



## Visiting Professorship Meetings: Policy

The European School of Oncology gives support to clinical institutes in the Eastern Europe and Balkan Region (EEBR) and the Eurasia region to propose Visiting Professorship Meetings (VPM).

Selection will be made from suitable proposals on a first-come/first-served basis.

### 1. Host Chair and local clinical institute

The Host Chair are responsible for organising 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 (if necessary, translation can be provided by the local institute).

### 2. VPM venue and arrangements

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

The Host Chair will organise coffee breaks and lunches for the participants as he/she feels adequate.

The Host Chair will furthermore provide the hospitality arrangements - such as flight ticket, airport transfers, hotel accommodation, dinners – for the Visiting Professor.

### 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 (e.g. prostate cancer) by a defined discipline (e.g. radiation oncology).

### 4. Programme

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

**Day 0** The Visiting Professor arrives and is welcomed by the Host Chair

**Day 1** (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)

**Day 2** (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 liaise directly 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 should pre-register with the Host Chair so that the number of attendees is known in advance. ESO will provide the host chair with a link to an online registration form.

The Host Chair will furthermore coordinate with his/her team for the sessions based on the clinical cases presented by the participants. An example of a clinical case presentation can be obtained by ESO. Typically, a VPM should be organised for 30-50 participants.

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

#### **Reporting and evaluation questionnaire**

7. An example of the evaluation questionnaire will be supplied by ESO and the Host Chair will be responsible for distributing and ensuring that the participants complete the form by the end of the VPM. A summary of the results should be sent to ESO by 2 weeks after the VPM. Feedback from the Visiting Professor will be sought directly by ESO.

#### **ESO's support**

8. To support the travel arrangements of the Visiting Professor, ESO will transfer a forfeit amount of EUR 1.000 to the host institute upon receipt of an invoice. Furthermore, a honorarium of EUR 1.000 will be transferred to the Visiting Professor.

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 participation in the VPM.

11. **Publication**

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

**Application**

To apply as Host Chair, the application form should be filled out and sent to [aciocchini@eso.net](mailto:aciocchini@eso.net)

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