



## EBAC ACCREDITED EDUCATIONAL PROGRAMMES

(AEP)

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## In brief

A satellite symposium describes a historical format consisting of a symposium or presentation which takes place outside the main programme of a major meeting of a scientific organization. The main characteristic of a satellite is that the sponsor(s) take(s) full responsibility for the event, including the selection of content and speakers. This means that from a legal point of view a satellite is part of the corporate communication of the sponsor(s).

EBAC does not accredit satellite symposia. EBAC may accredit so called "Accredited Educational Programmes (AEP)" in the context of the congress of a scientific society or professional union. An AEP has to be organized by a scientific or academic organization/institution, which appoints the course director and takes responsibility for the quality and independence of content and presentation. AEP's cannot be part of the corporate communication of the sponsor(s), i.e. no advertisement/announcement of the event or display of webcasts at the congress booth etc.<sup>1</sup>

Sponsoring occurs on the basis that the AEP will officially be announced by the organizer of the main congress, and the sponsor has no right to take any influence on selection of topics, content, speakers and mode of presentation.

## In detail

An EBAC Accredited Educational Programme is:

- ✓ organised by a scientific/ academic institution (university, medical professional society, teaching hospital) which is called the CME Provider.
- ✓ developed under the responsibility of a Course Director appointed in the corresponding Endorsement Letter, issued by the scientific institution which is formally registered as a CME Provider
- ✓ supported by a grant from commercial sponsor(s) under the conditions outlined above.
- ✓ The scientific programme of the AEP must be balanced and placed in a general context. A critical appraisal of the subject matter(s) adds greatly to the educational value of the programme. Uncritical and/or biased presentations of study results are not acceptable.

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<sup>1</sup> EBAC Policy Statement and Accreditation Rules, confirmed by the EBAC Advisory Committee on January 28<sup>th</sup>, 2011

## Registration

The accreditation process is performed on-line on the EBAC website:

<https://services.ebac-cme.org/app/EBACMgmt>

There are 2 forms to be completed on-line:

**The Registration Form:** to register the Scientific Institution responsible for the scientific content of the programme.

**The Application Form:** which describes the educational programme itself.

## IMPORTANT: To be clarified beforehand

It is within the discretion of the Congress Organization department to decide on allowance of AEPs at their events. Therefore, a close and early collaboration between CME Provider, the Congress organizer and EBAC is recommended. Please note as most promotional materials also require approval from the Congress Organization department it is necessary to include them into the planning process of an AEP.

Please provide the EBAC office with the name and contact details of the individual person in charge on behalf of the Congress organization.

## Deadlines

EBAC recommends to submit your programme 3 to 4 months before the event takes place and in any case no later than 8 weeks before. **BUT:** the submission has to be compliant with the deadlines required by the Congress Organization department also. It is within the responsibility of the CME Provider to take care of the deadlines.

## Documentation

**Please note: all templates are available on-line on the EBAC website in the section “Documents Library”. Promotional materials (printed and electronic) need approval by EBAC.**

<b>1</b>	<b>Event Programme</b> Must contain event date(s), session(s) timing, topics and speakers name (to be attached to the application form before submitting the AEP for EBAC accreditation)	<input type="checkbox"/>
<b>2</b>	<b>Faculty List</b> Must contain First name, Family name, Institutional Affiliation, Country (to be attached to the application form before submitting the AEP for EBAC accreditation)	<input type="checkbox"/>
<b>3</b>	<b>Endorsement Letter</b> should be provided by the CME Provider, in which it takes responsibility for the content of the programme, and <b>appoints a Scientific Director</b> for the course. (to be attached to the application form before submitting the AEP for EBAC accreditation)	<input type="checkbox"/>
<b>4</b>	<b>EBAC disclosure form</b> This document should be completed and signed by each speaker/ chairman participating in the EBAC AEP, will be kept on file by the CME provider and must be send to the EBAC office after the AEP took place.	<input type="checkbox"/>
<b>5</b>	<b>Course Director's Commitment</b> This document describes the Course Director's responsibilities with regards to the educational programme. It should be completed, signed and attached in electronic format to the EBAC application form. The original should be sent by post to the EBAC Office	<input type="checkbox"/>
<b>6</b>	<b>Contract in written between provider and sponsor</b> , confirming the conditions for financial support as outlined above (does only be presented on demand).	<input type="checkbox"/>
<b>7</b>	Any letters and follow-up documents concerning a problem or complaint related to the industry commercial support of the accredited CME activity.	<input type="checkbox"/>
<b>8</b>	Once accredited as an EBAC AEP its <b>on-line presentation</b> should be compliant with the EBAC requirements.	<input type="checkbox"/>
<b>9</b>	There is no official EBAC template for AEPs ( <b>except ESC Congresses</b> ) but there are mandatory data that should be displayed on all promotional materials (printed and electronic) ( <b>see page 5</b> )	<input type="checkbox"/>
<b>10</b>	A <b>Poster</b> or a <b>screen</b> bearing the EBAC logo and the Scientific Institution (CME Provider) logo should be placed at the entrance of the lecture room.	<input type="checkbox"/>

## External communication of EBAC Accredited Educational Programmes

**Always use the same phrasing as on the approved template, in case you refer to EBAC or EBAC CME points in other sections of your printed materials.**

Once accredited, the programme must be announced as an "EBAC ACCREDITED SATELLITE SYMPOSIUM HELD DURING [enter Congress name]".

**The EBAC standard text on disclosure must be printed inside promotional/ printed materials concerning the accredited event.**

"In compliance with EBAC guidelines, all speakers/ chairpersons participating in this programme have disclosed or indicated potential conflicts of interest which might cause a bias in the presentations. The Organizing Committee/Course Director is responsible for ensuring that all potential conflicts of interest relevant to the event are declared to the audience prior to the CME activities."

**The Accreditation Statement should always be printed together with the EBAC logo**

"This programme is accredited by the European Board for Accreditation of Continuing Education for Health Professionals (EBAC) for "xx" hour(s) of external CME credit(s); Each participant should claim only those hours of credit that have actually been spent in the educational activity.

**The EBAC text on disclosure should be included in the course's programme/ course books / syllabus:**

"In compliance with EBAC guidelines, all speakers/ chairpersons participating in this programme have disclosed or indicated potential conflicts of interest that might cause a bias in the presentations. The Organizing Committee is responsible for ensuring that all potential conflicts of interest relevant to the event are declared to the audience prior to the CME activities."

## Template

There is no official EBAC template for AEPs (except for ESC Congresses) but the following information are mandatory and should be displayed on all promotional materials (printed and electronic):

- ✓ Title: EBAC ACCREDITED SATELLITE SYMPOSIUM HELD DURING [enter Congress name]
- ✓ Date + Venue
- ✓ Logo of the CME provider + organized by XXX + Course Director: XXX
- ✓ Logo of the Congress
- ✓ EBAC logo + Accreditation Statement
- ✓ Logo of the Sponsor + EBAC text on disclosure + amendment "supported by an unrestricted educational grant from XXX"
- ✓ Content + Speakers

## Use of EBAC logo and name

- The logo can only be used by the CME provider of the accredited CME activity and on the promotional and the course support materials for the accredited CME activity **only**.
- **The EBAC logo must appear:**
  - ✓ **Together with the accreditation statement**
  - ✓ **On the Event Programme**
  - ✓ **On the EBAC Certificate of Attendance**
  - ✓ **On the EBAC Disclosure Form**
  - ✓ **On the EBAC Standard Evaluation Form**

## Commercial companies supporting an accredited CME event

The EBAC logo shall never be associated or placed in proximity, to a logo, sign or the name of any commercial company associated with the healthcare industry. All association of the logo with a commercial product, drug or medical device is not acceptable. It is the responsibility of the provider to prevent this from happening.

## Misuse of the logo and name

Misuse of the logo and name will lead to the withdrawal of the EBAC accreditation.

## Disclosure of potential conflict of interest

Potential conflict of interest must be disclosed or indicated verbally by each speaker and included within the **2 first slides of his presentation**.

## What should not be done

- ✓ Promote in any way the educational programme as a « XYZ company supported programme » or invite participants to « the symposium of the XYZ company ».
- ✓ Use of corporate colours, logos, visuals (publicity item pictures) in communication and publicity concerning the accredited programme.
- ✓ Use of items with corporate visuals during the programme (pens, banners, notepads, etc).
- ✓ Distribute invitations to the accredited CME programme on the financial sponsor's stand, in the Exhibition area.
- ✓ Commercial publicity is not allowed prior, during or after an EBAC Accredited Educational Programme (such as banners, pens, commercial logo...etc).

EBAC recommends sending any promotional materials (printed and electronic) bearing the EBAC logo and relating to EBAC Accredited Educational Programmes (programmes, invitations, posters, folders, abstract books...etc) for review and validation to the EBAC office.

## Accreditation Fee

The Accreditation fee is 1 300 EUR (+ 19% VAT) and is to be paid only once the accreditation has been successfully awarded.

## Post Accreditation

### EBAC Attendance Certificates

**Distribution of CME certificates (EBAC Certificate of Attendance) will be organised by the CME provider.** It is the CME Provider's responsibility to distribute individual CME certificates to participants and make sure that only participants who have effectively attended their programme obtain one single certificate with their name.

The EBAC Certificate of Attendance template bears the logo of the CME provider and the EBAC logo together with the EBAC accreditation statement. The template must be completed with the participants name, the individual gained number of CME points and must be signed by the appointed Course Director.

Several systems can be used by organisers to collect participants contact details (voucher, scanner...). In case that certificates are mailed to participants after the event, they should be sent in an envelope that must not carry the sponsor's name nor logo.

### EBAC Event report

The **event report** of an AEP can easily be send to EBAC via Email.

You can use the EBAC event report template which can be found on the EBAC website.

### Evaluation of CME activity by participants

At the end of every activity participants should complete evaluation forms. The use of the EBAC Standard Evaluation Form is recommended. The results have to be transmitted to EBAC as part of the event report after the accredited CME activity.

## Contact

For more information you are welcome to visit the EBAC website [www.ebac-cme.org](http://www.ebac-cme.org) or contact the EBAC office via mail [accreditation@ebac-cme.org](mailto:accreditation@ebac-cme.org) or phone 0049 – 221 – 16 99 86 22.

## Templates

- ✓ Endorsement Letter
- ✓ Disclosure Form
- ✓ Course Director's Commitment
- ✓ Voucher

## Endorsement Letter

**Letterhead paper of "Scientific Institution/Society or University/Faculty  
or Teaching Hospital"**

Place & date

### Letter of endorsement

To whom it may concern :

We, "**Scientific Institution/Society or University/Faculty or Teaching Hospital Name**", having supervised preparation of the programme, "**title of the event**" held on "**date**" in "**city, country**" guarantee and assume responsibility for its scientific and educational quality. We also guarantee the absence of influence on the programme of any commercial sponsor.

The responsibility for the preparation of the programme and organization of this CME activity has been delegated to Dr./ Pr. "**name, affiliation, or clinical position if applicable**" who is appointed as the CME programme Director.

On behalf of "**Scientific Institution/Society or University/Faculty or Teaching Hospital Name**":

**"name, affiliation, or clinical position if applicable"**

Signature :

→ This document should be completed, signed and attached in electronic format to the EBAC application form. The original should be sent by post to the EBAC Office: Schanzenstr.36/Building 234, D- 51063 Koeln, Germany

## Disclosure Form

### **IMPORTANT:**

Financial as well as non-financial **interests must be disclosed and indicated verbally by each speaker** according to the **"EBAC Rules for commercial support"** and **"Roles and Responsibilities of Providers"**. Use of template slides, as provided on the EBAC website, is strongly recommended (<http://www.ebac-cme.org/library/>).

## Voucher

CME Provider

LOGO

(Scientific or academic  
entity)



EBAC Accredited Educational Programme

"NAME & DATE OF THE PROGRAMME"

*Please fill in this form for your participation in the above mentioned programme in order to receive your EBAC Attendance Certificate.*

Title: ..... Last name: ..... First name: .....

Hospital/ Institution: .....

Address: .....

.....

Postal Code: ..... City: ..... Country: .....

Phone: ..... Fax: ..... Email: .....

Badge number: .....

## Course Director's Commitment



As Course Director of the CME programme "***name of the programme***" taking place in "***City, Country***" on "***Date***" and appointed by "***CME Provider Name***", I declare that:

- ✓ "the content of the course was developed under my supervision and responsibility, that it is scientifically balanced where possible and placed in a general context;
- ✓ all faculty and speakers of the above mentioned programme have completed and signed the **EBAC Disclosure Form**, and have disclosed any potential conflict of interest that they may have. This must be stated at the beginning of the presentation and in printed material;
- ✓ I am aware of the **source and form of commercial funding** received to develop this programme;
- ✓ my signature appears on each **EBAC Certificate** distributed to all participants to this educational programme;
- ✓ I am aware of the type **Evaluation Form** participants will have to complete at the end of the programme (EBAC Evaluation Form or other)
- ✓ all Printed Material related to the above mentioned programme does bear the **EBAC logo and accreditation statement.**"

***"Printed title and name of the Course Director"***

***"Signature"***

→ This document should be completed, signed and attached in electronic format to the EBAC application form. The original should be sent by post to the EBAC Office: Schanzenstr.36/Building 234, D- 51063 Koeln, Germany