

# **ERA-EDTA REGULATIONS FOR CME ACTIVITIES**

## **Board members of the Committee for CME activities**

Goce Spasovski, Rosanna Coppo, Carmine Zoccali, Meguid El Nahas and Ivan Rychlik  
Chair Person: G. Spasovski  
Secretary: I. Rychlik

## **CME Course Areas (members of the CME Committee)**

Basic Science & Clinical Nephrology: R. Coppo and P. Ronco  
Chronic Renal Failure, Hypertension, Clinical Epidemiology: C. Zoccali and G. London  
Dialysis: R. Vanholder, S. Davies and C. Wanner  
Transplantation: C. Ponticelli, JM Grinyo  
Collaboration with ISN and other Societies: N. Lameire, A. Covic

## **CME Course Areas**

Basic science and Clinical Nephrology  
Epidemiology, chronic renal failure and hypertension  
Dialysis  
Transplantation  
Liaison with ISN and other Societies

## **CME Course Level and Formats**

- 1) Short monothematic Courses of 3 levels.
  - a) Introductory
  - b) Intermediate
  - c) Advanced
- 2) Comprehensive multi-topic Courses

## **CME Course Organization**

- 1) courses supported by ERA-EDTA only
- 2) courses supported by ERA-EDTA and ISN
- 3) courses/symposium held during National and International congresses

## **General lines of organization**

- a) The CME course must be presented by the local organizer (ERA-EDTA member) and patronized by either an ERA-EDTA Council member or by a member of the ERA-EDTA CME activities.
- b) Proposal is discussed between the 5 board members of the CME Committee.
- c) The Organizers are kindly asked to submit the CME application form (provided by ERA-EDTA) containing the following headings: Title, date and venue of the Course, name of the Local Organizer, budget stated, name of supporting Companies, need for UEMS credits (costs deducted from the support given - See UEMS paragraph in the 'Frequent Asked Questions' section).
- d) Proposals are evaluated by the board members in order to guarantee consistency with the whole program of the year.

- e) The program for each year is presented for discussion and approval to the previous Autumn Council Meeting (exceptionally at the Spring Council Meeting) by the CME activity Chairperson who reports on program and budget for the following year.
- f) After the approval by the ERA-EDTA Council the Organizer will receive a notification from the ERA-EDTA Operative Headquarter with regard to the nature of support the local organiser will receive from ERA-EDTA.
- g) All organiser should be encouraged to follow these regulations and requested timelines. All organiser should be encouraged to follow these regulations and requested timelines. In cases of an exceptional need for endorsement of the CME event while in procedure, the ERA-EDTA president should be asked for approval.

### **Support for CME activities**

The financial support varies from 5.000 to 15.000 Euro according to length.

The allocated budget is **5.000 euro** for a **half-day module** (4 hours) **10.000 euro** for a full day module (8 hours) and **15.000 euro** for more than a day. Modules are calculated on the time of sessions only, excluding social events.

In case of courses organized with ISN the present agreement is that travel will be paid for 2/3 speakers by both societies. If a CME course organizer prefers, the sum of 5.000 euro can be used for travel grants for young nephrologists in their early career.

Each CME courses is given 2 travel grants of 500 euro each.

Different forms of support must be stated and negotiated during the first stage of planning.

### **Local organizer report on the CME course**

After the CME Course the Local Organizer is required to fill in an AFTER COURSE QUESTIONNAIRE and report the following data:

- Number of attendants
- Nationalities of attendants
- How the presence was controlled
- The result of a satisfaction form circulated during the Course. These data are gathered by the ERA-EDTA Operative Headquarter and elaborated for an annual report.
- A brief report of the expenses occurred for the organization of the course.

In addition, the course organizer is kindly asked to circulate a 'request of permission for talk publishing' form to be filled in and signed by every speaker. The form allows the association to include their presentations in the CME course Web site that will be accessible to ERA-EDTA members. Shortly after the course has taken place the Local Organizer is kindly asked to send ERA-EDTA Operative Headquarter a CD containing all presentations given on the occasion of the course.

## **Frequently asked questions**

### **Who can organize the Course?**

The Course should be organized by an ERA-EDTA member. If he/she is not a member, his/her subscription is advisable

### **What does the budget from ERA-EDTA cover?**

The budget assigned by the ERA-EDTA for each course can be used to cover:

- The rental of the room where the course is held
- The rental of technical equipment
- Travel and hospitality of the speakers

### How will the money from ERA-EDTA be given?

The budget must be presented in advance and needs to be very accurate, as **no reimbursement will exceed the approved budget**. The budget can be approved only if it is submitted together with a detailed description of the scientific programme and the number of invited speakers needing travel and accommodation. The sponsors that will support part of the expenses have to be at least generically indicated, together with the expected amount of their contribution. In case the Local Organizers decides that all costs will be paid in advance or partly covered by an hospital department or an academic institution, they are kindly asked to send the ERA-EDTA either an official request of money transfer or an invoice issued by the department itself. In case all payments are handled by an appointed agency (PCO), the ERA-EDTA Operative Headquarter will pay the bill after receiving the final invoice. A down payment can be sent in advance, if specifically required by means of a PRO-FORMA.

In case the ERA-EDTA support consists of reimbursements of travel expenses of selected speakers involved in the educational event, speakers will be kindly asked to send their receipts of their travelling to the ERA-EDTA Operative Headquarter.

All payments are done by means of direct money transfers.

In order to allow the ERA-EDTA Administrator to make the necessary payments, the organizers of a Course must indicate the bank account details (account holder full information, bank name, city, and country) to which funds need to be transferred. In order to keep the payment processing as simple, fast and inexpensive as possible, the bank details should be provided in the International Bank Account Format (IBAN; where applicable), an alpha-numerical account number that every bank is supposed to provide on request. A SWIFT or Bank Identification Code (BIC) is also required for the transfer to go smoothly. Lack of compliance to these requirements may easily cause delays, higher bank charges and even rejection of transfers.

### Is it possible to put a fee for attendants?

In general, attendants should not pay any fee for the courses. They should only pay for travel and accommodation. In some cases, a small fee can be asked to help covering the expenses at any rate CME courses should be no profit. Registrations, apart from specific requests, are arranged directly by the Local Organizer. Please, provide the ERA-EDTA Operative Headquarter with full detailed information to be posted on ERA-EDTA websites.

### Is it possible to give honoraria to speakers?

No, speakers are entitled to receive hospitality and refund of their travel expenses, but they will not receive any honorarium.

### Are sponsorships from Companies allowed?

Yes. Sponsorship from Companies may involve dinners, hospitality for speakers and participants, other specific ancillary costs, but sponsors cannot be involved in the core of any CME course. Ideally, the organizers of a Course should try to secure the support of more than one sponsor. Whenever there are sponsors, their names must be clearly mentioned in the programme.

More than one single sponsor is preferred, in order to avoid a strict connection between a given Company and a single Course. The commonest case is a short list of local sponsors taking charge of some expenses (meals, dinner, coffee breaks, travels, etc.). At any rate, sponsors must not be related with the topic of the CME Course supported. The sponsors should be listed on the printed programme and in the website.

The Courses can be organized back-to-back with Meetings sponsored by Companies, but in such cases Companies must not be involved in the scientific programme.

### **How should other Associations and Institutions be treated?**

In cases of collaboration with other Associations and Institutions working in the field of science, it must be clear to the Organizers that the inclusion in the CME Course Programme means an official sponsorship by ERA-EDTA, with the right to present the course on the ERA-EDTA web pages. The cover of the programme will include the logos of all the Associations and Institutions involved. The other Societies may as well include the same course among their own Courses, provided the presence of the ERA-EDTA logo as mentioned above.

### **Is it possible to get UEMS CME credits?**

The ERA-EDTA can apply for credits for all its educational activities. There is an appointed agent in charge of forwarding the application to the UEMS institution. Local organisers who wish to apply for credits must submit their request to ERA-EDTA Headquarter in due time (6 months prior to the event) and send the complete scientific programme of the course.

**IMPORTANT! ERA-EDTA can provide technical support for UEMS accreditation only if courses are really international, i.e. if more than 50% of the expected attendees are from other countries (different from the host country). Unless otherwise agreed, the costs for UEMS accreditation will be deducted from the ERA-EDTA financial support. If local attendants are expected, National CME accreditation should be provided by the Local Organizer.**

In case the Organizer requires CME Credits the ERA-EDTA will provide:

- a) **F1:** application for Credits
- b) **F2:** presentation of the event. Both forms must be filled in and sent to the ERA-EDTA together with a detailed final programme of the event.

The ERA-EDTA Operative Headquarter will calculate the actual number of hours of the programme provided, excluding from calculation those which do not have educational value (opening ceremony, coffee breaks, lunches, intervals)

All documents (F1, F2 and scientific programme) will be sent to the UEMS (via technical Secretariat) for credits calculation. ERA-EDTA Operative Headquarter will inform the Local Organizer about the credits obtained after receiving UEMS

official notification. **The cost of the UEMS accreditation will be deducted from the allotted budget for the CME course.**

### **Who will prepare and print the programme and the certificate of attendance?**

The local organizers can decide to print leaflets or posters with the programme of the course. These costs will be covered by the course budget.

The ERA-EDTA logo must always be clearly visible. The ERA-EDTA Administrative Office can provide the local organizer with a good version of the logo, which can be used for printing. Before printing, a copy of the leaflet/poster must be sent to the ERA-EDTA Administrative Office for approval.

The same also applies to the certificate of attendance.

All sorts of programmes (web page and printed programmes) will be made homogenous by using a common format created by the ERA-EDTA. The ERA-EDTA logo, in its complete form, will have to be on top. Logos of other Associations will also appear, when the Courses are organised in conjunction.

### **How will the Course be advertised by ERA-EDTA?**

In November/December the programme for the following year is presented as a list of events on [www.ndt-educational.org](http://www.ndt-educational.org).

The course organizer are warmly invited to check the section that corresponds to his/her CME course. At least three months before a given event, the programme must be completed with: name of the Local Organizer, Official Agencies or a contact person for inquiries related to the educational event (phone/fax number and email). Advertisement of the Course is sent on a monthly basis by means of a Newsletter including all events supported by ERA-EDTA.