**ESCMID Onsite Postgraduate Course/Workshop Proposal 2024**

Please fill in all fields in the **given format.**

In case of any issues, please contact courses@escmid.org or by phone on +41 61 508 01 51.
If ESCMID support is granted, this form will be used to assemble a leaflet for the announcement of the course.

Deadline for submission is **Wednesday, 08 November 2023, 4:00 pm CEST.**

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**Course title:** Click or tap here to enter text.

**Select the Course Type:**

[ ]  **ESCMID Postgraduate Education Course**

[ ]  **ESCMID Postgraduate Technical Workshop**

**Dates proposed for the course -** Notes to your course date:

* Please plan your course start earliest in May 2024. Please be aware that you will need at least 5-month promotion before the course.
* Course should take place in the second half of 2024 (between May and December).

**Course start date:** Click or tap to enter a date.

**Course end date:**Click or tap to enter a date.

**Organising Study Group(s) or ESCMID entity:** Eg. ESGAP, ESGMYC, Parity Commision

**Other organising group(s):** Click or tap here to enter text.

**Course coordinator(s):** e.g. Dr. Firstname Lastname, City, Country

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Course venue**

**Venue name:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Website:** Click or tap here to enter text.

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**Target audience description:** Click or tap here to enter text.

**Course objectives:** Click or tap here to enter text.

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Course programme**

**Please list here the Faculty Members of your course in the following format, and alphabetic order of their first names:**

**Please note that it is highly recommended for all speakers holding at least two presentations, and there should be a gender, and geographical balance within the Faculty Members.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title (optional)** | **Firstname Lastname, City, Country** | **E-Mail Address** | **Gender** | **Numbers of Talks** |
| **M** | **F** |
| **Dr** | **Firstname Lastname, City, Country** |  | **1** |  | **2** |
|  | Click or tap here to enter text. |  |  |  |  |
|  |  |  |  |  |  |
|  | **Total numbers, how many speakers have two talks?** |  | **xx** | **xx** |  |

**Course programme**

Please indicate the time zone of your course: Click or tap here to enter text.

Please enter here the programme of your course in the following format (Copy and Paste the sample text below to ensure formatting consistency):

**Day 1, XX Month 2024**

08:00 – 08:30 Example Presentation

*Firstname Lastname*

08:30 – 09:00 Example Discussion

*Firstname Lastname*

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**Expected number of participants:** Click or tap here to enter text.

**Minimum number of participants (at least 30 for onsite Postgraduate Courses):** Click or tap here to enter text.

**Maximum number of participants (depending on the size of the course venue/ accommodation):** Click or tap here to enter text.

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Accommodation:** Please add if applicable, otherwise, please add a list of recommended accommodations close to the course venue.

**Accomodation Name:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Website:**Click or tap here to enter text.

**Phone:**Click or tap here to enter text.

**E-Mail:**Click or tap here to enter text.

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Registration procedure**

**Registration deadline (around one month before the course starts):** Click or tap to enter a date.

**Onsite Registration Fee EUR for ESCMID Members:** Click or tap here to enter text.

**Onsite Registration Fee EUR for all others:** Click or tap here to enter text.

**Ticket cost for ESCMID Young Scientist Members:** Click or tap here to enter text.

**Ticket cost for those from LMICs:** Click or tap here to enter text.

**Please state what is included in the Registration Fee:** The registration fee includes tuition, meals, accommodation? Which nights exactly?

**ESCMID provides a number of attendance grants for ESCMID ‘Young Scientist’ members. The Grant covers the registration fee.**

**Attendance Grant Application Deadline (around three months before the course starts):** Click or tap to enter a date.

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Contact person (Scientific programme)**

**Name:** Click or tap here to enter text.

**Institution:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**E-Mail:** Click or tap here to enter text.

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Administrative secretariat**

**Name:** Click or tap here to enter text.

**Institution:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**E-Mail:** Click or tap here to enter text.

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Budget**

**Please fill in the separate Budget Spreadsheet and send it along with your proposal.**

Please calculate with 30 onsite participants in total for your course only. Hybrid courses can be calculated with additional 20 online participants. This is to prevent ESCMID of low attendance numbers.

Sponsorship: Courses cannot be sponsored by one company only. The sponsors need to be confirmed before we can finalise the organisation of the course, and a positive balance of the course budget must be guaranteed. Please let us know which companies you have in mind.

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Picture for the flyer**

Please add a picture for the flyer which is related to the topic of the course here or attached to your e-mail with the proposal.

*\*Please add picture.\**

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Hybrid Option:**

For 2024, ESCMID is willing to support hybrid delivery (livestreaming of content for online participants). Please check the below box if you would like to offer this.

[ ]  **I would like to offer livestreaming as an option for participants.**

Please note that cameras, and equipment to send the signal to Multilearning (online platform provider), people who are reading out loud the questions of online participants, and a technician need to be organised by the course coordinators, directly. **Please note that we are only offering hybrid courses in case the venue provides this set up.**

The online platform to livestream a two-days course by Multilearning costs around EUR 5'000 for a two-day online course. Multilearning is working closely with ESCMID as they set up our online courses as well. We are open for other suggestions from your side.

The ticket prices for online participation are defined by ESCMID, and the same as for online courses:

*€75 for a one-day course, €150 for a two-day, €200 for a three-day, €250 for a four-day, and €300 for a five-day course for ESCMID members.*

*Non-Members will pay €50 Euros more, and ESCMID Young Scientist Members as followed: for a one-day course €30, for a two-day €50, For a three-day €75; and LMIC members: for a one-day course €10, for a two-day €20, and for a three-day course €30.*

Some universities are supporting a course by providing their hardware, a technician, and a livestreaming platform to reduce the course costs. Previous course coordinators have been renting the hardware and their faculty members have been reading out loud the questions of online participants.

[ ]  **I confirm that our venue provides the required hardware, already.**

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**Course topic**

Please let us know under which of these 12 topics you would like to contextualise your course:

1. Viral infection, 2. Bacterial infection, 3. Antimicrobial resistance, 4. Diagnostics, 5. Antimicrobials, PK/PD & stewardship, 6. Fungal infection, 7. Parasites & international health, 8. Infection prevention & control, 9. Basic microbiology, 10. Immunology & vaccinology, 11. Other, 12. COVID-19, 13. CGR cases

Click or tap here to enter text.

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Timeline:**

Please note that this is the shortest possible timeline we need to organise an onsite course. The longer we leave the registration open, the more time we have for proposal adjustments, chase for sponsorship, and the more participants we can gather for our course.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Time** | *Oct/Nov 2023* | *Nov/Dec 2023* | *Jan 2024* | *5 months before course* | *3 months before course* | *1 month before course* | **Course start** |
| **Action** | Call open | Education Subcommittee rating | Feedback to applicant | Registration set-up | Attendance grant application deadline | Registration deadline |

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**Acceptance and Submission**

[ ]  **I have read and accepted the** [**EOP’s (rules and guidelines) for Educational Activities**](https://www.escmid.org/membership-organisation/about-escmid/operating-procedures/eops-for-educational-activities)**.**

[ ]  **I agree that if the course is accepted, I will have a contract with ESCMID to take responsibility in the organization of the course.**

The contract can be done with a society affiliated with ESCMID. If this is the case, please mention the name of the society:

**This form should be saved, and then sent along with the budget template to:**

**courses@escmid.org**

**Thank you for your Submission. ESCMID will be in contact in January 2024 to confirm the successful proposals and begin the planning of the Postgraduate Educational Courses.**