



# EADV SCHOOL

## COURSE ORGANIZATION

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 dermato-venereological event or a public holiday.

### **Venue**

- EADV Brussels office: maximum capacity of 20 course participants
- 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 (for example conducts practical sessions in the labs and moderates or supervises a small group)

### Assistants

- 2 assistants per course maximum
- An assistant can be a local trainee, a lab assistant, a nurse, etc. who contributes to the course (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 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

### Assistants

- 200EUR contribution for course preparation

## **Number of course participants**

- 15-20 participants if course is organized in Brussels
- 15-30 participants if course is organized elsewhere

## **Participant selection**

Both EADV members and non-members are allowed to participate in courses

### Specialist courses

- 'first-come, first served' basis according to the reception of the payment for the course fee
- Participants are required to have finished their residency in dermatology when registering for the course
- Course fee is 400EUR for EADV member and 650EUR for non-members.

### Resident courses, Summer and Winter School

Resident courses are open to applicants 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 EADV Committee member.

### Selection criteria:

- Adequate knowledge of the course topic and year of residency
- Gender balance between course participants
- Geographical representativeness of the participants

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

- All participants are allowed to attend the course free of charge
- Accommodation covered by EADV in a shared twin room with a participant of the same gender
- 400EUR educational grant for participants who are EADV members

## **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 USB keys given to the participants at the end of the course.

## **Course dinner/ Social event**

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

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

Each specialist course will be accredited between 3-18 points, as determined by UEMS, which depends on the programme and the educational hours (this process will be done by EADV administration).