



## ESPGHAN EDUCATION EVENTS GUIDANCE FOR APPLICATION

<b>WHO CAN BE AN ORGANIZER?</b>	<ul style="list-style-type: none"> <li>• ESPGHAN member (Full and AHP)</li> </ul>
<b>HOW CAN I APPLY?</b>	<ul style="list-style-type: none"> <li>• ESPGHAN organizes (besides Annual meeting) 3 GI events, one endoscopy event, one IBD, two nutrition and two hepatology events, AHP summer school, YIF and Eastern summer school</li> <li>• In 2020 there will be 2 open calls: one ending on June 30<sup>th</sup>, 2020 for educational events for 2021 and one ending on September 30<sup>th</sup> for educational events for 2022</li> <li>• In 2021 there will be a single open call for educational events held in 2023</li> <li>• Application should be provided on the specific form (available online) and should be sent before the due date to the ESPGHAN Office via email clearly stating whether this is GI, Nutrition, Hepatology or AHP event</li> <li>• YIF and Eastern summer school will be organized via YIF faculty and International affair secretary, respectively</li> <li>• ESPGHAN Office will share application with responsible Committee chair</li> <li>• Based on the rules (available at ESPGHAN Rules and Regulations) events will be scored and approved for finance and organization</li> </ul>
<b>Venue</b>	<ul style="list-style-type: none"> <li>• Events should be held in an easily accessible destination</li> <li>• Advantage should be given to cheaper hotels and 3-star accommodation</li> <li>• Meeting should be preferably held within universities or hospital meeting rooms</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>• Events should preferably last for 2-3 days except for Summer Schools, which can last longer</li> </ul>
<b>Programme</b>	<ul style="list-style-type: none"> <li>• Programmes should be based on the ESPGHAN Syllabus in order not to repeat the same topics every year</li> <li>• Each event should consist of five to seven Faculty members that are ESPGHAN Members</li> <li>• If required, invited speakers / lecturers can also be non-members and be from overseas, but their number is to be limited to 1-2</li> <li>• Preferably, lecturers should provide more than one lecture during the course</li> <li>• At least 1/3 of the time should be dedicated to discussion</li> </ul>

	<ul style="list-style-type: none"> <li>• Practical approach to the topics, case-based and solving problem-based discussion is welcomed</li> <li>• Involvement of participants as co-chairs, as presenters of their research, cases from the practice etc. is mandatory</li> </ul>
<b>Rules/budget</b>	<ul style="list-style-type: none"> <li>• ESPGHAN will, as a general rule, place a registration fee of at least EUR 100 on all EPP events except for AHP schools and YIF (EUR 50.00)</li> <li>• Registration fees for Members will be capped at EUR 200.00. Exceptions require a detailed explanation and Treasurer approval</li> <li>• Cost structures for application of budget will be as follows: <ul style="list-style-type: none"> <li>○ the Summer Schools of Gastroenterology, Nutrition, Hepatology/Transplantation, Monothematic Conference Hepatology (annually) and Masterclass IBD (annually) – up to €50.000</li> <li>○ for all other meetings the standard budget is up to €35.000</li> <li>○ Exceptions to this rule can only be asked for on specific grounds (such as related to length and/or number of participants) and are solely at the discretion of the ESPGHAN Council</li> </ul> </li> </ul>

