



IPTA REGIONAL EDUCATION COURSE CO-SPONSORSHIP PROGRAM

GUIDELINES FOR APPLICATION

GENERAL INFORMATION

Regional Education Courses created and co-hosted by IPTA will help to further IPTA's goal to develop educational programs for pediatric transplant professionals in underserved regions of the world, that enable children to have access to transplantation globally. The Courses would be offered in areas of the world such as India, Africa, Asia, South America and Eastern Europe and could be tailored to meet the needs of each area. IPTA will not consider a venue in an area of conflict that would jeopardize the safety of any IPTA member presenting or attending.

BUDGET

\$30,000 will be budgeted annually. \$5,000-\$15,000 per proposal depending upon the local economy and number of applications submitted per year. IPTA could potentially support up to 6 proposals per year. Support provided by IPTA will be used for speaker travel and/or accommodation. IPTA support may not be used for speaker honoraria.

PROPOSAL

Proposals may be submitted to host an IPTA co-sponsored Regional Education Course by any member of IPTA. Collaboration with a local meeting and/or organization will be strongly encouraged. A Proposal Application is attached. For your reference, you will need to provide the following information on the application:

1. Course curriculum.
2. Proposed speakers.
3. Proposed venue.
4. Budget with specific reference to the amount requested from IPTA and an outline of how that contribution will be used.
5. Outline of any collaboration with a local conference or educational meeting.
6. Outline of any collaboration with a local transplant or organ-specific organization or group.
7. Description of the target audience at the proposed location/site.
8. Describe how this experience will enhance transplant educational endeavors at proposed site.
9. If a collaborative endeavor, a letter of support from the organization and/or the organizing committee of the local meeting with specific reference to value of the additional program and collaboration with IPTA.

REVIEW PROCESS

- All complete proposals received will be reviewed and scored by the appropriate IPTA Committee. Emphasis will be given to proposals that fulfill the criteria outlined in the General Information above.
- Should the proposal be related to an active Outreach committee site or proposal, the Chair of the Outreach committee will be invited to participate in the review process.
- Recommendations will be made to the IPTA Executive committee for final approval.

IMPLEMENTATION

Successful proposals will be linked to an IPTA Council and/or Education Committee member who will assume overall responsibility for providing updates to the IPTA council regarding the meeting and the outcome. IPTA will provide a minor amount of logistical support auditing budget expenditures and ensuring that IPTA travel rules are followed. IPTA will not organize and/or run the meeting.

PUBLICATIONS

It is a requirement of funding that a summary of each meeting be submitted for publication in *Pediatric Transplantation*. If there are submitted abstracts, consideration can be given to published in *Pediatric Transplantation* but would have to be negotiated separately. Outstanding Young Investigators may be invited to submit their manuscript for peer-reviewed publication in *Pediatric Transplantation*.

EVALUATION

The Regional Education Program will be evaluated on multiple levels:

1. Evaluation on site by attendees at the time of the program vis a vis meeting the educational objectives as outlined ahead of time.
2. Evaluation on site by speakers at the time of the program.
3. Post-hoc evaluation by key collaborators regarding success of the program (eg. executive of the local/regional transplant or organ-specific group; LOC of the regional meeting, etc.).
4. Ascertainment of increased IPTA membership from regional attendees and in the area as a whole within 6 months of the course.



IPTA REGIONAL EDUCATION COURSE CO-SPONSORSHIP PROPOSAL APPLICATION

Contact Information

Name:

Institution:

Address:

City:

State/Province:

Postal Code:

Country:

Phone:

E-mail:

Proposed Event – General Information

Proposed Dates for Event:

Proposed Venue:

Venue Address:

City:

State/Province:

Postal Code:

Country:

Phone:

E-mail:

Target Audience for Event:

Proposed Event – Details

Please outline below the Course Curriculum including proposed speakers. (Please attach extra pages to the application if additional room is needed.)

Describe how this experience will enhance transplant educational endeavors at proposed site.

Please outline the event budget with specific reference to the amount requested from IPTA and how monies provided by IPTA will be used. (Please attach extra pages to the application if additional room is needed.)

Collaborations

Would the proposed event be in collaboration with any of the following (Check all that apply, if no, please leave blank):

- Local Conference/Educational Meeting
- Local Transplant or Organ-specific Organization/group

If the proposed event is part of a collaborative endeavor, please provide a letter of support from the organization and/or the organizing committee of the local meeting with specific reference to value of the additional program and collaboration with IPTA. This letter can be attached to the application or can be submitted separately using this information in the “Submission of Application” section listed below.

Submission of Application

Please submit the completed application to IPTA either by:

1. Mail:

The completed application can be mailed to the address listed below

IPTA
ATTN: Theresa Field, Director of Operations
Suite C
15000 Commerce Parkway
Mount Laurel, NJ 08054
USA

2. Fax:

The completed application can be faxed to IPTA in attention to Theresa Field, IPTA Director of Operations. Please fax to 856-439-0525.

3. E-mail:

The letter can be e-mailed directly to Theresa Field, IPTA Director of Operations, at tfield@ahint.com.