

Local Host Guidelines

European School of Interventional Radiology

2028



CONTENT

1.1 COURSE PRINCIPLES	3
2. VENUE REQUIREMENTS	4
2.1 COURSE VENUE.....	4
2.2 ROOMS.....	4
2.3 AV/IT EQUIPMENT & VIDEO RECORDINGS	5
2.4 BUDGET	5
3. FIRST STEPS AND COOPERATION WITH THE CIRSE OFFICE	5
3.1 PROPOSAL OF PROGRAMME & POSSIBLE DATES BY LOCAL HOST	5
3.2 PROGRAMME PLANNING MEETING & SITE INSPECTION	6
3.3 HOTEL ACCOMMODATION	6
3.4 CONTACT PERSON/ASSISTANT.....	7
3.5 INDUSTRY PARTNERS & SPONSORSHIP.....	7
3.6 FACULTY DINNER.....	7
3.7 COFFEE BREAKS & LUNCHESES.....	7
3.8 FREE REGISTRATION OF UP TO 5 PEOPLE FROM THE LOCAL HOST INSTITUTION	7
3.9 PROVISION OF INFORMATIONAL MATERIAL ABOUT THE CITY AND THE COURSE VENUE.....	8
3.10 CIRSE STAFF ONSITE	8
3.11 INTRODUCTION, WELCOME, START AND CONCLUSION OF THE COURSE.....	8
4. INDUSTRY PARTNERS & SPONSORSHIP	8
5. BUDGET AND PAYMENT PROCEDURE.....	9
5.1 THE BUDGET	9
5.2 THE PAYMENT PROCEDURE	10

Please address any questions to:

CIRSE Central Office
 Neutorgasse 9
 1010 Vienna, Austria
 Phone: +43 1 904 2003
 Fax: +43 1 904 2003 30
 Email: office@esir.org
 Website: www.esir.org



INTRODUCTION

Since 2006, the European School of Interventional Radiology (ESIR) has established itself as the premier clinical training course program for interventional radiologists (IR) around the world. With over 150 courses held across 26 countries, ESIR offers an unparalleled educational opportunity. Combining lectures, case discussions, and hands-on workshops, ESIR ensures that both novices and experts stay ahead of the curve in IR advancement.

1.1 COURSE PRINCIPLES

ESIR courses shall adhere to the following principles:

Logistics

- Limit on the number of participants, provided by the local host
- Courses are held in the English language
- Course duration: 2 days
- Focus on practical aspects such as video cases, interactive discussions in small groups, hands-on workshops, complication management, clinical practice and radiation safety (theoretical lectures should be kept to a minimum)
- Courses should be held in a clinical environment, such as hospitals and university departments
- All courses will be attended by a CIRSE staff member(s)

Programme

- All ESIR courses should ideally qualify under MedTech's Third Party Procedure Training criteria in order to allow MedTech member companies to sponsor the courses. To qualify, at least 50% of the time of an ESIR course programme should be dedicated to practical sessions. At least one third of the total programme duration should consist of hands-on sessions, which are part of the practical sessions. For further details, please see point 3.1

Faculty

- Please limit the number of non-local faculty members per course to 5 if possible. Faculty members shall preferably come from Europe. Only in exceptional cases and if expertise is not available in Europe, faculty members from outside Europe may be invited. Additional faculty members may come from the hosting institution
- Faculty invitations should align closely with educational needs, ensuring that all faculty members are significantly involved in ESIR courses. **Invitations for single lectures should be extended only**



when the faculty member brings expertise in a specific non-IR topic.

- Each faculty member also acts as tutor throughout the entire course and should be an integral part of the didactic principle, such as overseeing hands-on sessions, participating in interactive case discussions, preparing and holding case presentations, etc.
- As CIRSE values diversity among both faculty members and participants of the course, and wishes to support the inclusion of women in interventional radiology, we highly encourage including at least one female faculty member in the course faculty where possible
- Faculty members are expected to stay for the entire course. This is an essential part of the arrangement. Faculty members can only be accepted if they agree to this condition.
- Faculty members will be reimbursed for their travel (economy flights, etc...) and accommodation
- Usually, faculty members should come from Europe. In exceptional circumstances, faculty members from outside Europe can be invited. Reimbursement for flights is limited up to €1000.

2. VENUE REQUIREMENTS

2.1 COURSE VENUE

ESIR courses should be held in a clinical environment (e.g. academic institution, university, hospital, etc.). Exceptions are subject to approval by the CIRSE office.

2.2 ROOMS

The provision of suitable rooms is the responsibility of the local host. All rooms should be located within the same entity and should be within walking distance (5 minutes). Room requirements for regular courses (variations possible depending on individual course programmes):

- **1 lecture room** with a minimum capacity of 60 seats, equipped with a multimedia projector and a laptop for laptop presentations.
- **4 or 5 session rooms**, close to the lecture room, with a minimum capacity of 15 seats, each equipped with a multimedia projector and a laptop for presentations (additional equipment upon request).
- **1 area** near or, if possible, in front of the lecture room to be used as registration area and for coffee breaks. The local host is kindly asked to let the office know whether roll-ups and promotional material may be placed in this area.



2.3 AV/IT EQUIPMENT & VIDEO RECORDINGS

The provision of the audio-visual and IT equipment necessary for the course presentations (e.g. multimedia projector, screen, laptop...) is the responsibility of the local host.

To enhance the educational experience, it is suggested to include video recordings of interventions in the programme. **All aspects of the video recordings are the sole responsibility of the local host.**

Should the local host decide that he/she would like to organise a video recording, he/she must include the activity in the programme proposal and communicate it to the office. If the local host proposes the inclusion of a video recording, it is assumed that the basic equipment necessary for the provision of video recordings is available at the local host institution.

2.4 BUDGET

The local host should endeavour to keep rental costs as minimal as possible and must submit an estimated venue rental price with his/her application. Any costs exceeding the available budget for room rental and AV/IT equipment (EUR 3,000) have to be covered by the local host or additional individual funding.

3. FIRST STEPS AND COOPERATION WITH THE CIRSE OFFICE

The CIRSE office takes care of all items related to the administration, registration, budgeting, support programmes, production of hand-outs, communication with participants, faculty (including invitation and selection in accordance with the CIRSE Foundation) and local host as well as handling the coordination and supervision of all activities. Please do not hesitate to contact the office if you have any questions related to the course. While the office fulfils the above-mentioned tasks prior to and after the meeting, the local host has some very important duties, which are listed below:

3.1 PROPOSAL OF PROGRAMME & POSSIBLE DATES BY LOCAL HOST

The local host is requested to propose a programme outline or revise an existing programme (topics/faculty/time slots/etc.) which is subject to revision by the CIRSE Executive Board together with the CIRSE office. Should the local host wish to amend the programme after the committee's approval, he/she must forward these changes to the CIRSE office for evaluation and approval. The local host should also



forward possible course dates to the CIRSE office. The duration of the course depends on the programme and should range between 1.5 and 2 days, preferably on working days (usually Thursday to Friday).

In order for an ESIR course to be recognised under the category of MedTech's Third Party Organised Procedure Training, practical sessions must represent more than 50% of the full programme. Of this 50%, at least two-thirds should be hands-on sessions. In this context, the following aspects are considered "practical":

- Hands-on sessions in which all attendees participate actively
- Recorded demonstrations of live interventions followed immediately by participation of attendees in related hands-on sessions
- Case study sessions when the trainees learn about the procedure preparation, the tips and tricks, and complications handling of the procedure(s) from specialty expert(s). Those sessions must be interactive.

Please therefore ensure that your proposed programme fits within these criteria in order for us to achieve compliance through MedTech.

3.2 PROGRAMME PLANNING MEETING & SITE INSPECTION

After the programme proposal and possible dates have been forwarded to the CIRSE office, the local host shall arrange a meeting with the CIRSE staff at the course venue if deemed necessary by the CIRSE office. The purpose of this meeting is the evaluation of the course venue and the discussion of the proposals according to 3.1 in order to finalise the programme and set the date of the course.

3.3 HOTEL ACCOMMODATION

The local host is requested to send a proposal for hotels, including their complete address, to the CIRSE office. The hotels should be near or within easy reach of the course venue. If it is not accessible on foot or by public transportation, a taxi/transfer service can be organised. However, this requires prior approval by the office. The proposal should include hotels in different price categories. One hotel should be selected for the faculty members. If possible, the price for one night in a single room in the faculty hotel should not exceed EUR 250. As soon as the local host has submitted his/her proposal, the office will contact the faculty hotel to make room reservations. Please note that we do not make any room reservations for participants but rather provide the hotel suggestions on our website.



3.4 CONTACT PERSON/ASSISTANT

Should the local host assign an organisational assistant from the local host institution, the CIRSE office must be informed about the assignment and the respective contact details must be forwarded to the CIRSE office.

3.5 INDUSTRY PARTNERS & SPONSORSHIP

The local host is an important part of the sponsorship acquisition process. Further information regarding industry partners & sponsorship and the responsibilities of the local host in this matter are detailed under point 4.

3.6 FACULTY DINNER

A faculty dinner may be organised after the first day of the course. Preferably, the budget for the faculty dinner should not exceed EUR 100 per person. Should the indicated amount for this item not be sufficient due to local circumstances, or due to unforeseeable events, the local host shall contact the CIRSE office which then may authorise adjustment of the budget to reflect this.

3.7 COFFEE BREAKS & LUNCHES

The local host in cooperation with the local administration and CIRSE office shall take care of the organisation of coffee breaks and lunches.

The scheduling of coffee breaks and lunch times will be arranged in co-operation with the CIRSE office.

Preferably, the budget for the coffee breaks and lunches should not exceed EUR 20 per person for coffee breaks and EUR 40 per person for lunch. Should the indicated amount for this item not be sufficient due to local circumstances, or due to unforeseeable events, the local host shall contact the CIRSE office which then may authorise adjustment of the budget to reflect this. For bookkeeping and accounting purposes the catering company must invoice CIRSE directly.

3.8 FREE REGISTRATION OF UP TO 5 PEOPLE FROM THE LOCAL HOST INSTITUTION

The Local Host can choose up to 5 people (fewer if the course format is designed for a lower number of participants) from his/her institution in order to provide them with complimentary access to the course. Please note that a name list of these persons, including their full address and email address, has to be sent



to the office at least 6 weeks prior to the course. In the event that the course is already fully booked at that time, the 5 free scientific registrations cannot be guaranteed.

3.9 PROVISION OF INFORMATIONAL MATERIAL ABOUT THE CITY AND THE COURSE VENUE

The local host is kindly requested to send the exact address and a map of the course venue to the CIRSE office, making it easier for participants to find the venue and the right entrance. This information should be provided no later than 8 weeks before the course.

If possible, the local host can also send information about the city. Details can be discussed with the office.

3.10 CIRSE STAFF ONSITE

As a rule, representatives of the CIRSE office will be present in order to handle the registration of the participants. He/she will stay until the end of the course and will offer assistance to the local course organisation.

3.11 INTRODUCTION, WELCOME, START AND CONCLUSION OF THE COURSE

At the start of the course, the local host shall briefly introduce the faculty and thank the corporate partners for participating and supporting the course. At the conclusion of the course, the local host will also deliver closing remarks, and thank participants, and all aforementioned, for their contributions.

4. INDUSTRY PARTNERS & SPONSORSHIP

Sponsorship of the course is only possible against an eligibility fee. The CIRSE office will compile an invitation & partnership brochure containing information on the ESIR course programme, the sponsorship order form detailing the different sponsorship packages, sponsorship benefits as well as associated sponsor and marketing opportunities.

Please find below the step-by-step process of sponsorship acquisition:

Step 1:

The local host is kindly asked to suggest possible sponsoring companies suitable for the respective course topic to the CIRSE office.



Step 2:

After discussing the further approach with the CIRSE office, initial contact shall be made by the local host to local company representatives, if available. Concurrently, the local host is kindly asked to compile a list containing the materials & tools required for the hands-on workshops of the course.

Step 3:

The correspondence with the local representatives as well as the materials & tools list should then be forwarded to the CIRSE office, who will follow-up on all sponsorship matters.

Step 4:

The CIRSE office will officially invite industry partners suggested by the local host as well as other companies relevant to the course topic to sponsor the course.

Step 5:

Industry partners agreeing to support the course as sponsors will receive the materials & tools list compiled by the local host. They will be offered the opportunity to provide the course with said materials & tools. **Only industry partners supporting the course financially may receive the opportunity to present their materials & tools at the hands-on sessions.** The local host will be kept apprised by the office about sponsors, the materials & tools they have agreed to provide and all related matters.

5. BUDGET AND PAYMENT PROCEDURE

5.1 THE BUDGET

The local host shall forward a budget outline detailing the estimated costs to the CIRSE office prior to the course for approval. The budget includes the following items:

Room rental and AV/IT equipment	EUR 3,000
1 Faculty Dinner	EUR 100 per person
Lunch breaks	EUR 40 per person and break
coffee breaks	EUR 20 per person and break
Local administration	EUR 1,000



If expenses can be kept significantly lower, this will certainly be appreciated.

Should the indicated amount for any item not be sufficient due to local circumstances, or due to unforeseeable events, the CIRSE office may authorise adjustment of the budget to reflect this. The circumstances that require such an adjustment must be brought to the attention of the CIRSE office by the local host before the beginning of the course.

Reimbursement will only be made for actual expenses and against original invoices.

5.2 THE PAYMENT PROCEDURE

For bookkeeping and accounting purposes all cost as initially budgeted and approved by CIRSE shall be invoiced by suppliers (venue, AV supplier, catering company...) directly to CIRSE. Whenever possible, the faculty dinner shall also be invoiced directly to CIRSE. Forms arriving later than 3 months after the course will not be considered.