

ESGE policy

ESGE Travelling Endoscopy Programme (ESGE-TEP) ... bringing ESGE to you!

Aims

- To strengthen ESGE's relationships with ESGE member societies and other partnering endoscopy societies around the world
- To promote quality and education in endoscopy
- To deliver/disseminate ESGE's guidelines and quality improvement measures

Concept and structure

- ESGE Travelling Endoscopy Programmes are not standalone events. They take place within existing congresses/national meetings.
- ESGE Travelling Endoscopy programmes can also be online events (e-TEP)
- The target group is the ESGE Member Societies and their national congresses. Additionally, cooperation with other societies such as the American Society for Gastrointestinal Endoscopy (ASGE), the Asian-Pacific Society of Digestive Endoscopy (A-PSDE), and the Interamerican Society of Digestive Endoscopy (SIED) may be considered, in order to organize similar sessions during their congresses.
- The ESGE Education Committee is responsible for coordination of the ESGE Travelling Endoscopy Programme. For each programme, a coordinator will be nominated by the Education Committee and approved by the Executive Committee.
- Cooperation with ESGE Member Societies is led by the Education Committee. Cooperation with societies other than ESGE Member Societies is led by the Executive Committee.
- The Education Committee and Membership Working Group will coordinate to ensure alignment of their efforts.
- ESGE Traveling Endoscopy Programmes should not exceed one full day.
- ESGE Traveling Endoscopy Programmes are co-chaired by an ESGE representative and a representative from the co-organising society.
- ESGE Traveling Endoscopy Programmes include didactic lectures and may also contain case/video case presentations.
- Programme: The co-chairs select one or more appropriate topics that are covered by ESGE guidelines, quality improvement documents, technology assessments, and/or society "white papers." Within this topic, possible areas of interest are identified. The talks are divided equally between the ESGE and local faculty (up to three speakers/moderators from each side). Local faculty should also address local applicability and provide a critical assessment of how the ESGE document(s) is relevant in their country/region of the world.
- ESGE video stations may be included as part of the program
- The Member Society hosting the ESGE Travelling Endoscopic Programme/combined session commits to showing ESGE advertising slides.

Approval process

- All potential ESGE Travelling Endoscopy Programs require a formal proposal from the requesting endoscopy society. After the proposal has received Education Committee approval, it is forwarded to the Executive Committee for final endorsement
- The proposal should be supplied no later than six months before the meeting dates.
- The following information is necessary before approval can be considered:
 - I. Name of partnering society
 - II. Planned meeting dates
 - III. Content: this includes the number of sessions with proposed topics and subtopics
 - IV. Proposed faculty
 - V. Budget:

Administrative and Logistical Arrangements

- **ESGE Faculty flights:**
Return flights for up to three ESGE experts shall be booked by the inviting society. ESGE will reimburse flight costs up to a maximum of €500 per person. A reimbursement form will be provided by ESGE.
- **ESGE Faculty long-haul travel:**
For long-haul flights (over 6 hours), business class tickets should be booked. If the airfare exceeds the €500 reimbursement limit, the difference between economy and business class is to be covered by the host society.
- **ESGE Faculty ground transportation and accommodation/food:**
Transport within the faculty member's country of residence will be covered by ESGE. Local transport and accommodation/food costs within the host country are to be provided by the inviting society.
- ESGE secretariat management costs will be covered by ESGE (e.g. for the organization of logistics, promotional material etc., together with the local society secretariat)
- ESGE booth/ESGE video stations: costs pertaining to space rental and audiovisual equipment are covered by the cooperating society
- ESGE will consider sending one person from the ESGE secretariat along with ESGE booth materials for purposes of advertising ESGE and facilitating individual membership registration (to be considered in coordination with the Membership Working Group for Member Society meetings where the expected attendance is more than 300 gastroenterologists/endoscopists/surgeons). These specific costs will be covered by ESGE
- After Executive Committee endorsement has been given, a written agreement with the cooperating society will be prepared and signed by both societies.

Contact

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