



## REGIONAL MEETINGS APPROVAL GUIDELINES

- POLICY/PROCEDURE OF THE EFI EDUCATION COMMITTEE FOR THE APPLICATION REVIEW AND GRANTING OF APPROVAL.
- GUIDELINES & REQUIREMENTS FOR THE ORGANIZERS  
(draft – Version 0.3-2013-11-09)

### Introduction

Organisers of regional education meetings/workshops can apply for the official approval of their Educational/Scientific Activity by the EFI Education Committee. This official approval infers that EFI supports the educational content of the conference/workshop, and subsequently enables the organizers to use the EFI logo in all documents connected with their meeting.

This document describes the requirements and provides guidelines to the organizers. The guidelines are intended to facilitate the proper application and granting of the official EFI approval.

### A: Application for approval

For the approval of the educational event the following requirements must be met:

1. The organizer must submit a description of the activity using the Regional Educational Activity Approval Form. Details on the contents of the activity, the faculty members, and the target audience are requested on this form.
2. The draft program of the event must be submitted at least 3 months prior the event. The electronic format (pdf) or links to official website are sufficient. An approval will be given when the final programme of the event is available. This should be communicated to the chair of the EFI Education Committee the latest one month before the event takes place.
3. The organizers should contact the national CME authority in order to assign CME points to the educational event.
4. Any support, sponsorship or involvement by commercial organisations must be declared and publicly revealed. If applicable, the disclosure of any conflict of interest should be accompanied. This applies to the organisers as well as to the faculty members.

### B: Approval granting

After approval is granted, the organizers of approved events must meet the following:

1. To keep an attendance record of their meeting and submit a copy of it to the EFI Education Committee.

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2. To evaluate the event by using the EFI Session evaluation form or any other evaluation form which contains the same evaluation information – A copy of the final evaluation must be sent to EFI within 30 days after closing of the meeting.
3. To provide attendance certificates to all participants. The certificates must be delivered on site, if possible. Alternatively, they can be retrieved online or sent by e-mail.
4. To enable (where possible) the access to the presentation within the EFI secured webpage. A consent form from the speakers on the EFI form must be also provided for this purpose.
5. To use the EFI logo in compliance with “EFI guidelines for the use of the EFI logo”. ([http://www.efiweb.eu/fileadmin/user\\_upload/members/pdf/Bursaries/2012\\_08\\_14\\_Use\\_of\\_EFI\\_logo\\_ver5.pdf](http://www.efiweb.eu/fileadmin/user_upload/members/pdf/Bursaries/2012_08_14_Use_of_EFI_logo_ver5.pdf))

Approval status is valid for 12 months. Resubmission is required afterwards.

### **C: Denial or withdrawal of approval**

The EFI retains its right to deny or withdraw approval at any time for one or more of the following reasons:

1. The inadequacy or insufficiency of the program assessed by consensus of the EFI Education committee. This applies for both, organisational and scientific aspects of the program.
2. Significant changes to educational content and/or changes to the presentation format.
3. Failure to disclose any conflict of interest on the part of the organiser, provider or speakers.
4. A perception of bias on the part of the speakers at the event.
5. Advertising the event as being EFI approved before confirmation is received.
6. Misrepresentation of the name of the EFI.