

Guidelines on the Organization of APSR Educational activities

Background of these guidelines

In response to the changing needs and increasing demand for local/regional training and educational activities in the Asia-Pacific region, the APSR Executive Committee agreed, at the APSR Executive Committee Meeting during the 15th APSR Congress at Manila, November 2010, that evolving strategies of offering educational activities in the region was required; and this Guideline was approved at the APSR Executive Committee meeting in Shanghai on 3 November 2011.

Purpose of APSR Educational activities

To improve and disseminate contemporary state-of-the-art knowledge and skills in the study and practice of respiratory medicine in the Asia-Pacific region.

Different possible types of APSR Educational activities

There are essentially three types of events:

Type I. Educational Seminar of the APSR (ESAP)

Local hosts will propose an ESAP theme and the APSR will provide expertise to develop the ESAP course, in conjunction with local experts as appropriate.

Roles and responsibilities:

APSR:

1. The Education Committee will invite members to submit thematic curricula and keep an updated list of such available coordinators of ESAP courses and their proposed themes
2. The APSR will regularly announce invitations to all members, through the APSR Bulletin, for intention to host ESAPs and their choice of themes
3. The Education Committee will decide on the ESAPs to be mounted for the next year, subject to considerations of feasibility (including host suitability, availability of expertise, and the APSR fiscal budget).
4. The Education Committee will identify and invite the relevant APSR coordinator to be the ESAP Director of the chosen ESAP application.

If more than one relevant suitable APSR coordinator is identified, the Education Committee will go through a due consultation and coordination process to recommend one Director for each ESAP.

5. The Education Committee will approve and recommend for Executive Committee endorsement, the ESAP curricula and Faculty as submitted by the Director.
6. The APSR will nominate and support the travel cost for up to three Faculty for the event, UP TO a total of US\$3,000 per ESAP. (Note: if the choice of Faculty is for speakers from the Asia-Pacific region, the travel stipend will range from US\$600 to US\$1,700 each, to a maximum of US\$3,000 for all such speakers.)
7. The APSR will not bear any expenditure other than this, nor will it expect any revenue from the event.
8. ESAP activities will be publicized through various APSR platforms including the APSR website, APSR Bulletin and the official APSR journal *Respirology*. Event announcements will carry the APSR official logos.

Host:

1. The Chair of the local host/organizing committee must be a current APSR member.
2. The local host shall be responsible for the arrangement and cost of the venue and accommodation of all speakers (including the APSR Faculties as nominated in [6] above), and other costs of organizing the event.
3. The local host shall support the travel cost of speakers other than those sponsored by the APSR.
4. Sponsorships from pharmaceutical or relevant commercial companies are allowed provided there is no direct or indirect link with tobacco companies.
5. For registration, the local host is expected to set a proportion of places with preference and discount given to registration by APSR members, including APSR members in en bloc member societies.
6. The event will allow for the display of related activities for the APSR Membership Drive.
7. A brief report (about 500 words), including the number of delegates, will be submitted by the local host to the Education Committee, within three months of the completion of the event.

Type II. APSR-endorsed Educational Events (APSREE)

Local/regional thoracic societies may host and organize educational events, and seek the support of the APSR as an endorsing society. The host can apply for the event to become an APSREE.

Roles and responsibilities:

APSR:

1. The Education Committee will review the submitted materials including the host credentials and the event programme, and will seek approval from the Executive Committee for the event to be recognized as an APSREE.
2. The APSR will not offer any financial support in any form, nor will it bear any expenditure of the event.
3. The APSR does not expect any revenue from the event.
4. The activities will be publicized through various APSR platforms including the APSR website, APSR Bulletin and the official APSR journal *Respirology*. Event announcements and promotional materials may carry the APSR name or logo as an endorsing organization.

Host:

1. The applicant for APSR endorsement, who should be a key office bearer in the local host/organizing committee, must be a current APSR member.
2. The event must not receive sponsorship from tobacco or tobacco-related companies.
3. For event registration, the local host is expected to set a proportion of places with discount given to registration by APSR members, including APSR members from en bloc membership societies.
4. The event will allow for the display and related activities for the APSR Membership Drive
5. A brief report (about 500 words) will be sent to the Education Committee within three months of the completion of the event.

Type III. Joint Educational Events of the APSR with other societies

(J-ESAP)

The APSR or local host may propose to host joint educational events with other international societies, e.g. the ATS. The terms of reference for such joint activities will be contingent upon discussion and agreement between the APSR and the relevant societies. The APSR may consider supporting one or two faculty/speakers to represent the APSR in such joint activities.

The roles and responsibilities of the APSR and the host will be similar to Type I events, except that input of the “third” participating society will also be recognized and acknowledged.

Teaching Format

APSR educational activities may include the following, though they will all bear the umbrella title and logo of ESAP.

1. State-of-the-art lecture
2. Interactive symposium or seminar
3. Hands-on workshop
4. Roadshow

Duration: 1 - 2 days

Medium of Instruction: English. If necessary, simultaneous translation into the local language may be allowed.

APSR Administrative support

The APSR Secretariat and the Education Committee will disseminate and announce forthcoming activities via the:

1. APSR website
2. Respiriology
3. APSR Bulletin
4. APSR Newsletter

as well as communication with the contact person/officers of local and international respiratory societies for further dissemination.

RULES AND PROCEDURES

Annual Plan

The Education Committee will:

1. Sound out potential hosts; or
2. Invite applications from local hosts; or

3. Receive proposals from local hosts

Timeline of application approval and vetting Educational activities

Events are usually planned at least one year ahead of the intended activity's date. Therefore all potential hosts are expected to send in their applications by 1st September of each year, so that the Executive Committee can carry out the due process of studying the feasibility of the application, identify the relevant APSR coordinators, who will then submit the curricula outline with the suggested Faculty. The proposed applications, as well as curricula, will be discussed by the Education Committee, which will hold a meeting for vetting and approval at the Annual Congress of the APSR, usually in November each year. It will be the Education Committee's intention to plan and approve such educational events in the next year i.e. from January to November.

At times other than the annual meeting, the Education Committee may vet and approve other applications for APSR Educational activities contingent upon requests by the applying host and processing by circulation through the Education Committee.

The number of ESAPs to be supported by the APSR for each year is expected to be two, although more could be considered contingent upon budget support from the APSR and the approval from the Education Committee and the Executive Committee.

The Education Committee will then circulate the ESAP proposal to the Executive Committee, and the relevant APSR Assembly if appropriate, for endorsement or approval. This is expected to be done before 31 December of the same year.

APSREE

These applications from the host are more *ad hoc* and they should be submitted at least six months before the event. The Education Committee will vet the proposal and make its recommendation to the Executive Committee for final endorsement of approval/rejection.

J-ESAP

These are *ad hoc* events, and usually the APSR Leadership will receive a notice of intention by sister international/regional societies. The Education Committee will be delegated to work on these proposals. The procedure then

follows that of an ESAP (Type I).

How to apply for hosting an ESAP or APSREE

Application forms can either be obtained from the APSR office or downloaded from the APSR website (www.apsresp.org/education/esap.php). Application forms (duly filled in, including appendixes) should be sent to the APSR Secretariat:

Asian Pacific Society of Respiriology
2nd Floor, Hongo Asakaze Bldg.
2-9-8 Hongo, Bunkyo-ku, Tokyo
113-0033 Japan
Phone: +81-3-5684-3370
Fax: +81-3-5684-3382
Email: KYU00671@nifty.com

Local chair and co-chair are expected to comply with these Guidelines and to follow the procedures stated in this document.

Selection Procedure

Applications will be reviewed by the Education Committee. Upon completion of the reviewing process, the application will be submitted to the Executive Committee, and the relevant APSR Assemblies if appropriate, for recognition and approval. The local chairs will be notified of the decision and comments on their application in due time.

The total number of events to be approved or to be held in each year will be decided by the Education Committee, contingent upon support by the APSR.

Acknowledgement for the APSR

All promotional materials related to the event, including posters and fliers, must bear the APSR logo, and the acknowledgement of the APSR as a sponsoring or endorsing society. For ESAP, including Roadshows, the additional title of ESAP and its logo should be displayed.

The APSR requires that a discounted registration fee is offered to current APSR members including en bloc members, of no less than 20% of the fee charged to non-APSR members, and that the discounted amount is at least equal to the current APSR membership rates (please refer to www.apsresp.org/members/application/dues.html for the latest APSR membership fees), and preference of acceptance should be given to

participants who are APSR members. APSR members may enjoy additional discount offers from other local or regional co-organizers offered for the event.

Commercial Sponsoring

APSR Educational activities should essentially be funded by the local organizing agents, with major income from the registration. Screening for sponsorship is done individually by the local hosts. Care is to be taken that the acceptance of such commercial sponsorship does not mean co-organizing activities on the part of the commercial companies and will not cause any bias in the scientific content of the event. Sponsorship from tobacco companies or related industries is not allowed.

Report

A report on the event is compulsory (about 500 words). It should contain information including the number of participants, demographics, registration fee, venue, scientific programme, any other on-site happenings (if any), and the URL of the local website (if appropriate). The report is to be submitted to the Education Committee within three months of the event.

The report may be published in APSR communication channels such as the APSR Bulletin and APSR Website.

Copyright

The contents of the educational materials are the intellectual property of the corresponding speakers and the APSR (or the other participating society in Type III events). Hence publication in any journal or media, or other means of dissemination, of any part of the educational contents of the event, is subject to individual negotiation with explicit agreement from the APSR before it can be allowed.

APSR Membership Drive

The APSR requires that APSR Membership application procedures be made available either by information on printed promotional materials of the event, or electronic promotional materials through hyperlinks.

Membership application forms should also be disseminated on-site at the event.

If appropriate, the APSR may set up a booth/information desk for membership recruitment on site.

Conflict of Interest

The APSR requires that all chairs, co-chairs, speakers and participants, disclose all relationships that could be viewed as presenting a potential conflict of interest. Conflicts of interest exist when a chair, co-chair, speaker or participant has financial or personal relationships that inappropriately influence (bias) his or her actions. Examples of conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications and travel grants, all within three years previous to the educational event concerned.

Financial or personal relationships with the tobacco industry are also considered as a conflict of interest and hence must be declared.

The event chair and co-chair will be requested to sign a conflict interest form (included in the application) and will have to submit these forms along with their application.

Speakers, sessions chairs and participants will also be required to fill in and sign similar conflict of interest forms before the Seminar is delivered.

Prepared by the **Education Committee**

Endorsed at the **APSR Executive Committee meeting**

Updated 15 December 2011.