

# Protocol for organisation of EFCS Annual Tutorials



The decision to organise a tutorial hosted by an affiliated society member in good standing is made by the council and agreed on by the national board and active members. The candidate country society shall present a document attesting its will and possibility to host the tutorial and to provide all the facilities required. The host affiliated member society shall be selected by Board of Directors and approved by the Annual General Meeting at least two years ahead. The budget of the tutorial shall be agreed on in advance as a mutual agreement between the Federation and the affiliated member society.

## The EFCS Tutorial Committee

The EFCS Tutorial Committee comprises the chair (coordinator), co-chair, members of the EFCS Board of Directors (especially the treasurer and the EFCS webmaster) and the chair of local organising committee of host member society for the current tutorial, which shall be specified on the document and will be the referent for all the tasks of the hosting country society.

Coordinator and co-chair are appointed by the EFCS Board of Directors for a period of three years, renewable in their function twice for a further three years by agreement of the EFCS Board of Directors.

## Conditions for the hosting country

Venues for tutorials shall be chosen between attractive locations across Europe and some non-European countries. Dates shall be chosen out of season to reduce the costs and should not overlap with other international meetings of interest for pathologists and cytologists. The hosting country must be able to provide:

- Hospital or university structures to host free of charge the course
- 50 microscopes, available or provided by sponsors
- Low-cost facilities at short distance to the tutorial venue

## Format of Tutorials

Tutorials are conceived for a standard of 50 delegates coming from the host country and from abroad in similar proportions. The attendants should comprise also approximately equal parts of trainee and consultant cytopathologists and of medical and technical professionals.

The tutorial is made up of lectures and microscope workshops, which shall alternate during the days. Courses shall be residential for a period of 4.5 working days; they shall include 1.5 working days dedicated to gynaecological cytology and 3 working days dedicated to non-gynaecological cytology.

The lecturers/tutors should not be more than 10. Local lecturers should be three or four local experts, selected by the local organizing committee and approved by the tutorial committee. Visiting lecturers should be resident in Europe and should be delegates of the EFCS; they are selected by the tutorial committee. It is desirable for the lecturers to be changed every year. However, the same lecturer could be chosen for different topics. Visiting tutors who can provide more than one lecture/workshop topic should be favoured.

The topics to be covered shall include:

- Technical methods for conventional and liquid-based cytology
- Quality assurance and terminology guidelines in gynaecological cytology
- Cervical squamous and glandular lesions
- Respiratory tract cytology
- Serous fluids (pleura and ascites)
- Breast cytology
- Lymph nodes (including reactive changes, haematological neoplastic diseases and metastases)
- Thyroid cytology
- Salivary gland cytology

Other topics may be included as agreed between the organising and tutorial committee depending on local interest and expertise. Although the lectures should mainly focus on morphology, the use of already consolidated ancillary techniques should also be briefly covered.

Workshops are expected to last approximately 2 hours for each topic including a lecture of not more than 20-30 minutes.

Pre-tutorial and post-tutorial tests will be included and set by the EFCS tutorial committee; this may be slide-based or digitalized.

Handouts containing the key learning points of each topic will be available on the website one month before the start of the tutorial as PDF files in order to allow delegates to download and print them.

## Responsibilities of local organiser

The local organising committee should take care of the organization in terms of venue, microscopes, accommodation, refreshments and entertainment for approximately 50 participants and 10 lecturers/tutors. Following is a list of the duties of the local organiser:

- Arrange an appropriate venue (preferably a hospital or university structure) free of charge, with facilities for laptop-based presentations and microscopes adequate for a good reading of cytological samples, which should be available or obtained preferably for free by a sponsor
- Provide name badges for participants and lecturer/tutors, simple wallets or folders for handouts and information about local facilities in the town
- Prepare and print certificates of participation (with logos of the EFCS and the respective National Cytology Society) and certificates of the European Accreditation, which will be given to each participant at the end of the tutorial
- Select a hotel or other venue for overnight accommodation (bed and breakfast), which should be cheap and easy to reach from the tutorial venue, and agree on a price for the booking of rooms by the participants and tutors.
- Arrange lunches and refreshments (coffee breaks and water during the meeting), which should be included in the overall package, as well as the welcome cocktail in the first evening.
- Propose a fee for each participant to the tutorial committee (*considering what stated in the Tutorial budget session, below*).

It would be desirable for the local organiser to find one or more sponsors to offer a dinner and/or other evening entertainment to all the participants and tutors in the middle of the tutorial. Sponsorship should be declared in the tutorial budget before the delegate fee is agreed.

The hall hosting the tutorial and the microscopes shall be left available for the QUATE exam, which is supposed to follow the course on the last day (*see the QUATE session, below*).

## Advertising

Information on the tutorial is essential and shall be given through the EFCS website, journals and other websites. It could be asked also to every affiliated ordinary member to spread the information in his or her country.

## Registration

Registration starts online through the EFCS website [www.efcs.eu](http://www.efcs.eu) and is completed after the confirmation of inscription by the tutorial chair. Delegates wishing to attend for one or the other of the non-gynaecology or gynaecology part should only be accepted if requests for the alternative component are available. In general, fee will be respectively 60% and 40% of the fee for the complete tutorial.

The tutorial chair and webmaster will take care about registrations; the treasurer will issue the receipt after having the registration confirmed by the chair.

The process of registration goes on as follows:

- The webmaster puts on the website a registration form to be filled by the applicants and sent by e-mail to the chair.

- The chair collects a list of applicants and answers to the requests based on the availability of free places. If the request can be accepted, the chair tells the applicant to pay the registration fee in three weeks from the moment the e-mail is received.
- The payment can be made by bank transfer to the EFCS, the coordinates of which shall be communicated by the chair in the response mail. The same data should be present and easily found on the website.
- The chair gives in the response e-mail all the contact information of the hotel selected by the local organiser, allowing the applicants to reserve their room, as they prefer.
- After payment of the fee, the applicant sends the receipt to the chair, who shall update the list and confirm the registration by issuing an official e-mail to the applicant, the webmaster, the treasurer and the local organiser.
- On the website it has to be specified that if the payment is made by a person different from the participant, its name should be clearly specified, as should be specified the sponsor whose name will be written on the receipt.

In the event of more than 50 applicants, the remaining will be placed in a waiting list. They could be recalled if any of the applicants were to give up. Otherwise, they would be informed in advance for participating in the next tutorial. The registrations must be closed not earlier than two weeks before the beginning of the tutorial or at the moment the threshold of 50 registrations have been confirmed by the chair.

### **Tutorial budget**

Basing on the planned expenses, the local organising committee will discuss and agree the budget with the EFCS chair and the treasurer. The general rule in the organisation should be to keep low costs, in order to make the registration fee more suitable for the participants.

The final aim is the self-financing of the Tutorial, thanks to the registration fees of a standard of 45 participants. Expenses to be considered in the total budget include:

- Advertising
- Accreditation of the event
- Travel and accommodation expenses of the tutors
- Lunch (four days) and refreshments (five mornings and four afternoons) for participants and tutors
- One welcome cocktail for participants and tutors

If there will be an enrolment of fewer than 45 participants, or in any situation in which the proceeds from the registrations would not be able to cover all the expenses, the missing money will be provided for a half by the EFCS and for a half by the local cytology society. Similarly, should there be money in surplus at the end, it will be divided equally between the EFCS and the local cytology society.

The EFCS and the local cytology society (2/3 and 1/3 respectively) will anticipate the money for the local organizing committee if there will be the need (maximum of € 10.000).

### **Timing for the organisation**

Working for the organisation starts approximately twelve months before the tutorial.

The scientific programme with names of the tutors, venue details and registration fee has to be ready at least six months before the start of the tutorial.

### **European accreditation**

The EFCS tutorials usually receive accreditation by the UEMS. The chair has the duty to apply for accreditation through the website [www.eaccme.eu](http://www.eaccme.eu). This must be made at least six months before the start of the tutorial. After approval by the UEMS, the chair shall inform the treasurer, who shall pay the amount required to complete the accreditation. The number of credit points shall be declared on the website after obtaining the accreditation.

### **Tutors**

Tutors/lecturers shall have to offer appropriate teaching material for 50 participants (PowerPoint presentation for a 20-30 minutes lecture, handouts, at least 100 glass slides per workshop). They will be given clear guidelines for

handouts (Word documents in Times New Roman 14, maximum 12 pages) to include the main learning points, references and a limited number of black and white images or graphs. These handouts are designed for the delegates to be a valuable help during the tutorial workshops, and should exclude the checklists of cases presented in workshop. Handouts must reach the organisers (chair or co-chair) at least two months before the start of the tutorial. They will be uploaded on the website as three different PDF files (one for gynaecological and two for non-gynaecological cytopathology) in order to allow delegates to download and print them.

Speakers will be asked to allow their PowerPoint presentations to be saved (as PDF files) and put on the website of EFCS by the webmaster after the tutorial, accessible only by delegates.

Tutors are entitled to hotel accommodation for the night before and the night after their talk. Visiting lecturers are expected to provide themselves for their travel tickets, and will be refunded by the EFCS treasurer. This should be done as soon as possible, in order to have a cheaper price, in view of the low-cost policy of the tutorial.

### **Tutorial evaluation and certificates**

At the end of the tutorial, delegates will receive evaluation forms to give their opinion on the courses. Each lecture and workshop shall be valued as excellent, average, weak or inadequate basing on quality of presentation, academic content and practical value. Tutors will be informed about their specific evaluation. Lecturers with particularly good evaluations should be favoured for later tutorials.

After collecting the feedback, the tutorial committee shall deliver certificates of attendance and accreditation to each delegate.

### **QUATE exam**

The QUATE exam will be held in the same room, after the tutorial, so that everyone can have the possibility to participate without missing any course. In this way, the exam will be the conclusion of the training taken by the applicants through the Eurocytology website ([www.eurocytology.eu](http://www.eurocytology.eu)) and the tutorial. The microscopes used by the attendants of the tutorial shall be left available for those taking part in the exam.

The examiners must be different figures than those who have the respective lectures in the tutorial.

Registration to the QUATE exam shall be made through the EFCS website independently from the registration in the tutorial. Budget of the QUATE exam is separate to the tutorial budget and will be neutral by exam fees from participants. Should there be money in surplus at the end, it would be divided equally between the EFCS and the local cytology society.

### ***Application form to host the EFCS Annual Tutorial***

The would-be hosting society shall specify in its request to the EFCS the following points:

- Proposed equipped venue for the course (specifying if it is a hospital or university structure or other, and if it is free of charge).
- Availability of adequate number and quality microscopes (already available or obtainable free of charge)
- Possibility to attract sponsors, especially for social events
- Availability of low-cost accommodation near the venue (specifying the expected costs)
- Hypothesis of the fee for each delegate (considering they should cover all the expenses)

The affiliated member society chosen to host the tutorial and the EFCS shall sign together a document certifying the compliance with agreements.