



Guidelines

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1. Selection of ISAPS Educational Programs

The decision about the type of educational program to be organized and its **purpose** is made by the Education Council (EC) taking into account the recommendations of the National Secretary (NS)/Local Arrangements Chairman and according to the needs of the host country.

The local plastic surgery society should approve the event in all cases and preferably be involved in the scientific event planning, suggesting speakers, planning the opening ceremony, and organizing the venue, housing and social events. If the local society belongs to the ISAPS Global Alliance, it is mandatory that the event be organized following approval and under the auspices of the society. In cases of more than one local society being a member of the Global Alliance, in the same country, approval is required by both societies prior to any ISAPS event organization. At the discretion of the EC Chair and the President, single approval by one local society maybe adequate for event organization.

The ISAPS EC will provide speakers, moderators and Course or Symposium Directors to conduct meetings mutually agreed upon with the local chairman. Local chairmen/organizers are responsible for local faculty invitations following the Director's approval. Local faculty cannot exceed 30% of all speakers. Invited faculty, scientific program lay out and all arrangements regarding the organization of an ISAPS educational event should be with the approval of the EC Chair.

The EC Chair and/or Vice-Chair decide the EC local representative to be assigned as Director or Co-Director of any ISAPS educational event. All approved events should be organized under the supervision of the EC Chair and/or Vice Chair, and all events should incorporate an EC local representative in the organization to be assigned by the Chair or Vice Chair, following agreement between them.

Application for CME accreditation should be made for all ISAPS Educational Courses. For Symposia, it is at the local chairman's discretion, but in general CME credit is not provided for single day events. The CME accreditation process takes a minimum 4-5 months. The local meeting organization must cover the costs and collecting required application data (costs are around 350 – 500 euros). The ISAPS Executive Office can be contacted for more information and assistance for gaining CME accreditation.

- Courses and Symposia language must be English.
- Courses and Symposia can have a general or specific program topic.
- Courses can include cadaver dissection.
- Courses can also include live surgery with simultaneous transmission to the audience.
- Courses can be combined with a Visiting Professor Program (VPP) if guidelines and conditions of the VPP are followed. Application for a VPP should be submitted to the Executive Office for approval at least 3 months prior to the date of the event.
- Multispecialty Faculty meetings are welcome, provided that the EC will have approved the program and faculty composition; however non- plastic surgeon speakers should not exceed 20% of ISAPS member speakers.

2. Categories/Duration of Educational Programs

- a. Educational Courses can last 2-3 days, depending on the content and the program (live surgery, cadaver dissection, VPP).
- b. Symposia are usually a half or full day in combination with a local society's event.
- c. Endorsed Programs duration is the decision of the local organizers.

Eligibility for Course and Symposium Application:

The National Secretary and/or other ISAPS member in the host country must approve the program. Educational content must be approved by the National Secretary and the EC.

3. ISAPS Educational Program Types

Applications for Courses and Symposia should be submitted to the EC in accordance with these guidelines using the relevant form provided on the website at:

<http://www.isaps.org/medical-professionals/education-council>

Courses require only EC approval prior to permission for organization. Following the unanimous decision of the ISAPS Executive Committee (ExCo) in January 2017, Courses do not need additional Board of Directors approval except in extraordinary cases.

➤ **Courses**

- a. Course directors will be the EC Chair, EC Vice-Chair or EC Regional Representative as decided by the EC Chair. More than one Director can be named by the EC to act as Co-Director(s).
- b. Local Chairmen (ISAPS NS or other ISAPS member(s) of the country appointed by NS) are responsible for local arrangements.
- c. A Course can be coupled with a national or other major meeting, but should be independent. ISAPS Course speakers can also be invited to the national meeting provided their hotel accommodations and local hospitality are covered for the extra days of their stay.
- d. Efforts should be made so that the EC Chair or Vice-Chair will be present at ISAPS Courses or Symposia worldwide. Regional EC representatives can substitute for the EC Chair or Vice-Chair in cases of their absence. At least one member of the EC Committee should be present at every educational event worldwide.
- e. Courses should have at least 50 participants for approval of organization and travels of Faculty members.

➤ **Symposia**

- a. One-day or half-day Symposia can be part of a national meeting and can be organized either on a separate day before or after the meeting or within the national meeting.
- b. The local organizer will be the National Secretary or an ISAPS member(s) appointed by the NS and approved by the EC.
- c. Symposia do not require Board approval but EC Chair's approval is mandatory.

➤ **Endorsed Programs**

- a. EC approval of the scientific program is obligatory. Information from the NS may be requested before approval.
- b. Use of the ISAPS logo is permitted only after approval of the scientific program.
- c. ISAPS speakers can be invited to endorsed programs (at local organizers' expense), but not as a prerequisite for endorsement.
- d. Invitation by the endorsed program organizers to one ISAPS Board member from adjacent countries to the event location is encouraged, and a 15-minute time slot in the opening of the scientific program to be provided for the promotion of ISAPS scopes and missions.
- e. No other specific arrangements need to be made for endorsed programs.

4. Scientific Program of Educational Event

- a. The EC Chair, in cooperation with the local organizing committee, is responsible for confirming the invited faculty and scientific program. The EC Chair can assign the EC Vice-Chair or Regional Representative for the same, provided that final decisions will be under his approval.
- b. The non-ISAPS speakers invited as faculty must not exceed 20% of the total number of ISAPS member speakers.
- c. An **ISAPS presentation** must always be included in the Course and Symposium program. The NS or Course Director/Co-Director should use the official ISAPS PowerPoint presentation provided by the Executive Office. These are updated often, so it is advisable to request the most recent version.

➤ Opening Ceremony

- a. Includes a brief introduction/welcome by the Course Director, Local Chairman and President of the local society, announcement of any special events and general course orientation. If more than one society in the country is a member of the Global Alliance, both societies should be represented by their Presidents at the opening ceremony.
- b. Hierarchically, the President of ISAPS, the EC Chair or the EC Vice-Chair, or the Regional Representative, if present, should open the course.

➤ Course Format

- a. Maximum 2-hour sessions should be incorporated. One chairman and one moderator should chair the sessions. The Chairman should present the faculty and keep track of time. The moderator should lead the faculty in discussion and encourage dialogue with the audience.
- b. A minimum of 15 minutes of discussion should be incorporated at the end of each session. Discussion after sessions is a very important element which must be respected and included.

➤ Topics

In addition to aesthetic surgery topics, efforts should be made to also include:

- a. Related anatomy at the beginning of each session
- b. Introductory 5-10 min. videos at each session
- c. ISAPS Business School topic presentations

5. Course Director and/or Co-Director Assignments – International Faculty Selection and Invitation

- a. Invitations to faculty should be sent using a specific format with the ISAPS logo and signed by the EC Chair, Course Director and Local Chairman.
- b. Invitations should be sent from one e-mail address for more convenient communication and copied to EC Chair, and Local Chairman.
- c. Confirmed or declined invitations should be forwarded to EC Chair and Local Chairman.
- d. Selected faculty members must have the EC Chair's and/or Vice-Chair's approval prior to invitation.

6. Scientific Program for ISAPS Calendar

Information for the ISAPS website calendar should be sent to the Executive Office and must include:

- Title of the event
- Date(s)
- City and Country where event will take place
- Meeting venue and/or hotel where event will take place
- Contact Name, telephone and email for more information
- Website for the event (if website is not ready, send the link later)

7. CME Accreditation Procedure

- | |
|---|
| <ul style="list-style-type: none">● If you plan to apply for CME credit on your own, contact www.uems.net● If you need Executive Office assistance, contact ISAPS@isaps.org |
|---|
- a. Course Director must sign official EACCME Director's Declaration Form.
 - b. All faculty must sign official EACCME Conflict of Interest forms which must be retained for at least one year for potential review by EACCME.
 - c. Official EACCME Conflict of Interest Disclosure Form must be signed by all members of the Scientific/Organizing Committee.
 - d. EACCME regulations are very strict about website design and promotional materials. Review these regulations BEFORE designing your website or any brochures or other publicity materials.**
 - e. For ISAPS staff assistance with a CME application, all required materials must be sent to the Executive Office no later than 6 months before the Course.

8. Local Chairman Assignments in Cooperation with PCO*

- a. Confirm and manage all local arrangements including hospitality, meals, tours, venue, hotels, audiovisuals, and local transportation.
- b. Provide simultaneous translation, if needed. Official language must be English.
- c. Organizers should offer:
 - i. Hotel accommodation for invited faculty: minimum for the nights of the event dates plus one additional night most reasonably the night prior to the first day of the event. (Mandatory)
 - ii. Airport transfers for faculty (Mandatory)
 - iii. Faculty dinner (if organized, free for the faculty and spouses)
 - iv. Gala dinner (if organized, free for the faculty and spouses)
 - v. Local social events or tours for the faculty and/or spouses (suggested)
- d. Travel expense reimbursement for faculty is at the discretion of the organizers and is encouraged as finances allow. An equal and fair policy should be applied in such cases for every invited faculty member with no distinctions.
- e. Strongly encourage all faculty to submit a paper to the ISAPS journal, *Aesthetic Plastic Surgery* (the Blue Journal).
- f. Send Invited Faculty Responsibilities to each invited speaker. See Section 16.
- g. Send to the Executive Office the list of all participants with emails before the completion of the meeting.

9. Evaluation Form

- a. Customize an evaluation form for each scientific program to include:
 - i. Names of faculty and lecture titles
 - ii. Rating scale from 1-5 for each faculty speaker presentation
 - iii. Scale scoring: 1: poor, 2: average, 3: good, 4: very good, 5: excellent
- b. Provide evaluation form either digitally or on paper during the program.
- c. Send summary of responses to the EC Chair and Executive Office for submission to Accreditation agency (if Executive Office filed the CME application).

**PCO – Professional Congress Organizer*

10. Certificates of Attendance and Faculty Participation

- a. Can be distributed to participants as evaluation forms are submitted at the meeting or can be sent by email on request provided that evaluation form has been submitted.
- b. The EC Chair, Course Director(s) and Local Chairman sign the certificates. Design of certificates must have the approval of the EC prior to printing.
- c. CME accreditation should be included in the certificate with number of CME hours accredited and relevant authority's accreditation serial number.
 - i. **Registrant Certificates** – Only those participants, member and non-member, who have paid the registration fee and attended the course will receive a certificate of attendance. These must be distributed only in exchange for a completed evaluation form.
 - ii. **Faculty Certificates** – Certificates of attendance shall be distributed to all faculty whose name appeared on the program, but not to any who did not attend the course, and may include the title of their presentation.
 - iii. **Certificate Design** – The local host may design the certificate with approval of final layout by the EC. Certificates must include the ISAPS LOGO and must be signed by the EC Chair, Course Director(s) and Local Chairman. Signatures may be added digitally.

11. Local Chairman's Responsibilities

- a. The Local Chairman should propose local plastic surgeons as faculty members in compliance to the EC guidelines previously stated.
- b. Create meeting-specific website linked to calendar at www.isaps.org Websites for courses shall be: ***www.isapscourse.(Country)*** THIS IS MANDATORY FORMAT!
EACCME regulations are very strict about website design and promotional materials. Review these regulations BEFORE designing your website or any brochures or other publicity materials if you plan to apply for CME credit.
- c. Industry participation and funding of the event is necessary.
- d. A budget for the event must be sent to the EC and Course Director.
- e. ABSOLUTELY no pictures or video recording is allowed by participants during the meeting. This is both a patient privacy issue and shows a lack of respect for the speakers if participants are copying their presentations. See Section 15.

12. ISAPS Exhibit Booth

- a. Must be arranged by the NS and/or Local Chairman in cooperation with the Executive Office at least three months in advance.
- b. Supplies for the booth may include membership information, copies of the journal and newsletter and future course or Congress brochures. These must be requested from the Executive Office at least two months prior to the course date.
- c. WI-FI Internet access is required and laptop to access on-line membership application form must be available.
- d. The person in charge of the ISAPS booth must be able to guide participants through ISAPS on-line application process to promote membership.
- e. Provide a list of all participants with emails to the Executive Office before the beginning of the event and send an updated final list after the meeting.

13. Course Announcement and Publicity

In consultation with the EC Chair and Course Director, the organizers should begin course promotion at least one year in advance. In cases when less time is available after course approval, promotion can start at a later time. Further announcements are recommended periodically in cooperation with the Executive Office.

Suggested promotion may include:

- a. Information about the meeting on the ISAPS website, email blast and newsletter as part of our ISAPS meetings calendar;
- b. Email blast 6 months to 2 months prior to the course to direct readers to the course website;
- c. Flyers distributed at other ISAPS meetings printed and distributed by the local organizers;
- d. Local organizers should include promotion in their society's newsletter and website;
- e. A meeting specific website linked to the host society's website should be created that contains all relevant information about the course such as: dates, location, hosts, endorsing organizations, exhibitors and sponsors, meeting venue, hotel accommodation, faculty, program, social events, travel information, registration rates and form, local and contact details.

Printing – as a minimum

- a. Formal, four-color brochure listing all details of the course including faculty, program, registration form, and accommodation information
- b. Certificates for registrants and faculty
- c. Final Program
- d. Name badges, color coded for faculty, members, non-members, guests, exhibitors and others such as staff or media
- e. Invitations to special events (optional)

All published and emailed announcements and the final program must include the logos of ISAPS' Global Sponsors. Please contact the Executive Office to request the graphics.

14. Budget, Registration Fees and Course Profits

Following a unanimous decision of the Board of Directors during the London board meeting held on July 20, 2017, the new reimbursement policy for ISAPS educational events to be organized under the supervision and in cooperation with the Education Council, valid from the date above and for new applications, will be as follows:

COURSES

- Standard Fixed Fee 10.000 USD.
- Event to be organized strictly under the EC guidelines
- Fee payment:
 - 50% to be paid to ISAPS on Course approval by the EC
 - 50% to be paid to ISAPS two months prior to the course date.
- Local Organizers (LO) responsible to cover invited Faculty air fare at 1200\$ for intercontinental and 500\$ for continental flights as fixed travel reimbursement, to be paid on site to each Speaker.
- Local hospitality, airport transfers, hotel stay and social events complimentary for all ISAPS faculty and speakers.
- Two (2) faculty speakers for every 50 participants to be provided by ISAPS EC following Local Organizers' estimated calculation of the number of participants.
- 10% discount off the Standard Fixed Fee in countries where the National Society is an ISAPS Global Alliance Member and the Society has approved and is supportive of the Course (prerequisite)
- Course management is totally LO's responsibility. ISAPS EC responsible for invited faculty selection and scientific program only.
- LO will pay the bills, in country, in their own currency from income generated from registration fees, Industry and exhibition. No share for ISAPS from industry and other income.
- LOs are required to send the list of who attended with their e-mail addresses to the Executive Office within one week of the conclusion of the Course.

Benefits to Local Organizers (LO)

- Listing of key Course information in ISAPS Website Calendar (Executive Office).
- Inclusion of Course information with link to local website in monthly calendar emailed to full database on the first of each month as of Course approval continuing until month of Course (Executive Office).
- Promotion in ISAPS e-Magazine (electronic) to all ISAPS databases (ISAPS Marketing)
- Email blast to full database of 30,000 global plastic surgeons (Executive Office). LO must provide graphics, date, venue, contact information and course web link to Executive Office as soon as possible.
- CME accreditation application assistance on request. Completed application must be submitted at least four months prior to Course opening date. LO must provide all required information as requested. (Executive Office).
- 60-90 day advertising campaign on Facebook (ISAPS Marketing Team)
- Promotion of the Course on all of ISAPS social media platforms (ISAPS Marketing Team)
- Inclusion in the printed ISAPS Educational Courses brochure that is handed out at other conferences.

- Inclusion in the calendar of events in each issue of *Aesthetic Plastic Surgery* and *ISAPS News* as of Course approval continuing until month of program (Executive Office).
- Course landing page within the ISAPS.org NEW website.

SYMPOSIA

- Fixed fee of 2,000 \$ to be paid to ISAPS on Symposium approval by the EC for one-day Symposia joint with local National or International meetings.
- Invited Faculty will be fully supported with local hospitality, accommodation of minimum 2 nights, airport transfers and fully paid airline tickets in any class decided or agreed with the organizers after discussion with the EC.
- Organization of the event has to strictly comply with the EC Guidelines and equal policy for airfare reimbursement to the faculty should be implemented by LOs. No distinctions.
- EC will provide two (2) professors for every 50 participants following Local Organizers' estimated calculation for the number of participants.
- LO will pay the bills, in country, in their own currency from income generated from registration fees, Industry and exhibition. No share for ISAPS from industry and other income.
- LOs are required to send the list of who attended with their e-mail addresses to the Executive Office within one week of the conclusion of the Symposium.

Benefits to Local Organizers (LO)

- Listing of key Symposium information in ISAPS Website Calendar (Executive Office).
- Inclusion of Symposium information with link to local website in monthly calendar emailed to full database on the first of each month as of Symposium approval continuing until month of Symposium (Executive Office).
- Inclusion in the printed ISAPS Educational events brochure that is handed out at other conferences.
- Inclusion in the calendar of events in each issue of *Aesthetic Plastic Surgery* and *ISAPS News* as of Symposium approval continuing until month of program (Executive Office).

ENDORSED PROGRAMS

- Application is available for download at <http://www.isaps.org/medical-professionals/education-council>
- Fixed fee of \$2,000 per course to be paid to ISAPS with application.
- Program and faculty must be reviewed by the EC Chair.
- National Secretary in the country where the program is held must approve.
- Ideally, the program is under the auspices of the National Society.
- Organization and management is entirely up to the organizer.

Benefits to Organizers

- Listing of key program information in ISAPS Website Calendar (Executive Office).
- Inclusion of program information with link to local website in monthly calendar emailed to full database on the first of each month as of endorsement approval continuing until month of program (Executive Office).
- Inclusion in the printed ISAPS Educational events brochure that is handed out at other conferences.

- Inclusion in the calendar of events in each issue of *Aesthetic Plastic Surgery* and *ISAPS News* as of endorsement approval continuing until month of program (Executive Office).
- One eblast sent to global mailing list provide organizers supplies required information. (Executive Office).

15. Recording of Meeting

- Registrants are not permitted to take pictures or record videos during the course lectures under any circumstances.**
- This recording restriction must be mentioned in the final program and stated by the Local Chairman at the opening and consistently monitored during the Course.
- ANY RECORDING of sessions is strictly prohibited by participants;** however, this can be organized by the Local Chairman if prior **written authorization** has been provided by all faculty for purposes of adding such recordings to the official ISAPS Multi Learning platform.
- Local organizers will notify attendees of this strict policy with large signs displayed in prominent places at the meeting. Enforcement of this rule is the responsibility of Local Chairman. Offenders must be removed from the meeting.

16. Invited Faculty Responsibilities

- Lectures.** Teachers should make timed presentations of predetermined length and speak clearly and slowly in **English**, especially if simultaneous translation is being used. The PowerPoint presentations should be of excellent quality, avoiding an excess of “pre- and post-” photos and repetition, and insuring that information on each PowerPoint slide is easily readable and not overloaded. Complications and resolution should be addressed in every presentation.
- Each teacher should be reminded that new ideas which have not yet been proven to be of good value should be identified as such. The presentations should start with basic considerations pertaining to the subject and brief historical remarks. Technical details of the surgical procedure should be made very clear by means of PowerPoint or imbedded video clips and complications should be honestly discussed.
- The relationship between the teacher and any commercial company or product mentioned in the presentation must be clearly announced by the faculty member when starting his or her lecture. Speaker full disclosure forms must be signed by all teachers before the meeting.
- Publication.** Teachers should be encouraged to submit manuscripts to *Aesthetic Plastic Surgery*, the official ISAPS journal.
- Arrival.** All teachers must arrive at least one day prior to the course starting date.

17. Summation Session

The Course Director and Local Chairman will meet at the end of the educational program to review available information and will file a report with the EC Chair to include:

- Evaluation results
- Final number of attendees by categories (member, non-member, spouse, exhibitors)
- Finances to date

Last update 2.4.18

- *Layout improvement: Ivar van Heijningen, EC Local Representative Europe*
- *Prepared, Revised and Approved by Paraskevas (Vakis) Kontoes, ISAPS EC Chair*
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