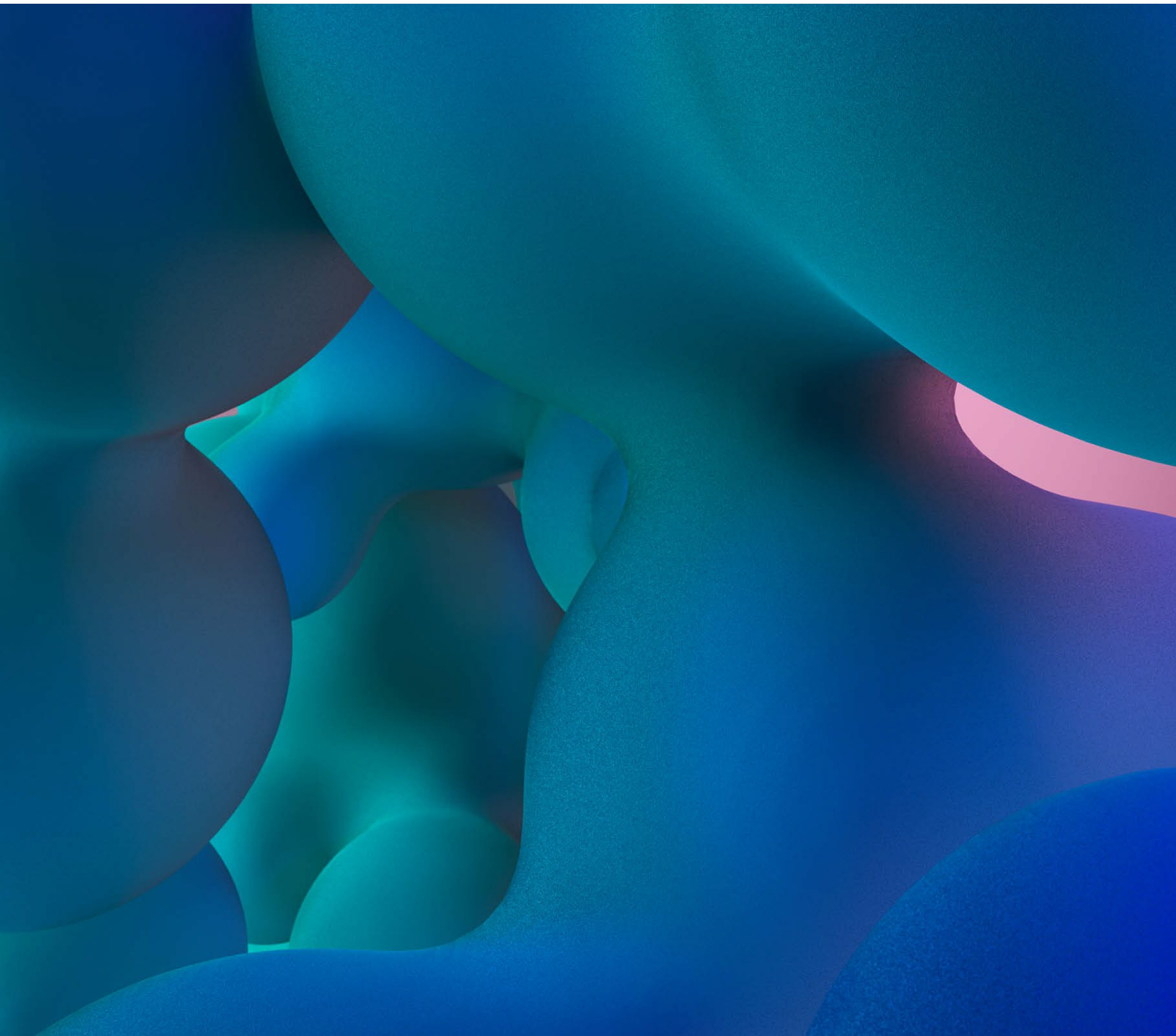


ESCMID Operating Procedures

SOP for ESCMID courses



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SOP for ESCMID courses

1. Important information

- Call is open annually from 17 June to 4 August. Please stick to the deadline, as late applications will not be considered.
- Applications may be submitted to organise an on-site or an online course.
- Applications may come from ESCMID Study Groups, ESCMID subcommittees and related entities, 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.
- Indicated time, location and venue are taken as suggestions and changes may be necessary in order to shape the education programme in a balanced way.
- Securing external sponsors (including corporate sponsorship) is strongly encouraged, and names 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 programme 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.

2. Selection procedure

- All proposals will be preliminarily 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 scoring criteria, including learning objectives, programme, international representation of the faculty, previous evaluation of similar courses (where available), gender and geographic balance, and redundancies with other events in either the current or the previous year.
- Feedback and potential revision requests will be communicated to the organiser by ESCMID Executive Office.
- The full ESCMID education programme is then approved by the ESCMID Executive Committee, which also decides about granting financial support (see point 5).
- 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 the ESCMID Executive Office.

3. Organiser's tasks

Online courses	On-site courses
Updating the course proposal form for approval by the ESCMID Executive Subcommittee	
Indicating the contact details of the course administrative secretariat	
Keeping the ESCMID Executive Office informed about the progress of the course preparation and any changes regarding the programme and/or the faculty	
Helping the ESCMID Executive Office assemble the information for the course website and the scientific programme	
Inviting the faculty members and collecting their consent forms and presentations for publication in the ESCMID Library	
Completing the "Online Course Features" form (provided by ESCMID Executive Office) to indicate the required setup and tools needed to run the course	Managing all aspects related to invoices and payments, including the reimbursement of speakers, and actively seeking sponsors for the project
Coordinating with all faculty members to schedule a rehearsal call with the AV provider. The rehearsal call is mandatory for all speakers and chairs	Assembling the final report and providing it to the Executive Office. The report must include the following documents: attendance 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
Ensuring that a chair is assigned to every session to open the session, introduce the speaker, and close the session	Booking of the course venue and the course speakers' accommodation, if needed
Organisers are not responsible for conducting financial transactions	All financial transactions shall be conducted in Euros (EUR). Any additional bank fees related to currency exchange, etc., shall be borne by the receiver
	Sending a welcome email to participants, including the programme file and relevant information, once registrations have closed

4. ESCMID executive office's tasks

Online courses	On-site courses
Delivering all templates for course preparation (i.e., consent form template, holding slides, finances tracker, faculty invitation letter template)	
Designing and updating the dedicated course webpage on the ESCMID website	
Promoting onsite at the ESCMID Global and selected events with a similar target audience as the course	
Performing online promotion on the ESCMID website with a subpage dedicated to the event, which includes an electronic version of the scientific programme and registration link	
Advertising the courses through social media and the ESCMID newsletter when needed	
Providing and managing the registration platform. ESCMID Executive Office is fully responsible for the registration process for the course, ensuring it is open to all interested participants, without restrictions or exclusions, to promote fairness, transparency, and accessibility for all	
Helping with organisational questions	
Applying for CME accreditation of the course	
Collecting the "Online Course Features" and managing the course setup	Transferring to the organiser the agreed ESCMID financial support (see point 5 below)
Scheduling the rehearsal call with the AV company on the date proposed by the organisers, when all faculty members can attend	Collecting and reviewing the ESCMID Attendance Grant applications and communicating application results to the grantees. Grantees may represent a maximum of 20% of the total participant capacity for the course
Sending participants the link to join the course once registrations have closed	Providing the final registration list to the organisers once the registrations have closed
Providing all participants with an online evaluation questionnaire (survey) following completion of the course, and issuing the attendance certificates	

5. Contribution procedure

On-site courses

ESCMID provides an initial financial contribution of EUR 10,000, which is transferred to the institutional bank account of the organiser (e.g. society, hospital, university) upon signature of the contract. Please note that transfers to personal bank accounts are not permitted. ESCMID will not cover expenses exceeding this amount; therefore, if a higher budget is required, the organiser is responsible for securing additional funding from other sources (e.g. sponsors, universities, national societies).

After receiving the final report (no later than two months after the course ends), ESCMID will transfer to the organiser (i) the registration income and (ii) up to EUR 5,000 allocated for attendance grants, covering the eligible expenses reported.

The generated profit will first be used to reimburse ESCMID for the initial EUR 10,000 contribution. If the remaining profit exceeds EUR 10,000, the organisers will retain EUR 10,000, and any additional profit will be split equally, with 50% allocated to ESCMID and 50% to the organisers (institutions, study groups and/or affiliated societies involved).

Online courses

ESCMID covers the audiovisual (AV) setup costs through its contracted provider. These costs are deducted from the course registration income.

Any remaining profit after deduction of AV costs will be transferred to the organisers (institutions, study groups and/or affiliated societies involved).