



## ESUR workshops

The ESUR wants to organize workshops (WS) or courses in conjunction with its members or corresponding societies or bodies, in order to develop the education in GU and OBG fields. Junior and senior radiologists within Europe, or outside Europe, are targeted. The official program of ESUR for WS/courses is fixed annually, a year prior to the events. The level of education should be fixed, according to the ESR Training Curriculum Template (Level II/III), and the perspective of organizing knowledge control and subspecialty diploma should be included in this scope. Symposia, focused on advanced and specific fields, can also be initiated.

An endorsed course comprises of a GU/OBG teaching course, organized by a full member of the ESUR, who acts as the local organizer. The course should last between one and three days and be focused on a GU or OBG topic. The choice of the city where to organize the WS/course is upon local organizer's decision. It is possible to hold a joined meeting with another ESR subspecialty society or group or with any clinical society or research body.

It should be held in English with a European faculty. However, the option of holding the course in the national language with a national faculty can be discussed with the ESUR board.

In order for a course to be accredited by ESUR as an endorsed course, the local organizers must comply with the following regulations:

### 1. Application

The application process should take place a year prior to the WS/course. To obtain acceptance for a course, the application form must be made in writing to the ESUR Secretary, at least 6 (six) months before the proposed date of the course vs. for June 15<sup>th</sup>.

The target level of education should be fixed, according to the ESR Training Curriculum Template (Level II/III).

All material submitted in English with this application should include the dates and place of the course, the names of the faculty, the preliminary program, the evaluation procedure, the maximum number of attendees and the fee level.

“The list of speakers should ideally include at least a member of the ESUR board or a representative nominated by the ESUR board” or “When a course has been accepted, the ESUR board may nominate 1 (one) official unpaid observer who shall attend without payment of the



registration fee. The observer will attend the whole course and will provide a report to the ESUR board within 2 (two) months of the completion of the course.”

A provisional budget must show the proposed registration fees, expected total income, need for front money from the ESUR, major items of planned expenditure and the honoraria to be offered to speakers if this is the case.

A checklist specifically prepared for endorsed courses, specifying what material is being submitted, must be enclosed with the application.

## **2. Acceptance**

The ESUR board has the authority to determine the suitability of any proposed course and deem a course suitable for endorsed status. Acceptance should be notified to the local organizer at least on Dec. 1<sup>st</sup>. After acceptance, the ESUR logo will be officially supplied.

## **3. Organization**

The ESUR is responsible for the organization of the WS/course, in coordination with the local organizer. The responsibility of the ESUR includes:

- Advertisement of the course via website and email blasts
- Application for CME credits (e.g. EACCME accreditation)
- Coordination of communication
- Graphic design of the course (optional)
- Print material (optional)

The course syllabus, which is optional, must be compiled prior to the course and must include summaries or notes on the content of the lectures. Every participant must receive a copy of the syllabus at the beginning of the course.

## **4. Promotional material**

Once an endorsed course has been approved, all promotional material must include the endorsed course logo. Endorsed course announcements, once supplied to the ESUR, will be put on the ESUR website at ESUR initiative. A link from the ESUR website to a dedicated website arranged by the organizers is welcome.



## **5. Correspondence**

All official correspondence concerning a course application must be sent to the Secretary/Treasurer and ESUR Secretary in the ESUR Office.

## **6. Post WS/Course report and financial issues**

Two months after the WS/course, the local organizer should submit a brief report including the level of attendance, the country of attendees as well as their contact data, a summary of the evaluation process and a global analysis of the pros and cons of the WS/course.

The final financial balance should be established in coordination with the ESUR staff and the Secretary/Treasurer. The surplus is divided as follows:

- 40% to the local organizer
- 60% remains with the ESUR

The Secretary/Treasurer or Secretary of ESUR must communicate this report to the ESUR board.

## **7. ESUR ORGANISERS PACK**

A course organiser's pack is available online. This pack includes a copy of the latest version of the endorsed course bylaw, the ESUR logo and information on applying for EACCME accreditation.