

Procedure for request for support for an ISBT Academy activity

1. Introduction

The ISBT Academy supported by the ISBT Foundation is dedicated to education and gives therefore grants to support transfusion medicine educational events across the globe. ISBT will consider supporting educational activities either financially by hosting a workshop/activity in association with a national meeting or international symposium/congress or by supporting an activity by use of the ISBT logo. ISBT will set a budget each year for Academy activities.

In order to apply for Academy support, the programme of the event applied for must comprise at least one or two speakers who are strongly affiliated with ISBT (ISBT members). Preference will be given to applications which demonstrate that speakers are current and experts in the topic they are presenting.

The process is simple requiring completion of an application form and supporting documents. Applications for support for an ISBT Academy activity must be made on the relevant application form and to the agreed timeframe. Applications must be made in English. Reference to ISBT support must not be made until agreement from ISBT has been received.

2. Procedure

An application form can be found [here](#) (scroll down to 'About the ISBT Academy' and click on 'I want to apply for support for an educational event').

- Applications for €5000 or less will be sent around the Academy review committee comprising of the two vice presidents, the scientific secretary, relevant Regional Director (voting members) and the ISBT Executive Director (non-voting member) and funding granted according to the result of the review.
- For applications of over €5000, the application is sent around the review committee and if the outcome is positive a recommendation is made to the ISBT Foundation Board in order to fund the event. The final decision will be made by the ISBT Foundation Board.

2.1 Timing

There are two deadlines during the year for receipt of applications:

- April 1 for events to be held in June-November.
- October 1 for events to be held in December-May.

You should ensure your application is sent to the ISBT office prior to the date most appropriate to your activity.

2.2 Academy activity to be supported financially by ISBT

1. The organiser must complete the application form for support of an Academy activity in full, together with the other necessary documentation including:
 - the event programme,
 - a detailed event budget,
 - a proposed feedback form,
 - report(s) from any previous ISBT Academy funded activities.
2. All documents should be sent to the ISBT Central Office.
3. The ISBT Central Office will send the request to the Academy review committee for review.
4. The organiser will be informed of the decision.
5. ISBT will work with the local organiser with regard to the scientific programme



2.3 Academy events supported by use of the ISBT logo

- The organiser must complete the correct application form and send to the ISBT Central Office with a copy (in English) of the scientific programme.
- The ISBT Central Office will send the request to the Academy review committee for review.
- The organiser will be informed of the decision.
- The ISBT reserves the right to make suggestions with regard to the scientific programme.

3. Procedure if agreement is given

The ISBT Central Office will:

- send the organiser the ISBT logo and instructions for its use.
- underwrite speakers and other expenses according to ISBT guidelines.
- include the event in the ISBT event calendar on the ISBT website.

The organiser is expected to:

- use the ISBT logo on the event associated website and marketing and event materials.
- provide a written report to the ISBT Central Office which may be used as an article for Transfusion Today.
- obtain an objective evaluation of the activity from the delegates.