

# Guidelines for ESSR Subcommittee Courses 2024, 2025



Each Sub-committee has the duty to organize one course every two years, alone or in conjunction with external societies or other ESSR subcommittees.

Each such course should follow the written guidelines (details below), in order to harmonize the educational portfolio of the ESSR.

These course guidelines will become active from Jan 2024 onwards and will be reviewed after two years upon receipt of feedback and reports by each course organiser.

The ExCom will evaluate financial and educational impacts and decide whether to confirm these rules for the following years.

## Selection of a Professional Congress Office (PCO)

The Selection of a PCO remains with the local organiser(s). The ESSR Office in Vienna may be approached for an offer, acceptance upon availability.

## Selection of Course Dates:

The Course Dates should be announced 1.5-1 years in advance. Subcommittee courses must not be organized too close to the ESSR Annual Congress (not between 10 May and 01 August). An updated calendar of ESSR courses will be available on the website. The Office/ExCom will help to avoid date clashes and ensure geographical distribution of the courses.

Each course should be 2- max 2.5 days in length.

## Selection of Course Countries

Course Countries should be different than the country where the Annual ESSR Congress is held. Ideally, all European parts (north, south, east & west) should be represented.

## Programme:

The programme should offer one lecture stream, including but not limited to:

- Refresher Courses
- Special Focus Sessions
- Practical Tips
- Panel Discussions
- Workshops / interactive Case presentations

The level of knowledge has to correspond to the curricular contents for full subspecialisation in the field of radiology provided by the ESSR European Training Curriculum for Subspecialisation in Radiology (Level III). <https://www.myesr.org/education/training-curricula/>.

The official course language should be English.

## Registration Fees:

Registration fees should be kept at a minimum, but need to be in line with the course budget.

Reduced fees should be offered to ESSR members and radiologists in training

## Selection of Speakers

- It is recommended to keep the amount of faculty members at a minimum. Each speaker should also be invited for a moderation or panel discussion
- It is recommended that at least 10-20% of speakers should be young ESSR members (<40 years of age).
- Extra-EU speakers could be invited depending on intersocietal agreements or outstanding level of competence but not exceeding 10% of the speakers' list.
- It is recommended to have min 25% of speakers coming from the hosting country, in order to avoid high travel costs.

#### Speaker Refund Policy

Confirmed faculty members are offered

- Complimentary registration to the meeting
- Flight ticket refund up to 500 € for European speakers
- Flight/train ticket refund (car expenses) up to 200 € for local speakers (same country, outside the course location)
- European Speakers: 2-hotel nights for talks in 1 day / 3-hotel nights for talks over 2 days
- Airport taxi refund
- Faculty dinner(s)

#### Social Events

It is recommended to organise

- 1 Faculty dinner(s)
- 1 Welcome Reception

#### Ecological Aspects

When choosing the course venue and city, we recommend to choose a location easily accessible by public transportation in order to ensure an environmental-friendly experience.

#### Recordings / Remote Attendance / eLearning Platform

The decision for livestream or on-demand course access remains with the local organisers upon availability and involved costs. The ESSR however requests to receive 3-5 selected lecture recordings to be added to the online eLearning platform (access granted to active ESSR society members).

#### Financial Support by ESSR

In general, the course budget should target break-even to be in line with the ESSR's non-profit status. ESSR will provide seed money of EUR 10.000 per event upon written request by the local organiser(s) to the ESSR office, to attention of the ESSR treasurer.

After the course: In case there is a financial surplus of more than EUR 5.000, the exceeding money is expected to be returned to the ESSR. In case of financial losses, these will be covered by ESSR.

More than one course every two years: Sub-committees are free to plan additional courses as institutional events of the society but without opportunity for seed money or for receiving coverage for possible losses by the Society.

#### Promotional Support by ESSR

ESSR will support each subcommittee course with promotion via newsletters, social media channels and the website

In return, ESSR kindly asks all course organisers to allow societal promotion onsite (such as course flyers, promotional slides, etc).

Please get in touch with the ESSR office for further details.

After the course

Please provide a written report and images to the ESSR office for publication through social media channels.

Please send in addition for internal files to [office@essr.org](mailto:office@essr.org)

- Attendance List (we need Name, Lastname, Age, Membership Info, City, Country, Hospital)
- Course Statistics (Countries, Professions, Age, etc)
- Final Budget Overview
- Participant Evaluation Summary