of the organizer free of charge.
- Should an exhibition be held at the event, booth space (min. 2 square meters) will be available to ESGE.
- Planned live demonstration events must follow the ESGE guidelines (DOI <http://dx.doi.org/10.1055/s-0034-1390705>).
- The organizers agree to provide ESGE information regarding adverse events if live demonstration is broadcast during the event.
- ESGE would kindly ask the organizers to request their participants to complete ESGE's *Live Endoscopy Event Questionnaire* if live demonstration is broadcast during the event.

Fees

- Administrative fee: € 1,000.
- 20% registration fee reduction for ESGE individual members participating at the event.
- Please note that income losses above € 500 due to 20% reduced ESGE member registration fee will be reimbursed to the event organizers upon documentation, up to a maximum of € 500.

Live event recording

ESGE welcomes the submission of live event material from endorsed events for publication on the ESGE website as part of the eLearning Area. Should you wish to submit material please note the criteria for approval and further details below:

- Topic: There is no limit on the type of procedure submitted.
- Review process: Material will undergo internal review to ensure the quality and relevance, and to avoid undue overlap with other material. ESGE reserves the right to reject material.
- Format: The material should be edited before submission.
- Each procedure should preferably be contained in one clip.
- Voice-over and subtitles are to be avoided if possible.
- In procedures with identifiable patients, the material must be edited to ensure confidentiality.
- File format: Please see **Addendum II** (page 4)
- Deadlines: the material should ideally be provided to ESGE within three months after the meeting but must of course be aligned with the local production plan.
- Presentation on the ESGE website: Video material will appear in the eLearning Area and be accessible via keyword searches and also by searching a specific event.
- Promotion:
 - o Material from endorsed events is available to ESGE individual members.
 - o Each clip is labelled with the event information.
 - o When the event material is posted it is announced via social media channels.

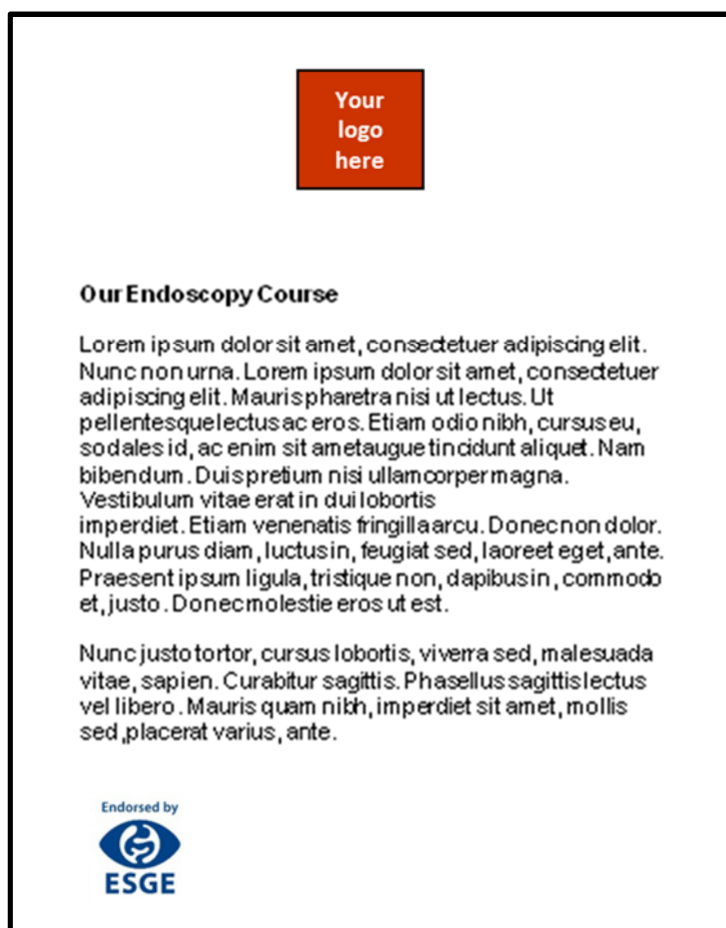
Contact

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Addendum I

Logo placement

- The ESGE “Endorsed by ESGE” logo should be placed at the foot of promotional material. It should be smaller than your institution’s logo.
- The ESGE endorsement logo may also be used on electronic promotional material and your website. Please ensure that the logo contains a hyperlink to the ESGE website (www.esge.com).
- Any publications using the ESGE endorsement logo must be reviewed by ESGE prior to printing and distribution.



Addendum II

Format requirements for ESGE eLearning Area videos

Video

Codec: H.264

For best results we recommend using H.264. For High Definition (HD) video, choose the **High Profile H.264** setting instead of Main Profile.

Bit rate

Quality	Bit rate (kbit/s)
1080p	10,000 – 20,000
720p	5,000 – 10,000

Resolution

Wherever possible, please supply **1080p HD** format, as anything less will noticeably reduce the quality on full screen viewing.

As a second choice (lower full screen quality), please use **720p HD**.

Format	Resolution (px)
1080p HD 16:9 aspect ratio	1920 × 1080
720p HD 16:9 aspect ratio	1280 × 720

Audio

Codec: AAC-LC (Advanced Audio Codec)

For best results, we recommend using AAC-LC (low complexity) for the audio codec.

Data rate: 320 kbit/s

Sample rate: 48 kHz