**Course Proposal Review Criteria**

Evaluators will use the provided Course rating form to assess each proposal. Criteria for evaluation include:

1. Relevance/timeliness of topic - This category assesses the extent to which the proposed topic aligns with current interests and needs of the ESCMID audience. A high score will go to the topics exceptionally relevant and timely, addressing the audience's key concerns, potentially resulting in high number of participants.
2. Appeal of the topic - This category evaluates the general appeal and interest level of the proposed topic. A high score will go to topics of significant importance and broad interest, appealing to a wide audience within the ESCMID community. Conversely, a lower score will go to the topic with potential importance, but which appeal may be limited to a more specialized or narrow audience, potentially resulting in lower number of participants.
3. Overall scientific quality of the programme - This category provides an overarching assessment of the scientific quality of the programme, encompassing various aspects such as research rigor, content coherence, and the strength of evidence presented.
4. Geographic/gender balance of the speakers - This category evaluates the geographic and gender diversity among the proposed speakers. A high score will be given to course proposal with a strong balance, with representation from diverse regions and genders, highlighting the importance of inclusivity and diversity in the programme.
5. Budget rating (for onsite and hybrid courses) - This category evaluates the financial feasibility and efficiency of the proposed programme, considering adherence to the agreed budget and the potential for securing sponsorship to cover any excess expenses. A high score will be awarded to courses with strong budget planning, strict adherence to the agreed budget, and proactive efforts to secure sponsorships for any potential excess.