

NSA GUIDELINES FOR CO-BADGING SCIENTIFIC EVENTS

Definition:

'Co-badging' occurs when the name or logo of Nutrition Society of Australia is associated with those of another organisation. A request for co-badging may include a request for contribution of resources. Co-badging may occur as a result of an invitation from NSA, or an invitation extended by another organisation.

Issue(s):

'Co-badged' events are jointly organised in the interests of more than one organisation, and it is recognised that the reputation of NSA is leveraged for the event. Decisions to co-badge events need to be made at a level where there is oversight of all issues relevant to NSA. In particular, NSA needs to ensure that the arrangement is beneficial to NSA, that members and different parts of the organisation are being treated fairly, that level of risk is considered and risk management is in place, and that co-badging represents a meaningful contribution by NSA.

Guidelines:

1. Approval for a co-badged event implying endorsement by NSA must be received by NSA Council or a nominee of Council prior to the event. An event cannot be advertised as co-badged until NSA approval is confirmed.
2. NSA must be able to review the program and speakers for a proposed co-badged event. NSA may wish to be involved in the development of the program, and co-chairing the event.
3. NSA does not necessarily endorse the views of the speakers, or the other organisations involved.
4. Co-badged events will be related to the aims and objectives of NSA, and consistent with its framework.
5. Co-badged events must be publicised and open to all members of NSA.
6. An event that is co-badged by NSA must include acknowledgement of all organisations involved on promotional material, at the event, and in subsequent reporting of the event (including media reports where possible).
7. At the discretion of Council, an administrative fee may be levied for NSA involvement in any event.
8. Agreement to co-badging an event is unlikely where it competes with any other NSA event.

Information required for co-badging approval

The request should include as much of the following information as is available at the time of the request, and:

- a. Name of event, venue and dates
- b. Primary funders and other co-sponsors
- c. Name, affiliation and proposed topic of the speakers
- d. Name and affiliation of the event Chairs
- e. Scientific purpose and scope of the meeting
- f. The projected number of participants and the target audience
- g. Registration fee (if any)
- h. Details of NSA's financial liability
- i. Additional information as appropriate such as (i) the extent of involvement of NSA or NSA members in the development of the activity, and (ii) how the activity will be promoted.

The response to the request will be forwarded following the Executive meeting at which the request was considered and include any conditions of co-badging. The secretariat will keep a calendar of co-badged events or activities, which will be shared with the NSA newsletter editor. Any amendments to the request should be forwarded to the NSA secretariat as soon as they become known.

How to submit a request for co-badging

A request to co-badge an event or activity should be submitted to the NSA secretariat who will forward it to the Executive of Council. Usually, a request to co-badge an event should be made at least a month before a response to the request is required.

Notification of approval to co-badge

It is anticipated that the Executive of NSA Council will respond to co-badging request within 4 weeks of receiving the request and the required information.