

1. GENERAL

Description

The course is organized as a 2 days meeting. The program includes a mix of state-of-the-art lectures, case discussions and interactive presentations from recognized experts in the field of liver transplantation.

Target Audience

The Course is open for about 30-35 surgeons /clinicians who are currently being trained in the field of liver transplantation or who are a staff member at one of the liver transplant centers in Europe. If there are available places they can be offered to the surgeons/clinicians outside Europe. The number of attendees will be limited to enhance active participation and to stimulate communication between attendees and program faculty.

Educational Objectives

- To provide a podium for young surgeons/clinicians, who are specializing in clinical liver transplantation
- To discuss new and current topics in clinical liver transplantation with a special focus on surgical aspects of liver transplantation with established and internationally recognized leaders in the field

Access requirements

The participants have to provide their CV along with their application.

2. SCIENTIFIC PROGRAMME

Structure and Contents

The course is organized as a 2 days meeting. The program includes a mix of state-of-the-art lectures, case discussions and interactive presentations from recognized experts in the field of liver transplantation.

The scientific programme frame is responsibility of the Course Chair and a scientific program committee. The scientific program committee is formed by members of the ELITA board and is responsible for the scientific program and the selection of the faculty presentations. The programme development as well innovation in the structure is with the Course Chair and the ELITA Board.

Educators (I.E. FACULTY MEMBERS)

Established and leading clinicians in the field of organ transplantation will be invited to present interactive courses, case-based discussions or state-of-the-art lectures covering various subjects of liver transplantation.

Participants

Has to be present for the entire course including networking events. Active participation is highly recommended.

3. SELECTION CRITERIA

There are no special selection criteria for the applicants as they are registered on "first come, first served" basis.

Registration for the Course is via the official website www.esot.org

4. ROLES AND RESPONSIBILITIES

ELITA and Course Chair

- Final approval of the Course programme: educational content and value in the context of the overall ESOT educational philosophy and strategy;
- Appraisal of the Course (according to the frequency) based on the evaluations collected by the participants and the educators and financial efficiency.

ESOT Office – EC Coordinator

Organisational aspects of the course:

- working in close relationship with the Course Chair
- providing full logistic support (Educators and Participants hospitality arrangements), scientific secretariat services (including handout and educational material) inputs, when required, for session format, IT and innovative arrangements.
- the EC Coordinator is responsible for the full implementation of the course programme in the All ESOT app now in use for all ESOT events.

All this within the frame of the budget allocated for the Course.

Practicalities:

- Announcement of the programme on the ESOT/ELITA website and through all communication channels
- Applications process management - (when applicable)
 - Collection of all applications and check for completeness
 - Organisation of a teleconference within the selection committee to finalise the list of participants based on the applications
 - Notification of (non)acceptance to the applicants
- Budget updates
- Follow up for a smooth appraisal process

Overview Organising and logistic criteria

Activity	Basic Course in Liver Transplantation (BCLT)
Frequency	Yearly
Duration	2 days
Format	Residential, plenary
Level	specialised
Agenda	Friday – half day, Saturday – full day, Sunday – half day
Faculty accommodation #nights (if required)	2 nights (please indicate the max allowance)
Dinners and/or social activity	2 social activities/networking
Adequate faculty #	10

Cost coefficients - maximum allowance

Travel cost/Refund max.	€	500,00
Hotel room/night max.	€	160,00
Dinner/activity p.p.max	€	45,00
DDR=Day Delegate Rate	€	85,00
HDDR=Half Day Delegate Rate	€	75,00

Course Chair

Responsible for:

- Timely submission of a proposal for the scientific programme
- Responsible for giving indications about the networking events;
- Personal Invitation of the educators;
- Active promotion of the educational activity within personal network.

Educators

- Provide a presentation according to programme, as interactive as possible and with new techniques (if applicable);
- Chair one session;
- Should preferably spend minimum one day with the participants and take part in the networking events.

Sponsoring company (if applicable)

- Collaborate closely with ELITA, signs an agreement with ELITA/ESOT according to the ELITA/ESOT bylaws, and makes the course financially possible through an unrestricted educational grant or a general support;
- Is aware that the unrestricted grant or general support may cover the course budget including the Cost for accommodation and travelling of all educators (according to the ESOT policy);
- Representatives of sponsoring company may be present during the course, but there will be no commercial or sales presentations.

Participants

Are recommended to be present for the entire course including networking events.

5. VENUE AND HOUSING

Venue

The venue:

- must be suitable in terms of capacity, flexibility and according to the programme structure;
- must be equipped with adequate AV and WIFI system;
- must be conveniently located in Europe.

Housing

Accommodation should be preferably sought where the venue is (a conference hotel is the most adequate option) and should apply to the maximum allowance set.

6. REGISTRATION FEE

Registration fees apply.

Fee level is assessed on the basis of budget necessity and market price. Fees are approved together with course budget by the EC.

BEST PRACTICE ONBOARDING CHECKLIST

TASK	WHO	TIMELINE	STATUS
Provide an outline of the programme and intended date and venue to the ELITA	Course Chair	12 months prior – Possibly at the ELITA Board Meeting (Spring/Fall)	● TO BE ADVISED ● BOARDING ● COMPLETE
Describe target audience and educational objectives when submitting the programme	Course Chair	ELITA Board Meeting (Spring/Fall)	● TO BE ADVISED ● BOARDING ● COMPLETE
Define the minimum and maximum number of participants	Course Chair	ELITA Board Meeting (Spring/Fall)	● TO BE ADVISED ● BOARDING ● COMPLETE
Budget outline and proposal for approval	Course Chair	12 months prior – Possibly at the ELITA Board Meeting (Spring/Fall)	● TO BE ADVISED ● BOARDING ● COMPLETE
Final approval of the Course programme: Educational content and value in the context of the overall ESOT educational philosophy and strategy	ELITA	12 months prior – Possibly at the EC Meeting (Spring/Fall)	● TO BE ADVISED ● BOARDING ● COMPLETE
Invite Speakers: personal informal invitation	Course Chair	10 months prior –	● TO BE ADVISED ● BOARDING ● COMPLETE
Invite Speakers: official invitation with policy and course description	EC Coordinator	10 months prior – following informal acceptance	● TO BE ADVISED ● BOARDING ● COMPLETE
Website platform: opening	EC Coordinator	10 months prior	● TO BE ADVISED ● BOARDING ● COMPLETE
Venue definition and contract	EC Coordinator	10 months prior	● TO BE ADVISED ● BOARDING ● COMPLETE
Communication Plan: timeline definition and action points	EC Coordinator and Course Chair	10 months prior	● TO BE ADVISED ● BOARDING ● COMPLETE
(when applicable) Applications update	EC Coordinator	5 months prior	● TO BE ADVISED ● BOARDING ● COMPLETE
(when applicable) Applications closing	EC Coordinator	4 months prior	● TO BE ADVISED ● BOARDING ● COMPLETE
Midterm update on registrations: action points accordingly	EC Coordinator and Course Chair	4 months prior	● TO BE ADVISED ● BOARDING ● COMPLETE
(when applicable) Applicants notifications	EC Coordinator	3 months prior	● TO BE ADVISED ● BOARDING ● COMPLETE

BASIC COURSE IN LIVER TRANSPLANTATION – BCLT

- An official educational activity of ELITA -

GUIDELINES

Registration standard deadline closing	EC Coordinator	6 weeks prior	● TO BE ADVISED ● BOARDING ● COMPLETE
TASK	WHO	TIMELINE	STATUS
Educators Management: travelling and housing to be finalised	EC Coordinator	6 weeks prior	● TO BE ADVISED ● BOARDING ● COMPLETE
Educators preparation (Ref point 4 or OrganisersGuidelines)	Course Chair and EC Coordinator	6 weeks prior	● TO BE ADVISED ● BOARDING ● COMPLETE
Educational tool (course app)release	EC Coordinator	3 weeks prior	● TO BE ADVISED ● BOARDING ● COMPLETE
Onsite management	EC Coordinator and Course Chair	Due date	● TO BE ADVISED ● BOARDING ● COMPLETE
Educators Management - follow up	EC Coordinator	2 weeks after	● TO BE ADVISED ● BOARDING ● COMPLETE
Course final evaluation – summary	EC Coordinator	3 weeks after	● TO BE ADVISED ● BOARDING ● COMPLETE
Course final report	Course Chair	1 month after	● TO BE ADVISED ● BOARDING ● COMPLETE
Course appraisal	ELITA	at the next available ELITA Board Meeting	● TO BE ADVISED ● BOARDING ● COMPLETE



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