



Introduction to and Application for ISTH Educational Courses

International Society on Thrombosis and Haemostasis

610 Jones Ferry Road, Suite 205

Carrboro, NC 27510, USA

Tel: +1 919 929 3807

Fax: +1 919 929 3935

headquarters@isth.org

www.isth.org

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1. About ISTH

1.1. About ISTH

The International Society on Thrombosis and Haemostasis (ISTH) was founded in 1969 through the efforts of the members of the International Committee on Thrombosis and Haemostasis (ICTH) to advance the understanding, prevention, diagnosis and treatments for thrombotic and bleeding disorders.

Today, ISTH is an international individual membership organization with over 3,000 members in more than 80 countries around the world. Its mission remains the advancement of education and stimulation of research into thrombosis and hemostasis.

Among its highly regarded activities and initiatives that foster the Society's mission are education and standardization programs, research activities, meetings and conferences, peer-reviewed publications and expert committees.

1.2. ISTH Strategic Objectives

The following are ISTH's Strategic Goals.

Education

Create and provide the most appropriate education in the field in terms of content, appropriateness for the various constituencies, learning formats and methods. ISTH wishes to play a special role in providing networking and learning opportunities for young professionals and professionals from resource-poor countries.

Outreach

Increase ISTH's global reach through collaborations around the world; develop meaningful partnerships; create an active global community; and contribute effectively to the development and dissemination of science and education. Outreach also focuses on appropriate interdisciplinary exchange and collaborations.

Enriching the Member Experience

Provide members with a continuous "ISTH experience" allowing them to network, to exchange scientific knowledge and education and to further advance the field. ISTH wishes to introduce continuous innovation to ISTH services, programs and activities and provide additional incentives for members to renew, join and to create loyalty to the Society.

2. Profile – Educational Courses

2.1. Introduction

As part of the mission of the ISTH, the Society works to advance the science behind thrombosis and haemostasis and foster the exchange of ideas and through scientific meetings. Under the leadership of the Education Committee, the Society has established a program to bring education to regions and professional populations around the world.

Each year, the ISTH makes available resources (time of volunteers and financial support) to make possible educational courses around the world that are aimed at meeting the requirements set out in this document.

Applications are welcome from any country/region in the world that can demonstrate a specific need, clearly formulate objectives and will be able to organize an educational activity with long-

lasting professional impact among those who participate and will benefit the field as a whole in the country/region.

In particular, ISTH is interested in creating partnerships that will build capacity and lead to self-sustaining scientific and educational efforts.

2.2. Objectives

To provide structured learning opportunities that, recognize the diverse contexts in which learning takes place, and develop a corps of educational leaders, who apply critical understanding, values, knowledge and skills to the management of thrombotic and hemorrhagic disorders and research into these disorders, adjusted to the specific needs of different regions.

2.3. Types and Formats of the Course

Introduction

ISTH recognizes that it cannot expect to have identical types and formats of educational courses around the world as the needs, cultures, teaching/learning habits may vary from country to country.

Therefore, this document outlines general guidelines and frameworks based on best-practice experience from previous educational activities. While following these guidelines as much as possible, applicants are encouraged to proactively recommend adjustments that would increase the impact and outcome of the proposed course.

Target Audience

The course should target Thrombosis and Haemostasis professionals, clinicians, younger researchers and scientists and advanced students of biological sciences. The number of participants must be defined in application. The local organizer is responsible for targeting attendees that will be fully committed and will receive the most benefit from the course.

Objectives and Anticipated Outcomes

The application needs to clearly state the objectives of the course and the anticipated outcomes explaining the relevance to the situation in-country and the impact on further local educational activities (train the trainer).

Length of Course

The course should preferably be a 2-3 days in length. The course may be a stand-alone activity or held immediately before or after a national or regional congress. However, it must neither be integrated into the program or overlap with other activities of the national congress.

Topics

Topics must be chosen so that they are most appropriate for the situation in the country that would allow the greatest applicability for the attendees. In general, the ISTH courses most commonly include the following topics:

- Congenital and acquired hemorrhagic disorders
- Laboratory diagnosis in hemostasis and thrombosis
- Venous and arterial thromboembolism
- Risk factors and prevention of thrombosis
- Anticoagulation and prohemostatic treatment
- Consultative hemostasis and thrombosis

Format

Depending on the identified target audience and the culture in the respective country/region appropriate recommendations should be made as regards the format of the course. ISTH typically recommends a mix of typical lectures and many interactive sessions, allowing for maximum exchange between the audience and speakers.

Consider to include hands on courses:

Wet lab hemostasis diagnostics, platelet function assessment with methods most appropriate for the local context

New research technologies

Epidemiological methods

Interactive discussion sessions

Speakers

Given the importance of interactivity, identified speakers should be able to contribute most actively to the success of the course. Language/culture aspects should be considered as well as impact on budget. A mix of local, regional and international experts should be proposed.

International experts should be considered not only as speakers but also as moderators. When appropriate, speakers should also make use of online technology, e.g. having some presentations as webcast or use recorded state of the art presentations from previous ISTH meetings and courses which are then discussed under the guidance of the moderator.

Speakers should expect and will be required to participate in several aspects of the course – from assisting with the program development, to giving talks, moderating webcast sessions, to being available for “meet the expert sessions”, informal group or individual discussions. Speakers are expected to be available for the participants for at least two days, ideally for the entire course.

The ISTH Education Committee may consult the applicants on the most appropriate speakers and also reserves the right to reject any proposals that it may consider not appropriate or relevant for the course.

Please note that the ISTH will provide support for no more than 3 international speakers

Please also note that ISTH does not provide honoraria for speakers nor would it consider supporting courses that would pay honoraria to any faculty member.

3. Organization

Organizing an educational course is a significant commitment for those volunteers willing to provide a meaningful way to interact with colleagues while enhancing knowledge in the global thrombosis and haemostasis community. Once an educational course is approved, the organization will be a joint endeavor between the local organizer, a member of the ISTH Education Committee and ISTH headquarters.

The below guidelines must be followed in the creation and management of an educational course.

3.1. Course Venue

The venue should provide the appropriate environment for professional interactions. Budgetary implications should be carefully considered. Typically ISTH education courses are held in a moderate hotel or local institution nearby to hotel accommodations that are available to the participants. The

location of the venue should also be a key consideration in order to achieve easiest accessibility for local, regional, international participants and should limit the time and expense related to going back and forth between the accommodation and the venue. Preferentially the venue should allow contact between the participants and the speakers., e.g. a college like environment where people stay together, have their meals together with facilities to meet during the evening hours is much more preferred than an inner city hotel where participants have to leave after the course for their accommodation.

3.2. Accommodations

Hotel accommodations must be affordable to the target audience. Standard business hotels for faculty are appropriate and budgetary implications should always be a consideration. An adequate number of rooms must be easily available for the proposed dates. The meeting should avoid dates that would conflict with normal tourist season. Private transportation should not be required to travel from hotel(s) to the meeting venue.

3.3. Social Activities

Overall, the Educational courses should be professional yet economically reasonable. The main objective should be the appropriate educational discourse. A moderate social component is important in the meeting and should allow for full interaction between all participants and speakers. The social activities should be achieved through the venue atmosphere and should happen in informal and casual settings, (see also 3.1.).

3.4. Published materials

All publications and materials produced for the meeting must be approved by ISTH Headquarters. Reference materials produced from the meeting is encouraged. Video or audio recording of the session is dependent on the approval of ISTH Education Committee. If sessions are approved for recording, arrangements will be made by ISTH headquarters.

All published materials must properly acknowledge ISTH support and display the ISTH logo appropriately.

3.5. Registration fees and form

Educational Courses should require modest registration fees that are not cost-prohibitive for the target audience. The fee is intended to create a certain commitment of those attending as well as to offset (in a modest way) expenses. As a rule of thumb, registration fees should at least cover direct attendee expenses (i.e. meals, registration materials, course materials)

The ISTH Education Committee will be happy to consult on policies related to registration fees.

ISTH headquarters will coordinate with local organizers on the use of online and/or print registration forms. A standard registration form will be provided by Headquarters that can be tailored to the individual meeting.

3.6. Funding Sources

ISTH encourages organizers of educational courses to pursue other funding sources, where available, such as government, institutional or foundation grants, support for other medical professional or patient organizations. If needed, ISTH can assist in the efforts to secure outside funding.

3.7. Industry Support and Sponsorship

ISTH recognizes that a financially sustainable course may require income that is in addition to registration fees and ISTH provided support.

Sponsorship from industry partners is accepted, but must be in the form of unrestricted educational grants with proper and modest recognition in the meeting program and on site.

It is imperative that the focus of the course is educational and that there is no influence from industry in the program or the organization of the course.

Exhibition space or sold symposia are not allowed. *Sponsors may send a delegate to attend the course.*

In case the situation in any given country is significantly different, the ISTH Education Committee needs to be informed.

3.8. Timeline:

Courses will follow a standard timeline in pre-meeting and post-meeting coordination. Once a course is approved, a specific timeline will be created with targeted milestones in the lead up to the course. Regular reports to ISTH headquarters will correspond to targeted dates in timeline. An example timeline is below:

COUNTDOWN	ACTIVITY
At least 12 months out	Application must be received for consideration
Upon approval and at least 9 months	<ul style="list-style-type: none"> • Program will be finalized with input from the Education Committee, letters of invitation are sent to targeted speakers • Meeting venue is confirmed with final room use. • Hotel rooms are reserved
6 months	<ul style="list-style-type: none"> • Program and speaker list is finalized • Local and regional meetings of related societies are confirmed for future targeted promotion
5 months	<ul style="list-style-type: none"> • Promotional materials are produced. • Meeting begins to be highlighted in newsletter, online and in journal until the meeting date
6-2 months	<ul style="list-style-type: none"> • Promotional materials are distributed at regional meetings • Registration is open to attendees
2 months	<ul style="list-style-type: none"> • Program and other meeting materials are produced and delivered • Speaker travel is confirmed with ISTH HQ and LOC
<2 months	<ul style="list-style-type: none"> • Final coordination with ISTH HQ and LOC
1 month past meeting	<ul style="list-style-type: none"> • Final reporting must be submitted with survey responses and attendee demographics

4. ISTH Support and Collaboration

ISTH is committed to provide several aspects of support to contribute to the success of an educational course.

Apart from the advice and collaboration of the ISTH Education Committee, the ability to engage international speakers, and the promotion of the course, ISTH can also provide financial assistance, which, however, needs to be in proportion to the overall size of the meeting.

Please note that ISTH's resources are limited and it is important for the Society to provide funding to several educational courses around the world, so individual courses need to be self-sustaining as much as possible.

Items that should normally be provided by local organizers

- Payment for local services
- Transactional expenses
- Permits and taxes
- Tips and gratuities
- Audiovisual equipment
- Meeting facilities
- Meeting materials
- Meals

Items that ISTH cannot consider funding

- Direct funding to national organization
- Entertainment or social functions
- Personal expenses
- Other not prior authorized expenses

Specifically, ISTH will support the course in the following areas:

Speaker list

The ISTH Education Committee will provide assistance in targeting key international speakers for the proposed course.

Financial Support

When financial support is needed, ISTH will consider covering the following expenses based on the clear demonstration of need by the applicant:

- **Speaker air travel to and from the meeting for speakers identified as to be supported by ISTH.** For flights over five hours, business class tickets will be offered. ISTH strongly prefers to reimburse the speakers directly
- **Hotel Accommodation.** In case the local organizers cannot provide hotel accommodation for speakers, ISTH may consider reimbursing the appropriate expenses.
- **Educational materials.** This may include special travel grants, support of the technical aspects, such as audiovisual, webcast support, access to recorded State of the Art lectures, etc.

It is important to note that the support from ISTH is intended to cover expenses that otherwise would not be covered. The objective of an educational course should not be to achieve a financial surplus. In case any funds remain at the end of the course after all local and other expenses are covered, ISTH requests that expenses otherwise borne by ISTH be refunded. This will allow the Society to provide the greatest possible support to more educational courses around the world.

Important Note:

As a US-incorporated organization, ISTH is bound by several government required laws and regulations, particularly as concerns international business dealings. In order not to jeopardize ISTH's not-for profit status, or its very existence, the Society has to – at all times – comply with these laws and regulations. For any support that is not a direct reimbursement of expenses, course organizers may be required to provide detailed accounts and explanations.

Advertising/Publicity

The ISTH will promote the course on its website, in email and in the quarterly newsletter. The course will also be announced in the Journal of Thrombosis and Haemostasis beginning 6 months prior to the meeting. The ISTH will collaborate with the local Society to distribute promotional materials at related meetings.

ISTH Promotion

ISTH continually strives to further our global network of thrombosis and haemostasis professionals and will promote ISTH membership to attendees. During the educational course, the Society requests the local organizers provide materials promoting membership. Brochures will be provided to the local organizers for distribution to all participants of the meeting. Intermission slides about ISTH upcoming events and activities will be provided.

Post meeting reporting

A post-meeting survey must be provided to all attendees to provide feedback on the course. *Survey materials will be provided by ISTH headquarters for distribution.* At the conclusion of the meeting and within 3 months of the closure, a final report must be submitted to ISTH headquarters detailing the following:

- A 2-page meeting report outlining specifically the outcomes of the meeting in relation to the set objectives.
- Copy of all printed materials for meeting
- Program Overview and Meeting Attendance
- Final program and speaker list
- Survey results
- ISTH will require a list of all registered participants and their full contact details in electronic format (as far as privacy laws in the country allow) after the conclusion of the meeting.

5. APPLICATION REQUIREMENTS

Any national or regional Society and/or individual member of the ISTH can submit an application for organizing an ISTH-sponsored educational meeting. The person in charge should be an experienced physician or scientist in the discipline of Thrombosis and Hemostasis and ideally a proven educator. Previous experience with the organization of educational courses or scientific meetings will be a requirement. This person should be supported by a regional or national society.

All applications must be submitted at least 12 months before the proposed course should take place. Applications will be judged in part by the completed application form that is provided as part of this document. Members of the Education Committee may be consulted before an application is officially submitted but no commitment from ISTH can be made unless all details are provided.

5.1. Course description and objectives

A one-paragraph description of the meeting and its objectives must be submitted. Describe how the proposed course would help to achieve any unmet goals. Topics to be presented should be carefully selected taking into account the specific needs of the region where the activity is planned.

A tentative program should be prepared and include possible lecturers (local and abroad) and the preferred topics. The proposed meeting structure must incorporate plenary lectures, "Meet the Expert" sessions and interactive workshops. The program will be finalized together with the ISTH Education Committee taking advantage of the cumulative experience of previous events.

Special considerations should be given to the fact that in many regions of the world offer few opportunities for educational activities on thrombosis and hemostasis. As the ISTH is unable provide support for all the needed educational courses, courses should also include the possibility of a “Train the Trainer” aspect, ideally supported by a joint proposal with the national society on thrombosis and hemostasis.

5.2. Target audience

The application must clearly define the intended audience. Target audience may be defined by stage in career, specialization, geographic origin, and/or any other criteria that provides a clear indication of who the course should be beneficial for. It should also describe the likely number of participants the identified target audience represents. Describe the ability to promote the meeting regionally to the intended audience.

5.3. Financial aspects

A proposed preliminary budget must be submitted providing an overview of likely/expected income and expenses.

6. REQUIREMENTS FOR JUDGING PROPOSALS

Applications will be reviewed on the following criteria:

- Timely and complete application in the requested format
- Clear, focused and well-organized application Clearly indicated expected practical outcomes of the meeting
- Appropriate program structure and topics
- Area of the world and access to like courses
- Applicant’s qualifications
- Appropriate balance of quality and budget

Applications must be submitted no later than 12 months from the proposed course date.

The Education Committee will review the applications within a 1 month’s period from receipt of application where additional questions may be asked of the applicant. Applicants will be notified with a final decision after the 1-month period.

7. CONTACT

Please submit your application to the Mr. Cary Clark at the ISTH Office. He may also assist with for any inquiries and clarifications.

Cary Clark

Director of Programs and Education

International Society on Thrombosis and Haemostasis

610 Jones Ferry Road, Suite 205

Carrboro, NC 27510, USA

Tel: +1 919 929 3807

Fax: +1 919 929 3935

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8. Sponsored Educational Course Application

8.1. Applicant Information

Name					
Institution					
Department					
Street Address					
City		State/Region		Postal Code	
Country					
Work Phone					
Mobile Phone					
E-Mail					

8.2. Personal Statement

Provide a statement of motivation on why you would like to organize the course:

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8.3. Educational Course Overview

Course Title			
Start Date		End Date:	
Name of collaborating Society/Institutions (if any)			
Organizing team members (if applicable)			
Proposed Location			
Proposed Venue			
Expected Number of Attendees			
Target Audience/Regions Covered			
Target Audience Description			

8.4. Course Description

Provide a short description of the meeting content and objectives of the course:

Provide a short description of how the course will impact the target audience:

8.5. Education Course topics

Kindly list proposed topics (please attach a proposed program outline to your application):

-
-
-
-
-
-

8.6. Educational Course speakers

Please provide proposed faculty (international, regional, international) and indicate those you would ideally like to have supported by ISTH:

National/Regional speakers:	<ul style="list-style-type: none">•••
International speakers:	<ul style="list-style-type: none">•••

8.7. Budget

Please provide a detailed listing of income and expenses for the proposed meeting.

Expenses		
Item	Cost	Total
Venue Rental		
Food/Beverage		
Speaker Travel		
Accommodation		
Audio/Visual		
Social Events		
Meeting Materials		
Promotional Material		
Other (please specify)		
Income		
Item		Total
Registration Fees	Per person:	
Local Institution/Society Grant		
Industry support (list type of support)		
Other Income Sources		
Requested ISTH support		
Other (please specify)		

8.8. Agreement and Signature

If the course is approved, I am willing to undertake the organization of the meeting in close collaboration with ISTH. I state that as a volunteer, I will organize this course for the greater benefit of the thrombosis and hemostasis community and not for personal benefit. I will actively promote the course in my national and regional societies. I will provide timely reports that are requested, including full post meeting reports and registration lists. I will abide by the stated rules and requirements of ISTH Sponsored Educational Courses and to the general administrative and financial guidelines of the International Society for Thrombosis and Haemostasis, Inc.

Name (printed)	
Signature	
Date	