
GUIDELINES FOR SOCIETY SUPPORT OF PATIENT SUPPORT GROUPS

The Society for Endocrinology is a UK-based membership organisation representing a global community of scientists, clinicians and nurses who work with hormones. As well as educating scientists, clinicians and nurses, we take an active interest in the welfare of patients with endocrine conditions, and ensuring that those who support them have access to high quality training and information.

The Society aims to assist small charities and patient support groups who work with endocrine-related conditions, to carry out their work, in a number of ways:

- **Patient Support Grant** - Organisations may apply for funding to develop information resources, purchase equipment, train staff and/or volunteers, contribute towards infrastructure costs or to finance a specific project.
- **Patient Support Travel Grant** - To assist organisations to attend and exhibit at Society for Endocrinology events.
- **Free exhibition stand at a Society event** - to facilitate communication between the medical community and endocrine Patient Support Groups.

To qualify for support by the Society, the Patient Support Group must meet all of the following criteria:

- Have a clear endocrine remit; must be actively catering for patients with endocrine conditions
- Must be providing patient support and information
- Must have less than 10 full time staff (or 10 full time equivalent)
- Have evidence of a constitution and, where practical, charity registration. Recently established organisations should supply details of their plans to set up a constitution and, if appropriate, to apply for charitable status.
- Have evidence of good practice, particularly as regards training and quality control
- Have good productivity in terms of the type and quantity of support provided compared to the size of the organisation
- Have an annual income of less than £1,000,000
- Have a national remit to offer patient support over the whole of the UK.
- Have a named medical advisor(s), who is a Society Member, and/or be approved by the Society's Clinical Committee

GUIDELINES FOR PATIENT SUPPORT GROUPS AT SOCIETY EVENTS

One of the Society's long-term objectives is to facilitate communication between the medical community and endocrine Patient Support Groups. To do this, the Society offers a number of exhibition spaces free of charge at Society events to Patient Support Groups.

Events currently included in this policy are:

- Society for Endocrinology BES conference
- Society for Endocrinology Clinical Update
- Society for Endocrinology Endocrine Nurse Update
- Society for Endocrinology National Clinical Cases Meeting

If an organisation does not meet the criteria of annual income and number of staff, but does meet the other criteria, they will be offered a stand at a reduced rate, subject to availability. This rate will be negotiated with the Society on an event by event basis.

Procedure for allocation of free stands

At each Society event there is limited exhibition space. Exhibition space is in high demand at Society events and priority must be given to sponsoring organisations according to their level of sponsorship.

Patient Support Groups will be invited to attend Society events as follows:

1. A schedule of events over the calendar year will be distributed to Patient Support Groups via email
2. A reminder will be sent out prior to each event to all Patient Support Groups who will be requested to express their interest in exhibiting at the event to the events team
3. Patient Support Groups may provide inserts in delegate bags at events (excluding SfE BES) provided materials are received by the specified date. Inserts should normally consist of a single booklet or 2 sides of A4. Please note that the Society cannot assist with printing and postage costs. Inserts must be received at the Society office two weeks before the start of the event
4. The event managers will allocate exhibition space for sponsoring and affiliated organisations, and patient support groups. If the number of groups who would like to exhibit is higher than the number of stands available, groups will either be asked to share stands, or attend on different days of the event, depending on the best solution for each individual event
5. The events team will advise groups on their allocated space one month before the event, together with other logistical details. The standard terms and conditions for exhibitors will apply.

Travel grants

Travel grants are available to support Patient Support Groups in promoting their organisation at the various Society events. Patient Support Groups may apply for up to £500 during any one financial year (1 Jan – 31 Dec), to attend one or more events. Grants can be used for travel and/or overnight accommodation, depending on the requirement of each group.

Further eligibility and application details are available online at <http://www.endocrinology.org/grants-and-awards/grants/patient-support-travel-grant/>

Procedure for sponsoring sessions at SfE BES

Patient Support Groups are eligible to sponsor sessions at the Society for Endocrinology BES conference at no charge and will be acknowledged in the programme book. Please be aware that Patient Support Groups have no control over the content or the speakers for their allocated session. The procedure for sponsoring sessions is as follows:

1. Patient Support Groups will be emailed and invited to choose a maximum of three sessions, ranked in order of preference, they would like to support.
2. From the replies received, the Society will allocate sessions accordingly. Each Patient Support Group will be allowed to support a maximum of one session (which may be jointly sponsored). The Society's decision is final and will also take into account any commercial sponsorship a session has attracted, which may exclude it from affiliation with other organisations.
3. The Patient Support Group will be allocated a table outside the room where the session is taking place to display literature and a roll-up banner if desired.
4. Patient Support Groups will be acknowledged on a holding slide within the session venue. The session Chair will also be asked to acknowledge the supporting group in the opening address

Attending sessions at SfE BES

At SfE BES, Patient Support Group representatives are welcome to attend any session as a guest of the Society with observer status. This means that they are only able to contribute to appropriate discussion if invited by the Chair.