ESPGHAN

Standard Operating Procedure – Virtual Meetings & Webinars

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1   General information

After the experience with the Covid-19 pandemic there is an increased likelihood that physical/face to face meetings will become restricted in number. Virtual conferences are a viable alternative, but their implementation is challenging. It is important to find a balance between feasibility and as much synchronous interaction between the participants and with faculty as possible. Additionally, all meetings performed in the name of ESPGHAN should follow a definite standard and corporate design to ensure the highest level of quality.

In the future organisation of non- face to face meetings, ESPGHAN supports two different formats:

- Virtual interactive meetings (conferences and courses)
- Webinars

2   Virtual interactive meetings (conferences and courses)

2.1   Definition, Scope and Purpose
The preferred format of the ESPGHAN educational events, particularly schools, remains as physical for various reasons. However, the virtual format is offered as an alternative for schools cancelled due to the current COVID-related restrictions, or for similar future situations only. Moreover, the possibility for four additional Virtual Meeting "slots" will be offered within the ESPGHAN Educational Programme on top of the physical Educational activities.

2.2   Application and selection process
Two options to apply for virtual meetings are available:

o   The application form for educational activities will include a tick box for the organisers to indicate whether they would be willing to organise their school virtually in case of a cancellation due to the above-mentioned restrictions.
o   Members can apply for the organisation of a virtual meeting within the 2022 Educational Programme. The same selection criteria and reviewing procedure will be applied as per the current ESPGHAN Rules and Regulations for physical meetings.

For 2021, only the first option will be available.

Application Deadline: As per current Rules and Regulations
Proposed Registration Fees: EUR 30 for trainees; EUR 50 for other participants
Number of delegates is limited at 60 to allow proper interaction.
Faculty should not exceed 6-8 members. If so, this needs to be justified in the application form.
It is expected that faculty will be present on-site at the recording venue for the entirety of the meeting. In the case of serious restrictions, it is a necessary requirement that at least half of the faculty members, inclusive of a Meeting Organiser, are to be present. Faculty shall be ESPGHAN members whenever possible; however, exceptions can be permitted upon request.

2.3   Organisation

The organisation will be managed between a dedicated project manager in the ESPGHAN Office, a Meeting Organiser (ESPGHAN Member responsible for organising the school), and an A/V Company with the ESPGHAN Office acting as the central coordinator.

- ESPGHAN will provide
    o Virtual Meeting platform
    o Handling of the platform by a dedicated ESPGHAN Office member
    o Suitable venue for recording and set-up in cooperation with the A/V Company if recordings are done in Geneva
    o Company managing the A/V aspects
    o CME accreditation if applicable
    o Evaluation form – needs to be adjusted according to the meeting
    o Certificates of Attendance and monitoring of attendance throughout the meeting
    o Organisation of faculty accommodation if the recordings are to be done in Geneva
    o ESPGHAN branded flyers/promotional material
    o ESPGHAN logo for inclusion on presentation slides

- Meeting Organisers are responsible for
    o Scientific program incl. faculty members
    o Pre-recording of faculty talks and delegates presentations in cooperation with the A/V company and ESPGHAN Office project manager
    o Suitable venue for recording and set-up in cooperation with the A/V Company if recordings are being done in the city of the meeting organiser
    o Faculty accommodation in cooperation with the ESPGHAN Office project manager if the recordings are being done in the city of the meeting organiser

Delegates Presentations need to be pre-recorded and submitted to ESPGHAN Office two weeks prior to the course to ensure quality.

2.4   Technical Requirements
- Technical equipment to ensure high quality will be provided by the A/V company
- Prerecording of presentations must be organised in cooperation with the A/V company
- The recording/broadcasting studio/set-up will be provided by the A/V company in cooperation with the ESPGHAN Office project manager
- Before the meeting, a technical rehearsal with faculty members will be organised by the A/V company
- All A/V educational material will be diffused in a format that protects the authorship, i.e. pdf or movie with watermark and logo of ESPGHAN.

All of the above needs to be discussed with the contracted A/V Company and modified if necessary.

2.5   Others
- GDPR related issues will be organised by the ESPGHAN Office project manager in cooperation with the A/V Company. In general, if the delegate numbers are below 30, the personalised log-in details can be sent by the ESPGHAN Office. However, delegates should have a direct contact from the platform company that can assist with any log-in issues delegates or faculty

may experience. It is highly recommended to test the connection before the actual date of the meeting.

- ESPGHAN Office project manager shall be onsite with faculty at the broadcasting location for efficient communication between the Office project manager, faculty, and A/V Company. Later, with sufficient experience, a remote management can be considered depending on the experience and the organisers preference.
- Timing of the sessions should match the usual rules so that all participants may organise themselves to have some time off clinical duties for proper attendance. In other words, after-dinner or weekends only should be avoided.
- An obligatory post-event assessment test must be provided to evaluate participation experience and fulfilment of the learning objectives.

3 Webinars

3.1 Definition, Scope and Purpose

Short and easy to organise presentation by one speaker on a specific topic and a duration of approximately one hour (30' presentation + 30' Discussion).

The number of delegates could be up to 100
Topics will be selected upon review of submissions and based on the value for ESPGHAN.

3.2 Application and selection process

Any member willing to organise a webinar should submit a formal application, the template of which can be found in the Members Area of the ESPGHAN website. Each application will be evaluated by dedicated members of the Education committee and will require final approval from the Education Secretary. The application should include information on: Topic, Speaker, Date, and a short justification as to why the specific topic is considered of value to ESPGHAN.

Application Deadlines:

- 6 weeks before webinar (no CME Application)
- 16 weeks in advance (if CME accreditation is desired)

Approval by Education Secretary: latest 5 working days after submission

Once the webinar is approved by the Education Secretary, it will be announced in the Knowledge Centre of the ESPGHAN Website and the monthly Newsletter. While the ESPGHAN Office can provide promotional material such as digital flyers and emails, dissemination must be done by the organisers (in line with rules for Educational Activities).

3.3 Organisation

The following will be provided by ESPGHAN

- o GotoMeeting® Platform
- o Handling of the platform by Office project manager
- o CME accreditation if applicable
- o ESPGHAN logo for inclusion on presentation slides
- o Evaluation if applicable

- o Certificates of Attendance (if applicable; monitoring of attendance throughout the meeting needs to be provided by the organiser)

The speaker/organiser is requested to use the ESPGHAN logo on all presentation slides.

3.4 Technical Requirements

The webinar will be hosted on the ESPGHAN GotoMeeting® Platform. No specific technical requirements are needed. The speaker is responsible for ensuring a stable and high-speed internet connection on their side. Pre-Recorded presentations can be considered.