

# IFSSH Educational Sponsorship General Guidelines

## Sponsorship resources

- IFSSH General Treasury
- Sharon Kleinert Donation
- Patron's Fund

[https://www.ifssh.info/hand\\_surgery\\_donation\\_program.php](https://www.ifssh.info/hand_surgery_donation_program.php)

IFSSH Sponsored  
Educational Program



## Sponsorship Opportunities

IFSSH has many opportunities.

### IFSSH Congress

- <https://www.ifssh.info/guidelines.php>
- Every three years
- IFSSH Mid-term Course
  - <https://www.ifssh.info/mid-term-course.php>
  - Every 3 years
- Harold Kleinert Visiting Professor
  - [https://www.ifssh.info/pdf/IFSSH\\_Harold\\_Kleinert\\_Visiting\\_Professor.p  
df](https://www.ifssh.info/pdf/IFSSH_Harold_Kleinert_Visiting_Professor.pdf)
  - Every 2 years
- Congress Assistance Grants
  - \$20K
  - To assist surgeons from low-middle income countries to attend the IFSSH congress and Mid Term Course
  - This will be distributed by the Congress organisers
- Regional Hand Surgery courses
  - Variable amounts
  - To promote Hand Surgery courses that benefit developing countries with limited economical resources to finance any educational activity of this kind.
  - Examples (<https://www.ifssh.info/ifssh-sponsored-educational-projects.php>)
    - FESSH/Hungarian Hand Society Eastern European Course \$15K 2015
    - Colombian - Venezuelan Hand Surgery Congress \$2.5K Cúcuta 2022
    - World Symposium on Congenital malformations \$10K Minneapolis 2023
    - Regional Workshop Western China \$2K China £2K
    - APFSSH Congress \$10K Mumbai 2025
    - HKHS-APFSSH-FESSH Instructional Course Hong Kong 2026
    - WALANT Course East Africa 2022, 2023, 2025
- Academic projects
  - Examples

- ICHOM Hand and Wrist Universal Outcome measures \$5K 2022
- Elsevier Hand Surgery textbook
- Individual Sponsorship
  - For individual surgeons or group of surgeons who are in countries which are not members of an IFSSH Hand Society and who are unable to secure sponsorship from an IFSSH member Hand Surgery Society
  - For special circumstances at the discretion of IFSSH Committee for Educational Sponsorship and approval of IFSSH ExCo

## Applicability

### **Hand Surgery Societies**

All Hand Surgery societies that are members of the IFSSH are entitled to request an IFSSH contribution to organize an educational activity likely to improve the quality of hand surgery in their region or throughout the world.

### **Individual surgeon and groups**

In exceptional circumstances, IFSSH will review applications from single surgeons or group of surgeons who reside in a country which does not have an IFSSH member Hand Surgery Society. In such circumstances, the application will be reviewed by the Committee on Education Sponsorship and the IFSSH ExCo. If the IFSSH ExCo accepts such an application, the Secretary General will write a letter of acceptance on behalf of the ExCo. .

## Application Process

- Applications for IFSSH sponsorship shall be submitted to the Secretary General of the IFSSH (administration@ifssh.info) at least six (6) months prior to the educational project
- The application will be considered within 3 weeks by the IFSSH Committee for Educational Sponsorship (CES)
- Based on the recommendations of the CES, the IFSSH Executive Committee will decide to approve or deny the requested funding.
- There is a separate form for applications  
<https://www.ifssh.info/pdf/Educational-Sponsorship-Application-Guidelines.pdf>
- Funding will be processed immediately after the decision is made, at which point a written agreement will be signed by the President of the IFSSH and a representative of the Hand Surgery Society that requested the funding.
- The written sponsorship agreement should clearly outline the commitments for all parties. It should be made for a specific period of time. Termination conditions allowing either party to withdraw from the arrangement should also be included. Copies of agreements should be available for audit purposes. Legal services regarding sponsorship contract may be exceptionally requested.

- In their annual meeting, the Delegates' Council will be informed of the funding requests that have been accepted, those that have been refused, and the reasoning behind those decisions.

## Sponsorship Principles

The IFSSH Committee for Educational Sponsorship will ensure that the projected educational activity fulfils the following principles:

1. Sponsorships should be used to support hand surgery educational programs, either as the only source of funding or supplementing other provisions aimed at promoting educational activity.
2. Sponsorships should not compromise the professional ethical standards of those involved in the sponsored educational programs.
3. Sponsorships should not be used to promote or endorse commercial surgical/treatment products during the educational activity.
4. Sponsorships should provide equality of opportunity to any individual in need of education in the field of hand surgery.
5. Sponsorship agreements should ensure that there is adequate capacity to deliver the expected educational benefits.
6. No member of the IFSSH Committee for Educational Sponsorship, the IFSSH Executive Committee or the Council of the sponsored Hand Surgery Society is to receive a personal economic benefit from that sponsorship, although such members may still be invited to participate as a faculty member in an educational programme with the same support as non-member invitees.
7. Sponsorship agreements should not expose the IFSSH or the sponsored Hand Surgery Society to any financial or legal risk, that is disproportionate to the extent of the sponsorship. It is a condition of a sponsorship award that the applicant takes explicit and sole responsibility for any legal or financial risk and not the IFSSH
8. When approving sponsorship agreements, the sponsored Hand Surgery Society needs to ensure that the organizers of the activity can deliver adequate educational quality.
9. The logos of the IFSSH and the Hand Surgery Society should be prominently displayed on any printed material related to the sponsorship. When the information is provided online, an IFSSH clickable logo is to be used to link that information to the IFSSH website.
10. These guidelines will be handled with flexibility by IFSSH CES and ExCo, with consideration of the specific characteristics of the educational activity

## Finance

All monies, goods or services received by the organizers of the sponsored activity should be treated in accordance with the policies and procedures specified by the Hand Surgery Society backing that educational initiative.

Funds will be passed in various ways with regard to security, transparency and practicality. This will include, at the discretion of IFSSH ExCo

- Direct transfer from IFSSH Treasury to the requesting Hand Society Treasury
- Direct Transfer from the IFSSH Treasury to the organisation which is running the educational activity
- Bank transfer to individual recipients (strictly subject to receipts and a reliable banking system)
- Alternative methods to be considered in an individual basis

## Monitoring and Evaluation

The organizers of any IFSSH sponsored educational activity will send a full report of that activity to the Secretary-General of the IFSSH no later than three (3) months after completion of the event. The report should include, when appropriate:

1. The list of faculty and attendees to the sponsored activity
2. A detailed description of the activity
3. A financial report of the activity, including all sources and uses of funding
4. A summary of evaluation forms obtained from the attendees, grading scientific interest, clinical applicability, teaching quality of the faculty, and potential commercial biases detected during the activity
5. A critical review of the overall sponsored activity, with recommendations to be used in future similar events

At the discretion of the Executive Committee, the report may be included in the IFSSH newsletter and website and published in the IFSSH-ezine.

## Specific Sponsorship Application- IFSSH Congress Assistance Grants

**Purpose:** To assist hand surgeons from poor or developing communities to attend an IFSSH triennial Congress. This grant is intended for surgeons who would not be able to attend the IFSSH meeting without financial support. The maximum number of grants available per congress will be limited to a maximum of twenty thousand (20,000) US Dollars.

**Implementation:** Grant applications should be sent to the Chairman of the Organizing Committee of the IFSSH Congress at least three (3) months before the congress to which the applicant plans to attend. This application should include:

1. The reason for attending the congress

2. The reasons for requesting financial support e.g. Monthly income, absence of other sponsors.
3. The amount needed. Depending on the availability of funds, a maximum limit of funding/person/congress may be applied.
4. Professional position (hospital, field of work, work experience)

The application should be supported by a letter from a chief or department head explaining how the knowledge and experience gained by the applicant in that congress would benefit the applicant's community.

Grant applications will be individually evaluated and decided by the Organizing Committee of the IFSSH Congress. The final decision should be communicated to the applicant soon after the decision is made.

Grant recipients will send a full report of their experience to the IFSSH Secretary-General no later than three (3) months after completion of the event. These reports may be published in IFSSH publications (e.g. IFSSH ezine, website)