

Description of the live educational event

Title

Venue

Date(s)

Duration of the event Please provide detailed information on the duration of the LEE.

Target audience To be explained in terms of the speciality/ies and seniority of doctor(s) most likely to benefit.

Expected total number of learners attending the LEE
Grossly or significantly inaccurate attendance declarations will lead to automatic rejection of the application and/or any future applications.

Clear description of the nature of the event Please indicate whether the LEE will involve lectures, discussions, workshops and/or other educational methods, single or multiple sessions, and whether these will be sequential or in parallel.

Methods to promote active learning Please state how this will be achieved (for e.g.: multimedia presentations; protected question and answer sessions; opportunities for audience participation; key-pad votes and discussion; etc).
--

--

Educational objective(s)

Please indicate the mechanism(s) by which it will be verified that the Learner has engaged with the LEE in order to fulfil the educational objective(s).

As a minimum this must involve a mechanism for confirmation of attendance at the LEE. The UEMS encourages the use of more sophisticated methods, such as smart cards confirming attendance at specific sessions, requiring the Learner(s) to complete questions based on the LEE material, requiring the Learner(s) to complete feedback forms, etc.

--

Compliance with all relevant ethical, medico-legal, regulatory, industry-based and legal requirements

For example, this should include: confirmation of confidentiality for patients and other participants, or consent to inclusion of non-identifiable details within LEE presentations, compliance with research ethics requirements, compliance with data-protection legislation, and copyright arrangements. It is essential to ensure that patients are not, and cannot be identified in any of the materials presented.

--

International audience

Please confirm that the event can accommodate the educational needs of an international audience (with the primary language determined by the composition of the audience and facilities available for interpretation as required)

--

The programme

Please upload the latest version of the programme

The information provided must include the required details of Faculty members and the titles of lectures, etc. that they will be delivering, and the expected learning outcomes. Details regarding the duration of individual lectures, workshops and sessions must be included, making clear the planned number of educational hours per day.

--

Details of the provider

Names and job titles of the individual(s) responsible for preparing the LEE

Please provide the name and contact address of the person/organisation primarily responsible for the delivery of the LEE.

Names and job titles of the individual(s) responsible for the planning of the LEE

Please provide the names and contact addresses of the persons/organisations responsible for the planning of the LEE.

Names and job titles of the individual(s) responsible for the administration of the LEE

Please provide the names and contact addresses of the persons/organisations responsible for the administration of the LEE.

Names and job titles of the individual(s) responsible for the scientific programme content of the LEE

Please provide the names and contact addresses of the persons/organisations responsible for the scientific programme content of the LEE.

Names and job titles of the individual(s) responsible for billing purposes

Please provide the names and contact addresses of the persons/organisations responsible for billing purposes.

Name, title and contact details of a medical practitioner who will take responsibility for the application for accreditation of the LEE

This doctor must be registered with a Medical Regulatory Authority, and his/her registration details must be provided. Normally this will be a senior member of the Organising Committee for the LEE. In all circumstances, this doctor will be expected by the UEMS to have verified the information submitted on behalf of the Provider in the application for accreditation.

Short description of the Provider organisation(s)

The Provider must submit a short description of their own organisation, and any other(s) with which they are working with regard to this specific LEE, specifying, in each case, the organisation's contribution to the LEE. Where the Provider is a CME company producing a programme on behalf of another organisation (e.g. pharmaceutical or device manufacturer) their relationship must be fully disclosed.

The scientific and/or organising committee

Name(s), job title(s) and contact details of the head of the Scientific and/or Organising Committee

This is the person responsible for, or in charge of the committee responsible for, the planning of the scientific content of the LEE.

Name(s), job title(s) and contact details of all other members of the Scientific and/or Organising Committee

Potential or actual conflicts of interest

Please provide written declaration of potential or actual conflicts of interest (whether due to a financial or other relationship) for all members of the Scientific and/or Organising Committee. Declarations also must be made readily available, either in printed form, with the programme of the LEE, or on the website of the organiser of the LEE. Declarations must include any fee, honorarium or arrangement for re-imburement of expenses in relation to

the LEE.
Please upload completed and signed forms of COI for all members of the Scientific and/or Organising Committee (see EACCME template)

Confirmation that any actual conflicts of interest have been addressed
Where there is an actual conflict of interest involving a member of the Scientific and/or Organising Committee, the EACCME® must be informed of how this has been resolved. The EACCME® considers it a responsibility of the head of the Scientific and/or Organising Committee to ensure that actual conflicts of interest are addressed.

The Scientific and/or Organising Committee must ensure that the LEE will provide a programme that presents a scientifically balanced perspective of the subjects included
This must include impartiality in the scheduling of subjects, lecturers and opportunity for discussion. Challenge through peer-review by participants during discussion sessions within the LEE can provide an effective safeguard.

The faculty

Potential or actual conflicts of interest
Please ensure that all members of the Faculty provide written declarations of potential or actual conflicts of interest. These declarations must be made readily available, either in printed form, with the programme of the LEE, or in electronic form, on the website of the organiser of the LEE. The EACCME® considers it a responsibility of the head of the Scientific and/or Organising Committee to ensure that actual conflicts of interest are resolved.

Educational objectives and fulfilment of learning needs

Educational needs
Please demonstrate that a “needs assessment” process has been completed, how that process was performed, and how relevant educational needs have been derived from that process.

Expected educational outcome(s)

These must be explained in terms of the expected educational impact in knowledge, skills, attitudes or behaviours, or ethical lessons, and where in a doctor's practice this will have an impact.

Funding of the LEE

Source(s) of all funding

Failure by a Provider to disclose the means of funding of a LEE will lead to rejection of its application. The Provider must provide documentation confirming the basis of the funding for the LEE, whether this is by sponsorship, educational grant, or any other means.

Please confirm that all funding provided is free of any attempt to influence the programme, individual sessions, subjects for discussion, content or choice of Faculty members

The Scientific and/or Organising Committee must confirm that it has determined the content of all aspects of the LEE to be free of any attempt by sponsors to influence the Committee's decisions. The EACCME® will not support for accreditation LEEs that have been directly funded by, and/or will be provided by, the pharmaceutical and/or medical equipment industries.

Promotional material

All educational material free of any form of advertising and any form of bias

The EACCME® will reject any application that, in its opinion, includes advertising of any product or company directly related to any educational material (for e.g. use of a sponsor's name in the title of the scientific programme, a scientific session or a scientific lecture; display of brand names and/or individual company logos in scientific lectures or in the scientific programme). The EACCME® will accept a single page acknowledgement, in the scientific programme, where all sponsors are recognised for their support of the LEE and programmes that include the names of satellite symposia only if they are clearly identified as industry sponsored.

Please confirm that your event complies with the applicable national rules, regulations and industry standards regarding exhibition areas where companies are permitted to

present their products.

Review by learners

Means for the Learners to provide feedback on the LEE

Please provide a reliable and effective means for the Learners to provide feedback on the LEE, including the extent to which the educational objectives of the LEE were met.