EUROPEAN ACADEMY OF DERMATOLOGY & VENEREOLOGY

Learning organisation guidelines

Last update: 13.11.2026

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 EADV Education Committee is composed of elected EADV members under the lead of a board elected committee chair.

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. This includes 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 offered by the academy throughout the year.

Among the several activities proposed by the Education Committee there are face-to-face courses, masterclasses, workshops, summer/autumn schools, webcasts and podcasts.

Both face-to-face and online courses will, in principle, be accredited as determined by UEMS, depending on the programme and the educational hours. The application process is handled by the EADV Office. Faculty will be asked to provide their affiliation, conflict of interest disclosure forms and professional information for this purpose.

EADV EDUCATION TEAM

The Scientific & Education Director and the Education & Funding Manager oversee the planning, organisation and preparation of all learning activities. The logistics aspects of face-to-face courses (including venue, equipment, catering, etc) are managed by an external logistics provider appointed by the EADV. One of their employees may also be present onsite at most face-to-face courses. However, there may be limited 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.

Online courses are managed by the Education & Communications Coordinator, taking care of the editing and the upload of the courses on the e-learning platform.

 Copyright - EADV 2026

EUROPEAN ACADEMY OF DERMATOLOGY & VENEREOLOGY

COURSE PROPOSALS

Course proposals for new or repeating courses must be submitted though the myEADV platform before 31 January of the year prior to the course.

They will be evaluated by the EADV Education Committee in the 2nd quarter and selected according to predefined evaluation criteria:

- Educational relevance and alignment with the EADV educational strategy
- Scientific quality and clarity of the proposed programme and learning objectives
- Appropriateness of the course format and target audience
- Faculty expertise and composition

Course chairs should expect feedback on their proposal before the end of the same year.

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.

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 and assists with, for example, scientific material, equipment, patients. In the absence of an EADV staff member or a representative of the external logistics provider (per decision of the office), an assistant selected by the course chair may act as administrative support, performing the tasks of the onsite staff.

Tutors and assistants can only be assigned to face-to-face courses and should not deliver talks. Tutors are expected to give their 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 in the same role. Justified exceptions can be approved by the EADV Education Committee.

EUROPEAN ACADEMY OF DERMATOLOGY & VENEREOLOGY

FACE-TO-FACE COURSES

- Face-to-face courses should not be scheduled at the same time as any other major dermato- venereology event, mainly EADV events. Public holidays should be avoided.
- 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 face-to-face courses selected by the Education Committee for recording and conversion into an online course, the venue must provide an accessible and stable internet connection. For compliance reasons, spa hotels and locations known for summer/winter holidays should be avoided.
- It is recommended a maximum of 30 participants for face-to-face courses. Exceptions may be possible depending on the capacity of the venue and course format.

Standard courses:

- 2-4 working days, preferably avoiding weekends
- Minimum of 14h of education, at least 4h per day
- Suggested format: day 1 afternoon; day 2 full-day, day 3 morning
- Target audience: Residents and/or Specialists
- Faculty composition:
    - For courses of up to 3 days: 3–5 speakers (including the chair).
    - For 4-day courses: up to 8 speakers (including the chair).
    - In both cases, at least two-thirds of the speakers must be EADV members.
    - Maximum of 3 tutors and 2 assistants.

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
- Target audience: Residents only
- Faculty composition: Maximum of 10 speakers (including chair) with two-thirds being EADV members, usually selected by the EADV Education Committee

Speaker's responsibilities

- Delivery of at least two talks with the minimum duration of 30 minutes per talk
- Provision of 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

Speakers benefits, honoraria and expenses

- 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 organised by EADV for the course participants and faculty
- 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. For the Masterclass (one day course) a networking cocktail with all faculty and participants is organised by the EADV.

* Force majeure in face-to-face activities:

If a force majeure event does not allow the presence of a speaker at the venue, the EADV may 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.

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 organised by EADV for the course participants and faculty
- Invitation to a networking dinner with all faculty and participants organised by the EADV

Assistant benefits

- Catering during coffee breaks and lunches organised by EADV for the course participants and faculty
- Invitation to a networking dinner with all faculty and participants organised by the EADV
- In the absence of an EADV staff member or a representative of the external logistics provider (per decision of the office), an assistant selected by the course chair may act as administrative support, and for this he/she will be compensated with the payment of €300 for the whole duration of the course.

 Copyright - EADV 2026

EUROPEAN ACADEMY OF DERMATOLOGY & VENEREOLOGY

Participants selection

Resident courses, workshops and masterclasses:

- 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
    - Relevance of the applicant's training background and year of residency
    - Geographical representation of the participants
    - Gender balance between course participants

Specialist courses and workshops:

- Active membership in a specialist category at least from the time of application until the end of the course
- First-come, first served basis upon receipt of the registration fee
- Participants are required to have finished their residency in dermatology when registering.

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.

EUROPEAN ACADEMY OF DERMATOLOGY & VENEREOLOGY

ONLINE COURSES

Online courses will be recorded either online or during face-to-face events, for courses selected by the Education Committee to be recorded. Recorded lectures will be made available in the EADV Learning platform.

- Between 1 to 10 hours of education
- Short talks of a minimum of 3 minutes and a maximum of 30 minutes
- At least one quiz with one or more questions per topic. 1 multiple-choice question with 3 possible answers only one correct for each 5 minutes of presentation
- No limit of attendance and are available to all EADV membership categories.
- Faculty composition: Maximum of 10 speakers (including chair) with two-thirds being EADV members

Speaker's responsibilities

- 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 by maximum three weeks following recording
- Provision of articles or references for each talk
- Review the final videos, questions, and other materials they have provided

Speakers benefits, honoraria and expenses

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

EADV OFFICE

education@eadv.org | +41 91 973 45 20 | www.eadv.org

European Academy of Dermatology and Venereology

Via Balestra 22 B, CH-6900 Lugano, Switzerland

 Copyright - EADV 2026