



How to apply for organizing an ESPEN Experts' Course

The **criteria** for applying for organizing an ESPEN Experts' Course are:

- the **course** should be short (max. 2 days), and focused on a specific clinical tool, technique or procedure (i.e., BIA, indirect calorimetry, organization of a HAN unit, etc.);
- the **organizer** of the course should be an ESPEN member, with renowned expertise and excellence in the specific topic of the course, as assessed by publications in the field, contribution to guidelines, etc. Of great relevance for assigning the organization of a course will be the record of the center in organizing courses and teaching the method/clinical procedures already in the past.
- max 20-25 **participants**, to ensure enough time to “hands-on” demonstrations
- the majority of the **time** of the course should be allotted to practical demonstrations/sessions
- the **course** should cover the multiprofessional aspects of the topic
- no registration fee
- ESPEN **financial support** (5,000€) should cover costs for teaching materials, meeting room, and meals during the course (organization of a farewell dinner is encouraged)
- a **certificate of participation** should be given to the participants, but a final test to assess the level of knowledge acquired is encouraged
- **links** to national/EACME programs are welcome

To **guarantee** a prompt feedback from the participants, the organizer should distribute an evaluation form whose results should be sent to ECPC. Applications for organizing an ESPEN Experts' Course should be sent to the ESPEN General Secretary and to the Chairman of ECPC. Applications should contain the detailed program of the course and the proposed dates. Also, the organizers should take responsibility to suggest convenient housing options to the participants. The ECPC will review the applications. Upon recommendation from the ECPC, the ESPEN Executive Committee will grant the funding.

ESPEN **encourages** a rotation of these courses among different centers, which may therefore consider organizing an ESPEN Experts' Course every 2-3 years. ESPEN discourages starting a course when the participants are less than 10.

Participants should apply by sending to the organizer of an ESPEN Experts' Course their CVs and a letter of presentation by the head of the Unit/department in which they practice, or a letter of presentation by the chairman of the national PEN society. In case too many applicants send their requests, priority should be given to current ESPEN members on a first come, first served basis.