

Guidelines for NDA course proposals

The intention of the NDA courses is to provide high quality courses of practical topics, not regularly covered by national organizers, and to support Scandinavian networking within dermatology.

Who can propose a course?

- Member of the NDA with an academic affiliation. Pharmaceutical companies are not to be involved.

To whom the course proposals should be sent?

- Information should be sent to the NDA Main Office (info@nordicdermatology.com) from where it will be forwarded to the Educational Committee for assessment.

How many months before the event should a proposal be submitted?

- A course proposal should be submitted at least nine months in advance.

What attachments are needed for course proposal?

- The course proposal form, budget, and program of the course with defined aims concerning the knowledge, skills and abilities that should be obtained during the course

Comment [SP1]: Or shall we include this in the form?

Who decides which courses are accepted?

- The Educational committee reviews the proposals and recommends courses to the NDA board which makes decisions.

The economy of the courses

- First-time course organizers should submit a budget to the Educational Committee for approval. A guarantee sum from the NDA of up to 100,000 SEK is suggested for the first course in the rare case of a deficit following the course. The organizers are encouraged to repeat the course. Repeated courses should be self-funding. Any surplus goes to the organizers or organizing affiliation.
- Number of participants should be around 50.

Payments of the organizers/teachers/lecturers

- Speakers can be paid (1000 €), and travelling can be reimbursed.

Practical organization of the course

- It is recommended that a professional congress organizer (for example CAP Partner: www.cap-partner.eu, info@cap-partner.eu) is hired to take care of the practical arrangements.