



GUIDELINES FOR WSO ENDORSEMENT OR PARTICIPATION IN NATIONAL/REGIONAL/INTERNATIONAL STROKE MEETINGS

There shall be 2 classes of WSO participation in regional, international or national stroke meetings:

- WSO Endorsed International or National Stroke Meeting
- WSO Regional Stroke Meeting

I. WSO Endorsement of International or National Stroke Meetings

The WSO encourages the organization of international or national meetings for the dissemination of information on stroke prevention and therapy. The WSO may **endorse** worthy international or national stroke-related meetings. The WSO assumes no responsibility for the organizational, planning, operational or financial aspects of the meeting. If requested, the WSO will offer professional and scientific advice, as appropriate.

In order to receive WSO endorsement, the organizers of the meeting must submit a request in writing to the WSO Secretary at least six months before the meeting takes place. The request should include the names of members in the meeting's planning committee, an outline of the meeting arrangements, an outline of the program, the names of proposed speakers and the target audience. The request should include information about sponsorship by other organizations or industry. If WSO professional or scientific assistance is needed, the nature of that assistance should be described.

Should the request come from a National or Regional Society, this Society should be a WSO member or become a WSO member at the moment of the application for WSO endorsement.

The President of the WSO may approve endorsement on the advice of the Officers of the WSO. If WSO endorsement is approved, WSO logo (appendix 1) is sent to the Planning Committee and the President may designate one or more members of the WSO to serve as WSO liaisons.

In return, WSO should get the following from the meeting organizer:

- Free ad for WSO membership offers and WS Congress in the Congress final program
- Free banner promoting the next World Stroke Congress on the congress website with link to <http://www.world-stroke.org/>
- Free insert in the congress bags (if requested)
- Free space (6 m2 minimum) in the exhibition area for an WSO Booth (if requested)

WORLD STROKE ORGANIZATION

Administrative Office

c/o Kenes Associations Worldwide, 1-3 rue due Chantepoulet, BP 1726, CH-1211 Geneva 1, Switzerland
Tel: + 41 22 906 91 66 | **Fax:** + 41 22 732 26 07 | **Email:** admin@world-stroke.org, membership@world-stroke.org
Website: www.world-stroke.org

- Free electronic mailing list of all meeting participants after the meeting (eventual cost of translation to English to be covered by the congress)
- Free copy of the final program, abstract book and the proceedings of the meeting after the meeting.
- **In addition, we ask you to consider publishing your abstracts in the International Journal of Stroke.** Please contact us for further information.

II. WSO Regional Stroke Meetings

The WSO, in collaboration with regional leaders, may **jointly** conduct regional international scientific meetings. Emphasis will be given to the conduct of such meetings in developing regions of the world.

The authority for approving a WSO Regional Stroke Meeting is that of the WSO President, on favorable recommendation of the Executive Committee. Recommendations from appropriate regional representatives on the International Board of Directors will be solicited prior to Executive Committee review. Requests should be submitted to the WSO Secretaries at latest 1 year prior to the scheduled meeting.

The responsibilities of the WSO include providing scientific, professional and organizational assistance to the regional meeting planning committee. At least 2 members of the WSO will be designated by the WSO President to serve on the regional meeting planning committee. The WSO will generally assume no financial responsibility for the regional meeting but the President can approve travel funds for WSO representatives. The President of WSO will generally attend the Regional WSO Meeting or may choose to send a WSO representative.

Should the request come from a National or Regional Society, this Society should be a WSO member or become a WSO member at the moment of the application for WSO support.

All official documentation should reflect the joint WSO-regional meeting collaboration by using the WSO logo (see Appendix 1) and a sentence as follows: “This is a joint meeting of the World Stroke Organization”.

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- Free banner promoting the next World Stroke Congress on the congress website with link to <http://www.world-stroke.org/>
- Free space (6 m2 minimum) in the exhibition area for an WSO Booth (if requested)
- Free electronic mailing list of all meeting participants after the meeting (eventual cost of translation to English to be covered by the congress)
- Free copy of the final program, abstract book and the proceedings of the meeting after the meeting.

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Appendix 1: Use of the WSO logo

WSO endorsement authorizes the meeting organizers to use the WSO logos below and to print the following sentence in all official documents of the meeting: **“The World Stroke Organization endorses this meeting and encourages all its members to attend”**

Wherever possible, please mention the WSO website: www.world-stroke.org

HOW TO USE OUR LOGOS?



Our logo is the green and blue symbol, and the name (either full name or abbreviated name: WSO).

Color and font:

Blue: Pantone 301c

Green: Pantone 368c

Font used for subtitle is Helvetica new condensed light

Any alterations or changes to the logo is forbidden:



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