



EUROPEAN  
FEDERATION FOR  
IMMUNOGENETICS

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## Selection and evaluation of teaching sessions at the European Immunogenetics and Histocompatibility Conference

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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 will propose some topics which may be amended / altered 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. There are usually two chairs for each Teaching Session and both are expected to participate with presentations.
- 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.
- Usually only one extra speaker is identified for each session; this will allow time for 3 talks (from the chairs and other invited speaker) of ~25 minutes with time for discussion
- Note: The chairs and speakers will receive the same reimbursement of costs from EFI. The exact amount of this reimbursement will be decided before the meeting depending on the available budget. Traditionally, when the conference has been expected to make a profit the reimbursement has extended to lodging for three nights in a high standard hotel for the faculty; Speakers' Dinner; Gala Dinner; free conference entrance, but no travel. In situations where the conference may not be on target to make a profit then the level of reimbursement may change, but still must provide at least one night's accommodation. The exact level of reimbursement for a particular conference must be made clear in the letter of invitation for that meeting. To reduce costs further, if required, some speakers may be able to provide pre-recorded talks for the teaching sessions.
- 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 abstract of the presentation one month in advance of the conference, which will be distributed to the participants at the conference, or be available on the conference App before



the meeting. The abstract must be clear and contain an accurate summary of the work that will be presented. The author is responsible for all editorial details (e.g. grammar, style, spelling, etc).

Format:

- The abstract should not contain extensive tables or digital images.
- A 12-point Times New Roman font should be used.
- The title must not exceed two lines, must be in bold capital letters, and must be descriptive of the topic presented. It should be centred and followed by a blank line.
- Name(s) and affiliation of the author(s) should be centred and followed by a blank line.
- Text in the body of the abstract should be right and left margin justified (aligned). A blank line should separate paragraphs.
- The text should not exceed 1000 words.

The chairs/speakers will also be asked to agree in writing to 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).

### **Registration**

At the time of registration for 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 an appropriate venue.

### **Education Credits**

The overall conference will be assigned EFI Educational Credits by the EFI Education Committee. It may also be appropriate for some or all of the sessions at the Conference to be assigned other local CME/CPD credits depending on the location of the meeting. Local organisers are responsible for identifying the relevant requirements for assigning CME/CPD credits to the meeting. The Education Committee can also help in the application for ASHI credits.

### **Feedback**

The EFI conference organiser must give participants the opportunity to submit feedback in which they can document their impression of the teaching session's content, the speaker's skills etc. A template for such a form can be provided to the organisers by the Education Committee, although on line submission of feedback for the whole conference is preferable. Local organisers, in conjunction with the EFI Education Committee, should consider how feedback on the whole meeting can be managed.

### **Audio video capturing of the teaching sessions**

It is important that the content of the different teaching sessions remains available in the EFI website or otherwise electronically for EFI members. An audio-video capturing of the presentations may be carried out to allow free distribution amongst EFI members. Chairmen and speakers of teaching sessions must be informed about the possibility of audio visual capturing in plenty of time and will be asked to submit informed consent before the meeting. A template for such a form will be provided by the EFI office.