



**APPLICATION FOR EAES ENDORSEMENT
BASIC AND ADVANCED COURSES / WEBINARS IN ENDOSCOPIC SURGERY
INDUSTRY SPONSORED WEBINARS
EVENTS: CONGRESS / MEETINGS / SYMPOSIUM**

Definitions:

The EAES makes a distinguish between the following type of initiatives for its endorsement.

1. Basic & advanced courses: related programme to educate, demonstrate, and train proper techniques
2. Webinar: online educational content
3. Event: congress / meetings / symposium

The following requirements must be fulfilled for EAES course and webinar endorsement:

1. The course director must be an EAES member and has an academic position or a university teaching appointment.
2. 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 be at least two days.
3. A detailed program with the calendar must be submitted for approval by the EAES Education and Training committee.
4. For each **advanced** course a member of the faculty (EAES Assessor) should be designated by the EAES Education and Training committee. For **basic** courses EAES Assessor is not needed provided that direct online feedback from the participants is performed.
5. Travel, hotel expenses and honorarium €750 per day for the member of the faculty designated by the EAES Education and Training committee will be covered by the course organization.

Webinars: an honorarium of €500 per webinar and half day for the member of the faculty designated by the EAES Education and Training committee will be covered by the course organization.

6. Objectives of the course, program, hands-on activity, course director’s short CV including a list of publications, target group and number of participants, registration fees must be clearly described and approved by EAES Education and Training committee.
7. The director of the course must declare the financial sources of the course.
8. The course director has the responsibility of avoiding any form of advertisement for specific products or instrumentation.
9. EAES members are entitled to 10% reduction of the course fee (minimum €50).
10. EAES endorses courses are on a yearly basis, application has to be renewed every year.

Webinar additional requirements:

- When intended to replace or complement a workshop, at least half of the webinar should be dedicated to interactive case discussion or questions and answers with no more than half of the webinar spent on lecture time.
- Formal assessment of the webinar is mandatory, including structured feedback (online, paper) as directed by the EAES faculty/course director/assessor.

Webinar – General recommendations

A webinar cannot replace a workshop or a live congress, the benefits of hands-on training and live interaction cannot be virtually matched. However, a webinar has **unique benefits** in terms of **outreach** and structured interaction worth pursuing.

Duration of the webinar: advised **60 to 90 min**

One chair: to open, summarize and conclude webinar

1-2 co-chairs: to read and select the question sent by the online audience

Number of the talks: not more than 3 per hour, questions included

Length of the talk: max **12 min** per talk when **3 presentations**
up to **20 min** per talk when **2 presentations**

It is advisable to restrict the number of slides to **two slides per minute**

Max 10 min panel discussion after every presentation, based on the questions sent from the audience but also those prepared in advance by the chair/co-chairs.

Efficient time management – time to speak & time to ask shall be managed and respected.

For major event, e.g. virtual congress, the **pre-recorded format** to minimize technical risks.

Industry sponsored webinar additional requirements:

1. Any webinar, industry sponsored scientific content deserves specific scrutiny in order to safeguard all involved stakeholders and maximize educational benefits.
2. A written contract reviewed by the Chair of the EAES Education and Training committee and a second committee member is required, which includes goals and educational objectives.
3. All industry sponsored webinar shall be directed by a member of the EAES Education and Training committee.
4. Direct mailing about the webinar to the EAES membership list will be carried out by the EAES itself. EAES does not provide member addresses according to GDPR guidelines. However, the sponsor is free to promote through its own channels and customer data.
5. The sponsor can require a participant list, including name, position, and institution/city of webinar participants – yet email address, date of birth, and other personal information are protected and cannot be handled to the sponsor.
6. An honorarium of €750 per webinar and half working day for the member of the faculty designated by the EAES Education and Training committee will be covered by the sponsor.

Event endorsement application:

EAES considers an event a meeting consisting of lectures without the practical part. The following rules apply.

Requirements for submission of EAES endorsement application

1. A completed and signed application form.
 2. Programme of the meeting (preferably in English).
 3. Dates, venue and location must not coincide with those of the EAES.
 4. The “patronage” of the EAES has to be mentioned on the programme.
 5. Representative members of the EAES must be involved in the programme.
 6. Reduced fees have to be proposed to EAES members.
 7. If required; a small space to promote the EAES and to support the organisation.
 8. EAES posters and membership forms have to be presented and/or distributed during the congress or course.
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REQUIRED DOCUMENTS:

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

- Completed application form

- Complete course program

This includes the topics covered, dates, programme, detailed objective/description of the course, target group, financial resources, and number of participants.

The EAES annual endorsement course / webinar fee is € 500. Endorsement fee is not applicable if the course is run as non-profit (budget overview to be attached).

The EAES annual endorsement events is € 750.

When the application is approved by the Education & Training committee, an invoice will be sent.

The EAES logo for promotional purposes will be sent when payment is received.

The center will be mentioned in the EAES newsletter and website in the section “EAES endorsed courses”.

To apply, please click on the online application form link.

For any questions, please send an email to muriel.van.eck@eaes.eu