***Please submit completed form to:***

*Merveille.desouza@siu-urology.org*

**General Information**

*\*Please note this application form is for lecture-based events only. For live surgery events, please use the* ***SIU-Endorsed Live Surgery Events*** *application form*.

Please note that this application must be sent to SIU a minimum of **12 weeks prior to the event and full payment must be received a minimum of 4 weeks prior to the event**.

**A. Event Description**

|  |
| --- |
| Name of event: Click here to enter text. |
| Event date: Click here to enter a date. |
| Event Location: Click here to enter text.  Street Address: Click here to enter text.  City: Click here to enter text.  State: Click here to enter text.  Country: Click here to enter text.  Postal Code: Click here to enter text. |
| Person to contact for coordinating the technical aspects of the event:  Name: Click here to enter text.  E-mail: Click here to enter text.  Phone #: Click here to enter text. |
| Local organizing committee chair: (First name, Last name) Click here to enter text. |
| Name of physician requesting SIU endorsement: Click here to enter text. |
| SIU Membership number of physician requesting SIU endorsement: Click here to enter text. |
| E-mail address and website URL for event: Click here to enter text. |
| Is this an application for a live-streaming event?  Yes  No |
| Which level of endorsement are you requesting?  Level 1  Level 2  Level 3 |

**B. Course Accreditation Information**

|  |
| --- |
| This event will offer Continuing Medical Education (CME) credits:  Yes  No |
| If yes, name the CME-granting body: Click here to enter text. |

**C. List all members of the planning committee:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Medical Specialty | Affiliation | City and Country | E-mail Address |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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**D. List all webcasts and include the details below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Session | Time of Session | Session title | Lecture | Live Streaming? (Yes/No) |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Choose an item. |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Choose an item. |
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**Educational Goals:**

**1. Identify educational goals for the overall event:**

|  |
| --- |
|  |

|  |
| --- |
| Attach **final agenda** for the programme:  **Note:** If final agenda is not yet available, please attach a tentative agenda and indicate this below.  [copy/paste your agenda in the space below]  Is this the final agenda?  Yes  No |

**2. List the educational goals for each lecture:**

|  |  |  |
| --- | --- | --- |
| **Lecture Title** | **Speaker** | **Goals** |
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**On-site organization, staff and facilities**

I confirm that I have read the CODEX for SIU-endorsed events and agree to adhere to any guidelines and recommendations outlined in this document, including:

* The local organizer should ensure that the visiting faculty has included a disclaimer slide in his/her presentation, and has signed the web authorization form prior to the event.
* The clinical problems and surgical techniques/technologies presented in lectures should be relevant to current practice and to the course audience.
* Where patient cases are discussed in lectures, the speaker should ensure absolute anonymity of the patient. Identifying information (e.g. patient’s facial features) must be masked or hidden.
* The speaker should offer opportunities for interaction with the audience. Examples include integration of patient case examples, Q&A sections or post-lecture discussions or debates with the audience.
* The speaker should include a slide outlining the learning objectives, and include a conclusions slide to indicate the key points of the presentation.
* The audiovisual presentations should be designed to optimize transmission through strategic placement of cameras, adequate audio equipment, high-quality display screens and an experienced and skilled production team.
* All costs associated with the event will be the responsibility of the course director and his/her organization

I hereby agree to uphold the guidelines listed above and in the SIU-Endorsed Events CODEX and adhere to the currently established ethical standards in the country in which the event is being held.

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Signature Date