

International Endorsement Guidelines



INTERNATIONAL ENDORSEMENT REQUIREMENTS

For international educational programs to be considered for HFSA endorsement, programs must meet the following criteria:

1. A substantial focus on heart failure
2. Program content in compliance with local regulatory standards for continuing education credits or meets [ACCME](#) standards.
3. A chair/co-chair or member of the planning committee who is an HFSA member
4. No direct involvement of any sponsors in the program planning committee
5. An endorsement fee of \$5,000 (charge will only be made to approved programs)

Applications generally come from academic or healthcare institutions. However, applications from for-profit or non-profit companies will be considered.

HFSA is committed to fostering programs reflecting gender equality, diversity (including by nationality, age and other socio-cultural differences) and inclusion. Ideal HFSA Endorsed Courses will share the same principles.

HFSA reserves the right to refuse or reject endorsement requests that it deems to be inconsistent with its mission or that conflicts in some other way with its interests. HFSA may consider not endorsing a program with dates that directly compete with scheduled HFSA developed and supported programs. Please refer to the HFSA website for a listing of current programs.

INTERNATIONAL ENDORSEMENT APPLICATION AND MATERIALS

The following materials must be submitted for consideration:

1. Completed HFSA International Endorsement Application
2. Letter or email documenting requirements 1-4 above have been met
3. Documentation of local regulatory standards or provide documentation that program meets [ACCME](#) standards
4. Draft program including proposed faculty
5. Documentation of conflicts of interest of faculty
6. Needs assessment and learning objectives
7. Draft evaluation form (or a copy of previous year's form)
8. Endorsement fee (charge will only be made to approved programs)

Incomplete applications will not be reviewed for endorsement.

INTERNATIONAL ENDORSEMENT REVIEW AND APPROVAL PROCESS

Endorsement requests should be submitted to Cynthia Miranda or cmiranda@hfsa.org. Completed requests are reviewed by the HFSA Endorsed Program Review Workgroup. The review process takes up to 30 business days. The review process takes up to 30 business days.

INTERNATIONAL ENDORSEMENT PROGRAM OBLIGATIONS

International Endorsed programs agree to provide HFSA the following:

1. HFSA is recognized during welcome remarks by a program co-chair (member of the HFSA). A slide deck will be made available for the program for use.
2. Post Follow-up Materials (see International Endorsement Post-Program Follow-up Section)

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BENEFITS PROVIDED TO ENDORSED INTERNATIONAL PROGRAM FROM HFSA

International Endorsed programs agree to provide HFSA the following:

1. HFSA logo for use in publications, program brochure, program website and promotional materials. The logo should appear with the phrase “Endorsed by” and should be comparable in size to the logos of other endorsing organizations.
2. Endorsed program will be listed on the events section of the HFSA website.
3. HFSA Endorsement walk-in slide.
4. Endorsed program details will be posted to HFSA’s social media accounts (Twitter and Facebook).
5. A one-time use of the HFSA membership mailing list will be available for promotion of the program.

INTERNATIONAL ENDORSEMENT POST-PROGRAM FOLLOW-UP

International endorsed programs are required to submit the following materials to HFSA after the activity:

- Sample announcement and handout, showing speaker disclosure information
- Evaluation summary
- Number of attendees - categorized by physicians vs. non-physicians
- HFSA use of enduring materials will be negotiated as part of each endorsement
- HFSA is provided two (2) distributions of HFSA membership and educational information to a post conference attended list by various means, in a manner pre-determined by HFSA staff and a representative from the hosting organization.
Means include: sharing the post-conference attendee list directly with HFSA for emails sent by HFSA email marketing system*; sending emails on behalf of HFSA to the post-conference attendee list through the hosting organization’s email marketing system+; providing attendee addresses directly to HFSA for direct mailing of collateral* or working with a mail house.
*Organization to send list within 60 days of program. *Organization must provide metrics of email sends within 15 days from email distribution.

INTERNATIONAL ENDORSEMENT FEE

The fee for HFSA international endorsement is \$5,000 per program. Complete the credit card payment section on the application form. The international endorsement fee will be charged upon approval of program endorsement.

QUESTIONS?

For additional information about the international endorsement guidelines or process, please contact Cynthia Miranda at 301-312-8635 ext. 227 or cmiranda@hfsa.org.

International Endorsement Application



Please TYPE or PRINT legibly and complete ALL information requested on this interactive form.

CONTACT INFORMATION

Date of Application:

Full Name (First, Last, MI):

Institution:

Email:

Telephone:

PROGRAM INFORMATION

Check box if previously endorsed by HFSA

Name of Previously Endorsed Program:

Date of Previously Endorsed Program:

Name of Program:

Date of Program:

Location of Program:

Program Chair / Co-Chair Names:

Accreditation Authority:

Program Website:

Program Social Media Hashtag:

PAYMENT & SUBMISSION INFORMATION

The fee for HFSA international endorsement is \$5,000 per program. Please complete the credit card information below. Once a program is approved, the credit card will be charged the endorsement fee. Programs not approved for endorsement will not be charged.

Name of Credit Card:

Credit Card #:

Expiration Date:

CCV2/Security Number:

Authorized Signature:

Completed applications should be submitted to Cynthia Miranda at cmiranda@hfsa.org. The following materials are required with endorsement application:

- Letter or email documenting the endorsement requirements have been met
- Documentation of local regulatory standards or provide documentation that program meets ACCME standards
- Draft program including proposed faculty
- Documentation of conflicts of interest of faculty
- Needs assessment and learning objectives
- Draft evaluation form (or a copy of previous year's form)
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