

TERMS OF REFERENCE: MEETING SPONSORSHIP

Purpose

To ensure ALS Society of Canada (ALS Canada) is making appropriate investments in the support of meetings for the research and clinical community.

Overview

ALS Canada's Research Program provides sponsorship funding to assist in the execution of meetings that will enhance the capabilities, knowledge and collaboration of the Canadian ALS research and clinical community. This works towards ALS Canada's Strategic Impact to ensure that *'more treatments are available for all Canadians to improve quality of life and extend lifespan'*.

Eligibility

Meetings requesting support must have a significant ALS component in the content, as well as a significant number of Canadian ALS researchers and/or clinicians attending.

To be considered for funding through the ALS Canada Research Program, a meeting must meet at least one of the following requirements:

- An open meeting held in Canada
- A closed meeting anywhere with at least one-third of the content provided by active members of the Canadian ALS research/clinical community

ALS Canada must be provided acknowledgement suitable for the level of support.

The following costs will be eligible for consideration within the requested budget:

- Travel and accommodation for presenters
- Meeting rooms and associated meeting costs (eg. audio-visual, etc.)
- Hospitality costs (eg. non-alcoholic refreshments, meals)
- Costs associated with publication, translation, and/or dissemination
- Fees for preparation of background documents (eg. meeting agenda printing)

Process

All requests are to be made to the ALS Canada Research Team. The ALS Canada Research Team will first assess the eligibility of sponsorship and bring forward proposals that have a reasonable chance of recommendation to the ALS Canada Scientific & Medical Advisory Council (SMAC). If deemed suitable, requesting organizers will be asked to prepare a letter to SMAC asking for funds. The letter should address the following points:

- How much will it benefit the Canadian ALS research or clinical community?
- What percentage of the content is focused on ALS?
- What percentage of the attendees will be Canadian?
- Is Canadian ALS research being highlighted?
- How will ALS Canada's support be acknowledged?
- Is the participation of trainees formally encouraged? If not, why?
- What other funding sources are there? Have these sources been approached?

The letter should also specify the amount of funding requested, provide an indication of how these funds will assist in the execution of the meeting, and delineate the recognition that will be provided in return. Provision of meeting budgets, where appropriate, are helpful in preparing a recommendation.

Adjudication

SMAC will review the request at its next quarterly meeting. If possible, or necessary for the timing of the request, an expedited evaluation may occur remotely. Recommendation by SMAC is necessary and sufficient for support. Requests are not elevated to the Board of Directors.

A letter indicating the recommendation and follow-up requirements will be provided by the ALS Canada Research Team.

The principal applicant will be required to submit a final report to ALS Canada, addressed to the VP Research & Strategic Partnerships, within two months of the meeting's completion. The report should minimally include a final agenda, brief summary of the meeting/workshop (one page maximum), number of participants total and in terms of PIs, trainees, other (please delineate). Reporting is necessary for ALS Canada's accountability for the use of donor funds and helps maintain the relationship for future requests.

Please contact:
The ALS Canada Research Team
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