

## GUIDELINES FOR EULAR COURSES

1. These guidelines apply to all courses or scientific meetings that are offered and run as an “EULAR COURSE”.
2. EULAR Courses are under full scientific and financial control of EULAR and the EULAR Secretariat. Logistical aspects may be commissioned to an external organiser.
3. Any use of the designation “EULAR course or meeting” is subject to approval by the Executive Committee of EULAR and must not be used or advertised before it is granted.
4. Applications will usually come from the EULAR Standing Committees but may also originate from individual rheumatologists, scientists or health professionals, working groups or institutions. In any case the provisions of point 2 will apply.
5. Applications may be considered by the EULAR Executive Committee twice a year, i.e. at its meetings in March and September. To be eligible for consideration, applications must be received by the EULAR Secretariat ([eular@eular.org](mailto:eular@eular.org)) at least six weeks prior to the Executive Committee meeting, i.e., as a general rule before 31 January or 15 July.
6. Applications for a EULAR Course should include:
  - a. Proposed designation of the course/meeting, venue and dates
  - b. Programme, including educational objectives and speakers
  - c. Appreciation of the points raised under parameters of evaluation (number 8 below)
  - d. Transparent and balanced budget (no industry sponsorship: EULAR Courses are fully financed by the course participants and EULAR, see annex)
  - e. Name, address, phone number and e-mail of contact person
7. Each application will first be evaluated by the chairman of the Standing Committee for Education and Training and, if applicable, the chairman of a Standing Committee which is close to the topic(s) of the course.
8. Parameters of evaluation:
  - a. Obligatory features
    - i. International faculty or international organizing committee, predominantly European
    - ii. Registration open to EULAR member countries and other regions
    - iii. Formal evaluation of the course by attendees
    - iv. Overall educational and/or scientific value of the meeting
    - v. Integrated into the EULAR Educational Programme and objectives
    - vi. No influence whatsoever of pharmaceutical or other industry on the programme, its content or speakers

- b. Factors of preference
  - i. CME accreditation
  - ii. Objectives not extensively covered at the EULAR Annual Congress
  - iii. Special dedication to trainees or young scientists
  - iv. Practical training, such as hands-on clinical or technical exercise
  - v. Meetings seeking the development or implementation of European Standards or guidelines related to musculoskeletal issues
9. After evaluation, the chairman will submit a recommendation to the next available meeting of the EULAR Executive Committee. Decisions will be communicated to the applicant within 20 days after the meeting of the Executive Committee.
10. Approved EULAR Courses will be advertised on the EULAR website.
11. Applications should be submitted for each individual course.
12. In order to facilitate attendance, costs and fees are to be kept to a minimum in all cases, and EULAR will offer some bursaries for attendees, following dedicated rules, posted on the EULAR website.
13. The organizers will send to the EULAR Secretariat a report of the course evaluation within 60 days of its completion. This evaluation will be taken into consideration for subsequent applications.

*Approved by the EULAR Executive Committee in February 2011*

*Effective from July 2011*

## **ANNEX: FINANCIAL RULES FOR EULAR COURSES**

EULAR Courses should be accessible for many participants; therefore maximum course fees are set:

- 1-day course maximum EUR 350
- 2-day course maximum EUR 650
- 3-day course maximum EUR 850

When lodging and food is included in the course, the total course price may be increased by 150 euros per day. These prices INCLUDE VAT where applicable.