

## **I - SCIENTIFIC ENDORSEMENT BY SERAM**

### **How to request a scientific endorsement from SERAM**

#### **Application**

The application must be submitted by email to SERAM's secretariat for the attention of SERAM's scientific and training managers. SERAM may eventually have a section on its website for the submission of these requests.

The application must be accompanied by the following documentation:

- Title
- Purposes of the activity
- In the case of face-to-face/online courses, the following must be provided:
  - Programme (even if it is not the final version)
  - Organisers/activities director names and their relationship to SERAM
  - List of lecturers (including academic and professional position), as well as directors and committee members
  - Types of registration and prices for all categories, as well as whether there are assistance grants or discounts for SERAM members
- In the case of publications or materials, the following must be provided:
  - Abstract and draft
  - List of authors including academic and professional positions
  - Funding entities, publisher, expected distribution and sale price

#### **Consideration of the application**

This will be carried out by a mixed committee made up of SERAM's scientific and training managers, to whom the received material will be sent. Upon receipt, they will have a maximum of two weeks to issue their assessment. In the case that the activity to be endorsed is a publication, the person in charge of Publications will also be included for its evaluation. This committee may seek advice, if it considers it necessary, from other members of the SERAM Board of Directors, or representatives from the sections or subsidiaries. In exceptional circumstances, the deadline given to the committee may be extended. The members of the committee may require the applicant to expand upon the material provided or to provide additional information, if they consider it necessary. The granting of any endorsement of courses where the commercial aspect predominates over the scientific content will be avoided.

The granting of any endorsement will require a positive vote from both members. In the event that one of the votes is negative, either the President of SERAM or the Vice President by proxy, will have the final casting vote.

Once permission for endorsement has been obtained, the use of SERAM's logo on the website and event promotional elements will be allowed.

## **Advertising**

When the training/scientific activity or publication receives the endorsement of SERAM, you will be able to benefit from the following:

- Courses:
  - Publication in the course calendar on SERAM's website
- Publication or books:
  - Publication on SERAM's website

## **Costs**

The processing costs involved in awarding the endorsement will be decided upon and periodically updated by SERAM's Board of Directors. The current price list is as follows:

- Free for activities organised by SERAM sections and subsidiaries
- Free for activities managed or organised by registered SERAM members who are up to date with their subscription payments
- Free for activities with no registration fee for SERAM members as a minimum
- Cost €300 + VAT for activities managed or organised by any other type of SERAM member up to date with their subscription payments
- Cost €1,000 + VAT for activities not managed or organised by a SERAM member that have a registration fee
- It will be considered to replace the cost of the endorsement with free registrations to the event, which will benefit SERAM members in the form of scholarships. The value of the offered registrations must be equal to or greater than the economic cost of the endorsement.

## **Additional advertising**

In the event that the training/scientific activity or publication has received an endorsement from SERAM, you may request the following additional services, taking into account that SERAM reserves the right not to perform them if they coincide with any scientific or educational activity organised by SERAM:

- Advertising via mass email to specific members about the activity, where its date of sending will be agreed between the organiser of the activity and SERAM's Head of Communications:
  - Cost of 1 mass email: €600 + VAT
  - Cost of 2 mass emails: €1,000 + VAT
  - Cost of 3 mass emails: €1,200 + VAT
  - The activities of subsidiaries and sections of SERAM will be entitled to 2 mass email campaigns to members for free
- Advertising space in SERAM's bulletins in the 3 months leading up to the activity taking place:
  - Free for activities organised by SERAM sections and subsidiaries
  - Cost €500 + VAT for activities managed or organised by a SERAM member
  - Cost €1,000 + VAT for activities not managed or organised by a SERAM member

## **II - SERAM PUBLIC INTEREST ENDORSEMENT**

### **PROCEDURE FOR GRANTING A PUBLIC INTEREST ENDORSEMENT BY SERAM**

This type of endorsement is granted for the dissemination or promotion of public health activities, as well as sponsorship of events aimed at patients that are aligned with SERAM's values.

As with scientific endorsements, the application must be submitted by email to SERAM's secretariat for the attention of SERAM's scientific and training managers. SERAM may eventually have a section on its website for the submission of these requests. It must be accompanied by the same documentation as that required for scientific endorsement.

The endorsements included in this section and for those organised by patient associations and non-profit citizen organisations and institutions without industry financing will be free of charge. Events directly promoted by the industry, private foundations or intermediary companies, as well as profit-seeking organisers, will be studied on an individual basis and may be subject to payment, which will be defined by the evaluation committee (between €1,000 and €3,000).

In the event that the activity has a scientific programme, it will be considered as per SCIENTIFIC ENDORSEMENTS.

The granting of this endorsement is established following the general endorsement procedure, so it must have the approval of the Training and Scientific members. In the event that one of the votes is negative, either the President of SERAM or the Vice President by proxy, will have the final casting vote. In cases of special interest, approval from the Board of Directors will be requested.

In addition, it will be positively assessed to include links to the SERAM website and to specific content that relates to the event.

Regarding the publicity of endorsements, activities or public health publications endorsed by SERAM, you will be able to benefit from the following:

- Courses:
  - Publication in the course calendar on SERAM's website
- Publication or books:
  - Publication on SERAM's website

Once permission for endorsement has been obtained, the use of SERAM's logo on the website and event promotional elements will be allowed.

### **III - DISSEMINATION OF ACTIVITIES OF INTERNATIONAL RADIOLOGICAL SOCIETIES OR ENDORSEMENT OF ACTIVITIES RELATED TO THE SECTIONS AND SUBSIDIARIES**

**Activities of international radiological societies:** Each request will require an individual assessment by the responsible for Education, Scientific and Communication. If the activity has the endorsement of an international radiological society, the dissemination of the activity through the SERAM website may be considered without the need for a specific endorsement. In cases of special strategic interest, dealt with through collaboration agreements, a free dissemination through mailing to SERAM members may be added.

**Activities of regional societies or specific societies of organ-system:** The endorsement committee will study each case, considering whether the endorsement should be issued by SERAM or if it is suggested to forward the request to other SERAM sections/subsidiaries where the endorsement or promotion may be more relevant.