



ICS Education Committee Meeting Agenda

**Monday 12th September 2016,
Venue: Tokyo International Forum**

Room: G405

Time: 15:00-18:00

Attendees: Ervin Kocjancic (Chair), Marijke Slieker Ten Hove, Kari Tikkinen, Enrico Finazzi Agro, Nikolaus Veit Rubin,

Also In Attendance: Avicia Burchill, Elise De, Chris Payne*, Naoki Yashimura*

Apologies: Nadir Osman, Margot Damser, Frankie Bates,

TBC: Alex Digesu,

* Attending after BoT meeting

1	Approval of London meeting minutes			
2	Terms of office & Terms of Reference (Attached)			
3	Workshops:			
	Changes to workshop application for 2017			
	Joint Nurses & Physiotherapy workshop for Florence			
	Naming of Core Curriculum vs Education Course-	AB		
	Workshop review meeting proposal			
4	Online Education Content:			
	Standard Operating Procedures for online educational content – see list of potential “types” of content – Guidelines for minimum requirements for online content	AB NR		
5	2017 Plans			
	PACS 2017 application			
	EAUN 2017 – Nurse speaker	EK		
	EAU Lecture	EK		
	SIU Portugal 2017- Speaker required	EK		
	AUA Boston 2017 – Speaker required	EK		
	Proposals for education courses budget			
6	Committee alignment to ICS strategy			
7	Any additional budget required?			
8	Committee Picture to be taken			
	AOB			

Agenda Item: 4 - Types of online educational content

ICS Educational Module	The gold standard ICS module with PowerPoint/NUU/video
Annual Meeting Content – sub grouped to State of the art Workshop Abstract Symposium	Webcasts and all content from ASM's including abstracts, abstract videos from the meeting. Workshops, etc etc. The term webcasts would fall here.
Webinar	This could be live with an invited audience via webex and then recorded and circulated to the wider audience. Highly interactive with the one speaker – could even be live surgery or experiment.
Educational Video i.e.	Video content with an educational output like the fistula videos and other committee led projects
News	Any content which is news article linked or just an item of interest i.e. CPA website goes mobile
ICS Interviews	These could be annual meeting marketing related, news related or those conducted at the ICS meeting by staff and other delegates talking about content of scientific sessions
Quizzes	A fun session for people to undertake some tests – probably multiple choice – with or without video. Could be a good way to utilise the multiple choice questions already written by the workshop chairs over the past few years.
Expert Views/Opinions	Not a module or an interview but a best practice or expert opinion on a subject matter. Could also be an evidence based ICS consensus statement
<i>Types that were mentioned but not considered at this stage.</i>	
<i>Accredited Course</i>	<i>Due to cost implications it is unlikely that a course/module would become accredited.</i>
<i>Moocs</i>	<i>a course of study made available over the Internet without charge to a very large number of people. "anyone who decides to take a MOOC simply logs on to the website and signs up</i>

<i>Video Podcast</i>	<i>A digital audio or video file or recording, usually part of a themed series that can be downloaded from a website to a media player or computer.</i>
<i>e-series</i>	<i>Similar to a podcast with a series of content released over time. Would require planning and continuous content. However good for marketing as you would need to get people to sign up to the series to be part of getting access to the next lot of content.</i>



ICS Education Committee Meeting Minutes

7th February 2016

Room: Hong Kong Room, Skyline Hotel, Heathrow, London

Ervin Kojancic (Chair), Frankie Bates, Alex Digesu, Enrico Finazzi Agro, Nadir Osman, Chris Payne, Marijke Slieker Ten Hove, Kari Tikkinen, Nikolaus Veit Rubin.

Also In Attendance: Avicia Burchill, Dan Snowdon, Dominic Turner

Apologies: Margot Damser, Naoki Yoshimura

	Montreal meeting minutes approved
1	<p>ICS 2016 workshop review</p> <p>The workshops for 2016 were selected, the list is annexed to the minutes.</p> <p>The following was discussed:</p> <ul style="list-style-type: none"> • Consider getting rid of coffee break in 3 hour workshops. • Committee to investigate other options to reduce times of workshops i.e. AD suggested to accept all applications and have a place for lower scored workshops, even coaching sessions. EK felt that the ICS does not use the whole day of the meeting and that there are options for early morning activities. • EK suggested to cancel 240 minute option and have 60, 90 and 180 option only for interactive workshops. <p>ACTION POINT: Office to amend workshop application guidelines for 2017 submission to cancel 240 minute workshop option and amend online application form.</p> <p>A discussion was held around acknowledging the workshop chairs further. Considering the financial year a reduction of registration is unlikely. EK suggested that they are given a special certificate, access to VIP room and the general secretary to acknowledge them at the AGM/closing ceremony.</p> <p>ACTION POINT: Office to create certificate for workshop chairs and ensure access to VIP room and forward request to General Secretary to acknowledge the workshop chairs during the AGM/Closing Ceremony.</p>
2	<p>Improvements to Workshop Evaluation Form</p> <p>A discussion was held about the quality of the workshop evaluation form, its results and number of completed forms. AB explained that Carlos D’Ancona from the Board of Trustees will be reviewing the main post-meeting evaluation form and that it would be a good time to review the workshop forms. It was agreed that KT would assist office in reviewing evaluation. FB suggested that paper format on-site gets the best results if the form was simpler. AB explained why the process is electronic.</p> <p>ACTION POINT: DS to provide CME requirements for completion of workshop evaluations</p> <p>ACTION POINT: KT to prepare a paper for the forum. Skype call with KT/AB 18th Feb onwards.</p> <p>Improvements to Handouts-</p> <p>A discussion was held as to whether handouts were really required in view of range of varying size</p>

	<p>and quality and effort required by office to collect them. NV suggested that the handouts could be a kind of abstract format with suggested reading. MCP explained that people picture the slides anyway and this is very distracting for the speakers. EK felt that writing handouts is painful process and wanted the committee to consider dropping handouts. NV suggested that people should just review the video once they go home. AB explained the time delay between meeting and producing the webcast. AB suggested a template which would be uniform to all workshops. i.e. suggested reading, take home messages, learning outcomes. It was agreed that MS to work with office to develop a template.</p> <p>ACTION POINT: Office to work with MS to develop a template for completion by the workshop chair and speakers which is shorter and easier to complete.</p> <p>ACTION POINT: EK to develop a chairmans message and house rules to be circulated to the workshop chairs before and at the workshop – to include about video/picture taking of slides.</p> <p>ACTION POINT: In order to reduce number of pictures/video taken during workshops, office to ask in advance for approval to release powerpoints in pdf format immediately after the meeting. Office to remove intimate photos before pdf. Then pdf's of slides should be available via the website. Workshop chairs to announce this before the workshop starts to reduce picture taking.</p>
3	<p>Outstanding actions from Montreal minutes:</p> <p>CME requirements – EF (FOR SLIDES SEE APPENDIX)</p> <p>EF provided an update on requirements for CME points in different countries and for different specialties. EF explained that within Europe all countries have a CME system and for some its compulsory and others voluntary. Also sometimes its compulsory but not checked by any authority. Each country then has different credits and in different number of years. Most however provide 1 credit for 60 minutes but not all places. The USA is difficult as each state is different and requirements are different by state. In Canada its over a period of 5 years, 400 credits, 40 per year as a minimum. In Japan is seems to be voluntary option to obtain CME, 60 credits in 3 years. China, 25 per year and in different categories. India is different per medical councils across the country. UEMS has signed agreements of recognition with different countries. DS explained that this is the system ICS uses when not in US or Canada. EF explained for elearning the max is smaller than live events. EK asked how we can integrate this into our system. DT explained that in order for EUACME to accredit you have to prove several things, pre questionnaire, prove they watched video, post watching questionnaire and then need the quiz module. EF explained the costs involved for 3 credits is €2200 which is more than live events. DT explained the investigative process whereby the ICS could become a provider but that it was declined by UEMS as we would have been a competitor and also within the US route but you cannot do that unless you are based in the US which is currently being looked into by the Board of Trustees. MCP suggested to create ICS points but issue is that not every country does self-learning.</p> <p>ACTION POINT: Committee to explore within in each of their countries whether self-learning is accepted and whether presenting abstracts are accepted.</p> <p>EF suggested that if you could get a company to pay for the CME. i.e. Laborie could cover the costs of an urodynamics elearning course. EK explained that the committee would have to put the business plan to the board for this.</p> <p>ACTION POINT: NV & EF to put together a business plan for board as to whether it would be</p>

	possible for companies to cover the costs for providing the CME on online learning.
4	<p>e-learning: (FOR SLIDES SEE APPENDIX)</p> <p>NV presented his slides on elearning. DT explained that the current elearning section online is very old but the new ICS TV platform currently in progress fits all of NV's suggestions. DT proposed that we take down current elearning section on the website. It was discussed whether it would be useful to use an existing platform to create the elearning modules. MCP showed the platform that she uses.</p> <p>ACTION POINT: NV to look into costs of an existing elearning platform and prepare a plan for consideration.</p> <p>EK questioned live streaming and that Adobe Connect is brilliant and could be a real income generator. DT explained that live surgery is incredibly hard for a number of reasons and that a scoping exercise would be useful.</p> <p>ACTION POINT: DT to provide the list of currently recorded material.</p>
5	<p>New Trends in Education:</p> <p>EK ask FB to put into a paper format for submission. It was agreed there was a need to contact Frederico before proceeding and also MS to add the physiotherapy relevant sections.</p>
6	<p>New opportunities for early career professionals:</p> <p>KT explained the PCC are trying to get more content and activities for the early career professionals but that he had declined to join their committee at this stage. KT explained that he was mainly working on the early career session. This year Chris Chapple will present "Communication skills for academic progress". EK asked if they were preparing anything specific to with Asia in mind, perhaps with a young urology/gynaecology meetings in Asia. AB explained the ambassador scheme and that the office is trying to make contact.</p> <p>ACTION POINT: KT to make contact with young urologists/gynaecologists in Asia area through ambassador scheme and other contacts and to create a flyer to make introductions. KT to ask Stacey Loeb to help disseminate over social media.</p>
7	<p>CP update from the Board of Trustee Meeting</p> <p>CP wanted to recognise the committee work with regards to cost and budget activities. CP explained that the with regards to speaker and course planning the Board has requested that the Education Committee focus on looking further ahead and how to insert ICS speakers into the standard meetings of all the professionals i.e. a nurses Italian meeting into that meeting a year before 2017. The Board want to see a longer term strategy. In parallel to look to these standard meetings to assist with annual meeting advertising the Board also want the committee to investigate getting a strategy as to how to get into the developing world. CP the Board also are concerned about how the committee measure the effectiveness of the speakers we send to events and therefore the Board has request that an ICS member is only allowed to speak once per year when funded by the ICS. CP explained that the Board want to know what is the business plan for next year, what are the priorities, what is free education that the ICS offers and what do we have to charge for, what do education committee need to get this done and therefore the Board needs a business plan. CP explained that future face to face meetings are questionable and therefore the committee should look into how to minimise costs by maybe meeting at other events as travel is going to very tight for the foreseeable future. MS stated that if the face to face meetings will be cut then the committee should have a longer meeting time at the annual meeting. EK agreed that we</p>

	<p>need to look for generating income activities. CP continued with the new initiative to develop a group to look into a clinically focused profit making meeting in the continent that does not have the meeting in that year. The aim is to try to attract those with interest but would not necessarily fly to the annual meeting. EK will be asked to be on the task force and any others who may be interested. EK said he would be happy to help and explained that Mexico was not considered for suitable site for annual meeting and that it could be a great option for N American.</p> <p>ACTION POINT: Education Course guidelines to be updated to reflect limitations number of times ICS members can speak per year.</p>
8	<p>AUA/SIU Lectures</p> <p>EK updated the committee and explained that we cannot have a speaker at AUA this year but we have been asked to join SIU in Lisbon. The new concept is to give all societies a bigger slot, parallel sessions, zero cost to societies. EK explained that we can find a speakers who are already attending to minimise costs.</p> <p>ACTION POINT: Office and EK to investigate speaker for SIU.</p>
9	<p>EAUN</p> <p>AB provided and update on the request from EAUN in Munich in March and that Kari Bo has been asked to speak on behalf of the ICS in this joint nurses meeting. MS & FB said that there needs to be more cross collaboration between the disciplines and therefore it's a good idea that a physiotherapist is speaking at an nurses event. It was agreed to make contact with Donna Bliss, Nursing committee chair to advise</p> <p>ACTION POINT: Office/EK/FB to make contact with Donna to advise re invite to nurses meeting</p>

e-LEARNING



Nikolaus Veit-Rubin
ICS EC - meeting
London, 07/02/2016

Education Committee Terms of Office

Role	Member	Term Start	Term End	Term Yrs	Elected	Term details	Additional Information
Committee Chair	Ervin Kocjancic	29-Aug-13	15-Sep-16	3	Y	3 year term will finish 2016. Can renew once by election	
Committee Chair	Elise De	16-Sep-16	05-Sep-19	3	Y	3 year term will finish 2019. Can renew once by election	
Committee Member	Marijke Slieker-Ten Hove	01-Sep-11	14-Sep-17	6	N	6 year term will finish in 2017. Cannot renew	
Committee Member	Alex Digesu	23-Oct-14	14-Sep-17	3	N	3 year term will finish in 2017- can renew	
Committee Member	Frankie Bates	08-Oct-15	30-Aug-18	3	N	3 year term will finish in 2018- can renew	
Committee Member	Margot Damaser	08-Oct-15	30-Aug-18	3	N	3 year term will finish in 2018- can renew	
Committee Member	Nikolaus Veit-Rubin	08-Oct-15	30-Aug-18	3	N	3 year term will finish in 2018- can renew	
Committee Member	Enrico Finazzi Agrò	08-Oct-15	30-Aug-18	3	N	3 year term will finish in 2018- can renew	
Committee Member	Kari Tikkinen	18-Oct-12	30-Aug-18	6	N	6 year term will finish in 2018- CANNOT renew	
Committee Member	Nadir Osman	29-Aug-13	05-Sep-19	6	N	6 year term will finish in 2019. Cannot renew	
Ex-officio	Naoki Yoshimura	08-Oct-15	15-Sep-16	1	N	Ex-officio	Just checking details for incoming
Ex-officio	Chris Payne	24-Oct-14	14-Sep-17	3	N	Ex-officio	

Quorate No=4

Nominations 2017

EK stepping down in Tokyo, ED Chair position will start on Friday.

Marijke will be stepping down in Florence- 1 position to be advertised after Tokyo.

Alex needs to confirm if renewing- if not then 2 positions will be advertised.

Key	
Colour	Meaning
	Stepping down in Tokyo
	Stepping down in Florence
	Elect position- will need to re-apply
	Will need to confirm if renewing/ positions will need to be advertised after Tokyo
	New member/position
	No action

ICS Education Committee Terms of Reference

1. PURPOSE:

The ICS Education Committee oversees all educational activities within the ICS. This includes stand-alone and add-on ICS Educational Courses, ICS Lectures at meetings and via the internet, development of educational materials and e-learning, as well as courses and workshops at ICS Annual Scientific Meetings. The committee is also responsible for the educational quality of all activities and for relevant faculty development activities within the ICS. The committee is responsible to the ICS board of trustees to which it makes an annual report and makes an annual budget request.

2. FUNCTIONS:

The Education committee shall work with all other ICS committees in order to fulfil its roles, defined below.

- Continuing Medical Education producing guidance for the ICS membership concerning CME - points of ICS activities - congresses, courses, workshops and other professional activities
- Workshop and ICS Course Applications: To review applications and make recommendations for inclusion for workshops at the Annual Scientific Meeting and any add-on courses or guest lectures external to the ASM.
- Educational Quality: To recommend methods by which the quality of education and its delivery can be maximised within all educational activities of the ICS. The committee shall also be responsible for making recommendations to the Board regarding the periodic evaluation and review of all such activities in line with the society's strategic direction.
- Align with the ICS Accreditation strategy
- ICS Faculty development: To produce and/ or recommend relevant courses for the development of ICS Faculty in all relevant ICS activities.
- Early Career Education: formulate curricula for early career education in all areas of ICS focus
- Suggest and consider income generating educational programmes
- Identify opportunities for e-learning or workshops in conjunction with other committees

3. RESPONSIBLE TO:

ICS Board of Trustees

4. COMPOSITION:

Total Members	Method of Appointment	Name	Term of Office
Chair:	Elected. A member must sign his/her agreement to stand. This nomination is signed by nominator and seconder, all being current ICS members. The nominee for Chair would be a current or recent member (past 5 years) of the Education Committee. If no one is nominated the ICS Nominations committee may suggest a suitable	See Appendix A	Term of office: 3 years, renewable once by Chair/committee approval by formal election. Further terms could be approved in exceptional circumstances and by

	candidate. Nominations received by 1st March for current members all other applications by 1st April. Voting regulations as stated.		referral to the ICS Trustees.
Membership	<p>All members of ICS committees must be active ICS members (paid for current membership year) (Bylaw 2.3.2)</p> <p>The optimum representation is 8 Committee members (excluding the committee chair) formed preferably from the following:</p> <p>2 Urologists 2 Urogynecologists 1 non surgical representative or Colorectal MD 1 Nursing representative (in conjunction with the nurse committee chair) 1 Physiotherapist (in conjunction with the physiotherapy committee chair) 1 Non-Clinical Representative Scientific Chair – Ex-Officio</p> <p>Within the committee there will be a e-learning Coordinator and Early Career Professional Coordinator</p>		3 years, renewable once by Chair/committee approval. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees.
General Secretary	Ex officio	See Membership Page	2 years
Board of Trustee Liaison	Ex office		3 years

5. ROLE OF THE CHAIRMAN

The Chairman of the Education Committee of the ICS is responsible for

- The coordination of the activities of the Education Committee,
- Ensuring that the activities of the committee are in accordance with current ICS strategy.
- Preparation of an interim (half year) and final annual report for the Board of Trustees and for the Annual General Meeting.
- Liaison with the Scientific Committee Chairman and the permanent congress company regarding the ICS Educational courses and workshops at the ASM and the State of the Art Lectures to be delivered at the ASM.
- Ensuring that ICS Faculty adhere to the relevant ICS Faculty etiquette and have conformed to relevant faculty development requirements as and when they arise.
- Is an Ex officio member of the Scientific Committee

6. ROLE OF THE COMMITTEE

Educational Courses and Workshops

The committee, in accordance with ICS strategy set by the Board of Trustees, functions to:

- Establish links with relevant professional societies in countries underserved by the ICS in order to deliver high quality, multi-professional educational activities as add-on courses to relevant affiliate societies international meetings. (See documents: ICS course standard operating protocol and “Guidelines for Educational Courses and Workshops”)
- Canvass for and arrange ICS sponsored lectures at such meetings.
- Seek to establish ICS visiting lectureships / professorships to deliver educational courses to universities and post - secondary educational institutions.
- Make recommendations for the core curriculum of ICS Educational courses to be delivered at the ASM
- Commission relevant courses and workshops by tender in response to requests from the membership or following advice from the Education committee regarding novel areas of research.
- Select, based upon merit and quality, workshops for delivery at the annual scientific meeting of the ICS following the application and bidding process.

E- Learning

The appointed e-learning coordinator shall, in accordance with ICS strategy set by the Board of Trustees, function to:

- Make recommendations to the Education committee for the establishment and development of e-learning courses relevant to the membership of the ICS.
- Recommend the commission of learning materials as required to deliver the modules selected for development
- Liaise with all relevant ICS committees regarding the e-learning components of their educational output to ensure adherence to ICS standards of quality, delivery and evaluation
- Liaise with the IT director in the creation, maintenance and development of e-learning materials
- Survey existing e-learning modules for quality assurance
- Survey existing e-learning resources within other similar professional societies and work to create necessary linkages to ensure efficient resource usage
- Liaise with the ICS office to receive the house style questions in advance of the meeting from the workshop chairs

Educational Quality

The committee will, in accordance with ICS strategy set by the Board of Trustees will:

- Review the educational content and quality of the ASM in the light of pedagogical educational theory and method, and to make recommendations regarding joint educational ventures relevant to the audience of ICS with the aim of maximizing the educational value of the meeting.

- Maintain and improve the educational quality of ICS educational activities and the scientific content of the annual scientific meeting
- Coordinate and organize ICS faculty development activities such as teaching skills courses, chairmanship skills, effective PowerPoint etc.
- Advise on educational pedagogy to ensure that ICS faculty are up to date
- Liaise with relevant ICS committees to ensure that educational activities are evaluable and evaluated in accordance with prevailing educational theory
- Assist with the development of course evaluations by other relevant ICS committees
- Liaise with the scientific committee with regard to developing the delivery of scientific presentations and its evaluation at the annual scientific meeting.

7. MEETINGS:

The entire committee will normally meet once face-to-face during the Annual Scientific meeting; other deliberations will be held by email/webex. Webex will be used to define workshops for ASM.

8. QUORUM:

One third of committee membership plus one. For example, a committee of ten will have a quorum of four members. Quorum of sub-committees will be 50% of the membership. All Chairmen shall have a casting vote in the event of tied vote.

9. MINUTES:

Minutes are recorded at each meeting and posted on the ICS website in accordance the Bylaws

10. REPORTING & ROLES:

The Chair committee is required to prepare an annual report to the Board of Trustees. The Chairman of the Education Committee is also required to be present at the Annual General Meeting should the membership have any questions over committee activities.

For Terms of Office Information please see [Membership Page](#)

Dear Committee Members,

Please review the standard operating procedure for producing an “ICS Educational Module”. Please note that this is still a working document and if you have any comments please direct them to Jenny or Avicia in the office. It is hoped that Educational Modules will be the gold standard of online educational content that the ICS produces. Over the next few months other types of online content will also have a procedure created so that any content that is placed on ICS TV will have followed the process of authorisation.

If you have not already we encourage you to view and review the content already on ICS TV <http://www.ics.org/tv> We require your feedback before this takes a prominent position on the ICS website.

ICS Educational Module Standard Operating Procedure

The ICS strategy over the next 5 years is to increase scientific and educational output and to become the go to society for scientific content. In addition to standardisation reports the ICS committees have been creating educational modules. Educational modules are central to the ICS strategy of facilitating the exchange of knowledge and experience among interdisciplinary health programmes. The ICS is seeking to develop and distribute high quality global health educational modules; define standards and competencies in health education; and address the needs of students, educators, and trainees as they seek to gain the skills and knowledge necessary to become healthcare leaders.

These modules consist of a PowerPoint available for download, a video and a peer reviewed published article. The outcome of these modules is that educators around the world can download the ICS module and present this to their students/colleagues. It is also expected that when an ICS speaker is invited to speak at an educational course or guest lecture the educational modules are used to provide the standardised educational content. The paper sent to NUU should be a systematic review of the content and should be in accordance to the 'PRISMA -checklist/guidelines'.

This document has been created to assist those Working /Committee groups who wish to create a module for the ICS and to ensure adherence with the approved process.

Vision for final product:

1. Has clearly outlined learning objectives at the beginning.
2. Peer reviewed paper published in NeuroUrology & Urodynamics
3. Video demonstrating/explaining key issues and/or techniques—goes beyond paper to increase depth of learning.
4. PowerPoint presentation.
5. The entire module could be used by an individual over the web or as part of a course for students directed by a mentor.

Working/Committees General Information

- The composition needs to be ICS members, multi-disciplinary, multinational and representing the most important stakeholders where appropriate. However if content is clearly for one discipline then sole disciplined groups are acceptable.
- Non ICS members can be part of a working group as experts or representatives of specific stakeholders but they must become an ICS member for the duration of their time on the project.
- Each group should choose a lead established at the outset who will also be the first or last author on the published paper. All members of the group will be responsible for the entire content of the module as a group. Note the lead of the group does not need to be the person who records the video. The presenter must have a clear speech, free of strong accent – see the guidelines document for preparing the module content (INSERT LINK WHEN READY).
- It is recommended that the module is presented to an audience at the annual meeting before it is recorded and where possible before the manuscript is sent for publication. This will provide valuable feedback.
- The module cannot be sponsored in any way and no bias should be given towards one particular product, pharmaceutical or equipment. Best practices must be followed in avoiding brand names. When there is any mention of specific product a disclaimer should

be added to the start of the document advising that ICS does not endorse this product over other products on the market.

- The ICS will not provide financial budget for face to face meetings of any group but will consider budget proposals for videoing the content.
- The ICS office will assist with setting up a forum for the group to exchange ideas and content for review. The office can also offer facilities for teleconference or WebEx, upon approval of a budget request.
- It is expected that a module should take no longer than 6 months to prepare.

Educational Module creation procedure

Stage	Action	Comment
Proposal Stage	Creation of committee/working group to prepare proposal.	This can be a committee who have decided to prepare a module or a group of ICS members.
Proposal Stage	Budget and proposal is sent to ICS office. Proposal should explain the module in no more than 2 pages outlining the aims and objectives, learning outcomes, target audience and requirement for module. Budget will only cover the costs of filming and editing costs. Budget can be prepared in conjunction with ICS Office who can assist with the best way to record the module.	ICS Office ensure no overlap with other working groups and will advise the appropriate committee. ICS office to notify Education, Standardisation committee of proposal in progress. Budget to be approved by Board of Trustees
Preparatory Stage	Working group reviews the literature, and prepares the manuscript.	Office will assist with creating online forums for easy discussion and monitoring/chasing if required.
Review Stage	Manuscript is sent to Education and Standardisation Steering Committees and Board of Trustees who review for educational value and standardisation adherence.	These committees are not commenting on the content of the module. The committees should respond within 2 weeks.
Publication Stage	Once approved the review paper can be sent for publication in the ICS journal, Neurourology & Urodynamics. The PowerPoint slides are then to be prepared and video recording will be completed in conjunction with the ICS office.	Article submitted to NUU should clearly reference International Continence Society (ICS) Educational Module. Discussion with the ICS office concerning best way to record content.
Implementation Stage	Once completed the ICS office will disseminate the content via the ICS website, social media and other outlets.	

Checklist:

- ☐ Working group created and chair appointed

- ☐ Budget and proposal sent to ICS Office
- ☐ Budget and proposal are reviewed and approved by Board of Trustees
- ☐ Working group prepares review paper
- ☐ Content reviewed by relevant Education, Standardisation Committees and Board of Trustees
- ☐ Paper submission to NUU
- ☐ PowerPoint and ideally video manuscript is prepared
- ☐ Video is recorded
- ☐ Video is edited
- ☐ Module is added to ICS website and advertised

APPENDIX 2

Application Request to Hold an ICS Guest Lecture

Name of ICS Member requesting application:	Sherif Mourad
Country in which course/meeting is to be held:	Egypt
Proposed City	Luxor
Proposed Date	February 2-4, 2017
Specific date of guest lecture	Please see attached program
Proposed Venue	Sonesta Hotel
Accommodation details for speaker(s)	3 nights
Number of expected delegates: Include degree of training and discipline	400 urologists, gynaecologists, physios & pharmacists
Name of proposed guest lecture	David Castro Diaz Dudley Robinson
Suggested lecture title	Please see attached program
To what local associations are you applying for CPD recognition?	PACS
Will there be an exhibition?	Yes
Other known Urological/Gynaecological meetings in the geographical area occurring 2 months before and 2 months after proposed date	No
Local information: e.g. weather, national holidays in four week period leading up to and including the course date	Nice weather in February in upper Egypt

Need for guest lecture: Why is important that an ICS speaker(s) attends this guest lecture for this audience? What do you feel the benefit to you will be? What can the ICS provide that local providers will be unable to deliver?

The PACS meeting has a long history with the ICS and the ICS is getting excellent recognition during this meeting and many delegates feel attached to the ICS because it is present in the region. The ICS is gaining more ground every year and new members are adding especially when the ASM is in Europe. The ICS terminology & Standardization reports are best shown and recognized during such regional meeting plus spreading the knowledge of continence and pelvic floor medicine among the delegates and young career doctors.

Declaration:

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.

The proposed programme is attached to the application.

I acknowledge:

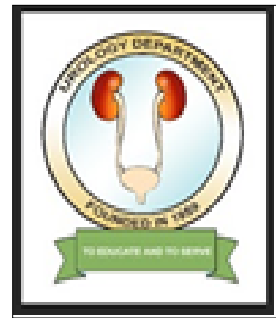
- ICS speakers will speak in English. If simultaneous translation or another form of translation required is required then the ICS will not cover the costs for this.
- The ICS may wish to attend the meeting and have an exhibition booth and would expect a free booth to promote the benefits of ICS membership.
- The host organisation will organise and cover hotel costs for the ICS speaker(s)
- The host organisation will organise and cover return transfer costs from the airport to accommodation. If the accommodation is in a different location to the course venue then local ground transport will also be provided
- The ICS will cover the costs of flight and related personal expenses for the speaker(s)
- A post meeting electronic survey will be completed by the delegates and the ICS will be provided with the contact details of the delegates or the survey link will be sent on the ICS's behalf.

Signed: Sherif Mourad

Dated: July 12, 2016



13th ANNUAL MEETING
of
Pan Arab Continence Society
In collaboration with the
Urology Dept. Ain Shams University



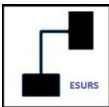
2nd – 4th February 2017
Hilton Hotel - Luxor/Egypt



American
Urological
Association



IUGA ♀
international urogynecological association



Confederación
Americana de
Urología



EU * ACME



Application will be submitted to the European Accreditation Council for Continuing Medical Education (EACCME)



PROGRAM

Thursday – February 2nd, 2017

08:00	Open	Registration	
09:00	10:00	Ain Shams University Urology Dept. I Endo Urology Unit	Hall: Chairs: Ahmed Salah Wael Maged Khaled Taema
09:00	09:20		
09:20	09:40		
09:40	10:00		
10:00	11:00	Ain Shams University Urology Dept. II Pediatric Urology Unit	Hall: Chairs: Amr Noweir Hany Mostafa Mohamed Essmat
10:00	10:20		
10:20	10:40		
10:40	11:00		<i>A Wahab Elkasaby (Egypt)</i>
11:00	11:30	Coffee Break	<i>Foyer</i>
11:30	12:30	Ain Shams University Urology Dept. III Voiding Dysfunction Unit	Hall: Chairs: Ismail Osman Hesham Elshawaf Samir Azazy
11:30	11:50	Post-Prostatectomy Incontinence. What for Who?	<i>David Castro Diaz (Spain)</i>
11:50	12:10	Update in BPH Treatment: The Bladder Matters	<i>Ervin Kocjancic (USA)</i>
12:10	12:30	Current Management of Nocturia	<i>Sherif Mourad</i>

			(Egypt)
12:30	13:00	Ain Shams University Urology Dept. IV Debate: "How to Approach the Failed Tape?"	Hall: Chairs: Khaled Mokhtar Youssef Kotb Ahmed Farouk
12:30	12:45	Another Tape – "FOR"	David Castro Diaz (Spain)
12:45	13:00	Another Tape – "AGAINST"	Rizwan Hamid (UK)
13:00	14:00	Lunch Break	TBD
14:00	15:15	Laparoscopic Workshop I "Training Boxes & Academic Course on Sacro-Colpopexy"	Hall: Chairs: Ayman Al Qatawneh David Atallah Mija Blaganje
14:00	14:25	Introduction	Bruno Deval (France)
14:25	14:50	Anatomy and steps of the LSC (Laparoscopic Sacro-colpopexy)	
14:50	15:15	Results of LSC (Laparoscopic Sacro-colpopexy)	
14:00	15:15	Urodynamic Workshop I "Good Urodynamic Practice"	Hall: Chairs: Ismail Abbara Tarek Elzayat Hamad El Helow
14:00	14:25	Basic Urodynamics - Key Considerations	Sherif Mourad (Egypt)
14:25	14:50	Ambulatory Urodynamic Monitoring of Women in Clinical Setting; When & How	Fulya Dökmeci (Turkey)
14:50	15:15		
14:00	15:15	Physical Medicine Workshop I "Pelvic Floor Muscle Training"	Hall: Chairs: Maura Seleme
14:00	14:25	How to do the Pelvic Floor Assessment in Functional Way Based on Evidence?	Bary Berghman (The Netherlands)
14:25	14:50	Practical Demonstration Showing how to Understand Better Every Part of the Evaluation?	
14:50	15:15	Biofeedback Used in the Evaluation. Myths and Reality	
15:15	15:45	Coffee Break	Foyer

15:45	17:00	Laparoscopic Workshop II <i>"Training Boxes & Academic Course on Sacro-Colpopexy"</i>	Hall: Chairs: Bruno Deval Fulya Dökmeci
15:45	16:15	Complications of LSC (<i>Laparoscopic Sacro-colpopexy</i>)	<i>Mija Blaganje (Slovenia)</i>
16:15	17:00	Clinical cases	<i>Bruno Deval (France)</i>
15:45	17:00	Urodynamic Workshop II <i>"Good Urodynamic Practice"</i>	Hall: Chairs: Ramy Mahafza Mohamed Yassin
15:45	16:15	Interpretation of Traces	<i>Rizwan Hamid (UK)</i>
16:15	17:00	Case Presentation & Discussion	<i>Mohamed Naga (Egypt)</i>
15:45	17:00	Physical Medicine Workshop II <i>"Pelvic Floor Muscle Training"</i>	Hall: Chairs:
15:45	16:05	What is Adherence and How to Build it Adequately	<i>Bary Berghman (The Netherlands)</i>
16:05	16:25	Which Program Should I Use to Treat the Pelvic Floor Muscles?	<i>Bary Berghman (The Netherlands)</i>
16:25	16:45	What is Pre-contraction of Pelvic Floor Muscles? What is the Importance and How can I Train This Practice?	<i>Maura Seleme (Brasil)</i>
16:45	17:00	Home Exercises. A Big Challenge!!!	<i>Maura Seleme (Brasil)</i>
17:00	18:30	Societies Lectures ICS – AUA – EAU – SIU – IUGA - INUS	Hall: Chairs: Sherif Mourad Amr El Shorbagy David Castro Diaz
17:00	17:15	International Continence Society Lecture <i>Hormones and the Lower Urinary Tract</i>	<i>Dudley Robinson (UK)</i>
17:15	17:30	American Urological Association Lecture <i>Botulinum Toxin or SNM for Refractory OAB</i>	<i>Magdy Hassouna (Canada)</i>
17:30	17:45	European Association of Urology Lecture <i>The Role of the Urothelial Barrier in the Pathophysiology of IC / BPS</i>	<i>John Heesakkers (The Netherlands)</i>
17:45	18:00	Société Internationale d'Urologie	
18:00	18:15	International Urogynecology Association Lecture	<i>Alex Digesu</i>

			(UK)
18:15	18:30	International Neurourology Society <i>Unsolved Issues in Neuro-Urology</i>	<i>Helmut Madersbacher</i> (Austria)
18:30	19:30	Symposium I	Hall:
			Chairs:
20:00	22:00	Opening Ceremony & Welcome Reception	TBA

Friday – February 3rd, 2017

09:00	10:00	Ain Shams University Urology Dept. V Laparoscopy Unit	Hall:
			Chairs: Tarek Zaher Hassan Shaker Amr Emara
09:00	09:20		
09:20	09:40		
09:40	10:00		
10:00	11:00	Ain Shams University Urology Dept. VI Oncho Urology Unit	Hall:
			Chairs: Magdy Fathalla Amr Elshourbagy Hamy Hamed
10:00	10:20		
10:20	10:40		
10:40	11:00		
11:00	11:30	Ain Shams University Urology Dept. VII Panel Discussion: "Hormone Refractory Prostate Cancer"	Hall:
			Chairs: Rafik Elhalaby Abdalla Ahmed Tarek Osman
11:00	11:15		
11:15	11:30		
11:30	14:00	Friday Prayer & Lunch Break	TBD

14:00	15:30	INUS - Neuro Urology Course I "Surgical Management"		Hall: Chairs: Helmut Madersbacher Mohamed Elgammal
14:00	14:20	Neuromodulation and Neurostimulation for Neurogenic Lower Urinary Tract Dysfunction: Overview and Own Experience		<i>Francesco Cappellano</i> <i>(Italy)</i>
14:20	14:40	Continent, Catheterizable Abdominal Stoma for Intermittent Self-catheterization of Neurological Patients		<i>David Castro Diaz</i> <i>(Spain)</i>
14:40	15:00	Botulinum Toxin A Injections for Neurogenic Detrusor Overactivity - When the First Injection Fails How to Proceed Further		<i>Magdy Hassouna</i> <i>(Canada)</i>
15:00	15:30	Debate:		
14:00	15:30	Female Urology Course I "Stress Urinary Incontinence"		Hall: Chairs: Jassim Alhijji
14:00	14:20			<i>John Heesakkers</i> <i>(The Netherlands)</i>
14:20	14:40			
14:40	15:00			
15:00	15:30	Debate: "POP and Incontinence should be Concomitantly Managed"		<i>Alex Digesu (UK)</i> <i>Ervin Kocjancic (USA)</i>
		FOR <i>(Alex)</i>	AGAINST <i>(Ervin)</i>	
15:30	16:00	Coffee Break		<i>Foyer</i>
16:00	17:30	INUS - Neuro Urology Course II "Non Surgical Management"		Hall: Chairs: Ismail Khalaf Francesco Cappellano
16:00	16:20	Intermittent Catherization: Uncoated Versus Coated Catheters, Evidence and Clinical Experience		<i>Riyad Almusa</i> <i>(KSA)</i>
16:20	16:40	Can Ultrasonography Substitute Urodynamics/Videodynamics in the Follow-up of the Neuro-urological Patient		<i>Rizwan Hamid</i> <i>(UK)</i>
16:40	17:00	The Concern with Antimuscarinics in Neurological		<i>Helmut Madersbacher</i>

		Patients: Are Beta3-Receptor Agonists an Alternative?	<i>(Austria)</i>
17:00	17:30	Debate:	
16:00	17:30	Female Urology Course II <i>"Pelvic Organ Prolapse"</i>	Hall: Chairs: Salah El Selmy Alex Digesu Hazem Sammour
16:00	16:20	Can We Protect the Pelvic Floor? The Effects of Pregnancy and Childbirth	<i>Dudley Robinson (UK)</i>
16:20	16:40	Surgical Treatment of Apical Prolapses; Tips & Tricks	<i>Fulya Dökmeci (Turkey)</i>
16:40	17:00	Is Laparoscopy the Standard for POP Repair Surgery?	<i>Bruno Deval (France)</i>
17:00	17:30	Debate:	
18:00	19:00	Symposium II	Hall: Chairs:
20:00	23:00	Gala Dinner	<i>Habo Temple</i>

Saturday – February 4th, 2017			
09:00	11:00	State of the Art Lectures <i>"Voiding Dysfunction"</i>	Hall: Chairs: Riyad Almusa Dudley Robinson Ahmed Saafan
09:00	09:15	Beta 3 agonists in Failed Antimuscarinics for OAB	<i>Magdy Hassouna (Canada)</i>
09:15	09:30	Diagnosis of Voiding Dysfunction in Women	<i>John Heesakkers (The Netherlands)</i>
09:30	09:45	Why Patients do not Respond to Antimuscarinics?	<i>David Castro Diaz (Spain)</i>

09:45	10:00	Is Sacral Neuromodulation Really the Answer	<i>Rizwan Hamid (UK)</i>
10:00	10:15	Management of Complications & Failures of Male Incontinence Surgery	<i>Ervin Kocjancic (USA)</i>
10:15	10:30	Managing Complications of Continence Surgery in Females	<i>Dudley Robinson (UK)</i>
10:30	10:45		
10:45	11:00		
11:00	11:30	Coffee Break	<i>Foyer</i>
11:30	13:00	Abstract Presentations <i>"Poster & Video"</i>	Hall:
			Chairs:
11:30	11:40		<i>Alex Digesu (UK)</i>
11:40	11:50		<i>Samir Azazy (Egypt)</i>
11:50	12:00		
12:00	12:10		<i>Bruno Deval (France)</i>
12:10	12:20		
12:20	12:30		
12:30	12:40		
12:40	12:50		
12:50	13:00		
		Closing Comments	

Saturday – January 30th, 2016			
09:00	11:00	Pharmacists Session I	Hall:
			Chairs:
		Coffee Break	<i>Foyer</i>
11:30	13:00	Pharmacists Session II	Hall:
			Chairs:

		Closing Comments	