European Society of Gastrointestinal Endoscopy

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

ESGE endorsement can cover both auditorium-based, virtual/web-based meetings/congresses or hybrid type (eg, partial usage of auditorium, face-to-face settings and virtual)

Applications for ESGE event endorsement may be made online at www.esge.com no later than twelve weeks for auditorium-based meeting, six weeks for virtual/web-based meeting prior to the event.

ESGE reserves the right to decline endorsement for events taking place during or around ESGE events.
To be considered for ESGE endorsement, applications must include the following:

- Detailed information regarding the scientific programme, including the prominent role of gastrointestinal endoscopy amongst the topics under discussion

- Summary of the specific educational objectives to be addressed

- Outline of how the course objectives will be achieved and formally assessed

- Invited faculty

- ESGE favours the use of ESGE guidelines, curricula or quality documents as part of the educational contents of the course.

Benefits of ESGE Endorsement

- ESGE stamp of approval, underlining the scientific quality of your meeting /congress

- Event announcement in the journal *Endoscopy*

- Meeting details posted on the ESGE website, ESGE social media platforms and ESGE newsletters (online and hardcopy)

- ESGE endorsement logo on your meeting materials

- Promotional materials to be displayed at ESGE booths

Conditions

- The event should be held under the aegis of either a medical association/society or an academic/clinical institution.

- The role of gastrointestinal endoscopy must be prominent in the event.

- The role of the course should be educational.

- 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, in case of an auditorium-based meeting.

- Should a corporate exhibition be held as part of an in-person, auditorium-based event, booth space (min. 2 square meters) will be made available to ESGE at no charge.

- The showing of an infomercial, projected at least twice a day during the course, promoting ESGE membership and initiatives will be allowed.

- In case of a virtual/web-based meeting, a link to the ESGE website and/or an on-line booth (communicating ESGE membership benefits) will be provided.

- Planned live endoscopy demonstration events must follow ESGE guidelines.

  (DOI http://dx.doi.org/10.1055/s-0034-1390705).

- The organizers agree to provide ESGE formal feedback from delegates within three months of course completion, including an assessment of the course objectives. If live endoscopy was performed, information regarding adverse events must be included in the feedback (the data to be collected will be sent by the ESGE secretariat).

- At least one ESGE individual member should be part of the organizing/scientific committee or the faculty involved in the course.

- ESGE assumes no financial responsibility or liability for the event apart from the one stated below.

- At least a 20% registration fee reduction will be given to ESGE individual members participating at the event.

Fees

- Administrative fee: € 1,000.

ESGE Individual Membership validation

A list of participants requesting the 20% fee reduction, should be provided to the ESGE secretariat to check and confirm that they are ESGE members. In line with General Data Protection Regulation (GDPR) requirements, only first name and last name should be provided to ESGE. ESGE will confirm membership.

Live event recording

ESGE welcomes the submission of live event material from ESGE-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 GI endoscopy procedure submitted.

- Review process: Submitted 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 video 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**

- 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:

    - Material from endorsed events is available to ESGE individual members.

    - Each clip is labelled with the event information.

    - When the event material is posted it is announced via social media channels.

Addendum I

Logo placement

- The ESGE "Endorsed by ESGE" logo should be placed at the foot of all promotional materials. It should be smaller than your institution´s logo.

- The ESGE endorsement logo may also be used on electronic promotional materials 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.

- Should certificates of attendance be provided to participants, the ESGE logo may be placed in the certificate. The ESGE logo should be place on the upper left corner followed by this sentence: "An ESGE-endorsed scientific event".

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