



## COURSE ORGANIZATION GUIDELINES

The aim of the EADV School is to raise standards of dermatology throughout Europe by offering trainee dermatologists and dermatologists high quality theoretical and practical training and an emphasis on best practice to benefit patients and dermatologists. To promote community, collaboration and exchanges between European dermatologists

### **The Course Chair**

The organizer (course chair) must be a specialist EADV member. They are responsible for the scientific programme and selection of speakers.

### **Duration and Dates**

Specialist course

- 2-4 days preferably at least partly over a weekend
- Minimum of 14 hours of education

Resident course

- 2-4 days
- Minimum of 14 hours of education

Summer School

- 5 days during the period between 21 June and 21 September
- Well-balanced curriculum

Winter School

- 5 days during the period between November and March
- Well-balanced curriculum

EADV courses should not be scheduled at the same time as any other major dermatovenereological event or a public holiday.

### **Venue**

- Medical universities, hospitals and scientific laboratories if access to scientific equipment is required, private practice offices, hotel conference rooms, etc. : maximum of 30 participants

## **Faculty**

### Speakers

#### Specialist and Resident courses

- 3-5 speakers including the course chair with 2/3 being EADV members
- Each speaker is expected to make more than one lecture during the course

#### Summer and Winter Schools

- Maximum 10 speakers including the course chair with 2/3 being EADV members
- Each speaker is expected to make more than one lecture during the course

### Tutors

- 3 tutors per course maximum
- A tutor can be a medical doctor, a pharmacist, a biologist, who contributes to the course. He/she may also be a local trainee, a lab assistant, a nurse who, for example, prepares scientific material like equipment, patients, and slides

## **Remuneration for course preparation and travel expenses**

### Course chair and speakers

- 850EUR contribution for course preparation
- Up to 800EUR for travel in economy class or 0.40EUR/km if travelling by car
- Reimbursement for travel costs will be done after the course and only upon presentation of original ticket/reservation
- Hotel accommodation booked and paid by EADV if speaker lives more than 50km away from the course venue

### Tutors

- 300EUR contribution for course preparation
- Opportunity to participate in the course dinner/social event free of charge

## **Number of course participants**

- 15-40 participants per course

## **Participant selection**

### Specialist courses, Summer and Winter Schools

- Open to both EADV members and non-members
- First-come, first served basis upon receipt of the payment
- Participants are required to have finished their residency in dermatology when registering. Exceptions allowed if agreed by the EADV and the course chair.
- Minimum course fee is 400EUR for EADV members and 650EUR for non-members. The course fees can be higher depending on the organization costs.

### Resident courses, Summer and Winter Schools

Resident courses are open to EADV members who, at the time of the course, are holding a residency in dermato-venereology. The participant selection is carried out by the course chair and the EADV education department.

#### Selection criteria:

- Number of EADV courses already attended
- Adequate knowledge of the course topic and year of residency
- Geographical representativeness of the participants
- Gender balance between course participants

#### Participation benefits on Resident courses, Summer and Winter Schools

- All participants are allowed to attend the course free of charge
- 400EUR educational grant for participants who have paid their membership fee

## **Educational material**

The course faculty should provide their educational material, which can be their lecture, scientific papers, other articles, etc. in advance for it be uploaded to EADV platform and given to the participants at the end of the course.

## **Networking dinner**

A networking dinner is organized for the speakers and course participants by the EADV in cooperation with the course chair.

The local national society may sponsor the course by covering the costs with the dinner and appoint one or more representatives to participate and welcome the faculty and participants to their country.

## **CME accreditation** (Specialist courses only)

Each specialist course will, in principle, be accredited between 3-18 points, as determined by UEMS, which depends on the programme and the educational hours.

The application process is handled by the EADV head office.