

LEARNING ORGANISATION GUIDELINES

Last update: 03.06.2024

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 EDUCATION COMMITTEE

The aim of the EADV Education 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 Education 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.

EADV EDUCATION TEAM

The planning, organisation, preparation of learning activities are handled by the education team in the EADV office in Lugano, Switzerland. The office is responsible for hiring all services and suppliers necessary for the course, such as venue, equipment, catering, etc.

The Head of Scientific and Education is the main contact for new course proposals. Once proposals have been submitted and approved by the EADV Education Committee, courses will be managed by the Education Coordinators assigned to different courses.

A member of the education team, hereinafter referred to as EADV staff, will be present at most face-to-face courses. However, there may be some exceptions, especially for courses where course chairs have experience with the organisation of EADV courses and/or the venue has been used for previous courses.

The main task of the education team onsite is to ensure that the course is delivered in accordance with the EADV standards, and to complete a post-event report that will then be provided to the EADV Education Committee, course chairs and the Head of Scientific and Education for evaluation. In addition, EADV staff onsite will serve as point of contact for suppliers and monitor the presence of participants.

The EADV staff onsite will do their best to support the smooth running of the course. However, they are not responsible for resolving any technical problems relating to the venue, classroom, infrastructures, catering, which must be resolved by the respective suppliers contracted for this purpose. The EADV staff onsite is also not responsible for uploading speaker presentations that have not been provided in advance as per the speaker responsibilities outlined below.

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, and support the EADV office in the preparation, delivery, and evaluation of the course. In the absence of an EADV staff member onsite during a face-to-face course, course chairs will be the main point of contact for suppliers and responsible for monitoring the presence of participants.

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 using a dedicated [form](#) before 31 January of the year prior to the course (e.g. for a course taking place in 2025, the form, programme and other organisation details should be submitted by 31 January, 2024).

Note that we cannot guarantee that new course proposals will be selected for organisation the following year due to the high number of proposals we have received in recent years. They will be evaluated by the EADV Education Committee in the 2nd quarter and selected according to current educational needs and priorities. Course chairs should expect feedback on their proposal before the end of the same year.

DATES AND DURATION

Standard courses:

- 2-4 working days, avoiding weekends
- Minimum of 14h of education, at least 4h per day
- Suggested format: day 1 afternoon; day 2 full-day, day 3 morning

Workshops:

- 3-5 working days, avoiding weekends, 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 Education Committee
- Minimum of 6h 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 dermatovenereology events, mainly EADV events. Public holidays should be avoided.

Online courses:

- Between 1 to 10 hours of education
- Short talks of a minimum of 3 minutes and a maximum of 30 minutes
- 1 quiz with 1 or more questions per topic. 1 multiple-choice question with 3 possible answers for each 5 minutes of presentation

VENUE

The venue should ideally be located within a maximum distance of 50km from the nearest international airport. However, exceptions may apply when there are good train/bus connections available.

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 will be recorded during face-to-face events or, exceptionally, 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. In the absence of an EADV staff member (per decision of the office), an assistant selected by the course chair may act as administrative support, performing the tasks of the EADV Education Coordinator described above.

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 Education 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 Education Committee

Faculty composition for online courses:

- Maximum of 10 speakers (including chair) with two-thirds being EADV members

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, Educational Content Authorisation and COI Form signed 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 two or more talks totalling a minimum 30 minutes 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 videos, questions, and other materials they have provided

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.

Online activities:

- Financial contribution of €300 for the fulfilling of the speaker responsibilities above

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
- In the absence of an EADV staff member (per decision of the office), an assistant selected by the course chair may act as administrative support, performing the tasks of the EADV Education Coordinator described above, and will be compensated with the payment of €300 for the whole duration of the course.

PARTICIPANTS SELECTION

Resident courses and workshops:

- Active membership in a resident category at least from the time of application until the end of the course
- 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

NB: EADV promotes fair opportunities for all members. Therefore, course chairs should not attempt to influence the selection of participants who do not meet the selection criteria.

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

All presentations need to be sent in advance to the EADV office, the latest one day before the course, for timely upload to the presenter system. The EADV cannot guarantee that a technician will be onsite to help you to add or replace a presentation at the time of the course.

All presentations will be deleted after the course if the speakers express a desire not to share them with the participants.

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

CME ACCREDITATION

Both face-to-face and online courses 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 course chair. Faculty will be asked to provide their affiliation and professional information for this purpose.

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