

Limitations

- The event content should be focused on the liver and liver disorders
- The scientific value of the event should be evident, as reflected by the selection and status of the speakers, and their expertise in the field.

Operational Aspects

- The event can be held in any location or country.
- The Event can be proposed by anyone with an interest in the liver.
Applications are submitted online throughout the year.
- Applications for endorsement are reviewed by the ELPA Governing Board during four review sessions in March, June, September and December.
- Applications should include:
 - Preliminary programme and list of speakers
 - Event information (title, dates, location)
 - Official request of Endorsement
- The speakers should be from different countries and some must be ELPA Members.
- The event must be conducted in English
- ELPA will not provide any financial support to the event
- The event cannot be organised or owned solely by the industry (it should be multi-sponsored).
- ELPA limits its involvement to the acknowledgment of the scientific value of the event
- The ELPA Governing Board will not be involved in the creation or organization of the event
- The proposed event must not compete with any other ELPA activities.
- All endorsed event proposals should be addressed to the ELPA Office. No decision will be taken by the ELPA Governing Board without a final programme (detailing topics, speakers, and schedule) and a list of sponsors. All documents are to be submitted exclusively in English.

- ELPA logo should appear in the meeting materials (provided by the ELPA Office). When used on the event website, the ELPA logo should be linked to www.elpa.eu
- Organisers will provide the ELPA Office with a high-resolution logo/banner that can be used to illustrate the endorsed event and additional information such as a preliminary programme, event website etc.
- Endorsed meetings will be advertised by ELPA through its communications channels.
- The post-meeting evaluation report should be sent to ELPA within 45 days. (Feedback form provided by the ELPA Office).
- The meeting should promote ELPA activities and membership. This can be achieved by:
 - Complimentary on-site exhibition / booth space;
 - Display ELPA Society Leaflets and meetings activities brochures on site during the sponsored event.
 - Two-minute video presentation about ELPA, its services, and benefits;

Use of ELPA name and logo

- The association's insignia (logo) and name is a registered trademark and the property of ELPA. They cannot be used in any way, for any purpose or at any time (including but not limited to announcements, invitations, emails, Web publications, etc.) without the expressed written permission of ELPA.
- The "ELPA Endorsed Event" logo is granted only for use on official documents related directly to the endorsement and the endorsed event
- The insignia can only be used as designated and must be approved by ELPA. Any use of the ELPA brand name should be approved by the ELPA Office. A copy or sample of any such material produced by affiliate groups for public relations or public information must be sent to the ELPA Office for informational purposes.