

LEARNING ORGANISATION GUIDELINES

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This document supports course chairs and faculty in the organisation of face-to-face and online courses, workshops and masterclasses organised by the academy.

EADV SCHOOL COMMITTEE

The aim of the EADV School committee 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 EADV School committee, in collaboration with the EADV office, plans and selects the learning activities and events offered by the academy throughout the year. These do not include congresses and symposia.

COURSE CHAIR

The course chairs are responsible for the organisation of the course, scientific programme, and selection of the speakers. They are also expected to act as speakers.

They must be active EADV specialist members and need to collaborate with the EADV office in the preparation, delivery, and evaluation of the course.

Co-chairing is possible, but the main chair needs to remain the point of contact with the office.

For online courses, chairs need to review all course materials before being published, including videos, assessment questions and documentation.

COURSE PROPOSALS

Course proposals for new or repeating courses must be submitted via a dedicated [form](#) before end 31 January of the of the year prior to the course (e.g., for a course taking place in 2024, the form, programme and other organisation details should be submitted by 31 January, 2023).

Proposals are reviewed by the EADV office and evaluated by the EADV School committee in the first half of the year. Chairs should expect feedback to their proposal before the end of that year.

DATES AND DURATION

Standard courses:

- 2-4 days preferably at least partly over a weekend
- Minimum of 14h of education, at least 4h per day
- Suggested format: day 1 PM; day 2 full-day, day 3 AM

Workshops:

- 5 weekdays during the period between June and September
- Minimum of 24h of education, at least 3h per day
- Suggested format: day 1 PM; day 2-4 full-day, day 5 AM.
- Mix of theory and practical sessions

Masterclasses:

- 1 full day on topic predefined by the EADV School committee
- Minimum of 8h of education
- Preferably, fully theoretical, and right before or right after an EADV Symposium

Face-to-face courses should not be scheduled at the same time as any other major dermatovenerology events, mainly EADV events. Public holidays should be avoided.

Online courses are delivered according to the timeline and duration agreed upon the approval.

VENUE

The venue should be located within a maximum distance of 50km from the nearest international airport.

Face-to-face activities may take place in medical universities, hospitals, scientific laboratories, if access to scientific equipment is required, private practice offices, hotel conference rooms, etc.

For compliance reasons, it is strongly recommended to avoid spa hotels and locations known for summer/winter holidays.

Online courses may be recorded during face-to-face courses or online and will be made available in the EADV Learning platform.

AUDIENCE

- Resident members
- Specialist members and non-members
- Nurses in dermatology practice

Recommended maximum of 30 participants for face-to-face courses. Exceptions may be possible depending on the capacity of the venue and course format.

Online courses do not have a limit of attendance and are available to all EADV membership categories.

FACULTY

The faculty is composed of:

- Speakers: medical doctor in dermatology and/or venereology.
- Tutors: local medical doctor, pharmacist, biologist, or similar.
- Assistants: trainee, lab assistant or nurse who contributes to the course, for example, prepares scientific material, equipment, patients.

Tutors and assistants can only be assigned to face-to-face courses and should not deliver talks. Tutors are expected to support during practical sessions and assistants should only aid the course chair and speakers.

Course chair and speaker appearances should be limited to a maximum of 2 courses per calendar year. Justified exceptions can be approved by the EADV School committee.

Faculty composition for standard courses:

- 3-5 speakers (including chair) with two-thirds being EADV members
- Maximum of 3 tutors and 2 assistants

Faculty composition for workshops:

- Maximum of 10 speakers (including chair) with two-thirds being EADV members
- Maximum of 3 tutors and 2 assistants

Faculty composition for masterclasses:

- Maximum of 10 speakers (including chair) with two-thirds being EADV members, usually selected by the EADV School committee

There is no limit of speakers for online courses.

SPEAKER RESPONSABILITIES

Face-to-face activities:

- Delivery of at least two talks with the minimum duration of 30 minutes
- Provision a copy of the final presentation to the EADV office before the date of the course
- Provision of handouts (either summary, articles, or references) for each talk
- Availability to film and record a summary of their talks (5-10 minutes) in parallel to face-to-face activities or online after the course*
- Be present for the whole duration of the course, whenever possible, and remain available to answer any questions from participants and colleagues*

Online activities:

- Record one or more talks with the assistance of the EADV office
- Use the EADV presentation template
- Provide 1 multiple-choice question with 3 possible answers for each 5 minutes of presentation
- Provision of articles or references for each talk
- Review the final video, questions, and other materials

SPEAKERS BENEFITS, HONORARIA AND EXPENSES

Face-to-face activities:

- Financial contribution of €850* for the fulfilling of the speaker responsibilities above
- Reimbursement of up to €700 for travel in economy class or €0.40/km up to €300 if travelling by car
- Hotel accommodation booked and paid by the EADV if residency is farther than 50km from the venue
- Catering during coffee breaks and lunches (full days only)
- Invitation to two dinners: a speakers' dinner organised by the chair (reimbursement up to €60p.p.) and a networking dinner with all faculty and participants organised by the EADV

***Force majeure in face-to-face activities:**

If a force majeure event does not allow presence of a speaker at the venue, the EADV will provide a financial contribution of €300 for the delivery of minimum 2 talks that must be pre-recorded before the event. The speaker should remain available to answer any questions from participants after their presentation has been reproduced during the course, or be covered by the course chair during Q&As.

If more than one speaker cannot be present, the course chair should find a replacement or distribute the talks among the other speakers onsite.

No extraordinary expenses are foreseen with the recording of online courses. Honorarium for such activities is currently being reviewed. Contact the EADV Office at education@eadv.org if you expect remuneration for the delivery of online activities.

TUTOR BENEFITS AND HONORARIA

- Financial contribution of €300 for the fulfilling of the tasks defined by the course chair
- Catering during coffee breaks and lunches (full days only)
- Invitation to a networking dinner with all faculty and participants organised by the EADV

ASSISTANT BENEFITS

- Catering during coffee breaks and lunches (full days only)
- Invitation to a networking dinner with all faculty and participants organised by the EADV

PARTICIPANTS SELECTION

Resident courses and workshops:

- Selection based on the following criteria:
 - Number of EADV courses already attended
 - Adequate knowledge of the course topic and year of residency
 - Geographical representation of the participants
 - Gender balance between course participants

Specialist courses, workshops, and masterclasses:

- Open to both EADV members and non-members
- First-come, first served basis upon receipt of the registration fee
- Participants are required to have finished their residency in dermatology when registering. Exceptions allowed if agreed by the EADV and the course chair

PRESENTATIONS

Presentations cannot be upload/provided during the courses. All presentations need to be sent in advance to the EADV office for timely upload to the presenter system. All presentations will be deleted after the course if the speaker does not wish to share them with the participants.

Download the EADV presentation template [here](#).

CME ACCREDITATION (SPECIALIST COURSES ONLY)

Each specialist course will, in principle, be accredited as determined by UEMS and depending on the programme and the educational hours. The application process is handled by the EADV office and the chair.

EADV OFFICE

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