**Guidelines for BSS External Events Endorsement**

The BSS is frequently asked to display external events and communicate to its members via existing communication channels and media. Whilst some events may be displayed via the webpage, those which meet our quality standards can additionally be formally endorsed by the BSS, meaning that the BSS logo and name can be used and the event will be marked as endorsed on the BSS website

If you plan to run a sleep-related event then please carefully read the guidelines and fill in the application form. For any questions please contact the BSS head office at admin@sleepsociety.org.uk.

**Downloads**

1. BSS application form for the endorsement of external events

Kindly note the following relevant criteria for the event:

* Related to the field of sleep
* High scientific standards (evidence-based), including programme and faculty (content, CPD/CME credits where possible)
* Summary and programme, as well as biographies of speakers and chairs, available in the English language
* In line with the mission and values of the BSS
* Does not compete with other BSS activities
* Respect has been paid to a fair gender balance in the faculty

*Note: the BSS logo and name can only be used in the context of the event once it has been endorsed (see guidelines).*

*Recommendation:*

*The BSS recommend event accreditation (CPD/CME credits). The benefit of CPD/CME accreditation can be summarised as follows:*

* *The event will be recognised nationally/internationally as a high quality activity, as the content of the programme has been carefully assessed by specialists in the field.*
* *Participants will be able to claim valuable credits for their (e-)portfolio and revalidation or required national standards.*
* *The potential for bias is reduced.*

*Note: the BSS is unable to endorse activities or events where financial support is received from a single sponsor.*

*Important:*

* *Events that request BSS endorsement repeatedly (more than once) should apply for CPD/CME credits accreditation where this is possible.*
* *Applications should be submitted well in advance, with at least two months’ notice required for the event to be considered.*
* *The application will be reviewed internally by BSS members/officers with interest in the topic and may be discussed at committee/subcommittee level to a) assess the interest in the topic, b) check the quality and scientific content, c) provide input into the final decision.*
* *The BSS decision on endorsement will be sent to the organiser/s by the BSS head office.*
* *The BSS decision to endorse an event or not is final.*

*Endorsement Benefits and Collaboration:*

* *Advertise the event on the BSS events calendar and the BSS webpage.*
* *Announce the endorsement of the event on the BSS twitter feed, the HOOT and other communication channels (please note that no direct email to BSS members can be sent for endorsed events).*
* *Share new research on your event via the BSS (e.g. webpage; please send any press releases or statements to the BSS head office at* admin@sleepsociety.org.uk*).*

*Please note that the BSS endorsement does not suggest financial or administrative support of the event.*

*The BSS encourages organisers to consider publications from the event or transcripts for submission to the official BSS journal, the BMJ Open Respiratory Research (please note that this is a peer-reviewed journal and endorsement does not imply automatic acceptance of any manuscripts).*

*In exchange for endorsement, the organiser/s of the event are required to:*

* *Acknowledge endorsement on the programme and any other printed or electronic documents, as well as any communications (e.g. webpage) and certificates (of attendance) by printing the BSS logo (provided by the head office at* *admin@sleepsociety.org.uk**) next to “****Endorsed by the BSS****”.*
* *Send a copy and/or link to the BSS head office (**admin@sleepsociety.org.uk**) prior to the event.*
* *Submit proofs of the programme and printed materials to the BSS head office (**admin@sleepsociety.org.uk**) prior to the event.*
* *Offer BSS promotion where possible, on the webpage, on site or via flyers, intersession slides and other promotional channels.*
* *Offer a discount to BSS members to the registration fee of the event.*

*Restriction:*

*The use of the BSS name or logo on articles, manuscripts or report materials published after the event is not automatically authorised, but can be negotiated following further review of the material in question via the BSS head office (**admin@sleepsociety.org.uk**).*