

CME REGULATIONS

The ERA-EDTA regularly supports, and organizes, CME Courses and other related Educational activities. The main aim of this program is to reach areas of need, but especially focus on the excellence of the courses and activities supported: it is for this reason that request of **UEMS accreditation is mandatory** and, also, that very poor quality courses will not receive any kind of support. **All the accreditation costs related to the UEMS accreditation will be covered by ERA-EDTA.** It is also important that ERA-EDTA receives the due visibility in all events that are supported by the Society.

IMPORTANT - ERA-EDTA reserves the right to allow its speakers to not participate in scheduled events in case of unforeseen natural or political problems occurred or occurring in the Country in which the event is being held.

TYPES OF COURSES AND DEAD-LINES FOR SUBMITTING THE APPLICATIONS

There will be three types of CME Courses, or Educational activities:

- a. TYPE A. ERA-EDTA Courses (Registry; ERBP; Working Groups; Endorsed WGs; YNP; etc.);
- b. TYPE B. ERA-EDTA Supported Courses.
- c. TYPE C. ERA-EDTA Special Courses.

TYPE A.

These courses are the ones that are organized directly by ERA-EDTA Committees: Registry, ERBP, Working Groups, Endorsed WGs, YNP, etc.

They have to submit a simplified pre course application: for CME Courses planned in the 1st semester of the following year, proposals must be submitted by June 15th of the current year; for CME Courses planned in the 2nd semester of the following year, proposals must be submitted by December 15th of the current year. This pre course application will NOT be evaluated by the CME Committee.

They however must submit a post course form which will be evaluated by the CME Committee: the results of this evaluation will become a mandatory part of the annual report of each of these ERA-EDTA Committees to the Council.

TYPE B.

These courses are of two types:

- Courses that are organized on a regular basis by third parties and that ERA-EDTA regularly has supported in the past and wishes to continue to support. For these courses there will be two dead-lines for the following year: **June 15 - December 15.** A CME Course planned in the 1st semester of 2016 must be submitted by June 15, 2015; a CME Course planned in the 2nd semester of 2016, must be submitted by December 15, 2015.
- New courses organized by third parties. It is essential that for this type of course a detailed description of the sessions be submitted with the pre-course form or it

cannot be evaluated, thus taken into consideration. The submission dead-lines are the same as above.

TYPE C.

There will be no open call for this type of CME Course.

The third type of course will be evaluated by the CME Committee, then by Council for the final approval, upon request. These will be considered as exceptions and there will be very few a year, maybe 1-2 or even none. It can be the ERA-EDTA Council that can propose this event, or it can be a request from a very credible organizer or, again, a mix of these two.

What will be essential in choosing this kind of event is, a part from its scientific excellence, the geographical location, the number of members in that country, the relevance of the topic, etc. A useful tool to help the CME Committee and/or Council in deciding if and where to organize these courses can be based on the geographical venue; the ratio of ERA-EDTA members in a specific country, the number of events organized, or not organized in a specific country in the past. The help of National Societies can be very useful in this type of activity within the Committee. **There is no set dead-line for these courses, which can therefore be submitted at any time, but, for practical reasons, applications/negotiations should start more than 1 year in advance of the scheduled date of the event.**

ERA-EDTA SUPPORT

TYPE A.

All Courses of this category will be supported by the funds individually assigned to the respective Bodies for their educational activities: no funds will be granted to these Courses by the CME Committee except the funds allocated for the Travel Grants.

After receiving the post course form, the CME Committee will evaluate the scientific value of the courses, their quality and relevance.

Only if the local organizers need to receive financial support before the event, upon request by the local organizers, it can receive 50% of the allocated budget, granted by the Council to that specific ERA-EDTA committee/WG/body for the entire event, before the event take place (however not more than 3 months before); the rest will be paid based on the actual costs and after the receipt of the original invoices as well as the submission of the end post course form.

TYPE B.

The only type of support will consist in the travel costs (see details below) for one speaker for each half day of the CME Course for a maximum total number of three speakers.

In specific countries (in which the GDP per capita per year is lower than USD 10,000), also the accommodation costs for the same number of speakers will be covered by ERA-EDTA. All costs related to the contribution of ERA-EDTA (travel and eventually accommodation) will be based on the exact amounts paid. If necessary, advance payments can be done, not exceeding 50% of the estimated total which will be calculated taking into account the requirements mentioned below (see also the chart at the end of this document). Normally the travel must be done with the cheapest available fee for the destination (Economy - see reference chart at the end of this document). Furthermore

tickets must be purchased as soon as the speakers is aware of the trip as last minutes bookings are always more expensive. If the trip is done by train, the reimbursement will be for a 1st class ticket on ordinary trains whereas for bullet trains (Alaris, Frecciarossa, TGV, Thalys, etc.) only 2nd class tickets will be refunded. For travel done by car: max distance, 400 Km (one way), the cost is calculated at a rate per km in accordance with the local rules of the organization concerned up to a maximum of EUR 0.30 per kilometer (other expenses – motorway tools, parking, ferry crossing, etc. – can be also reimbursed on presentation of the corresponding supporting documents). Cancelled tickets will be refunded if they are cancelled for a valid and unforeseen reason (this must be authorized by the CME Committee Chair).

With regard to the accommodation costs, ERA-EDTA will reimburse the costs paid for this service, only for the nights necessary for the CME Course, for a single room or double room for single use, upon receipt of the invoice for this service.

The final balance will only be sent to the CME Course organizers after the submission of the post evaluation form and all the original requested receipts (travel and, if applicable, accommodation).

TYPE C.

These courses-will have a special budget according to each case. They will be evaluated by the CME Committee and then, if accepted, also by the Council for the final approval. The support may vary according to the specific requirements of each course or event.

SPONSORSHIPS

If and when a CME Course receives support through sponsors and ERA-EDTA is asked to manage the funds, the money must be transferred to ERA-EDTA. ERA-EDTA will then earmark the amount so that it will be only used for the specific CME Course. ERA-EDTA will however keep a small amount of the funds received for administrative costs (the amount will be decided by the Secretary-Treasurer in collaboration with the President, but it cannot be more than 5% of the total amount).

PAYMENT DEAD-LINES (Type B and C).

All ERA-EDTA payments of the granted support (related to travel costs and, when applicable, accommodation for the ERA-EDTA speakers) are subject to the submission of the pre-course evaluation form and post course form.

When an advance payment is granted, it can be paid only after the pre-course form is submitted and the course/event is approved by the CME Committee and ERA-EDTA Council.

The remaining amount of the support, that will be based on the actual costs, will be paid only after the post course form is totally finalized in a correct way and all requested documents are submitted.

EVALUATION FORMS (Type B and C; the rules regarding the post-course form also for type A).

All CME course or event organizers must fill in the online pre course evaluation and post course forms.

Pre-course form.

The requirements that must be included in this form must allow the CME Committee to define the program clearly, especially from the value point of view: educational value; scientific profile of the course organizer, international participation, expected number of participants, regional need, targeted audience (young/older), type (basic/clinical); topic (more general/more specialized); confirmed written acceptance sent to the organizers by the faculty members; etc.

Post course form.

The post course form must include the list of participants (comparison with number included in the pre-course form) and their contact information (at least e-mail), a copy of the program, the CME slide presentations and the 'authorisation of publication' forms filled in and signed by every speaker. Finally it must also include a financial balance (based on actual costs, with photocopies of the travel expenses, hotel invoice, UEMS invoice). It must also include the end of course survey filled in by the participants – this survey must include questions regarding the following: were the aims of the course met? Quality of presentations? Quality of speakers? Best presentation? Organization? What final vote would you give overall to this course/event?

All speakers will be asked to submit an online, anonymous, very simple form – 4-5 questions – regarding their opinion of the course (scientific quality), if the objectives of the course were met, organizational aspects (from ticket reimbursement, hotel accommodation – if applicable), attendance of participants. Overall score of the course/event. The speakers supported by ERA-EDTA must fill in this survey, with regard to the other speakers, it is advisable that this is done, but not obligatory. The results of this survey are also part of the post course form.

IMPORTANT: if some of the data related to the CME Course is not yet available at the time of the submission of the pre-evaluation form (this cannot be applied however to the program or the names of the speakers), or if it changes after the pre-evaluation form has been submitted, the organizer must submit a letter regarding the additions/changes to be up-loaded with the post course form with all the finalized details. If this is not done it will be taken into consideration in the post-evaluation score.

UEMS ACCREDITATION

All Courses supported by ERA-EDTA must apply for UEMS accreditation. If the Course received UEMS accreditation, this will be considered as an extra “plus” in the post course review process. **ERA-EDTA will pay the cost of this accreditation.** ERA-EDTA will also be in charge of taking care of the UEMS accreditation process on behalf of the CME

organizer: however a prompt and full collaboration of the CME organizer is needed with regard to the necessary forms and information for the accreditation application, which must be sent, in complete and finalized form, within the set dead-lines. ERA-EDTA cannot, in any case, be held responsible for non accreditation caused by delays in submitting the necessary documentation by the CME organizer and/or missing documentation not provided, still by the CME organizer, to ERA-EDTA.

ERA-EDTA VISIBILITY

The ERA-EDTA logo must be printed in the program and in any other place during the event, next to the speakers' names that are representing ERA-EDTA (this last matter is advisable but not obligatory) and it should be very visible during the course so as to clearly underline that ERA EDTA is one of the supporters of the event.

If this is not done the CME Organizer may receive a lower score if he/she submits a future ERA-EDTA CME Course application.

SPEAKERS

All speakers supported by ERA-EDTA must be ERA-EDTA members – exceptions to this rule are made only for non-nephrologists.

All ERA-EDTA supported speakers will be asked to submit an online very simple form – 4-5 questions. Their reply will be essential for the post course form and, therefore, it is compulsory.

All speakers supported by ERA-EDTA should be recognized in any materials/programs related to the course/event – the ERA-EDTA logo should therefore be printed next to their names.

ERA-EDTA speakers must fill in the ERA-EDTA DoI online form and comply with the DoI regulations: if this is not done he/she may not be considered to represent ERA-EDTA in future CME Courses. It is strongly suggested that all other speakers participating in the CME Course also fill in the ERA-EDTA DoI online form to increase transparency: this matter will be taken in consideration, in a favourable way, during the evaluation procedures.

TRAVEL GRANTS

The ERA-EDTA offers up to EUR 1,500.00 for Travel Grants for each course, independently of the type, for the participation of young nephrologists. **This amount will be up to EUR 2,500.00 for courses organize in countries in which the GDP per capita per year is lower than USD 10,000.**

The Course Organizers will be in charge of deciding who will receive these grants following the evaluation of the documents submitted by the applicants and with the provision that the winner must not be older than 40. The Course Organizer will also be in charge of deciding the final amount for each granted winner. A specific online form will

be available for participating in the selection of the Grant winners. The dead-line for submitting the applications will be one month prior to the course.

The amount of the Travel Grant is calculated taking into consideration the distance of his/her actual place of residence from the place where the CME is held see chart below: however this cannot be more than EUR 500.00 per person.

Travel grants cannot be given to the same participant more than once a year.

Travel grants (independently from the mileage) also **include a one-year free ERA-EDTA membership (Junior membership)**. Free ERA-EDTA membership cannot be offered to current and/or past ERA-EDTA members.

If an ERA-EDTA CME Course has some kind of final evaluation test, the course organizer can give up to **five - 1 year free ERA-EDTA memberships to the best course participants**, following the test's results, provided that they are younger than **40** and are not ERA-EDTA members.

IMPORTANT! Both the Grant, as well as the ERA-EDTA Junior memberships, will be given only after the verification of the young persons' actual participation in the CME Course.

TRAVEL GRANT REIMBURSEMENT CHART

- Up to EUR 500.00 - over 750 km
- Up to EUR 350.00 - between 500 and 750 km
- Up to EUR 250.00 - between 300 and 500 km
- Up to EUR 100.00 - between 300 km and 150 km
- Up to EUR 50.00 - within 150 km

Chart for ERA-EDTA supported speakers' reimbursements

The chart here below shows the estimated amounts according to distance travelled (costs that are above these average costs must be authorized by the CME Chair and, when it concerns the CME Chair, by the ERA-EDTA Secretary-Treasurer).

Distance from venue	Reimbursement (€)
within 150 km from the venue	50.00 €
between 150-300 km from the venue	100.00 €
between 300-500 km from the venue	250.00 €
between 500-750 km from the venue	300.00 €

within 750 km from the venue	500.00 €
Europe	700.00 €
North Africa	1,100.00 €
Middle East	1,100.00 €
North America	1,500.00 €
South America	2,500.00 €
Asia	2,500.00 €
South Africa	2,500.00 €
Oceania	4,000.00 €

(Last update: Council Meeting Manchester (UK), February 26-28, 2016).