



Eastern Europe and Balkan Region (EEBR) Programme

Visiting Professorship – Request for proposals

Within the EEBR Programme, the European School of Oncology makes support available for clinical institutes in the region to propose a Visiting Professorship Meeting (VPM) and

The selection will be made among suitable proposals on a first-come/first-served basis and further proposals will be assessed for the following year.

The details and the application form can be found hereafter.

1. Host Chair and local clinical institute

The Host Chair will take the responsibility to organise all onsite arrangements necessary to host the VPM (see VPM venue and arrangements).

The clinical institute is a renowned centre of reference for clinical oncology in the region whose medical team is interested in attending and actively participating in an internal educational meeting held in English.

2. VPM venue and arrangements

The VPM will be organised in the Host Chair's clinical institute, in a meeting room with sufficient capacity which is adequately equipped for slide presentations.

The Host Chair will provide the name of the hotel where the VP should be accommodated.

Furthermore the Host Chair will provide the name of the company which will be in charge for the catering service during the event. ESO will contact them to organise coffee breaks and lunch. If requested, a Faculty dinner will be included in the programme, (for the latter the Host Chair should provide a cost estimate to be approved by ESO)

3. Topic and Visiting Professor

The Visiting Professor is a renowned expert in the clinical oncology topic and can adequately focus on the tumour type and discipline. Typically, a VPM is organised in a tumour type (for instance prostate cancer) by a defined discipline (for instance, radiation oncology).

4. Programme

Whereas proposals by the Host Chair will be considered, hereafter is an example of a VPM programme. The clinical cases presented by the participants, on the other hand, are mandatory parts of the programme.

D0 The Visiting Professor arrives and is received by the Host Chair

D1 (8:00 registration, 9:00-17:00 conference including coffee breaks and lunch break)

15' Welcome address and introduction of the Visiting Professor (Host Chair)

30' Topic: Current status and future perspectives in the country (Host Chair)

30' Topic: Current status and future perspectives in the European and international setting (VP)

- 30' Topic: Epidemiology and local diagnostic and treatment guidelines (Host Chair)
- 30' Topic: Pathological aspects (local speaker defined by the Host Chair)
- 60' Topic, educational lecture (Visiting Professor)
- 30' Topic, other medical approaches (local speaker/s defined by the Host Chair)
- 120' Topic: Clinical cases presented by the medical team of the host centre and discussed with the Visiting Professor followed by a multidisciplinary tumour board discussion (speakers of the host centre)

- D2** (8:30-13:00, depending on the Visiting Professor's departure schedule, including coffee break)
- 30' Topic: specific medical approaches in detail (Visiting Professor)
- 30' As above
- 30' Topic: specific clinical scenarios (Visiting Professor)
- 30' As above (local speaker defined by the Host Chair)
- 60' Topic: Clinical cases presented by the medical team of the host centre and discussed with the Visiting Professor followed by a multidisciplinary tumour board discussion (speakers of the host centre)
- Visiting Professor's departure

Once the Visiting Professor has confirmed his/her availability, the Host Chair will directly liaise with him/her to discuss the programme.

The agreed programme will be submitted to ESO at least 4 weeks prior to the VPM.

5. **Dates**

The dates suggested by the Host Chair will be discussed with the Visiting Professor and the VPM will be established according to the availability of both the Visiting Professor and the Host Chair / institute. Concomitance with national and international events driving the interest of the prospected participants should be avoided.

6. **Participants**

The medical/clinical oncology team of the host institute is invited by the Host Chair and attendance is free of charge. Participants will be invited to pre-register through a dedicated website link, indicated by ESO, and sent to the invited participants by the Host Chair. The number of registered participants will be communicated to the Host Chair by ESO at least 1 week prior to the VPM. The Host Chair will coordinate with the local speakers the programmed lectures and with his/her team the sessions based on the clinical cases presented by the participants. An example of a clinical case presentation can be obtained by ESO.

The Host Chair is kindly requested to provide the PowerPoint file of each presentation to ESO at least 2 weeks before the VPM.

Typically, a VPM should be organised for 30-50 participants.

The Host Chair can also promote and invite the team of other institutes in the region / country.

7. **Reporting and evaluation questionnaire**

The evaluation questionnaire will be supplied by ESO. By completing the questionnaire, available on a dedicated website, participants will be able to receive their certificate of attendance via e-mail. Feedback from the Visiting Professor will be sought directly by ESO.

8. **ESO's support**

ESO will cover the travel arrangements for the Visiting Professor, (air ticket, accommodation, airport transfers) catering service during the event and a Faculty dinner, if requested. For the latter the host chair should provide a cost estimate to be approved by ESO. If other costs should be considered for the organisation (for example technical assistance, meeting room) the Host Chair should provide a reimbursement request, to be previously approved by ESO.

9. **Sponsors**

The Host Chair will not seek commercial support nor will representatives of commercial entities be invited or attend the VPM.

10. **Insurance**

ESO bears no responsibility for untoward events in relation to the VPM participation

11. **Publication**

The list of scheduled VPM's will be published on ESO's website and brochure as adequate.

Application

To apply as Host Chair, the application form should be filled out and sent to:

Laura Richetti, European School of Oncology - lrichetti@eso.net

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