

Process for IDF School recognition of scientific events

Objective: The purpose of this process is to outline the requirements for the International Diabetes Federation (IDF) to provide recognition of an event, whether stated or implied, through the use of the IDF School of Diabetes logo.

By adhering to this process, IDF aims to collaborate effectively with event organizers to promote diabetes events. This structured approach ensures a positive and mutually beneficial partnership, while maintaining the integrity of the IDF School to grant the recognition.

IDF permits the use of the IDF School of Diabetes Logo for a diabetes event under the following conditions, all of which will need to be met:

1. The proposed event must align with the mission and values of IDF.
2. The event organiser is an IDF Member Association or has the support of one or more IDF Member Associations in the country where the event will take place.
3. The organizer submits a formal request to IDF to use the School of Diabetes logo, along with a letter of support from one or more IDF members (if the organizer is not an IDF member). Requests should be made at least two months in advance of the event and sent to partnerships@idf.org.
4. The event organizer submits a copy of the programme (whether draft or final) to the IDF School of Diabetes for consideration by the IDF Education Committee.
5. IDF is granted permission to nominate an international diabetes expert to deliver an onsite session during the event, the event organizer is requested to cover related expenses.
6. Both parties agree upon a fixed net amount, based on location, sponsorship of the event and level of participation, to be paid by the event organizer for the use of the logo and a line to indicate *"this event has been recognized by the IDF School of Diabetes for its educational value"*.
7. The IDF Education Committee acknowledges that the event is of sufficient standing to receive recognition.
8. The event organizer agrees to provide booth space to IDF for dissemination of IDF material and promotional purposes should IDF so desire.
9. The event organizer purchases a minimum of one IDF blue diabetes circle pin per congress delegate for distribution during the event (50% of the cost of the pins will support IDF humanitarian projects).

Communication and Promotion

- IDF lists the event on the IDF website, highlighting the event details and the involvement of the IDF School.
- IDF provides the IDF School Logo for inclusion in promotional material on and offline.
- All promotional materials featuring the IDF School Logo must be reviewed and approved by the IDF prior to dissemination.
- The event organizer agrees to provide a post-event report.
- IDF promotes the event to its networks through its website, social media channels and email blasts.