

## Guidelines for ISBI Sponsored Visiting Professors

- Upon request from any qualified ISBI member or organization, the ISBI Executive Committee may sponsor a maximum of one visiting professor for a national meeting or two for a regional meeting that has been or will be endorsed by the ISBI. Requests from any individual organization are limited to a maximum of one every two years.
- Ideally, the request should be channeled through the ISBI National or Regional Representative for the country in which the host organization resides.
- The host country or organization will provide to the Secretary of the ISBI written documentation indicating:
  1. The date and venue of the meeting
  2. The title of the visiting professor's lecture(s), or other indication of the contribution that will be made. Specific individuals may be requested but the ISBI Executive Committee reserves the right to recommend other individuals as it deems appropriate.
  3. A copy of the draft outline program of the meeting. This will be forwarded to the Chair, Program Committee, whose approval of the proposed content must be given before the Visiting Lecturer can be authorized.

The program content must consist mainly in topics related to burn care.

- The decision to support visiting lecturer(s) for a meeting will be entirely at the discretion of the Executive Committee, whose members will take account of the program content, the expected attendance, the financial circumstances of the host organization (preference will be given to support for low-income economies), and the current status of ISBI finances.
- The visiting lecturer must be an ISBI member in good standing.
- The ISBI will pay a round trip, business class airfare to the city of the venue **only**.
- The host country must provide room, board, local transportation, and all other reasonable expenses of the visiting lecturer.
- Unless otherwise preferred by the visiting lecturer, he/she will make his/her own travel arrangements, and the airfare expenses will be reimbursed directly to the visiting lecturer upon presentation of documentation of the fare. Any reimbursement question or procedures will be handled directly between the visiting lecturer and the Treasurer of the ISBI.
- Approval for a visiting lecturer does not carry a commitment by the ISBI to support the meeting financially in any way other than the round trip air fare as set out above. The ISBI is not liable for any losses incurred by the meeting, which must be borne by the host organization.