

**Application form for EAN endorsement of meetings**

# Please print information in English; if not enough space available, please use separate sheet/s or photocopy this form

**EVENT NAME**:

**Event Date:**

Name of host institution/organisation:        
full mailing address:       
Tel.:      Fax:

E-mail:

homepage:

Contact person (in charge of application):        
Title:        
Affiliation:       
e-mail:

Brief description of institution or organisation and its commitment to Education:

Additional information requested:

1. Please enclose a copy of the actual programme / link to website:

       
If possible, please indicate the programme of previously organised meetings

via link or pdf-file:

1. Enclose information on the programme's learning objectives and target audience   
   (list, describe):

1. Do learning objectives and target audience appear on programmes and brochures (specific event, including speakers)?

1. Describe how you will evaluate the programme/ if you have your own evaluation form, please provide this /if you do not have you own form, please indicate whether you will use the EAN form provided on the website

1. Please send the results of evaluation of a previous meeting if any.
2. Please indicate how you will ensure that participants will actually attend the meeting, e.g. which way you will implement to record their participation (such as signatures every day when entering, or bar code screening, etc.)

1. How do you assure that your CME programme is not influenced by commercial support?

1. What kinds of commercial support do you have or expect?   
   (Exhibition/Satellite symposia, etc.)

1. Please declare if you receive funding from companies and from how many:

1. In case you have received educational grant for your event, please confirm that it is unrestricted

1. Do you comply with the standard on commercial support? *(see Code of Conduct under Quality Standards on EAN website:* [*https://www.ean.org/home/ambition/about-us/quality-standards/code-of-conduct*](https://www.ean.org/home/ambition/about-us/quality-standards/code-of-conduct)*)*

yes no

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Signature Date