



Eastern Europe and Balkan Region (EEBR) Programme

Visiting Professorship 2017 – Application form

To be submitted to Irichetti@eso.net

1. Applicant - Host Chair and host institute

Salutation, Name, Surname	
Institute, town, country	
Host Chair's position in the institute	

2. Venue and arrangements

The VPM will be organised at the institute	
Meeting room and capacity	
The Visiting Professor will be accommodated at hotel	

3. Topic and Visiting Professor

Topic (tumour/discipline)	
Requested Visiting Professor's name and affiliation	
Or proposals are requested from ESO	
Proposed VPM title	

4. Programme

Please enclose the proposed title and programme

5. Proposed dates (the dates of other regional/international events have been checked and overlap avoided)

Proposed dates 1	
Proposed dates 2	
Proposed dates 3	

6. Participants

Total number of medical staff in the hosting Institute	
Expected number of participants from the hosting institute	
Participants from other institutes will be invited	Yes No
Expected number of participants from other institutes	

Host Chair's declaration - As the prospected Host Chair I declare the following:

All required arrangements will be followed by myself or my delegated assistant/s

Suitable meeting facilities have been made available by my institute

I will organise and cover the travel arrangements for the Visiting Professor (air ticket, accommodation, airport transfers) and ESO will refund a forfeit amount of EUR 1.000 for these expenses

I will liaise with the Visiting Professor to discuss and define the final programme which will be provided to ESO at least 4 weeks before the VPM

Participants will be pre-registered and the number of registered participants will be communicated to ESO at least 2 weeks before the VPM

I will liaise with my colleagues at the institute that I foresee participating in the programme by providing lectures

I will liaise with my team to coordinate the sessions based on the clinical cases that will be presented by them

I will distribute the evaluation questionnaire received by ESO to the participants onsite and request them to complete the questionnaires by the end of the VPM.

I will collect and summarise the evaluation results and the report will be provided to ESO within 2 weeks after the VPM

I will not seek commercial support and will not grant attendance to representatives of commercial entities

Date: Signature:

The outcome of the application will be notified by ESO within 4 weeks from receipt.