

APPLICATION FOR CONFERENCE CO-SPONSORSHIP



Thank you for your interest in the American Heart Association's Scientific Councils' support for your scientific conference. The American Heart Association is a national voluntary health agency whose mission is: *"To be a relentless force for a world of longer, healthier lives."*

The Scientific Councils support scientific conferences, seminars, and education opportunities that lead toward a better understanding of the heart, the circulatory system, and interdependent organs.

Requests for financial or name only support for external conferences will be considered by the respective Councils' Leadership Committee two times per year (spring and fall meetings); the following conditions must be met in order to be consideration:

- 1) The conference must be organized by a non-profit scientific or health organization,
- 2) The request must be considered at least 6 months prior to the conference date.
- 3) The conference does not take place within 6 weeks before or after the AHA Scientific Sessions or other AHA sponsored national conference or meeting on a similar subject.

Decisions and approved funding will be announced in late-May (spring) and late November (fall) following the AHA Scientific Sessions. You may be required to complete the required AHA financial forms in order to complete the transfer of approved forms.

Evaluation Criteria

Applications will be evaluated on the following criteria:

- 1) Significance and consistency with AHA's mission.
- 2) Appeal and value to the Council's membership.
- 3) Timeliness and need.
- 4) Scientific rigor, objectivity and balance.
- 5) Demonstrated mechanism to measure the impact of the conference.

How to Apply

To apply for conference sponsorship, please provide the following:

1. A completed "Application for External Conference Co-Sponsorship". The application must be completed in its entirety and all information must be typed to insure legibility. Incomplete and/or handwritten applications will not be submitted for consideration.
2. Attach a copy of the preliminary program including speakers and session titles. The preliminary program must be of the conference for which you are applying for support; past conference programs are not acceptable.

3. Attach a copy of the Planning Committee, including contact information.
4. Attach a copy your organization's conflict of interest policy and disclosure of industry relationships.
5. Sign and date the application form. Applications that are not signed and dated will not be considered.
6. Submit the application via email to Professional.Membership@heart.org; hard copies will not be accepted and will be returned to sender.

Conditions of Co-Sponsorship

Agreement to co-sponsor external conferences in name only or financial contribution does not constitute an endorsement by the AHA or its Scientific Councils; and the AHA does not assume any liability for the planning or implementation of the conference. Upon approval, the organization must agree to the following conditions:

1. Publicize the conference among appropriate AHA Professional Membership. (*Approved conference co-sponsorship entitles the organizer to one-time use of the supporting Councils' mailing labels at no charge. A separate application will be provided to request the mailing list following approval.*)
2. Acknowledge the co-sponsoring councils' contribution in promotional materials and the final program; the acknowledgement statement will be provided by the AHA.
3. Provide AHA with a copy of the final program.
4. Grant AHA permission to display membership materials, newsletters and other relevant announcements at the conference.
5. The use of the AHA logo is strictly prohibited.
6. Any unused funds must be returned to the AHA and may not be used to support future conferences sponsored by your organization.

Submission Deadline Dates

Applications must be considered at least 6-months prior to the conference date. Deadline dates for consideration during the spring and fall of each year are **December 1 and August 1** respectively. Late applications will not be accepted.

Questions?

Contact the American Heart Association National Center

Kim Richardson
7272 Greenville Avenue - Dallas, Texas 75231
Phone: (214) 706-1306
Email: Professional.Membership@Heart.org

**SCIENTIFIC COUNCILS
APPLICATION FOR EXTERNAL CONFERENCE CO-SPONSORSHIP**



Please complete the application form in full. All information must be TYPED.
Handwritten and incomplete applications WILL NOT be accepted.

Organization Name:			
Mailing Address:		City:	State:
Contact Person:		Title:	
Phone:	Fax:	Email:	
Is the organization a non-profit scientific or health organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What is your organization's mission statement?			
Program/Conference Title:			
Conference Chair(s):			
Conference Dates:		Conference Site:	
Target Audience: <input type="checkbox"/> Physicians <input type="checkbox"/> Nurses <input type="checkbox"/> Pharmacists <input type="checkbox"/> EMTs/Paramedics			
<input type="checkbox"/> Other (please identify):			
What is the conference's direct relevance to the mission of the American Heart Association - " <i>Building healthier lives, free of cardiovascular diseases and stroke.</i> "?			
Please provide information (<i>dates, sponsoring organizations, outcomes</i>) on meetings held on the subject over the past three (3) years:			
How will the impact of the conference be measured?			
Is a representative from the AHA the Scientific Council(s) on the Planning Committee? <input type="checkbox"/> Yes <input type="checkbox"/> No Please note that any person representing an AHA Scientific Council on the Planning Committee must be approved by the council.			
Please provide name and contact information for Council representative serving on the Planning Committee:			
Is this a recurring conference? If yes, please provide the year and number of attendees for the 2 most recent conferences:			
This request is for: <input type="checkbox"/> Name Only co-sponsorship <input type="checkbox"/> Financial co-sponsorship			
Amount of financial support requested: \$			
How will the funds be used?			
If requesting financial co-sponsorship, when should the funds be forwarded if approved?			

<p>Please select the council(s) you would like to consider your request for external conference co-sponsorship. Up to 3 AHA Council(s) may be selected. If selecting more than 3 Councils, please attach written justification delineating the relevance of the conference to each council selected.</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Council on Basic Cardiovascular Sciences <input type="checkbox"/> Council on Cardiopulmonary, Perioperative, and Critical Care <input type="checkbox"/> Council on Cardiovascular Disease in the Young <input type="checkbox"/> Council on Cardiovascular and Stroke Nursing <input type="checkbox"/> Council on Cardiovascular Radiology and Intervention <input type="checkbox"/> Council on Cardiovascular Surgery and Anesthesia <input type="checkbox"/> Council on Clinical Cardiology <input type="checkbox"/> Council on Epidemiology and Prevention </div> <div style="width: 50%;"> <input type="checkbox"/> Council on Functional Genomics and Translational Biology <input type="checkbox"/> *Council on Hypertension <input type="checkbox"/> Council on the Kidney in Cardiovascular Disease <input type="checkbox"/> Council on Peripheral Vascular Disease <input type="checkbox"/> Council on Lifestyle and Cardiometabolic Health <input type="checkbox"/> Council on Quality Care and Outcomes Research <input type="checkbox"/> Stroke Council </div> </div> <p><i>*The Council on Arteriosclerosis, Thrombosis and Vascular Biology is not accepting applications for external conference co-sponsorship at this time.</i></p> <p><i>*The Council on Hypertension is taking applications for Name Only Co-Sponsorships at this time.</i></p>	
<p>Please attach copies of the following items; the application will be considered incomplete if these items are not included:</p> <ol style="list-style-type: none"> 1. Preliminary program, including speakers and session titles 2. Planning Committee Roster with contact information 3. Faculty Roster with contact information 4. Organization's conflict of interest statement/ disclosure of industry relationships. 	
<p>Please sign and date the application form. Applications that are not signed and dated will not be considered.</p> <p>By signing the application the applicant agrees that if the request is approved, the requesting organization will abide by the conditions of AHA external conference co-sponsorship, and affirms that all funds contributed by the AHA Scientific Councils will be used for solely for the purpose stated and that any unused funds will be returned to AHA</p>	

Submitter's Name:	Title:
Email:	Phone:
Submitter's Signature (electronic signature acceptable):	Date:

Submit Completed Application to:
Professional.membership@heart.org before the deadline date.
 Spring: December 1
 Fall: August 1
 Applications received after the deadline dates will not be submitted for consideration

Questions?
 Please contact Kim Richardson at (214) 706-1306 or kim.richardson@heart.org