



Visiting Professorship – Request for proposals

The European School of Oncology makes support available for clinical institutes in the region to propose a Visiting Professorship Meeting (VPM).

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. HC and local clinical institute

The HC (HC) 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 HC's clinical institute, in a meeting room with sufficient capacity which is adequately equipped for slide presentations.

The HC will provide the name of the hotel where the Visiting Professor (VP) should be accommodated. Furthermore, the HC will provide the name of the company which will be in charge for the catering service during the event and a cost estimate to be approved by ESO.

3. Topic and Visiting Professor

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

D0 The VP arrives and is received by the HC

D1 (8:00 registration, 9:00-17:00 conference including coffee breaks and lunch break) 15' Welcome address and introduction of the VP (HC)

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

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

30' Topic: Epidemiology and local diagnostic and treatment guidelines (HC)

30' Topic: Pathological aspects (local speaker defined by the HC)

60' Topic, educational lecture (VP)

30' Topic, other medical approaches (local speaker/s defined by the HC)

120' Topic: Clinical cases presented by the medical team of the host centre and discussed with the VP followed by a multidisciplinary tumour board discussion (speakers of the host centre)

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

Once the VP has confirmed his/her availability, the HC will directly liaise with him/her to discuss the programme.

The agreed programme will be submitted to ESO at least 6 weeks prior to the VPM.

5. Dates

The dates suggested by the HC will be discussed with the VP and the VPM will be established according to the availability of both the VP and the HC / 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 HC 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 HC. The number of registered participants will be communicated to the HC by ESO at least 2 weeks prior to the VPM. The HC 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.

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

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

If involved VP and faculty agree, presentations can be shared with the participants via the designated website as PDFs with watermark.

7. Reporting and evaluation questionnaire

The evaluation questionnaire will be available via the dedicated website. Once completed 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 and organize the travel arrangements for the Visiting Professor and will liaise with the HC to arrange airport transfers and accommodation. Catering service during the event will be supported if requested. For the latter the HC should provide a cost estimate to be approved by ESO.

Funding from pharmaceutical companies is not permitted, and the meeting must not be commercially oriented.

9. Sponsors

The HC 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.

Application

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

Dolores Knupfer, dknupfer@eso.net

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