**Application form for Endorsement of an Event**

Please consult the Society for Endocrinology’s [Endorsement policy](https://www.endocrinology.org/about-us/our-policies/) when preparing this application.

|  |  |
| --- | --- |
| Name and address of organisation applying for endorsement |  |
| Name of applicant |  |
| Telephone contact number |  |
| Email address |  |
| **Event details** | |
| Event name |  |
| Date of event |  |
| Does the event clash with any SfE events  <http://www.endocrinology.org/meetings/> |  |
| Please indicate whether this will be a recurring meeting and its frequency. If an annual event, organisers must submit a full endorsement application every year for consideration. |  |
| Funding / sponsoring organisation |  |
| Area of specialism |  |
| Name of Society for Endocrinology member(s) on the programme organising committee |  |
| Please list all members of organising committee |  |
| Please provide a 50 word summary of the event including relevance to endocrinology and target audience. **Please attach details of the final programme (we recognise that speakers may change)** |  |

|  |  |
| --- | --- |
| Other organisations who have been approached for endorsement |  |
| Web link for supplementary information (if relevant) |  |

Please send the application form and programme to [endorsements@endocrinology.org](mailto:endorsements@endocrinology.org)

Privacy details

In order to evaluate your application, the data you submit via this form will be shared with the review panel, relevant Society members and staff working for the Society for Endocrinology. We will store your data securely and only authorised personnel will be able to access it. If your application is unsuccessful we will delete your application data from our systems one year after application. If your application is successful, we will hold your application data for 7 years for administration purposes and any subsequent impact reporting.

By submitting this application, I agree to the data policy and terms relating to events in the Endorsement policy.

Signed:

Dated:

*Updated Septenber 2024*