



Eastern Europe and Balkan Region (EEBR) Programme

## Visiting Professorship 2017 – 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 four VPM will be supported by ESO per year. 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 and adequately equipped for slide presentations.

The Host Chair will directly organise coffee breaks and lunches for the participants as he/she feel 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 (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 should pre-register with the Host Chair so that the number of attendees is known in advance. The number of registered participants will be communicated by the Host Chair to ESO at least 2 weeks prior to the VPM.

The Host Chair will furthermore coordinate 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.

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 example of the evaluation questionnaire will be supplied by ESO and the Host Chair will be responsible to distribute and have the form filled-out by the participants by the end of the VPM. The summary of the results should be sent to ESO within 2 weeks after the VPM.

Feedback from the Visiting Professor will be sought directly by ESO.

#### 8. **ESO's support**

To support the travel arrangements of the Visiting Professor, ESO will transfer the 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 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 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](mailto:lrichetti@eso.net)

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