

# SPHN Event Sponsorship Guidelines

(28.09.2022)

## Objective

SPHN event sponsorship is designed to primarily (objectives are cumulative):

- Increase visibility of the SPHN initiative as a whole;
- Inform the community on infrastructure development and research activities in the field of Personalized Health, while breaking existing silos between different research areas;
- Disseminate information about existing or newly built infrastructure, that will contribute to the goals of SPHN on reaching interoperability of health-related data at the national level.

## Sponsorship criteria

Requests for SPHN event sponsorship is subject to the following criteria:

- **Topic:** The conference program has a strong relevance to the activities and goals of SPHN and contributes to breaking silos among the different disciplines of Personalized Health research;
- **Location:** The event (conference, workshop, roundtable, summer school, etc.) is organized and takes place in Switzerland;
- **Amount requested from SPHN:** The SPHN conference sponsorship can either be a fixed lump sum (max. CHF 5'000.-) or a deficit guarantee (max. CHF 20'000.-);
- **Budget:** The budget indicates all sources of funding (planned, requested or allocated) as well as anticipated expenses. The conference budget shall not aim at creating a profit for the parent organization;
- **Matching financial support:** the matching financial support from the applicants shall be at least equal or greater than the amount requested from SPHN (>50%);
- **Acknowledgment:** SPHN is acknowledged as sponsor in conference presentations/proceedings;
- **Terms and conditions:** The sponsorship conditions are contractually stipulated. In the case of a deficit guarantee, the sponsored party shall submit a financial report with details on the actual costs to SPHN. In case the event closes on a surplus (positive balance), the sponsors shall be reimbursed proportionally to their contributions.

## Submission of a sponsoring request

Requests for SPHN event sponsoring shall be submitted to the SPHN Management Office by using the online sponsoring application form available on the SPHN website. Sponsoring requests shall be submitted 3 weeks prior to each NSB Ausschuss meeting and no later than 2 months before the event.

The sponsoring application shall further include the following documents:

- Cover letter detailing the added value of the event for the SPHN community;
- Conference program, target audience, and list of invited speakers;
- Detailed conference budget, including all sources of funding (planned, requested or allocated).

## Evaluation of sponsoring requests

Sponsoring requests are formally checked by the SPHN Management Office and discussed by the NSB Ausschuss. The decision is communicated to the applicants in the form of a ruling/contract.

Please note that SPHN may refuse to sponsor an event which involves partners or other sponsors/donors who could potentially use the relationship with SPHN to defend products, practices or positions that are not aligned with the vision, mission and purpose of SPHN and thus be damaging to the initiative's reputation.