

**American College of Physicians  
INTERNATIONAL AMBASSADORS PROGRAM**

The goal of the ACP International Ambassador Program is to further the mission of the ACP globally by sending a distinguished ACP Fellow or Master to represent the ACP and speak at an internal medicine meeting organized by an ACP international chapter or a national medical or internal medicine society outside the U.S. per the guidelines established by the ACP. **Applications for this program must be submitted online via the link listed below.**

This program allows for a rich exchange between the Ambassador and the chapter leaders or conference organizers and participants. It also provides an opportunity to broaden ACP's outreach and contribute to the exchange of medical knowledge among nations.

Before completing the application, please read the program **Guidelines** below:

1. The planned conference should have the support, backing, or involvement of the chapter and/or host society. The physician audience should be diverse with respect to local affiliations and institutions.
2. Expected attendance at the conference should be at least 500. Exceptions will be considered on a case-by-case basis.
3. The chapter governor or conference chair may either request that ACP suggest an Ambassador or may request a specific Ambassador. Ambassadors must be ACP Fellows or Masters. The International Office will make the final decision on assignment of speakers.
4. The Ambassador shall be given an opportunity to make at least *two* presentations within the broad field of internal medicine. They should have significant relevance to the audience's practice of internal medicine.
5. Ambassadors must be allocated time to speak on ACP benefits and services during the conference.
6. ACP requires that the chapter or society plans additional professional and educational activities during the speaker's visit to increase its value, such as:
  - a. Participation in grand rounds at a local hospital
  - b. Meet with local residents, medical students and physicians for case presentation and discussion
  - c. Meet with chapter leaders or President or Officer from the local society to discuss opportunities for collaboration
7. The organization requesting the Ambassador is expected to cover the living expenses of the speaker while he/she is attending the meeting including accommodations, local transportation, meals, and meeting registration. The applicant should clearly stipulate up front how many nights of local accommodation will be covered during the meeting. ACP will cover the cost of coach-class airfare

and transportation to and from the U.S. airport. Travel expenses for spouses are not covered by ACP.

8. In the case of a non-chapter meeting, the conference host may be asked to distribute a small flyer (e.g., delegate bag insert) or promotional advertisement provided by ACP in the final meeting program.
9. The chapter governor or conference host may be asked to provide free standard exhibit booth space, one exhibitor registration, and complimentary or significantly discounted hotel accommodations for one staff if the College chooses to exhibit at the meeting.
10. The chapter governor or conference host will be asked to fill out a post-meeting report to evaluate the impact of the Ambassador's presence on the overall conference results.
11. ACP will exercise caution and carefully consider the risks associated with travel to meetings in countries where security threat levels are high, and may at any time cancel the Ambassador's travel if it deems that his/her safety and wellbeing while traveling to or staying in a particular country may be at risk.
12. ACP reserves the right to choose not to send a speaker to a meeting because of budgetary constraints and other unforeseen circumstances.

### **Application**

1. Application should be received by the International Office at least six (6) months before the meeting
2. Application must be completed by the individual responsible for planning the conference.

To apply, please click:

<https://forms.acponline.org/webform/international-ambassadors-program-request-faculty-support>