## **Marketing Guidelines**

- 1. Advertisement and promotion of a CME activity will be done by CME Program Office on the SCOPE's official website and social media forums.
- 2. Faculty will not be allowed in the active promotion of an activity.
- 3. CME Program Office should focus on an activity's subject matter rather than venue.
- 4. Brochures/ flyers designed by CME Program Office should not have commercial marketing or product messaging including logos etc.
- 5. There would be limited promotion; only title, date and location of a CME activity would be mentioned.
- 6. Approval should be sought by CME Planning Committee and CME Program Office before embarking on promotional activities.
- 7. Commercial supporters are not authorized to market CME activities on their websites and neither would their staff engage in any such pursuit.
- 8. Non-CME elements i.e., schedules, content description etc. that are not linked with a CME activity may contain the promotional material or product-specific advertisement, if requested.
- 9. Interleafing advertisements or promotional material within the pages of CME content is prohibited. Advertisements or promotional material may face the first or last pages of printed CME content.
- 10. Advertisements and promotional materials should not be allowed to feature on computer screen, neither be interleafed between "windows".
- 11. Shifa Foundation solely controls the website and promotional activities are prohibited. A commercial supporter is not allowed to take part in the development of our activity's website.
- 12. Educational content cannot include any web-links of pharmaceuticals or manufacturers and no ads and pop-ups are allowed during an activity.
- 13. Official CME laptop/computer/system would be used for computer-based activities.
- 14. Advertisements should not be listed within a CME activity, as there are NO "commercial breaks" included.
- 15. Advertisements or promotional materials <u>would not be allowed</u> to be displayed or distributed in academic area IMMEDIATELY BEFORE, DURING, or AFTER a CME activity.
- 16. CME Program Office SHOULD NOT encourage learners to interact with exhibitors and/or promotional activities.
- 17. Commercial supporters could attend an academic activity by removing their company badges.
- 18. The participation of a commercial supporter within an academic area/ activity would be of an observer ONLY.
- 19. The commercial supporter would not be allowed to participate during Q&A sessions.
- 20. While attending an academic activity, a commercial supporter would not carry out sales/ marketing activities.
- 21. Advertisement(s) within the pages of an article, questions or evaluation materials is prohibited.