

Quick application checklist

The purpose of this checklist is to provide you with an overview of all the necessary documents/information you must have at hand when submitting your application on our website.

Please read beforehand document UEMS 2012/30 – The Accreditation of Live Educational Events by the EACCME®.

The recommended time for submission of an application is 18 weeks from the planned start date of the event. The latest date for receipt of a fully completed application form and confirmed payment of the EACCME fee is 14 weeks from the planned start date of the event.

Before submitting your application, please make sure that you have the following documents ready for upload :

Completed and signed copies of:

- Director's declaration
 - To be completed and signed by the medical practitioner who will take responsibility for the application
- Conflict of interest disclosure form
 - To be completed and signed by all the members of the Scientific/Organising Committee

PDF files of:

- Latest version of the programme including
 - details of faculty members
 - titles of lectures, etc.
 - start and end time of individual lectures, workshops and sessions
 - expected learning outcomes
- Programme overview (if available)
- Learners' feedback form (evaluation form)
- Event report (to be submitted no later than 4 weeks after the event)
- Final programme (following the LEE highlighting any differences from the version submitted with the original application)

The following information is necessary to complete the application form:

Description of the live educational event

- Event title
 - Please note that the use of a sponsor's name in the event title will lead to automatic rejection of your application.
- Event website
- Venue
 - Multiple venues for the same educational event require separate applications.
- Start date – end date
 - Only one date or set of dates is permitted for each event.
- Duration of the event
- Target audience
 - Specify the speciality and seniority of the doctor(s) most likely to benefit.
- Main specialty of the event
- Expected total number of participants
- Educational needs
- Expected educational outcomes
- Clear description of the nature of the event
- Methods to promote active learning
- Confirmation of learner engagement
- Compliance with all relevant ethical, medico-legal, regulatory, industry-based and legal requirements
- International audience
 - The remit of the EACCME is only for LEEs that will attract an international audience
- Main language of the event
- Simultaneous translation

Details of the provider

- Short description of the provider organisation(s)
 - The provider must submit a short description of their own organisation, and any other(s) with which they are working
- Lead person(s)/organisation(s) responsible for the preparation, planning and administration of the LEE
- Medical practitioner of who will take responsibility for the application
 - This doctor must be registered with a Medical Regulatory Authority and his/her registration details must be provided

Scientific and/or organising committee

- Head of the Scientific and/or Organising Committee
- Members of the Scientific and/or Organising Committee
- Please explain how any actual conflicts of interest involving members of the Scientific and/or Organising Committee have been resolved

Faculty

- Confirmation that all members of the faculty have provided written declarations of potential or actual conflicts of interest

Funding of the LEE

- Sources of all funding
 - o Name of sponsor(s)
 - o Type of funding
 - o Details of pending applications for funding
- Schedule of fees for learners
- Confirmation that all funding is provided free of any attempt to influence the programme, individual sessions, subjects for discussion, content or choice of faculty members

Promotional material

- Confirmation that all the educational material is free of any form of advertising and any form of bias
- Confirmation that the event complies with the applicable national rules, regulations and industry standards regarding exhibition areas where companies are permitted to present their products

Review by learners

- Means for the learners to provide feedback on the LEE
- Commitment to making available to the EACCME a report on the learners' feedback and on the provider's responses to these

Contact and billing information

- Contact person for the application
- Billing information