

# WEO Events Endorsement Policy

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## General Information<sup>1</sup>

Events organized by third parties can, upon evaluation and approval from the WEO Executive Committee, receive WEO endorsement. Amongst other advantages, events benefit from increased visibility through the WEO website, distribution of promotional materials at WEO booths, display of the WEO logo as the endorsing society in distributed materials, and announcements in the WEO e-newsletter.

## Application Process

Applications for WEO event endorsement should be submitted via our [WEO Endorsed Events Application Online Form](#), which can be found on our [WEO website](#). In order for the application to be considered, information regarding the scientific program, including speakers, is mandatory and should be included in the request as outlined on the WEO website.

## Criteria for Endorsement

- The subject of digestive endoscopy must be featured prominently in the program.
- At least one international faculty must be included in the program.
- The event must last at least one full day with a minimum of 6 hours of educational program.
- The event must be affiliated with a medical society/major teaching hospital/university.
- One member of the event's organizing committee is required to be a WEO individual member.

## Approval Process

Once all the required information is received:

- The WEO Education Committee Chair reviews application. If recommended:
- The WEO Executive Committee will review the application. If recommended:
- The Secretariat will inform the endorsement seeker in writing about the result.
- The event will be officially endorsed within one week upon receipt of the fee. The applicant must be informed about this prerequisite and must not use the WEO logo until it is fulfilled.

## Conditions

- Endorsement applies only to a single event.
- Endorsement by WEO does not imply financial support.
- Application must be made at least two months prior for physical or hybrid events and one month prior for virtual events.
- When applying for endorsement, all printed promotional material (program, brochures, etc.) in which the WEO logo is to be published should be sent to WEO Secretariat at [secretariat@worldendo.org](mailto:secretariat@worldendo.org) as soon as they are prepared. Online announcement of WEO endorsement should be presented to the WEO Secretariat prior to publishing.
- Should an exhibition be held at the event, booth space (min. 2x2 m<sup>2</sup>) will be made available to WEO
- A 15% discount on the registration fee to be granted to WEO individual members attending the endorsed event (registration payment procedure for WEO members to be facilitated by the organizer of the endorsed event).

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<sup>1</sup> The rules outlined in this WEO Events Endorsement Policy do not apply to WEO Centers of Excellence, CORE members, and other centers recognized by WEO, such as training centers.

- WEO promotion materials to be displayed at the endorsed event, if applicable.

**Benefits of Having an Event Endorsed by WEO**

- Event details are posted on the WEO website and social media channels.
- Endorsed events can be announced in the WEO e-newsletter.
- Permission to print the WEO logo on event materials.
- Promotional materials can be displayed at WEO booths, if applicable.

**Fees**

An administrative fee of **500 USD** for physical or hybrid events and **100 USD** for virtual events applies.

If you have further questions, please contact us via [secretariat@worldendo.org](mailto:secretariat@worldendo.org).