



## **Criteria for International Outreach Meetings**

SCMR strives to support and participate in annual meetings organized by the major national governing societies that represent large physician groups (cardiologists, radiologists, etc). SCMR is also supportive of other large meetings that are based on specialty interests, provided there is significant CMR content. SCMR's participation will generally be in the form of financial support of airfare for one or more selected international CMR experts to speak at the meeting. The SCMR International Outreach Committee (IOC) will decide on SCMR's participation in any given meeting on a case-by-case basis. Preference will be given to meetings endorsed by regional authoritative governing societies (e.g., official regional cardiology, radiology, or cardiac imaging societies) and meetings of at least a moderate size (i.e., > 500 attendees).

### **Program Planning:**

The program committee of the international meeting should be clearly defined with 1 or 2 point persons (preferably the program committee chairpersons). The program committee requesting SCMR's support should submit a detailed description of the theme and contents of the workshop/symposium to SCMR. The contents should be appropriate and specific for promotion of CMR education in the region. The disciplines, imaging interests, and background of the potential participants of the meeting should be consistent with those of the SCMR membership. While SCMR would prefer to be actively involved in program planning, SCMR should not be the sole organizer of the symposium.

### **Memorandum of Understanding (MOU):**

Although an MOU is not absolutely required, it helps to enhance communication between the participating societies and forms the basis of future collaboration. We recommend an MOU to be established, especially if recurring collaboration is likely.

### **Speakers:**

SCMR will select appropriate speakers based on the program topics to be covered, and the location of the meeting. International experts in the topics of interest within reasonable geographic proximity to the meeting will be preferred.

### **Speakers' Airfare:**

SCMR will pay for the round trip, coach---class airfare of the speakers selected by SCMR. It is the responsibility of the program committee of the international meeting to clearly communicate and confirm the final date/time of the presentations with the speakers. The SCMR will arrange the purchase of the airline tickets with the speakers directly. After the coach---class ticket has been purchased and issued, extra travelling costs incurred due to a change in programming or meeting dates will be the responsibility of the international meeting.

**Local Costs of Speakers:**

Any travel costs incurred by the speakers above and beyond round trip, coach---class airfare will be the responsibility of the meeting organizers. The international meeting organizing committee will make appropriate arrangements and cover all local costs including meeting registration, local transportation, meals, and lodging for SCMR speakers selected to present at international meetings. These arrangements will be clearly communicated to the speakers, and to the SCMR HQ, in advance of the meeting.

**Website Endorsement:**

If a website exists for the international meeting and/or regional society exists, then SCMR endorsement will be posted on that website. In addition, a link to the SCMR website [www.scmr.org](http://www.scmr.org) will be established on the meeting's website. In turn, the SCMR will promote the international meeting on the SCMR website

**Promotional Materials:**

During the international meeting, the speakers representing SCMR will present materials promoting educational activities organized by SCMR (e.g. Annual scientific meeting, website, courses, and memberships).

**SCMR One-Year Free Membership:**

An agreement that the local meeting organizers will agree to send out a link to all meeting attendees with instructions on how to sign up for the one-year free associate membership. Previous members are not eligible to receive free membership.