The Canadian Association of Gastroenterology (CAG) and the Canadian Association for the Study of the Liver (CASL) are the co-founding partners of the annual scientific meeting, Canadian Digestive Diseases Week™ (CDDW™). The founding members of the meeting will form the CDDW™ Implementation Committee and are responsible in entirety for the development and implementation of the program. The primary aim of the CDDW™ is to serve the memberships of the founding organisations.

The CAG and the CASL recognise the opportunity for, and importance of, collegiality with other health care providers in terms of benefits for our members and sponsors. Accordingly, a CDDW™ Affiliate status has been developed with the intent that approved Affiliates will benefit from holding a meeting around the CDDW™ meeting, and similarly CDDW™ will benefit from Affiliate members registering for the CDDW™ meeting.

The following are the Terms of Reference for the approval, and participation of, and Affiliate at CDDW™.

**Affiliate Terms of Reference**

1. An Affiliate is defined as a group or organization that wishes to hold a meeting connected to the CDDW™ and wishes to access any of CDDW™ meeting space, CDDW™ meeting planner, and/or program inserts.

2. Candidates must submit an annual application for Affiliate status, regardless of any prior status. The application will be reviewed by the CDDW™ Implementation Committee (CDDW™ IC) and must include the following:

   a. an overview of the group/organization including registered status (e.g. not-for-profit), mission, and structure,
   b. an outline of the proposed meeting program including dates, times, topics, and faculty,
   c. a list of the estimated number of delegates and specialty (e.g. nurses, Gastroenterologists, Hepatologists, Infectious Disease, etc.), and
   d. copies of programs from previous meetings, where applicable.

3. Once approved, the Affiliate will be linked indirectly to the CDDW™ IC via the representative IC member, i.e. CAG or CASL member on the CDDW™ IC.

4. The Affiliate will have no input or influence on the CDDW™ program.
5. The Affiliate is responsible for the planning, administration, and implementation of any independent meeting(s) or event(s) that they choose to organise in association with CDDW™.

6. The Affiliate is prohibited from holding any meetings or events which occur concurrently with any aspect of the core CDDW™ program (excluding the trainee programs which typically run in advance of the core CDDW™ program).

7. The Affiliate must utilise the CDDW™ meeting planner, and will assume the responsibility for all aspects pertaining to its contractual relationship with the meeting planner.

8. The Affiliate will be offered the opportunity to insert a one-page program outline in the CDDW™ meeting program provided materials are available for review and approval in accordance with the timelines of the CDDW™ IC. A disclaimer for the Affiliate program may be included to ensure compliance with the accreditation requirements for CDDW™.

9. The Affiliate will be offered, when possible/available, meeting room space however, this cannot be guaranteed. Meeting space will be first allotted for the CDDW™ core, trainee, and related programs.

10. An Affiliate member who is a regular member of the CAG and/or the CASL may register for the CDDW™ meeting and will be subject to the regular member registration fee.

11. An Affiliate member who is not a regular member of the CAG or the CASL, and wishing to attend the CDDW™ meeting, will be subject to the non-member registration fee.

12. The Affiliate can reserve the right to charge an additional registration fee for any Affiliate meeting.

13. In the instance where faculty are shared between the Affiliate meeting/event and CDDW™:
   a. the organisation which issues the invitation will be responsible for arranging and paying for all required travel and accommodation (in accordance with CDDW™ expense guidelines),
   b. the proportion (e.g. 50:50 or 75:25) for which the faculty member participates in the Affiliate and the CDDW™ will be determined by the CDDW™ IC upon review of the Affiliate and the CDDW™ programs,
   c. if the CDDW™ is overseeing expenses, the Affiliate will be invoiced the determined proportion,
   d. if the Affiliate is overseeing expenses for the faculty member, the CDDW™ will be invoiced the determined proportion.