



Approved: Board Of Directors Meeting – 4/21/07

Academy Policy on Participation in and Development of International Educational Sessions

The following criteria have been established for Academy participation in and development of international educational sessions:

1. The Council on Education is responsible for developing a long term strategic plan related to international educational sessions.
2. Proposals for international meetings should be written on a standard proposal form directed to the Education Department at least 6 months prior to the program which will allow for appropriate review by legal counsel and the Council on Education.
3. The Council on Education is responsible for reviewing all proposals for educational sessions submitted by international groups and developing recommendations for potential participation.
4. The Council on Education is responsible for the oversight of international educational sessions, including program content and faculty development.
5. The Academy will consider providing continuing medical education credit for international educational sessions that it sponsors or co-sponsors.
6. If CME credit from the Academy is provided, educational programs will be conducted according to the policies and guidelines of the ACCME.
7. For international educational sessions, no industry supported speaker will be allowed to present at the same time or as part of a session in which the Academy is a participant.
8. The Academy must approve all uses of its name, logo, etc.
9. Should there be a host international society for the international educational session, the society must provide reimbursement of travel expenses directly to the Academy speaker(s) (i.e., airfare, lodging, meals, etc.). Direct reimbursement to speakers by industry is prohibited.
10. The host society and not the Academy will be responsible for providing honoraria to speakers. The honoraria are at the discretion of the international society.

11. Requests from international societies for an Academy Update from the President or other Officer will be directed to the Executive Office for response.
12. The Academy will collaborate only with international dermatology societies or conduct the meeting as an Academy-sponsored event.
13. There will be no reciprocity – the Academy entering into an educational program arrangement with an international society does not mean reciprocity for that society to participate in the Academy's meetings.
14. Collaborative international meetings should be viewed as one-time events without obligation of renewal.
15. A standard letter of agreement will be completed with each international society defining roles and responsibilities; financial implications and payment terms; ownership and/or use of intellectual property before, during, and after the event; spouse travel; and promotion

Approved: Board of Directors Meeting - 4/21/07

AMERICAN ACADEMY OF DERMATOLOGY INTERNATIONAL EDUCATION ACTIVITY REQUEST FOR PARTICIPATION FORM		
APPLICANT INFORMATION		
Organization Name:		
Website Address of Organization:		
CME Contact Person:		
Current Address:		
City:	Country:	Code:
Telephone:	Fax:	Email:
Conference Chair: (If different from above):		
Meeting Title:		
Meeting Dates:		
Meeting Location:	City:	Country:
Website Address of Meeting/Conference:		
**This completed Application is due to the AAD no later than 6 months prior to your meeting date.		
PROGRAM DEVELOPMENT		
Rationale for Participation with the American Academy of Dermatology Briefly describe why you are requesting Academy participation and specifically what participation you anticipate from the Academy.		

Copy this symbol () and paste it over the blank box () next to the statement that reflects your response below.

Estimated Number of Attendees:

- under 100
- 101 - 500
- 501 - 1000
- over 1000

Audience Demographics:

(check all that apply)

- Dermatologists – active
- Dermatologists – residents/fellows in training
- Nurses
- Physicians Assistants
- Clinical Technicians
- Scientists/researchers
- Other

Collaborative Partners for this meeting

(check all that apply)

- Dermatology societies
- Non-dermatology societies
- Other medical organizations (nursing, technicians, etc)

Financial Support for this meeting

(check all that apply)

- Registration fees
- Exhibitor fees
- Commercial companies (pharmaceutical/device companies, etc)
- Non-profit organization support
- In-kind support (products, devices, personnel, etc)
- Collaborative dermatology society partners
- Private donations
- Other

Copy this symbol () and paste it over the blank box () next to the statement that reflects your response below.

Type of Learning Format(s)

(check all that apply)

For this meeting

- Plenary lectures
- Panel discussions
- Abstract presentations
- Poster exhibits
- Live demonstrations
- Courses
- Forums
- Symposia
- Workshops
- Other

For Academy participation

- Plenary lectures
- Panel discussions
- Abstract presentations
- Poster exhibits
- Live demonstrations
- Courses
- Forums
- Symposia
- Workshops
- Other

CME Credit Request:

(check all that apply)

- No CME credit is being requested from the AAD
- Request for American Academy of Dermatology Recognized CME credits (AAD credit)
- Request for the AAD to provide American Medical Association credit (AMA credit)
- Other

Request for Visiting Lecturers from the American Academy of Dermatology

Number of lecturers being requested _____

(The Academy **may** support travel expenses **for up to 4 lecturers**)

Check all that apply

- Yes No Our organization will waive registration fees
- Yes No Our organization will provide reasonable accommodations
- Yes No Our organization will provide ground transportation
- Yes No Our organization will provide honoraria
- Yes No Our organization will reimburse for airfare expenses

Requested Lecture Topics for Visiting Lecturers:

- 1.
- 2.
- 3.
- 4.

APPLICATION SUBMISSION

This application has been prepared and submitted by:

Signature:

Date:

Print Name:

Approved By:

Date:

Return the completed application electronically to:

Debbie Gist
American Academy of Dermatology
Director, Department of Education
930 E. Woodfield Road
Schaumburg, IL 60173
rmiller@aad.org
847-240-1697
847-330-1135

Also contact the Director of Education with any questions you may have in completing the proposal form.

Proposals are reviewed by the Council on Education and approved by the AAD Board of Directors which meets quarterly. You will be notified by the Academy as to the acceptance of your application. Once accepted, you will receive a letter of agreement.