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**MICCAI Event Endorsement Request Form**

The MICCAI Society is proud to support small-scale scientific events associated with the themes of medical imaging computing and computer assisted interventions, by providing **Endorsement**. Please note that this excludes MICCAI satellite events such as tutorials and workshops held in conjunction with the annual MICCAI conference, as these are automatically endorsed.

After successful application for endorsement, the event organizers will:

* Include the MICCAI Society logo on the event webpage to mark it as a “MICCAI Society Endorsed Event”.
* Include the MICCAI Society logo on the proceedings of the event.

The MICCAI Society will:

* Increase the event visibility by advertising the event via the MICCAI Society mailing list, the MICCAI Society website and (if timing allows) during the annual MICCAI Conference.

**How to apply for Endorsement:**

The event organizers are expected to prepare a short proposal for endorsement by completing the template overleaf. Please note that at least one of the event organizers has to be a full and current member of the MICCAI society.

The MICCAI Society values diversity in committees and speakers, and all MICCAI endorsed events are expected to follow the code of conduct of the MICCAI Society or one similar to it.

Please note that access to the MICCAI mailing list will be in form of at most three postings: An initial call for papers/participation, a second call for papers/participation and a further, final mailshot, e.g. to announce the final program. Organizers should indicate expected posting dates in their application.

The proposal should be sent to the MICCAI Board by e-mailing to (endorse@miccai.org) ***well before***the event is taking place.

**The standard template for the endorsement application is found overleaf.**

**MICCAI Event Endorsement Application**

1. **Event title and URL:**

*Note: New event?* **Yes / No***. If “No”, please provide brief details below:*

1. **Motivation, goals, mission and format of the event** *(max 150 words).*
2. **Expected impact of the event on the MICCAI society** *(max 100 words).*
3. **Expected impact of the event on its own participants** *(max 100 words).*
4. **Information about the Organizers, including name, affiliation, and email.**

*Note: Specify which of the organizers is a current MICCAI Society member, and comment on the composition of the team with respect to experience and diversity.*

**PTO.**

1. **Concisely describe the planned activities and their timeline** *(~0.5 page).*

*Note: Please include expected dates for which mailshots will be required.*

*Code of Conduct if different from the* [***MICCAI Society Code of Conduct***](https://miccai.org/index.php/about-miccai/code-of-conduct-policy/)*:*

*Date of 1st mailshot: [yyyy/mm/dd] eg 1st Announcement, Call for papers/participation*

*Date of 2nd mailshot: [yyyy/mm/dd] eg 2nd Announcement, Final Call for papers*

*Date of 3rd mailshot: [yyyy/mm/dd] Final Announcement, Program release*