谢谢您对举办ESGE赞助的研讨会的兴趣。所有国家的ESGE成员都有资格申请。请参阅以下信息，确定所需申请的信息。

1. 申请人和组织委员会
2. 会议类型
3. 计划的日期和地点
4. 会场
5. 医学学术
6. 初步计划
7. 初步预算
8. 住宿和交通
9. 历史经验

1. 申请人和组织委员会

申请人必须是ESGE成员国家协会，与当地的组织机构（医学院、部门或单位）合作，能够保证最高的医学和科学标准。在申请时必须指定一名联系人，并列出当地的组织委员会。

2. 会议类型

ESGE支持两种类型的研讨会：
- 在线演示研讨会，从当地的内窥镜中心进行实时传输。
- 视频演示研讨会，由专家讨论预录制视频，替代实时传输段。

3. 计划的日期和地点

- 申请应在至少15个月前提交。
- 研讨会应最好在周末举行。
- 研讨会不得与任何主要科学会议（UEGW、DDW、WCOG）或其他主要欧洲内窥镜研讨会（布鲁塞尔、阿姆斯特丹、杜塞尔多夫等）相冲突。请与ESGE秘书处联系获取日期和详情。
4. **Venue**
   - The lecture hall must have an adequate capacity for the expected audience. High quality audiovisual equipment must be present or accessible – this is crucial for the output of the meeting.
   - **Live demonstration workshops:**
     i. Courses must be organized in conjunction with a (teaching) hospital with a purpose-built endoscopy unit.
     ii. 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.
     iii. Transmission 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.
   - Should an exhibition take place, the local host must liaise with ESGE sponsoring corporate partners if other international companies wish to exhibit. Approval is required from the ESGE partnering company.

5. **Medical 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 essential), as well as endoscopy performers (in live demonstration courses). The additional ESGE expert faculty will be selected in collaboration with the ESGE governing board.
   - For live demonstration courses:
     i. One local endoscopist expert must act as be appointed as **Local Co-director**. His/her task is to coordinate the transmission, image and case selection, timing etc. This is crucial for a smooth live session. The Local Co-director is both legally and practically in charge of the course and has the authority over all participating faculty.
     ii. An **ESGE Co-Director** is appointed by the ESGE Governing Board, who helps the local Co-director to prepare the programme, providing up–to-date teaching, and is in charge of pre and post evaluation of the course.
     iii. 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).
     iv. Local nurses are encouraged to develop a parallel nurses teaching programme within the course. A separate faculty for this must be established in close collaboration with ESGENA.

6. **Preliminary scientific programme**
   - A preliminary programme 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 programme should span 2-2.5 days. Please note that, during the approval process, this programme will be viewed as a recommendation. The final scientific programme 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 programme should include a combination of live demonstration case/video cases (as applicable), lectures and interactive sessions (round table discussions, quizzes, case discussions etc).
• Organizers are encouraged to hold lectures 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 containing the following items:

Income:
• Participant registration fee(s) , 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, programme, 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.
If an exhibition is held at the workshop, sponsors responsible for support from the international biomedical industry via ESGE will not be required to pay rental for their stands.

8. Accommodation and transport
   - 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.

European Society of Gastrointestinal Endoscopy (ESGE)
c/o Hamilton Services GmbH
Landwehr Str. 9
80336 Munich
Germany

Tel. +49-89-90779360
Fax +49-89-9077936-20
secretariat@esge.com
www.esge.com