

## **JCTLM Auspices: Guidelines and Procedures**

### **1. Definition**

“Auspices” of the JCTLM recognises a conference activity of high scientific and/or educational level in the area of traceability in laboratory medicine.

### **2. Introduction**

The aim of JCTLM is to support world-wide comparability, reliability and equivalence of measurement results in Laboratory Medicine, for the purpose of improving health care and facilitating national and international trade in *in vitro* diagnostic devices. It achieves this aim by:

- promoting the concept of traceability of measurement results to the International System of Units (SI) or, where necessary, to other internationally agreed references;
- evaluating reference materials, reference measurement procedures and reference measurement services for laboratory medicine with respect to conformity with appropriate international standards;
- producing educational materials and activities promoting the value of traceability in laboratory medicine and raising awareness amongst stakeholders;
- promoting close links between Reference Laboratories in Laboratory Medicine and National Metrology Institutes;
- facilitating the identification and prioritization of measurands requiring international traceability and comparability and thereby encouraging appropriate organizations to accept responsibility for the development of suitable reference methods and measurement procedures and certified reference materials;
- encouraging the *in vitro* diagnostic (IVD) industry to apply the agreed reference measurement systems;
- encouraging EQAS organizers to apply the agreed reference measurement systems;

JCTLM is interested in lending to the success of high quality meetings which align with its aim. These guidelines have been produced to explain a practical way in which JCTLM can demonstrate this support, through the granting of JCTLM Auspices.

### **3. Purpose of JCTLM Auspices**

JCTLM is interested in granting its Auspices for meetings, conferences and congresses which comply with these guidelines, in order to assist conference organizing committees to promote their meeting and attract a large professional participation. The granting of JCTLM Auspices also furthers the reputation of JCTLM.

### **4. Purpose of Guidelines**

These guidelines have been prepared to:

- Assist groups to apply for the Auspices of the JCTLM for their meetings, symposia, conferences and congresses.
- Review the scientific and educational contents of those events for which an application for JCTLM Auspices has been received.
- Offer the experience of JCTLM as assistance to the applicant groups with any aspect of the organization of the event or its programme content, especially in promoting the meeting on the JCTLM website and, where appropriate, suggesting help with scientific content.

## 5. Eligibility for JCTLM Auspices

JCTLM Auspices may be sought by:

- Any JCTLM Member organization,
- The organizing committee of any meeting, conference or congress outside the JCTLM in which the meeting topics are directly related to the goals of the JCTLM.

On occasion the JCTLM may invite such organizing committees to apply for JCTLM Auspices.

## 6. Application Process

Applicants should complete the application form (Appendix) and send it to the JCTLM Secretariat. Details of the scientific/educational programme, venue and meeting organization should accompany the application form. Applications should normally be made at least one year in advance in order that JCTLM may have some meaningful impact on the promotion of the meeting.

## 7. Approval of JCTLM Auspices

The JCTLM will review the application and take a decision based on the excellence of the event. The JCTLM Secretariat will inform the applicant of the decision in writing. Where JCTLM Auspices are approved the applicants will be expected to acknowledge the support of the JCTLM towards the success of the meeting in the official programme of that event.

## 8. JCTLM Support

**Financial Support:** the granting of JCTLM Auspices does not imply any financial arrangement between the organizers of the event and the JCTLM.

**Publicity and Promotion:** the granting of JCTLM Auspices indicates that the official JCTLM logo may be used on all relevant brochures and publications. It is available from the JCTLM Secretariat. Notices of meetings approved for JCTLM Auspices will be included on the JCTLM Traceability web-site (url to follow).

## 9. Obligations on Successful Applicants

Applicants for JCTLM Auspices must not make any claims for JCTLM support until written approval has been obtained. Once JCTLM Auspices have been granted the organizing committee has a responsibility to:

- Use the JCTLM logo on all promotional material
- Insert an acknowledgement of JCTLM support in the event programme
- Notify JCTLM of any major changes in the arrangements for or content of the approved event
- Maintain the highest professional standards with regard to the scientific and educational content of the event.

## 10. Free Circulation of Scientists

The JCTLM subscribes to the principles of the International Council of Scientific Unions (ICSU) concerning the free circulation of scientists. JCTLM Auspices cannot be granted to any event that does not adhere to these principles

## Application for Auspices of the Joint Committee for Traceability in Laboratory Medicine (JCTLM)

### Contact Details

**Organising Society or Group:**

**Contact Person:**

(title, first name and surname)

**Address:**

**Postal Code:**

**City:**

**Country:**

**Tel:**

**e-mail:**

### Detail of the event requesting JCTLM auspices

**Name of the event:**

**Proposed date and place:**

**Specific goals of the event:**

**No of expected participants:**

**Congress website:**

### Application

I apply for JCTLM auspices for the above event. I believe that it complies with the guidelines and procedures for granting JCTLM auspices.

**Upon receiving approval for JCTLM Auspices, I agree to:**

- Insert the JCTLM logo into the event website, all electronic promotional documents and subsequently printed event documents;
- Insert an acknowledgement of JCTLM support in the event programme
- Notify JCTLM of any major changes in the arrangements the approved event;
- Maintain the highest professional standards with regard to the scientific and educational content of the event.

I confirm that this event will allow free circulation of scientists. I have attached details of:

- ✓ scientific/educational programme
- ✓ date and venue
- ✓ organizing secretariat
- ✓ event logo, if available

**Date:**

**Signature:**

Please send this application to: JCTLM Secretariat: [jctlm@bipm.org](mailto:jctlm@bipm.org)