



EFSUMB

EUROPEAN FEDERATION OF SOCIETIES FOR ULTRASOUND IN MEDICINE AND BIOLOGY
'Building a European Ultrasound Community'

Please provide an email address for course applicants which we will add as a hyperlink to the EFSUMB website calendar.



EUROSON SCHOOL PACK

- Page 1: Draft model application
- Page 2: Draft model budget
- Page 3: Draft model application
- Page 4: Draft model report
- Page 5: Course Evaluation form for participants
- Page 6-7: EUROSON School Bylaw 7
- Page 8: Guide to obtained CME credits

DRAFT EUROSON SCHOOL BUDGET	
School Name/Venue/Date	
INCOME	In Euro
Registration fees:	
Registration fees, number of participants (x), fee (x) Euro/participant	
Registration fees, number of participants (x), fee (x) Euro/participant	
Sponsorships:	
TOTAL INCOME	
EXPENSES	
EFSUMB fee €200	
Venue Rental	
Set-up (posters, chairs, tables, flowers)	
Audiovisual equipment/support for x days: videoprojector, screen, 4 wireless microphones, computers, TFT monitors, technicians, videoprojection of live cases from the ultrasound room	
Professional conference organisers	
Advertising	
Printed material for the course (first and second announcement, final program, syllabus, certificate of attendance, badges, UEMS/ECM certificates, social dinner invitations)	
Website expenses	
Travel expenses foreign Speakers	
Travel expenses local Speakers	
Allowance for speakers' current expenses	
Accommodation expenses speakers	
Speakers' dinner	
Gala Dinner for participants	
Meals for participants (x lunches for y participants)	
Euroson School Bags	
Coffee breaks (x coffee for y participants)	
Staff wages	
Entertainment – guided tour, social programme and presents for Speakers	
Transportation (from/to the airport and shuttle bus for the social dinner)	
EFSUMB credit (Bracco residual amount for sponsorship) -€2.000,00 CEUS School only	
CME and UEMS accreditation	
Insurance/contingency	
VAT and/or other taxes (20%) excluded	
TOTAL EXPENSES	
BALANCE	

Date:

To the Chairman of the EFSUMB EDUCATION AND PROFESSIONAL STANDARDS COMMITTEE

This is an official request for accreditation for a EUROSON SCHOOL Course, as per following details:

1. Date of course:
2. Number of speakers and the speakers from other member countries:
3. Number of expected participants (x)
4. Registration fee: (x) EURO
5. Expected total income: (x) EURO
6. Reimbursement expenses offered to speakers (including travel expenses): (x) EURO
7. Target level of education: "x"
8. A certificate of Attendance will be requested in advance from EFSUMB and issued
9. All promotional material will include the EUROSON School name and logo
10. The organisers will submit a written report within 6 (six) months of completion of the course.
11. The organisers will submit a financial report within 6 (six) months of the completion of the course.
12. EFSUMB will receive 200 euro within 6 (six) months of the completion of a course.

Details of Course Organisers

(Showing contact emails for EFSUMB website)



EUROSON SCHOOL

LOGO OF LOCAL
ORGANISERS

- 1) Title: (Title of EUROSON SCHOOL)
- 2) Date, Venue, City, Country
- 3) Scientific Committee Names
- 4) Local Organizing Committee Names:
- 5) Final Programme
- 6) Registration:
 - a. Registration Fees for Presenting Authors
 - b. Registration Fees for Participants
 - c. Registration Fees for Resident Doctors
 - d. Registration Fees for Accompanying Persons
 - e. Specify what is included in the fees (eg participation, entrance to exhibition, course bag, printed material, coffee breaks, lunches, social activities etc)
- 7) Details of Bank Payments:
 - a. Account Number and account name
 - b. IBAN Number
 - c. Swift code
- 8) Accommodation details
 - a. Hotel names and prices
 - b. Information on how to book hotel accommodation
- 9) General Information
 - a. Congress Language is English
 - b. Venue Name and Address
 - c. Registration and information desk opening hours
- 10) CME credits awarded
- 11) Contact address, telephone, fax, email and website



EUROSON SCHOOL

LOGO OF LOCAL
ORGANISERS

- 1) Title: (Title of EUROSON SCHOOL)
- 2) Date, Venue, City, Country
- 3) Details of syllabus and programme
- 4) Number of speakers
- 5) Names of speakers and title of lecturers
- 6) Number of workshops and names of chairmen
- 7) Names of sponsors
- 8) Exhibition companies
- 9) Details of accreditation
- 10) Printed material
- 11) Final number of participants and origin of participants



Evaluation Form

ES/ EFSUMB Endorsed Course _____

Date _____ Venue _____

1. Organisation Scale: (poor) 1 2 3 4 5 6 7 8 9 10 (excellent)

Course Location	<input type="checkbox"/>									
Date	<input type="checkbox"/>									
Duration	<input type="checkbox"/>									
Time that was available										
- for practical Training	<input type="checkbox"/>									
- for Theory	<input type="checkbox"/>									

2. Lectures

L 1 _____	<input type="checkbox"/>									
L 2 _____	<input type="checkbox"/>									
L 3 _____	<input type="checkbox"/>									
L 4 _____	<input type="checkbox"/>									
L 5 _____	<input type="checkbox"/>									
L 6 _____	<input type="checkbox"/>									
L 7 _____	<input type="checkbox"/>									
L 8 _____	<input type="checkbox"/>									
L 9 _____	<input type="checkbox"/>									
L10 _____	<input type="checkbox"/>									
L11 _____	<input type="checkbox"/>									
L12 _____	<input type="checkbox"/>									
L13 _____	<input type="checkbox"/>									
L14 _____	<input type="checkbox"/>									
L15 _____	<input type="checkbox"/>									

3. Practical Training

Instructor 1 _____	<input type="checkbox"/>									
Instructor 2 _____	<input type="checkbox"/>									
Instructor 3 _____	<input type="checkbox"/>									
Instructor 4 _____	<input type="checkbox"/>									
Instructor 5 _____	<input type="checkbox"/>									
Instructor 7 _____	<input type="checkbox"/>									
Instructor 8 _____	<input type="checkbox"/>									

4. Quality

Audiovisual Material	<input type="checkbox"/>									
Course fee	<input type="checkbox"/>									
Grouping/Size	<input type="checkbox"/>									

5. Overall Evaluation

<input type="checkbox"/>										
<input type="checkbox"/>										

6. Comments (You can also use reverse side)



EFSUMB BYLAW No 7

Regulations for the organisation of an US Euroson School teaching course

INTRODUCTION

The Euroson School comprises a series of ultrasound teaching courses organised by members of the National Societies which comprise EFSUMB, or by specialist European or International societies/organisations whose aim it is to promote the application of ultrasound in medicine and/or biology.

In order for a course to be accredited as a Euroson School course the organisers must comply with the following regulations.

1) CORRESPONDENCE

All official correspondence concerning a course must be sent prior to the proposed date for the course to the General Secretary in the EFSUMB Office.

2) ACCREDITATION

The Education and Professional Standards Committee has the authority to determine the suitability of any proposed course and, in case of disagreement, must refer the decision to the Executive Bureau.

3) FACULTY

The teaching faculty of a course shall comprise of at least 6 (six) people, not less than one third of whom are from countries other than the host country. The names and specialties of the proposed faculty must be supplied at the time of application for accreditation.

4) SYLLABUS AND COURSE NOTES

All EUROSON Schools shall be in English. It is recommended that the course syllabus be compiled and printed prior to the course and include summaries or notes on the content of all the lectures.

5) LEVEL OF EDUCATION

The target level of education should normally be 'advanced', aiming at experienced participants. For all courses the target level of education must be indicated in all publicity material issued prior to the course.

6) CERTIFICATION

A certificate of attendance should be requested from EFSUMB prior to the course start date for electronic mailing to the Course Organisers and for distribution to the attendees at the time of the course or emailed as a pdf.

7) PROMOTIONAL MATERIAL

Once a EUROSON School course has been accredited all promotional material shall include the Euroson School name and Euroson School logo. School announcements and updates will be put on the EFSUMB website at EFSUMB expense as soon as they are ready. A link from EFSUMB's webpage to a dedicated website arranged by the organizers is welcome.

8) FINAL REPORT

The course organisers shall submit a written report within six months of completion of the course using the EFSUMB template. The report will be available on the website archive.

9) EFSUMB FEE

A fee of 300 Euro is due to EFSUMB. The EFSUMB fee shall be paid in advance on receipt of an invoice.

10) COURSE ORGANISERS PACK

A course organiser's pack is available from the General Secretary and online. .

October 1993 – Innsbruck - Austria
March 1995 – Dresden - Germany
December 1997 – Bournemouth – United Kingdom
March 1998 – Tours - France
April 2003 – Copenhagen - Denmark
September 2005 – Geneva - Switzerland
September 2006 – Bologna - Italy
October 2007 – Leipzig - Germany
June 2008 – Timisoara - Romania
August 2010 – Copenhagen – Denmark
November 2015 – Athens, Greece



EFSUMB



EUROPEAN FEDERATION OF SOCIETIES FOR ULTRASOUND IN MEDICINE AND BIOLOGY
'Building a European Ultrasound Community'

Guide to CME accreditation

EACCME application process and some useful links:

N.B. Applications are required to be submitted at least 3 months prior to the date of the proposed course

Criteria for international accreditation of CME

<http://admin.uems.net/uploadedfiles/1411.pdf>

EACCME accreditation fees

<http://admin.uems.net/uploadedfiles/1326.pdf>

Accreditation process

<http://www.uems.net/main.php?category=6>

Quick application checklist

<http://www.eaccme.eu/QuickChecklist.pdf>

Start the application process

<http://www.eaccme.eu/registerevent.php>