

International Continence Society
Education Committee

Guidelines for Educational Courses and ICS Lectures

1. Introduction

1.1. ICS Educational Courses and Lectures

ICS Educational Courses are subsidised, non profit making courses addressed to healthcare and allied professionals who may experience difficulty obtaining funding to attend the annual ICS Meeting. The course registration fee will be kept low to encourage attendance of those seeking to improve their knowledge in the field of incontinence, particularly in developing countries. All ICS Educational Courses are open to ICS members and non-members. The ICS plan to have two or three stand alone, or more add-on Educational Courses per year in addition to the Annual Meeting. The ICS will endeavour to host some of these in developing countries or in countries where an Annual Meeting has not been held. As current experience shows, add-on courses are a preferred format for the ICS as they are easier to organise, have minimal financial involvement and risk, and they provide an opportunity for closer collaboration with the local hosts.

Another effective and economic form of educational, but also promotional, activity is official ICS lectures. These are presented at relevant events by qualified ICS members. Ideally, an add-on course should be combined with an ICS Lecture in the main programme of the host meeting.

In general, reasonable costs will be refunded for ICS speakers involved in Educational Activities, but no honorarium can be offered or accepted. It is expected from invited ICS faculty to attend the whole meeting and all official functions with the hosts. Further information on ICS Educational Courses and Lectures is provided in these guidelines.

The following sections apply to both add-on and stand-alone courses unless otherwise indicated.

1.2. Programme

A draft programme and list of local speakers will be put forward by the Course Chair, ideally twelve months ahead of the course date. The final programme will be decided by the Course Chair, and the Education Committee. The international speakers can be suggested by the Course Chair in discussions with the ICS. Ideally each session should have a local Chair and an international Chair. The programme should represent all the multidisciplinary and interdisciplinary aspects of the ICS. The number of invited faculty for stand-alone courses depends on the available budget and course length; for add-on courses the number is typically 4-5. It is expected that all speakers contribute significantly to the programme

with multiple presentations, and usually each presentation is at least 15 minutes plus discussion time

For examples of past education course programmes please contact the ICS Office.

1.3. Speakers

All speakers at an Educational Courses should be ICS members to ensure that standardised terminology is used throughout. If speakers are not members they should be invited to join the ICS. Speakers can be invited to present at the course and to hold the dates but the course is not officially confirmed until the Education Committee has approved the programme and the ICS Executive Committee has approved the budget.

1.4. Finance

The ICS is a UK based Charity. ICS educational activities are important facets of the society's charitable objectives, offering inexpensive education to professionals in the field of incontinence. The Charity aims to provide approximately £25,000 (2009) towards the cost of a stand-alone course, approximately £10,000 (2009) toward the cost of an add-on course, and economy class airfare for an invited official ICS Lecturer. The remaining revenues for the event should come from delegate registration, local committee contributions and sponsorship and exhibition from industry.

1.5. Language

The official language of ICS courses is English but, exceptionally, arrangements can be considered for translation into a local language.

1.6. Continuing Medical Education (CME)

The ICS wishes to provide Continuing Medical Education for all Educational Courses. The course Chair shall provide the ICS Office with details of local organisations for accreditation. The approved credit will be documented on delegates' Certificate of Attendance.

Course details

- **Length of Course**

For stand-alone courses the course should be at least one and a half days; this normally covers Friday afternoon and all day Saturday. Timings for add-on courses vary but are usually one or one and a half days. Add-on courses usually precede the host meeting.

- **Date of Course**

Prospective Chairs should check with the ICS office regarding the availability of ICS staff and timings of other related meetings before proposing a date. Adequate notice is required and normally one calendar year should be allowed for planning, advertising and processing of applications.

- **Social Events**

A welcome reception is usually expected after the first day – normally to be held in the exhibition area. A speakers' dinner would normally be on the first evening or prior to the

start of the meeting. ICS faculty is expected to attend the whole meeting and all official functions with the hosts.

- **Fees**

We encourage that the registration fee be set at a level that will allow younger doctors, nurses and physiotherapists to attend. This is in fitting with ICS aims for education courses. In addition, it is normal for the registration fee to be lower still for nurses and physiotherapists. Lunch and coffee breaks should be included in the registration fees for both types of courses

1.7. Role of Education Committee, Permanent Congress Organiser (PCO), Course Chair and ICS Office

Refer to Appendix 1 and 2 for charts showing the full division of responsibilities for both stand-alone and add-on education courses.

1.8. Evaluation Forms

Participants will receive an evaluation form which should be completed and returned at the end of the course. The form will review all aspects of the Course with particular emphasis on the standard of the speakers and whether or not the stated objectives were achieved. The evaluation forms will be collected and analysed by the ICS Office. Delegates will receive a Certificate of Attendance on receipt of a completed Evaluation Form.

1.9. The following sections describe the two different types of education course and one lecture format offered by the ICS and the specific rules relating to each.

2. Stand-alone Education courses

2.1. Description

Stand-alone courses are mainly organised by the ICS and its permanent congress organiser (PCO), in collaboration with local hosts. This includes the organisation and booking of the course venue, registration cost, catering, sponsorship and advertising. The Course Chair will be consulted and kept informed at all levels. The ICS prefers not to hold stand-alone courses unless there is a clear and identifiable need in a particular country. These are higher financial risk to the ICS and involve far more time to organise. However, if it is considered important to hold an education course in a particular country, and an add-on option is not possible then please do contact us with your proposal, but please be aware that the ICS expects you to play a major role in making such a course a success.

2.2. ICS Permanent Congress Organisers (PCO)

The ICS works with a PCO that is responsible for managing all ICS Educational courses and Meetings in coordination with the Course Chair and the ICS office. There is no requirement for the course applicant to hire an events company although a local company may be required by the PCO to assist with the meeting organisation. No commitment should be made to local companies as the PCO will interview suitable candidates at their discretion.

Applicants wishing to contact the PCO for assistance in preparing their ICS Educational Course proposal are invited to do so by initially contacting the Committees Coordinator at the ICS office: currently Dan Snowdon: Dan@icsoffice.org

2.3. Budget

The PCO, together with the Course Chair, will present a detailed budget, after pre-approval by the Education Committee/Chair, to the ICS Treasurer at least 6 months prior to the meeting. At this time, or prior, a registration fee will be agreed; assuming that the venue has been selected and details are confirmed. No financial commitments can be made from any side before the budget is signed off by the ICS Treasurer.

2.4. Promotion

A flyer will be produced by the local hosts, the ICS office, or the PCO outlining the preliminary programme and details of how to register and get more information about the course. This will normally be distributed via e-mail and electronic format but where required printed versions will be produced for distribution.

2.5. All Education Course information will be available at www.icsoffice.org and, for stand-alone courses, by links to the PCO website.

2.6. The PCO will work with the Course Chair and the ICS office to produce a promotion plan to include advertisements in the official journal of the ICS (Neurourology and Urodynamics), and at local events and clinics/hospitals. Ideally the course will also be advertised in local publications.

2.7. The Course Chair is to provide a list of local medical associations or societies that would be interested in attending so that promotional material can be sent to them.

2.8. Venue

- **Booking**

A proposed venue should be put forward in the application however the final choice and booking of the venue will be made by the PCO in discussions with the ICS Office and potentially through a site visit.

- **Hall**

The main auditorium will require seating for a minimum of 300 participants, preferably in an auditorium offering tiered or theatre style seating. If an auditorium is not available then a hall large enough to provide seating in a “classroom” style would be sufficient.

- **Exhibition / Registration / Coffee and lunch breaks**

Area of 600sqm for an exhibition, registration and all coffee/tea/lunch breaks to be held in there.

2.9. Travel

The proposed venue should be held in a location with reasonably easy international access, i.e. airport/rail links and various methods of travel to the conference.

2.10. Industry

Using data provided by the Chair, ICS and the PCO, industry will be contacted with details of exhibition and sponsorship opportunities. A sponsorship and Exhibition prospectus will be issued after the venue has been finalised detailing all opportunities for industry with which the industry must comply. Fundraising is the joint responsibility of the Course Chair and the ICS Office. The PCO will supply all registered exhibitors with a floor plan showing each company's position prior to the meeting. The PCO will avoid, where possible, putting companies exhibiting similar products next to each other.

2.11. Accommodation

Discounted accommodation should be provided in the conference hotel to assist with keeping the course fee to a minimum. This should be included within the registration fee. However, a course fee should also be offered without accommodation included.

3. Add-on Education Courses

3.1. Description

Add-on education courses are those where an ICS faculty of typically 4-5 speakers joins onto an existing local meeting, usually taking up a day and a half. There is typically a mixture of ICS and local speakers, as is the case with all education courses. Add-on education courses allow the local hosts to arrange the meeting as they choose, although the content of the ICS portion of the programme will be agreed between the Education Committee and the Course Chair. Add-on courses are now the preferred form of education course for the ICS as they allow for closer contacts to be made with local nursing, physiotherapy and medical professionals. An invitation to hold an add-on course is invited from the Course Chair, after which the Education Committee will discuss the proposal before making any decisions. The proposed programme should be presented to the Educational Committee at least twelve months before the course date. The minimum length of the add-on course is one day/5 lecture hours.

3.2. Any activity such as developing educational materials in electronic form will be overseen by the Education committee, and will operate in close communication with the ICS Standardisation and Publication and Communication Committees, where appropriate.

3.3. Finance

The ICS would normally only pay for travel according to ICS regulations, but may also contribute to the accommodation costs for ICS speakers. All other financial arrangements are the obligation of the local host organisers. The ICS is open to negotiations if the local organisers are not able to cover all elements of the course as a result of ICS involvement.

3.4. Promotion

A flyer will be produced by the local host organisers, the ICS office, or the PCO outlining the preliminary programme and details of how to register and get more information about the course. This will normally be distributed via e-mail and electronic format but where

required printed versions will be produced for distribution.

3.5. The local host organisers will be expected to advertise the course through relevant local organisations and in local publications.

4. Official ICS Lectures

4.1. The ICS offers to provide funding for travel and if needed, accommodation for an officially invited ICS Lecture presented at relevant national or regional events by qualified ICS members. The speaker and topic will be agreed on by the local host and the Education Committee and is usually a state-of-the-art lecture set at a length of approximately 30 minutes.

4.2. Additional requirements are that:

- The request was received in good time; usually six months in advance.
- The Official ICS Lecture is labelled in the program in prominent form.
- The ICS shall advertise its forthcoming annual meeting or courses at this event.
- The local host or a representative would provide any photos and write a brief report on the ICS Lecture for the next edition of the ICS newsletter; the newsletter is published twice a year.
- No honorarium be offered to or accepted by the speaker, as per ICS policy.

4.3. Please note that the ICS speaker cannot be confirmed until the ICS Treasurer has approved the budget request.

5. Applying to host an ICS Educational Course

Applications to host an ICS Educational Course should be addressed to the Education Committee Chair, currently Werner Schaefer, and are required to arrive at the ICS office by email in due time, which for a stand-alone course is usually at least one year in advance of the proposed course. For add-on courses it may be shorter but we would still prefer at least twelve months notice. See application form in Appendix 3. The ICS office will oversee the spread of the Education Courses in terms of course location, time of year and number of courses/meetings per year.

Should you have any further questions please contact the Committees Coordinator in the ICS Office (currently Dan Snowdon) at dan@icsoffice.org

APPENDIX 1

ICS STAND-ALONE EDUCATION COURSES - DIVISION OF RESPONSIBILITIES

Timeline	Item	ICS Education Committee	ICS Office	Course Chair	The PCO	Comment
	Administration and financial management		√		√	In coordination with ICS Office
	Selection of Chairperson and host country	Education Committee				
	Draft Guidelines for ICS members wishing to host an ICS Education Course	√	√		√	This should be prepared for future courses
	Selection of venue, booking, negotiations and contact with venue	√			√	Approval of venue by ICS and Course Chair after presentation by The PCO
	Site inspection			√	√	Optional for ICS
	Budget	√	√	√	√	The PCO to submit draft for ICS approval
	Management of bank account and payments				√	
	Preparation of final financial report				√	
	Selection of DMC for local arrangements				√	
	Programme					
	Course programme and faculty	√		√		
	Speakers					
	Selection of speakers	√		√		Approval by ICS Education Committee (TBC)
	Invitations to speakers		√			
	Speakers' accommodation				√	
	Speakers' travel refunds		√		√	

Timeline	Item	ICS Education Committee	ICS Office	Course Chair	The PCO	Comment
	Sponsorship					
	Sponsorship and exhibition options brochure		√	√	√	Draft produced by The PCO, to be approved by ICS and Course Chair
	Contacts with company representatives		√	√		
	Contracts and invoicing				√	
	Exhibition					
	Exhibition design and lay-out – floor plans and allocation of stands				√	
	Technical services; selection of forwarding agents and other local sub-contractors; preparation of exhibition guide; supervision and co-ordination of stand construction and auxiliary services				√	
	On-site exhibition management				√	
	CME		√	√		
	Promotion					
						All texts for websites, brochures etc. to be reviewed by ICS, Course Chair and the PCO. ICS Publications and Communications Committee (PCC) to be involved if materials produced.
	Website		√		√	ICS PCC to be involved if materials produced.

Timeline	Item	ICS Education Committee	ICS Office	Course Chair	The PCO	Comment
	Mailing list – ICS membership		√		√	
	Journals				√	
	Company contacts		√			
	Local mailing list			√	√	Local mailing list to be supplied by Course Chair
	Registration					
	Formulation of registration package, cancellation fees etc.		√		√	
	Registration for Course				√	
	Preparation of registration reports for ICS office and local chairperson				√	
	Preparation of registration kits, certificates of attendance etc.				√	
	Preparation of participants' list				√	
	Correspondence with registrants, updates on arrangements				√	
	Accommodation					
	Negotiation of contract				√	
	Management of room block (reductions/increases)				√	
	Payment of hotel deposits				√	
	Processing bookings				√	
	Invoicing				√	
	Reports to ICS office				√	
	Rooming list to hotel				√	
	Closing account with hotel				√	
	Printing					
	Promotional		√	√	√	The PCO with ICS &

Timeline	Item	ICS Education Committee	ICS Office	Course Chair	The PCO	Comment
	leaflet/brochure (including registration material)					Chairs approval. ICS PCC to see final draft.
	Program book and course material		√	√	√	The PCO with ICS & Chairs approval
	Technical Arrangements					
	Draft technical specifications for audio-visual				√	
	Request for and evaluation of bids from suppliers				√	
	On-site supervision				√	
	Signs: design and production				√	
	Participants' bags: production and shipping				√	Design approved by ICS & Course Chair
	Inserts for participants' kits				√	Coordinated by The PCO, inserts approved by ICS Education Chair/Course Chair (TBC)
	Catering and Social Events					
	Welcome Reception				√	
	Speakers' Dinner			√	√	Recommendations from Course Chair
	Lunches				√	
	Coffee breaks				√	
	On Site Arrangements					
	On site management and staffing				√	
	Computers and				√	

Timeline	Item	ICS Education Committee	ICS Office	Course Chair	The PCO	Comment
	printing					
	Evaluation and Feedback	√		√	√	

APPENDIX 2

ICS ADD-ON EDUCATION COURSES - DIVISION OF RESPONSIBILITIES

Timeline	Item	ICS Education Committee	ICS Office	Course Chair	Comment
	Administration and financial management		√	√	In coordination with ICS Office
	Selection of venue, booking, negotiations and contact with venue			√	
	Site inspection			√	
	Budget	√	√		For ICS speaker costs only
	Programme				
	Course programme and faculty	√		√	
	Speakers				
	Selection of speakers	√		√	
	Invitations to speakers		√		
	Speakers' accommodation			√	Costs for speakers' accommodation can be discussed with ICS Office
	Speakers' travel refunds		√		
	Sponsorship				
	Contacts with company representatives			√	ICS Office can contact our list of sponsors if required
	Contracts and invoicing			√	
	Exhibition				
	Exhibition design and lay-out – floor plans and allocation of stands			√	
	On-site exhibition management			√	
	CME		√	√	
	Promotion				

Timeline	Item	ICS Education Committee	ICS Office	Course Chair	Comment
	Website		√		ICS Office will advertise the event on the ICS Website
	Mailing list – ICS membership		√		Through ICS Newsletters and E-News alerts. ICS Publications and Communications Committee (PCC) to be involved if materials produced by the ICS (flyers, etc).
	Local mailing list			√	
	Registration				
	Formulation of registration package, cancellation fees etc.		√		
	Registration costs and arrangements for Course			√	Please try to keep costs lower for trainees, nurses and physiotherapists
	Preparation of participants' list			√	
	Correspondence with registrants, updates on arrangements			√	
	Accommodation				
	Negotiation of contract			√	
	Management of room block (reductions/increases)			√	
	Rooming list to hotel		√	√	Depends if ICS Office or local hosts arranging accommodation for speakers
	Printing				
	Promotional leaflet/brochure (including registration		√	√	

Timeline	Item	ICS Education Committee	ICS Office	Course Chair	Comment
	material)				
	Program book and course material			√	
	Technical Arrangements				
	Draft technical specifications for audio-visual			√	
	Request for and evaluation of bids from suppliers			√	
	On-site supervision			√	
	Signs: design and production			√	
	Participants' bags: production and shipping			√	
	Inserts for participants' kits			√	
	Catering and Social Events				
	Welcome Reception			√	
	Speakers' Dinner			√	
	Lunches			√	
	Coffee breaks			√	
	On Site Arrangements				
	On site management and staffing			√	
	Computers and printing			√	
	Evaluation and Feedback		√	√	

APPENDIX 3

APPLICATION REQUEST TO HOLD AN ICS EDUCATIONAL COURSE

Name of ICS Member requesting application:	
Country in which Course is to be held:	
Proposed City and Venue (if possible):	
Proposed dates:	
Number of expected delegates:	
Need for course: Approx number of Urologists in country Approx number of gynaecologists Approx residents/trainees Approx number of nurses Approx number of physiotherapists Approx number of ICS members	
Indicate local support – if any:	
Method of travel to conference city:	
Accommodation:	
Other Urological/Gynaecological meetings in the geographical area occurring 2 months before and 2 months after proposed date	
Local information i.e. weather, National Holidays in four week period leading up to and including the course date	
Programme Outline:	

I confirm that the information above is true to the best of my knowledge and that I have read and understood the Education Course Guidelines:

Signed:

Dated: