



ESE Postgraduate Course in Clinical Endocrinology

Guidelines for course organisers

ESE training courses

The European Society of Endocrinology (ESE) organise three types of Postgraduate Courses: Postgraduate courses in Clinical Endocrinology, Basic Science courses and a Clinical Update course.

These guidelines are for the organisation of an ESE Postgraduate Course in Clinical Endocrinology.

1. Introduction to ESE Postgraduate Course in Clinical Endocrinology

This type of course is orientated towards specialists in endocrinology including those in training. The course consists of up-to-date and state-of-the-art presentations on the more relevant aspects of clinical endocrinology and those that have undergone the most rapid changes in the last few years. The main emphasis is on clinical endocrinology however lectures on relevant basic aspects, and on molecular endocrinology, are also presented.

This course is usually organised once a year primarily in the spring in central and eastern Europe. The speakers are selected from leading European clinicians and scientists. The delegates come from countries all over Europe and its boundaries.

Registration fees are typically in the region of EUR 100 to EUR 260. Ideally, there should be a reduced rate for ESE members, although this is not always possible.

2. Organisers and application

These courses are organised by the national society from any European country through a nominated individual. National societies interested in organising a course should send an application letter to the ESE Education Sub-committee Chair who is responsible for the co-ordination of ESE courses. The application should be submitted at least two years in advance of the proposed meeting dates.

The application letter should include the following:

- Contact details of the national society
- Name and qualifications of the local organiser
- Venue details including available facilities, distance from airport, hotel details etc
- The proposed date and year of the course
- Preliminary budget
- Potential sources of financial support

The ESE Education Sub-committee will review all applications and propose a recommendation to the ESE Executive Committee. The decision of the ESE Executive Committee is final.

3. Financial arrangements

The budget for these types of courses is variable. In general it should include the cost of accommodation and meals for the participants. Facilities like University campus rooms, which are usually offered at a reduced cost, are encouraged. The cost of the speakers includes transportation, air fare (economy class), accommodation and meals. Speakers at an ESE course are not paid a fee.

ESE provides basic support of up to a maximum of EUR 35,000 (2010) for the budget. This funding is normally generated from one sponsor, who is then acknowledged as the main sponsor of the course. The ESE Corporate Liaison Sub-committee is responsible for negotiating this support from the ESE Corporate Members.

Usually, the funding will be administered as follows: up to a maximum of EUR 22k will be transferred to the national society to cover venue, accommodation, travel grants etc, while the remaining balance will be retained by the ESE Secretariat to cover the faculty airfare costs.

Usually, the ESE Secretariat will be responsible for payment of the speakers' travel expenses following the event, up to a maximum of EUR 13k in total. The national society is responsible for ensuring that the speaker expenses will fall within this maximum. The national society should obtain the necessary additional economic support from local, national and/or international sources.

Under certain circumstances the speakers' travel arrangements and expenses can be organised and paid for locally. If this is the case, than the organisers should stay within the agreed budget where possible.

As, previously mentioned registration fees are typically in the region of EUR 100 to EUR 260. Ideally, there should be a reduced rate for ESE members, although this is not always possible.

4. Contractual arrangements

When a course proposal is accepted, the ESE Secretariat will prepare the contract for signature by ESE and the national society. The contract will outline respective responsibilities and details of the financial arrangements. The National Society is expected to take full financial, legal and contractual responsibility for all aspects of the Course provided that if the running of the Course shall result in a loss after the deduction of applicable expenses the loss shall be shared equally between the Society and the National Society.

5. Place and format

It has been customary that the courses last five half days, i.e., two and a half days in total. Variation to the format may be negotiated with the Education Sub-committee.

A typical format would be: Thursday morning for traveling, working Thursday afternoon through to Saturday and finishing with the farewell Dinner on Saturday evening. This format allows delegates and speakers to participate, losing as few working days as possible. This timing also allows for less expensive travel fares (APEX fare ticket).

Regarding the venue, ESE encourages the organisation of the courses outside the main city if possible. This helps in minimising the dispersion of delegates and helps to stimulate the interaction between the delegates and faculty. Informal rooms are preferred to teaching rooms. Easy access from major European airports is essential.

The number of participants is variable depending on the course, but 100-150 should be the maximum, to allow free and ample discussion between the students and the faculty.

Meals should be organised in the course facilities, mixing participants from different countries and speakers, and no separate dinners should be organised for the faculty. At breakfast and at lunch no alcohol can be served, and smoking must be prohibited during the course hours and in the course facilities.

The international and local faculty is expected to take an active part in the meeting - interacting with delegates at the formal sessions and social events.

6. Scientific Programme

On acceptance of a training course proposal, the national society should prepare a preliminary programme to be discussed with the ESE Education Sub-committee. A member of the ESE Education Sub-committee will be nominated to develop the meeting programme alongside the national society.

Some key points to assist in developing the programme are:

- The course usually includes lectures, parallel workshops and "meet the professor" sessions. Every effort should be made to create an interactive atmosphere during the lectures, to reduce the formality and avoid intimidating the delegates.
- Speakers delivering main lectures may also be invited to participate in a "meet the professor" session, or in a parallel lecture. In the "meet the professor" sessions the speaker must conduct the discussion.
- In the clinical courses, sessions with short presentations of clinical cases may also be organised, and cases may be submitted by the delegates.
- Approximately half of the faculty should be from the region - the rest from all over Europe.
- The success of the course does not only depend on the information the lectures convey, but also on the interaction between delegates and speakers and among participants from different countries. The national society should try to encourage such interaction.
- It is customary that each half day of the course is devoted to a current topic, for example half a day for thyroid diseases, half for diabetes, and half for new topics and so on. Meet the professor sessions and workshops should be very interactive. The speakers should speak fluent English.
- The format and content of the programme can, and should, reflect the personal characteristics and vision of the local organiser, in addition to the suggestions of ESE.
- The ESE Education Sub-committee has the responsibility for the final approval of the scientific programme, and always sends a representative to attend the course.
- CME accreditation is required for the courses. The ESE Secretariat is typically responsible for obtaining CME accreditation and will require the programme as soon as possible in order to implement this.
- A certificate of attendance will be required by all delegates, speakers and chairs. This will be signed by the national society and a representative of the ESE Education Sub-committee.
- All delegates should receive a course feedback form which should be collated by the national society and detailed in the final evaluation report (please see item 8 and 9 below).
- Speakers will be invited by the ESE Education Sub-Committee representative, however the letter will be a joint letter between ESE and the local organiser on behalf of the national society. Ideally, non-local speakers should be ESE members.
- The registration of speakers and delegates is usually the responsibility of the local organisers, however the ESE Secretariat can provide support for this for an agreed fee.

7. Course promotion and materials

Advertising the course is the responsibility of the national society. One year before the course, the national society should place an announcement on the ESE website. Individual ESE members and affiliated member societies should be mailed. These opportunities can be arranged through the ESE Secretariat.

The ESE logo and the names of the ESE Executive Committee are to be included on the following documentation: first and final announcement, programme, abstract book, and certificate of attendance.

In addition to this, the details of the national society should be included and the ESE sponsors logo. Any other logo from a collaborating organisation or society must be agreed by the ESE Education Sub-committee.

In all announcements, programmes and any other stationery related with the course, the title should appear in the following form:

- first line in capital letters EUROPEAN SOCIETY OF ENDOCRINOLOGY (ESE)
- second line number in Arabic of the course and title of the course.

Example:

EUROPEAN SOCIETY OF ENDOCRINOLOGY (ESE)
3rd Postgraduate Course in Clinical Endocrinology
Place, Country, Date.

The final programme will detail the speakers name together with the city of their location; it can also include summaries of any presentations. A list of all delegate names and addresses can be distributed among the attendants, with due attention to any data protection regulations.

The ESE Education Sub-committee must approve all course materials including any specific website for the course the local organisers may develop.

8. Evaluation of the course

The national society should submit a final evaluation report of the course within one month of the course date and submit to the ESE Secretariat.

The final evaluation report should include collated responses from the feedback forms completed by the delegates including the speaker scores. This information is required so that the ESE Education Sub-committee can gain an understanding of the type of lectures preferred by the delegates and will be kept confidential within the ESE Education Sub-committee.

9. Information required by ESE

The following information should be sent to the ESE Secretariat by email and hard copy where appropriate for future reference; please also refer to section 10 below:

- Budget updates (electronic copy)
- Preliminary programme (electronic copy)
- Full list of speakers and chairs (electronic copy)
- 1st and final announcement (electronic and hard-copy if printed)
- Final programme (electronic and hard-copy)
- Course materials such as any flyers, abstract book etc (electronic and hard copy)
- Reconciled Accounts (electronic copy)
- Final evaluation report as mentioned in 8 above (electronic copy)

The national society should submit regular progress reports to the ESE Secretariat by email. Typically, the progress report will be required one month before a scheduled ESE Executive Committee and/or ESE Education Sub-committee meeting. These are usually held in February, April and September or October each year. The progress report should contain, but is not limited to, the following information:

- Accommodation
- Delegate and registration information
- Financial update to include sponsorship & exhibition
- Key up-coming dates
- Venue Management
- Publicity and website
- Scientific programme
- Social programme
- Speaker Management

10. Summary

Below is a summary of the key actions and responsibilities. Please note this is intended as a guide only and is not limited to the items shown. Please also refer to section 9 above.

	Action	Responsibility*	Timing
1.	Application to organise a course. Please refer to section 2 of the guidelines. The application letter should include the following: <ul style="list-style-type: none"> ▪ Contact details of the national society ▪ Name and qualifications of the local organiser ▪ Venue details including available facilities, distance from airport, hotel details etc ▪ The proposed date and year of the course ▪ Preliminary budget ▪ Potential sources of financial support 	National society	2 years in advance of the proposed meeting date.
2.	Discussion of application.	ESE	At the first possible Education Sub-committee meeting after receipt of the application.
3.	Contract to be issued to National society.	ESE	Following acceptance of application.
4.	Contract to be signed by National society and ESE.	ESE and National society	Following the contract being issued.
5.	Payment of ESE funding to National society.	ESE Secretariat	After signing of the contract by the National society and ESE.
6.	ESE to nominate ESE Course representative.	ESE	At the first possible Education Sub-committee meeting.
7.	Preliminary programme to be drafted and finalised.	National society and ESE	As soon as possible after the contract signing but at least 10-12 months in advance of the course date.
8.	List of speakers to be submitted to the ESE Course representative and ESE Secretariat.	National society	As soon as possible but at least 10-12 months in advance of the course date.
9.	Course details to be advertised.	National society and ESE	As soon as possible but at least 1 year in advance of the course date.
10.	Speakers to be invited. NB. The speakers letter will be a joint letter from ESE and the local organisers on behalf of the national society.	ESE	As soon as possible, but at least 9 months in advance of the course date.
11.	Final programme to be submitted to ESE for final approval by ESE.	National society and ESE	At least 5 months in advance of the course date.
12.	Final programme to be submitted to the ESE Secretariat for CME purposes.	National society	Typically, at least 4 months in advance of the course date.
13.	CME Accreditation application.	ESE	Typically, at least 3-4 months in advance of the course date.
14.	Course materials, including course website if developed, to be sent to the ESE Secretariat.	National society	As available.

15.	Course materials, including the developed course website, to be approved by ESE.	ESE	As available.
16.	Regular progress reports to be submitted to the ESE Secretariat. Please refer to section 9 of the guidelines. The progress report should contain, but is not limited to, the following information: <ul style="list-style-type: none"> • Accommodation • Delegate and registration information • Financial update to include sponsorship & exhibition • Key up-coming dates • Venue Management • Publicity and website • Scientific programme • Social programme • Speaker Management 	National society	Typically one month before a scheduled ESE Executive Committee and/or ESE Education Sub-committee meeting. The dates will be advised in due course.
17.	Evaluation report and statistics as outlined in the course contract to be submitted to the ESE Secretariat	National Society	One month following the course.
18.	Provisional financial statement to be submitted to the ESE Secretariat	National Society	Three months following the course.
19.	Final financial statement to be submitted to the ESE Secretariat	National Society	Six months following the course.

* ESE= ESE Education Sub-committee

11. ESE contact details

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