



## **European Society of Gastrointestinal Endoscopy (ESGE)**

### **Application for ESGE sponsored endoscopy workshops**

---

Member societies are invited to apply for hosting of ESGE sponsored workshops according to the instructions below.

The application must contain the following:

- 1. Applicant and organizing committee**
- 2. Type of Workshop**
- 3. Proposed date and place of the Workshop**
- 4. Venue**
- 5. Local medical faculty**
- 6. Preliminary program of the Workshop**
- 7. Preliminary budget of the Workshop**
- 8. Hotel accommodation and transport**
- 9. Previous experience in organizing similar meetings**

#### **1. Applicant and organizing committee**

The applicant must be an ESGE member national endoscopy/gastroenterology society in collaboration with a local organizing body (Medical School, Department, or Unit) which can guarantee the highest medical and scientific standards. A point person with contact information must be assigned at time of application, and the local organizing committee should be listed.

#### **2. Type of workshop**

The ESGE supports two broad types of workshops:

- Live demo workshops with live transmission from the local endoscopy center
- Video demonstration workshop, with expert discussions of pre-taped videos replacing the live transmission segments.

#### **3. Proposed date and location**

- Applications should be submitted at least 15 months before the scheduled time.
- The workshop should preferably be organized over a weekend.
- The workshop must not coincide with any of the major scientific meetings (UEGW, DDW, WCOG), or other major European endoscopy workshops (Brussels, Hamburg, Amsterdam, Rome etc.). Please contact the ESGE secretariat for dates and details.

#### **4. Venue**

- The lecture hall must have an adequate capacity to the expected audience. High quality audiovisual equipment must be present or accessible – this is crucial for the output of the meeting.
- Live demo workshops must be organized in conjunction with a (teaching) hospital with a purpose-built endoscopy unit.
- The endoscopy unit should accommodate as a minimum upper gastrointestinal, lower gastrointestinal, ERCP units and space for a closed-circuit TV studio setup. At least one basic video-endoscopy system should be available. Proper cleaning and disinfection systems must be available.
- The transfer of live pictures from the operating rooms to the audience should be provided by a high quality closed-circuit TV system or other technical solutions offering similar quality. The sound system should allow continuous two-way contact between the experts in the endoscopy unit and the audience.

#### **5. Local faculty**

- At least 3-4 local endoscopic experts must be included in the faculty, each of them should be capable of acting as moderator of the session (fluent English is absolutely essential), as well as endoscopy performers (in live demo courses). The additional ESGE expert faculty will be selected in collaboration with the ESGE governing board.
- For live demo courses, at least six or seven trained and competent nurses and/or assistants are necessary to assist with the procedures and to undertake the reprocessing of equipment (workable English is required for at least three nurses/assistants).
- For live demo courses, one local endoscopist expert must attain the role of “Director” – coordinating the transmission, image and case selection, timing etc. This is crucial for a smooth live session. The Director is both legally and practically in charge of the course and has the authority on all participating faculty. An ESGE Co-Director is appointed by the ESGE Governing Board, who helps the local Director to prepare the program, providing up-to-date teaching, and is in charge of pre and post evaluation of the course.
- Local nurses are encouraged to develop a parallel nurses teaching program within the course. A separate faculty for this must be established in close collaboration with ESGENA.

#### **6. Preliminary scientific program**

- A preliminary program must be included in the application. This should indicate the time slots allocated to the various activities/topics, as well as a list of suggested topics. The total scientific program should span 2-2.5 days. Please note that this should be a suggestion only. The final scientific program will be developed in close collaboration with the assigned ESGE co-director.
- English must be the official language of the workshop. All lectures and slides must be in English. Simultaneous translation to the local language is optional, at the discretion of the local organizer.
- The program should include a combination of live demo case/video cases, lectures and interactive sessions (round table discussions, quizzes, case discussions etc).
- Some of the lectures must be devoted to ESGE guidelines, including safety aspects of endoscopy.
- All sessions should be moderated by a minimum of one local and one ESGE faculty expert.

## 7. Preliminary budget

The local Organizing Committee is obliged to prepare a preliminary budget for the Workshop which must contain the following items

### Income:

- registration fees from participants, local, foreign, reduced (for young doctors <35)
- 20% reduction in registration fees for ESGE Individual Members
- rental fees for exhibition space
- support from international Biomedical Industry, raised and organized by the Governing Board of the ESGE, presently a maximum of € 27,500
- sponsoring from local sponsors, including BMI (Biomedical Industries), raised and organized by the Local Organizing Committee  
(Note: Local sponsorship must not be in conflict with the international main sponsors)
- Other local support

### Expenses:

- rental fees for lecture room(s)
- Secretarial costs (printed material, communication, travel, etc.)
- Technical preparation of the Video Workshop venue (medical, audiovisual, security, etc.)
- Live transmission technical, manpower and transmission costs (for live demo workshops)
- Scientific preparation (tapes, slides, etc.)
- local transportation
- costs of participants (bag, program, badge, luncheons and coffee-breaks)
- costs of invited experts (travel and accommodation)
- cost of ESGE invited faculty (travel and accommodation)
- grants for a limited number of participants from other countries (accommodation and fee, no travel expenses) is encouraged
- informal get-together party

The Workshop registration fee should not exceed half the average local monthly salary of a young doctor.

Any financial surplus (after coverage of all ESGE expenses) shall be transferred to the local organizer. These funds should be invested to support the growth of local gastrointestinal endoscopy facilities (equipment, teaching, scientific projects). ESGE will not be held responsible for any negative balance incurred by ESGE sponsored workshops.

## 8. Accommodation

- Appropriate accommodation must be available for the participants and faculty
- Low cost alternatives must be among the offerings
- Transportation from course hotels to the venue must be organized

## 9. Previous experience

Any experience on part of the organizers with previous similar workshops or teaching activities will strengthen the application and improve the odds for a successful meeting.

### Address

European Society of Gastrointestinal Endoscopy  
(ESGE)  
HG Editorial & Management Services  
Mauerkircher Str. 29  
81679 Munich, Germany

### Contact

Tel. +49-89-9077936-11  
Fax +49-89-9077936-20  
secretariat@esge.com  
www.esge.com