**ESCMID Online Course 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 an online 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.

**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 and time:** Click or tap to enter a date.

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

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

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

**Course bbjectives:** 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 to hold at least two presentations, and there should be a gender, and geographical balance within the Faculty Members.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Firstname Lastname, City, Country** | **E-Mail Address** | **Gender** | **Number of Talks** |
| **F** | **M** |
| **Dr** | **Firstname Lastname, City, Country** |  | **1** | **0** | **2** |
|  | Click or tap here to enter text. |  |  |  |  |
|  |  |  |  |  |  |
|  | **Total numbers** |  |  |  |  |

**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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Notes on programme input**

Online educational courses are traditionally delivered in a didactic lecture style using video conferencing software.

We encourage a more interactive approach, by incorporating question and answer sessions, or by making time for collaborative conversations between faculty members and participants. For this purpose, electronic ‘breakout rooms’ can be organised.

Interactive times such as this should be indicated in the above course programme section.

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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 contact**

**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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**Pricing***Please note that the prices of online courses are defined as €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.*

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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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Timeline:**

Please note that this is the shortest possible timeline we need to organise an online course. The longer we leave the registration open, the more time we have for proposal adjustments, 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 E**[**OP’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 organisation 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 sent 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.**