

ESGE Co-Organized Events Policy

ESGE is dedicated to education and development of quality endoscopy across Europe. To this effect, co-organized events (COE) with member societies is encouraged. These are educational events initiated by ESGE member societies on which ESGE can assist in improving the educational output.

COEs are not limited to one specific type of event. Teaching methods may include video demonstration or, alternatively, live demonstration. The ESGE travelling learning area, known for its hands-on training and eLearning modules, may also be incorporated. The COE format is evolving and innovative and interactive suggestions to increase the learning curve are encouraged.

1. General principles
 - Co-organized events (COE) may be any educational effort where gastrointestinal endoscopy and endoscopic teaching is focused.
 - COEs are initiated by an ESGE member society, usually in collaboration with a local medical institution (faculty or department).
 - Previous experience with educational events will increase the chance of a successful COE. However, support of well-established repeating events is beyond the scope of this program.
 - Although initiated by the applicant society, ESGE should retain a major role in planning, designing and organizing the event. Collaborating primarily with the local director of the event, a designated ESGE co-director will be the ESGE representative in the organizing committee.
 - ESGE support may include marketing, organizational and content input, faculty participation and financial support/sponsor liaising, depending on the format of the event.
 - Collaboration with ESGENA to support collateral endoscopy nurse education is strongly encouraged.

2. Application and event requirements
 - The application for a COE should be submitted to the ESGE at least 15 months prior to the planned time of event.
 - The applicant must be an ESGE member society. A local organizing committee must be in place including a local course director.
 - Previous experience with similar activities should be delineated, as well as the national context of the event (competing or affiliated activities etc).
 - Main topics and scientific profile of the meeting should be delineated together with principal concept of the meeting (format, content, main target audience). Modern educational principles should be recognized. However, specific topics, faculty etc should be developed in close collaboration with ESGE.
 - The event venue should offer high quality teaching environment, including HD projection, sound systems, and preferably recording facilities.

- Official language should be English. Simultaneous translation facilities may be considered.
- If a Live Endoscopy Event (LEE) is planned as part of the meeting, the ESGE guidelines must be recognized and adhered to (DOI <http://dx.doi.org/10.1055/s-0034-1390705>)

Appendix I.

- Sufficient accommodation should be available in the vicinity of the venue at a cost affordable to the expected target audience. Practical transportation options must be available.
- A commercial exhibition may be considered. Applicants wishing to include one should discuss this beforehand with ESGE, because of the role of their potential international main sponsors.
- The event should offer a sound financial balance, with a draft budget showing an estimate of the main components.
- Any financial surplus should be invested to support the growth of local gastrointestinal endoscopy facilities (equipment, teaching, scientific projects) and is be retained by the organizer. ESGE will not be held responsible for any negative balance incurred.

3. ESGE role and support

- The ESGE governing board reviews COE applications and decisions are made at ESGE governing board meetings.
- On COE application approval, the board appoints an ESGE co-director. This co-director liaises with the local organizers via the local director to develop the format and the content of the event.
- Based on the topics and content of the meeting, international faculty may be invited to supplement the local faculty. ESGE facilitates the recruitment of these experts.
- The ESGE co-director helps ensure a high quality meeting with modern educational means. Moreover, the content should reflect current clinical guidelines, including those developed by ESGE.
- The ESGE co-director assists in establishing practical systems for assessment and feedback for the course, for improvement of future similar events.
- Financial support from ESGE may be a part of the ESGE input to the event. The details of this support depends on the format of the meeting, the actual involvement of corporate sponsors, and the overall budget.
- The foreseen distribution of roles and responsibilities can be found in **Appendix II.**

Contact

European Society of
Gastrointestinal Endoscopy (ESGE)
c/o Hamilton Services
Landwehr Str. 9
80336 Munich, Germany
Tel. +49-89-9077936-11
Fax +49-89-9077936-20
secretariat@esge.com