

The International Society of Ultrasound in Obstetrics and Gynecology

Bylaws for educational activities



ISUOG approved courses

Objective

To offer ISUOG's official approval to good quality educational programs in ultrasound in obstetrics and gynecology. In so doing ISUOG aims to disseminate ISUOG membership and education while promoting internationally acceptable standards for further education in the field.

Summary

Any individual member of ISUOG, organising courses or training programs in ultrasound in obstetrics and gynecology, or perinatal medicine, may apply for ISUOG approval of their course or program. The courses are organised independently of the Society but, provided they fulfil the requirements outlined below, can be formally recognised by ISUOG for their quality and educational value to ultrasound in obstetrics and gynecology. **The course can take place in any language as long as translation of the program is provided in English for approval.**

Course formats

The following general formats should be considered:

- 1. Basic - OB or GYN ultrasound course.** The basic course is to be aligned with ISUOG's Basic Training curriculum which is designed to provide trainees who are new to ultrasound with the knowledge and skills required to perform obstetric and gynecological scans. The basic course is aimed at medical practitioners, midwives or sonographers who are commencing or wish to commence a practical training in ultrasound in obstetrics and/or gynecology or gain a standardised basic approach to ultrasound. The courses will usually be offered in the local language and using, as far as possible, local speakers to make the training program internationally accessible.
- 2. Advanced - OB or GYN ultrasound course.** The advanced course is aimed at medical practitioners, midwives or sonographers already performing detailed ultrasound examinations in obstetrics and/or gynecology, wishing to consolidate their skills in this field to an ISUOG approved standard. The course may include limited live demonstrations and workshop sessions, as appropriate. ISUOG courses are particularly valuable in countries where there is currently no recognised training standard or national training program for ultrasound in obstetrics and gynecology. In countries where a recognised training program / qualification exists, the course will aim to meet the standard set by national bodies and may be valuable in consolidating skills on a local basis. The courses will usually be offered in local language and using, as far as possible, local speakers to make the training program internationally accessible.

Requirements for approval

1. Applications should be sent via email to the ISUOG Secretariat (info@isuog.org) which will in turn be sent to the Chair of the Education Committee and/or the Chair of the Courses Task Force for approval. All applications should be made **at least three months in advance of the proposed date of the course.**
2. The applicant should be a current member of ISUOG or, if not, the application must be supported by a member of the ISUOG Board/Education Committee. The invited faculty must include a minimum of two ISUOG committee members / ISUOG recognised speakers, in agreement with the Education Committee.
3. ISUOG approved courses should address a specific aspect of ultrasound in obstetrics and gynecology, at basic or advanced level (see above). The basic training needs or educational goals and expected level of experience of the participants should be clearly defined in the advertising material. Invited speakers should be recognised international experts in their field and the panel should include ISUOG members.
4. The name of the course should reflect the course content, and the organisers should refrain from using misleading qualifications like diploma in the title of the course. ISUOG's name should not be used in the title of the course, only to refer to the course as ISUOG approved,

5. Applications should include details of the scientific program, invited speakers, the educational goals, target audience and delegate fees, together with the letter of application. On the basis of the following criteria, the Education Committee will assign the course to one of the course categories listed below. The criteria for assignment of a course to a given category are: location (developed/developing countries), fee (profit/non-profit), organising institution (public/private) and course aim (general theoretic update/training).

6. As an educational charity, ISUOG is committed to making high quality education accessible around the world, and therefore the delegate fees for approved courses are capped at maximum of \$1000 per delegate. ISUOG reserves the right to deny approval if the delegate fees exceeds \$1000 per delegate.

7. Applicants should include the expected number of delegates in their application. Once the Education Committee has pre-approved the course, ISUOG will send the organisers an invoice based on the estimated delegates number provided by the organisers. **It is mandatory for this invoice to be paid before the course begins for the ISUOG approval to be confirmed.** Please ensure early payment to give ISUOG enough time to ship stamps and other material for the course. In case the number of delegates at the course exceed the expected delegate number provided by the organisers, ISUOG will issue an additional invoice. Please note that ISUOG will not be issuing any refunds to organisers claiming lower attendance of delegates than originally provided by the organisers.

8. Once the course payment has been made, ISUOG will send an official confirmation of ISUOG approval and ISUOG logos that can be used to promote the course.

9. . ISUOG offers all course organizers the option to pay for 12 months of ISUOG Basic Membership for all non ISUOG member delegates, and an extension of Basic membership for current ISUOG members, at the special price of £10 (usually £55) per delegate in place of the per delegate charges below. All delegates will receive Basic ISUOG membership for 1 year from the course start date and current ISUOG members will have their ISUOG memberships extended with Basic membership until 1 year from the course start date, (NB: this is NOT to be promoted as £10 membership on any promotional materials, but simply promoted as “ISUOG membership included in delegate fee”).

A delegate list detailing membership information will be required if this is agreed. The organisers will request documented consent from delegates to have their contact details passed on to ISUOG for the purpose of providing them with ISUOG membership, and the delegate will be given the opportunity to opt not to take part in this offer. Delegates that don't consent won't get ISUOG membership, and their details should not be sent to ISUOG by the organisers. The organisers are only to send the contact details of delegates who wish to hear from ISUOG.. ISUOG will send the organisers the delegate list template that needs to be used to collect the information from the delegates. Course organisers should return the completed delegate list as soon as possible. Ideally, the delegate list should be sent to ISUOG when the invoice payment is being made. ISUOG will import the delegates once the payment has been confirmed and give the delegates 12 months Basic membership that they can start using immediately. The membership start date will be the first date of the Approved course.

Course categories

Course category:	Type A	Type B	Membership Offer
Organiser type:	Private and Profit	Public institutions / Not for profit	Any
Deposit	£100	£100	£100
Cost per stamp:	£3.00 per stamp	£1.50 per stamp	Included
Total cost per delegate	£3.00*	£1.50*	£10 for non members for 12

			months of Basic ISUOG membership**
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**Cost includes one certificate stamp per delegate*

***Fee also includes cost of stamp*

10. An answer will be provided to the organisers within a month of receipt of the original application (please indicate e-mail address).

11.. Organisers should also confirm their agreement to the conditions for organising an ISUOG approved course as given below.

Conditions for organising an ISUOG approved course

1. ISUOG will send an invoice to the organisers of Approved course based on details provided in their application form as soon as the course has been pre-approved by the Education committee. It is mandatory that the organisers pay this invoice as soon as possible, for the course to be officially approved by ISUOG. The payment should be made at the earliest and should give ISUOG sufficient time to send stamp and other promotional material.

2. The **ISUOG logo** will be provided by the ISUOG Secretariat to organisers on approval of their course. The logo must appear on all advertising material relating to the course together with the wording 'Approved by the International Society of Ultrasound in Obstetrics and Gynecology (ISUOG)' or 'Under the auspices of the International Society of Ultrasound in Obstetrics and Gynecology (ISUOG)'.

3. ISUOG will **advertise** approved courses on its website. ISUOG will also assist in advertising to relevant ISUOG members if required by the organisers. These services are provided at no cost to the organisers

4. A registration list must be created by the organisers. ISUOG requires a list of delegates who are registering to attend the course in the template provided by ISUOG, which clearly indicates whether or not consent has been obtained from delegates to share their details with ISUOG for the purposes of processing membership.

5. The organiser agrees to include ISUOG membership and World Congress information in **delegate packs/bags**.

6. Organisers must present a short **PowerPoint presentation** (provided by ISUOG) to course delegates introducing them to the benefits of ISUOG membership. This presentation must be delivered by a member of the ISUOG international faculty.

7. For courses opting for Basic membership inclusion, £10 or the equivalent in local currency must be incorporated into non-member delegate fee discretely. Registrants with existing ISUOG membership should not be charged this, and it is the responsibility of the organiser to monitor this.

8. **Certificates of attendance** should be provided on completion of the advertised program, but templates for these will not be provided by ISUOG. Official **ISUOG stamps** will be provided for the certificates and sent to the organiser in advance for the number of expected delegates.

9. **Full delegate lists** (to include first name, family name, email according to local data protection regulations, and ISUOG membership number if applicable) should be provided in suitable electronic format (i.e. the Excel template provided by ISUOG) to the ISUOG Secretariat when paying the invoice or latest by the start date of the course.. The list should clearly demonstrate who on the list are ISUOG members and who are not.

By signing these terms and conditions, I/we hereby confirm that:

1. I have read and understand all of these terms and conditions and agree to them

2. Where the membership offer has been taken, I/we will make sure to have documented consent for the data shared and I/we will send a record of this consent, such as a signed attendance sheet

Name (printed):

Signature:

Date:
