



## ***Have you ever considered organizing an EADV Fostering Course for Trainees?***

***This is what you need to know:***

### **Goal of the Course**

The course is intended for residents in dermato-venereology from all over Europe. **All courses should be interactive and provide some hands-on added value that cannot be offered in regular congresses.**

**Official Language:** English

### **Type of courses:**

There are two types of courses:

- Training courses from 2 to 3 days, throughout the year.
- Summer and winter schools: 5 days from 21 June to 21 September or 5 days in November to March.

On the last day the course must end at lunch time or in the early afternoon in order to allow the participants to travel back home.

### **Date:**

EADV Fostering courses should not be scheduled at the same time as any other major dermato-venereological scientific event or a public holiday.

### **Location:**

Several locations can be considered:

- The EADV succursale belge in Brussels for 20 participants.
- Medical universities and their hospitals, other hospitals and scientific laboratories if access to scientific equipment is required.

### **Organizer**

The organizer must be an EADV member.

If a junior EADV member intends to organize a course, he/she should be mentored by a specialist EADV member.

They are responsible for the scientific programme and selection of speakers.

The organizer should also establish a budget (see below and tender form).

In addition to the scientific programme, the organizer is also supposed to schedule coffee breaks and light luncheons (sandwiches) to all participants and a social event (dinner) to encourage informal discussions, friendship and networking.

The organization of the course is done on a voluntary basis which means that all expenses pertaining to the organization will be reimbursed by the EADV but the organizer will not receive an expense refund except if they are speaker themselves.

**The organizer will be asked to give a 10 minute presentation on his course at a Fostering Committee meeting, during an EADV symposium or congress.**

**The final approval will be given by the Fostering Trainee Education Committee by email.**

### **Participants:**

Number of participants: 15 to 30.

The restricted number of participants allows the organization of practical sessions, interactivity during the courses and social and professional networking

The organizer is asked to specify if the course is intended for young residents (1-2 years) or for residents who already have a better knowledge in dermato-venereology (3 years or more).

Up to 3 local residents are allowed to take part in the course. No accommodation, grant or educational material will be provided.

The participants will be asked to present a clinical case.

They receive free accommodation, coffee breaks, lunches and are invited to a social event (dinner).

EADV members also receive an educational grant. The EADV does not cover their travel expenses.



**Speakers:**

Speakers should be a mix of Pan European and local speakers; 2/3 of the speakers should be EADV members, if they are dermatologists. For keeping the budget under control, the number of speakers should be limited, with each speaker being expected to give more than one speech. Suggested number of speakers is from 3 to 5 speakers for a 2 to 3 day course, from 5 to 10 speakers for a 5 day course.

Their travel expenses and accommodation are reimbursed by the EADV (see box below) and they receive an expense refund for their course preparation.

**Budget:**

**Expenses should be planned as precisely as possible, as once the budget is accepted, no extra expenses will be reimbursed. Every expense will only be reimbursed upon receipt of an invoice.**

- Speakers receive an expense refund for their course preparation between 450€ and 700€ as well as reimbursement for hotel accommodation up to 150€/night, breakfast included, and of travel expenses up to 800€.
- Participants will receive accommodation in twin rooms (two trainees per room) up to 80€/night, breakfast included. Hotels or campus rooms nearby the hospital are recommended. EADV members will also receive an educational grant of 150€.
- Catering: the organizer should schedule coffee breaks and luncheons for the participants and speakers provided through a local contractor (eg external caterer or university canteen caterer).
- Social event (dinner): the organizer should schedule it once in order to encourage informal communication between participants (and speakers)

**Should you require any assistance in particular with the budget estimate, please do not hesitate to contact the EADV Fostering Administrative Department at [fostering@eadv.org](mailto:fostering@eadv.org).**

Neither congress organizer nor travel agency should be involved in the organization of a Fostering Course for Residents. The administrative support will be provided by the EADV Fostering Administrative Department.

**Should you be interested in submitting a course proposal, please fill in the electronic tender form online that can be found at: <http://www.eadv.org/fostering-courses/how-to-organize/>.**

**It should be submitted completed **ca. 12 months** before the scheduled time of the course.**

**Submitted tender form will be checked for completeness and receipt acknowledged. It will then be submitted to the EADV Fostering Trainee Education Committee.**

Established by: Dr. Josette André  
Chairperson  
Fostering Trainee Education Committee

Prof. Bertrand Richert  
Member  
Fostering Trainee Education Committee