

ESCMID Operating Procedures

SOP for ESCMID courses – Open Call

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1 Application Procedure

- 1.1 Applications may come from ESCMID Study Groups, ESCMID affiliated societies, projects connected to ESCMID, EU-funded consortia in which ESCMID is a partner, European and international partner societies, and individual ESCMID members.
- 1.2 Indicated me and venue are taken as suggestions, since during the selection procedure, changes may be necessary in order to shape the Education Programme in a coordinated way.
- 1.3 The course proposal form should indicate whether the applicants have applied for or performed this course before (date, venue, topic). Should this be the case, information should be provided about how to implement suggestions stemming from the participants' evaluation of the previous course.
- 1.4 External sponsors (including corporate sponsorship) are in principle acceptable and must be listed in the proposal. Mono sponsorship is not allowed - at least two sponsors are required. It lies within the organiser's responsibility to ensure that the educational program is neither influenced nor biased by commercial organisations - following the guidelines for European CME Accreditation. Therefore, sponsoring company representatives shall not be part of the course organising committee.
- 1.5 Call is open annually from 17 June to 04 August. Please stick to the deadline, as late applications will not be considered.

2 Selection Procedure

- 2.1 All proposals will be briefly reviewed by the ESCMID Executive Office for their completeness and correctness. The proposals will be subsequently evaluated by the ESCMID Education Subcommittee according to their learning objectives, programme, international representation of the faculty, previous evaluation of similar courses (where available), gender and geographic balance, redundancies with other events in either the current or the previous year.
- 2.2 The full ESCMID Education Programme is then approved by the ESCMID Executive Committee, which also decides about granting financial support (see point 5).
- 2.3 Organisers of accepted course proposals will sign a contract with ESCMID, which will indicate the tasks and responsibilities on both sites, i.e., the organisers and ESCMID Executive Office.
- 2.4 Feedback to the organiser on the outcome of their submission, including possible revision requests, will be sent for approval by the whole Education Programme.

3 Local Organiser's Tasks

- 3.1 Updating the course proposal form for approval of the course by the ESCMID Executive Subcommittee.
- 3.2 Indicating contact details of the course administrative secretariat.
- 3.3 Keeping the ESCMID Executive Office informed about the progress of the course preparation.
- 3.4 Helping the ESCMID Executive Office assemble the information for the course website and the course leaflet.
- 3.5 Inviting the faculty members and collecting their consent forms and presentations for publication in the ESCMID E-Library.
- 3.6 Managing all aspects related to invoices and payments, including the reimbursement of speakers and actively seeking sponsors for the project.
- 3.7 Assembling a final report and providing it to the Executive Office. The report must include the following: participant list incl. grant recipients + faculty, financial report, presentations of all speakers, and pictures from the course. The final report must be provided to the ESCMID Executive Office not later than two months after the course.
- 3.8 Booking of the course venue and the course speakers' accommodation.
- 3.9 All financial transactions shall be conducted in Euros (EUR). Bank charges incurred in relation to these transactions shall be shared between the two parties. Any additional bank fees related to currency exchange etc. shall be borne by the receiver.

4 ESCMID Office's Tasks

- 4.1 Delivering all templates for course preparation (i.e., course proposal form, invoice template, consent form template).
- 4.2 Designing the special webpage for the event on the ESCMID Website. The organiser can share the link provided by the ESCMID Executive Office.
- 4.3 Handling registrations through the ESCMID platform.
- 4.4 Promoting onsite at the ESCMID Global and selected events with a similar target audience as the course.
- 4.5 Performing online promotion on the ESCMID website with a subpage dedicated to the event, which includes an electronic version of the leaflet and registration link.
- 4.6 Advertising the courses through social media and ESCMID newsletter when needed.
- 4.7 Providing and managing a registration platform. ESCMID is fully responsible for the registration process for every course, ensuring that they are open to all interested participants, without restrictions or exclusions, to promote fairness, transparency, and accessibility for all.
- 4.8 Helping with organisational questions.
- 4.9 Applying for CME accreditation of the course in a timely manner.
- 4.10 Transferring to the organiser the agreed ESCMID financial support (see point 5 below).

4.11 Providing all participants with an online evaluation/feedback questionnaire following completion of the course. Once the questionnaire is filled in, the delegates of online courses will be able to download their attendance/CME certificate. For onsite/hybrid courses, the attendance/CME certificates will be provided by the ESCMID Executive Office via e-mail.

5 Contribution procedure

The payment of EUR 10,000 is made to the organiser in advance of the course as soon as the contract between the organiser and ESCMID is signed. ESCMID will not cover any expenses over the granted EUR 10,000. If the course requires a higher budget, the organiser is obliged to secure additional funding from other sources such as sponsors, universities, national societies, etc.

After providing the ESCMID Office with the final report (not later than two months after the course), ESCMID will then transfer to the organiser (i) the registration income and (ii) up to EUR 5,000 which has been allocated for attendance grants. The registration income will be split equally between the Study Group and/or the affiliated society and others involved in course organisation.

The above-described financial support applies to onsite courses. For online courses, ESCMID does not provide any financial support other than organising and paying the company with which ESCMID has a contract for running the course online. After the course, ESCMID will transfer the registration income to the organiser, split equally between the Study Group and/or the affiliated society and others involved in course organisation.