

TOPIC PROPOSAL, SELECTION AND PERFORMANCE OF THE TEACHING SESSIONS AT EFI ANNUAL MEETINGS

The teaching sessions undertaken during the EFI meeting should provide relevant scientific training events for physicians, biologists and technicians involved in the field of Immunogenetics. The opportunity to enlarge and share detailed knowledge on specific topics by competent speakers constitutes a unique opportunity of improvement for the entire EFI community. In order to contribute to the achievement of this aim, the EFI Education committee has defined these guidelines for the organizers of the EFI meeting to standardize the approach for the organization of the teaching sessions.

Program

- The topics and the chairs of the teaching sessions shall be established by the local organizers of the EFI meeting together with the EFI Education Committee one year in advance. The Education Committee in general will propose some topics which may be amended/alterd by the organisers after being discussed with the Education Committee chair.
- The chairs of the teaching sessions have to be identified by the organisers, approved by the Education committee (by e-mail correspondence) and invited by the local organisers and the chair of the Education Committee.
- The chairs of the teaching sessions propose the speakers and the detailed content of the sessions they have been assigned to, and discuss this with the local organisers and the Education Committee.
- Note: Only the chairs of the teaching sessions will receive reimbursement of costs (as defined in the EFI meetings procedure manual) from EFI. This must be made clear in the letter of invitation.
- The teaching sessions should focus on current or well established scientific/clinical/technical insights.
- As far as possible the topics of the teaching sessions should be consistent with the topics of the plenary sections.
- The topics treated in the teaching sessions of the last two years must be considered in order to avoid repetition.
- The organisers should take into consideration that the participants may have either a scientific or a technical background. Both groups should be accommodated.
- The exact titles of all talks in the different teaching sessions must be made available at least one month before the meeting.

Speakers

The selected speakers should consider that the teaching session represents a unique opportunity for training, and should try to maintain the presentation at an appropriate level.

- They are requested to submit a written summary of the presentation one month in advance, which will be distributed to the participants at the conference, or be available on the web site for download before the meeting.
- Alternatively printed copies of the projected slides (handouts) should be available either on site or on the conferences website.
- The chairs/speakers of the teaching sessions should submit three questions per presentation given, so that the organisers/educational committee can conduct a final evaluation form for CME assignment.
- The chairs/speakers will be asked to agree in writing with their presentations being available to EFI-members only via the members' restricted access mode of the EFI-site (a specific consent form will be provided by the EFI office) (see below)

Registration

At the time of registration in the annual EFI meeting, participants should be able to indicate which of the teaching sessions they would like to attend (teaching sessions are parallel to oral or special sessions) in order to allow the organisers to choose the right hall as well as to prepare the adequate number of handouts.

Education Credits

The teaching sessions should provide national or international education credit points. A final document certifying the level of learning should be given to the participants, ideally after they have performed an evaluation test, showing the acquired competence. Such a test could be carried out either online or be paper based. The organisers of the EFI conference in cooperation with the EFI Education Committee and the EFI office must make sure that an adequate system is in place. The chairs/speakers of the teaching sessions should submit three questions per presentation given, so that the organisers/education committee can conduct a final evaluation form for CME assignment.

Feedback

The EFI conference organiser must give participants the opportunity to submit a feedback form in which they can document their impression of the teaching session's content, the speaker's skills etc. A template for such a form will be provided to the organisers by the Education Committee.

Audio video capturing of the teaching sessions

It is important that the content of the different teaching sessions remains available in the EFI web site or otherwise electronically for EFI members. An audio-video capturing of the presentations may be carried out to allow free distribution among the EFI members.

Chairmen and speakers of teaching sessions must be informed about the possibility of audio visual capturing well on time and will be asked to submit an informed consent before the meeting. A template for such a form will be provided by the EFI office.