



The Alberta Rural Physician Action Plan

Policy & Procedure:	Sponsorship of RPAP Events and Activities
Goal:	RPAP Administration
Approval Date:	16 May 2001
Revisions:	19 September 2005

1.1 PURPOSE

This policy is intended to establish equitable conditions and procedures under which sponsorship (funds or “in kind” contributions) of RPAP events and activities will be accepted. (“RPAP” includes the Alberta Rural Family Medicine Network (ARFMN) and all other programs under RPAP’s mandate). The policy’s intent is to prohibit opportunities for actual or perceived inequity/influence through sponsorship of events.

Examples of event or activity “sponsorship” that are considered under this policy include, but are not limited to:

- Catering/meals costs
- Room and/or equipment rental
- Travel and accommodation costs
- Speaker honoraria
- Advertising costs
- Admission/participation fees (including memberships)

1.2 GUIDELINES & PROCEDURE

The following guidelines and procedures will be acknowledged and respected when receiving or requesting sponsorship from other organizations, including manufacturing, consulting, sales, service or public sector organizations:

- a. The RPAP retains the right to independently determine the format and content of all RPAP events. Content includes written/printed material used at events and the selection of speakers/presenters at the event.
- b. The RPAP retains the right to independently determine the list of attendees to all RPAP events.
- c. The RPAP will not accept sponsorship for travel, accommodation or honoraria of any attendees representing or attending on behalf of the RPAP. Industry may sponsor RPAP-approved speakers/presenters for travel, accommodation, honoraria or other costs.
- d. The RPAP, and/or ARFMN name and/or logo will not be used in advertising or promoting events without the prior written consent of the RPAP. When permission to use the RPAP

and/or ARFMN logo is granted, RPAP shall prescribe the final appearance of the logo that may be used.

- e. Materials written or recorded during the planning or execution of the event may not be reproduced without the prior written consent of the RPAP.
- f. Sponsor acknowledgement will be limited to the following, as determined acceptable by the RPAP:
 - i. Announcement during event
 - ii. RPAP-approved recognition on printed promotional materials
- g. Acceptance of sponsorship does not imply RPAP endorsement of sponsor products or activities.

Procedure for Applications to Provide Sponsorship

- a. RPAP Executive Director advised of sponsorship request.
- b. Guidelines/policy disclosed to sponsoring organization, as appropriate.
- c. Details of sponsorship application will be disclosed to the RPAP Board at a meeting prior to the event, or to the Chair or Vice Chair in the event of difficulties with event timing and RPAP Board meeting schedule.
- d. RPAP Executive Director will respond to individual advising of the sponsorship request.
- e. Sponsoring organization will be advised of the acceptance/rejection of its sponsorship, with confirmation of communication to RPAP Executive Director.