

**APPLICATION FOR E.A.E.S. ENDORSEMENT
BASIC AND ADVANCED COURSES IN ENDOSCOPIC SURGERY**



TITLE OF THE COURSE: _____

COURSE DATES: _____

INSTITUTION: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

COUNTRY: _____ E-MAIL: _____

PHONE: _____ FAX: _____

ADDRESS of COURSE (if premises are different from above)

ADDRESS: _____

CITY: _____ ZIP CODE: _____

COUNTRY: _____ E-MAIL: _____

PHONE: _____ FAX: _____

COURSE DIRECTOR: _____

E.A.E.S. MEMBER(s): _____ YES _____ NO

COURSE TYPE: (check as appropriate)

Theory and practical: _____ YES _____ NO

USUAL LANGUAGE OF COURSE: _____

FACULTY LIST:

Faculty Name:	E.A.E.S. member	
	Yes	No

Course program enclosed: Yes / No

Signature Course Director: _____

The following requirements must be fulfilled for E.A.E.S. endorsement:

1. The course must be directed by an E.A.E.S. member.
2. The course director must have an academic position or a university teaching appointment.
3. The course director must present a scientific curriculum with a continuous scientific production on mini-invasive topics, ideally published in high impact factor journals.
4. At least half of the course should be dedicated to practical "hands-on" activity (live surgery does not qualify for "hands-on" activity). The duration of the course should preferably not be less than two days.
5. A detailed program with the calendar must be submitted for approval by the E.A.E.S. Education and Training committee.
6. For each course a member of the faculty should be designated by the E.A.E.S. Education and Training committee.
7. Travel, hotel expenses and honorarium €750 per day for the member of the faculty designated by the E.A.E.S. Education and Training committee will be covered by the course organization.
8. Objectives of the course, program, hands-on activity, qualification of each member of the faculty (curriculum and publications) and selection of participants must be clearly described and approved by EAES Education and Training committee.
9. The director of the course must declare the financial sources of the course.
10. An official animal rights certificate must be established and verified by the E.A.E.S. Education and Training committee provided part of the course is held in animal Laboratory.
11. The animal laboratory must be approved by the local hygiene authorities whose approval document must be viewed by the E.A.E.S. Education and Training committee.
12. The course director has the responsibility of avoiding any form of advertisement for specific products or instrumentation.
13. Each course should be followed by a feedback report to the EAES Education and Training committee within 30 days.
14. EAES members are entitled to 10% reduction of the course fee (minimum reduction €50).
15. E.A.E.S. endorses courses on a yearly basis – application has to be renewed every year.

DOCUMENTS REQUIRED:

Course director must submit one set of the following (not later than 2 months prior to the date of the course):

- **Completed Application form.**
Please indicate which of the faculty are E.A.E.S. members
- **Complete course program.**
This includes the topics covered, a detailed description of the course, number of students and dates of the course.
- The annual fee is €1000. Endorsement fee is not applicable if the course is run as non-profit (budget overview attached).

The invoice with the E.A.E.S. logo will be sent after approval of your application. The course center will be mentioned in the E.A.E.S. newsletter and website in the section "EAES endorsed courses".

Please send required documents by email to muriel.van.eck@eaes.eu or by mail to:

E.A.E.S. Office, P.O. Box 335, 5500 AH Veldhoven, The Netherlands

Tel: +31 40 2525288 / Fax: +31 40 2523102

Following approval of the application by the EAES Education and Training committee, the course director will remit the appropriate fee to the E.A.E.S. Office prior to the endorsement being issued.