Managment & Event Organization
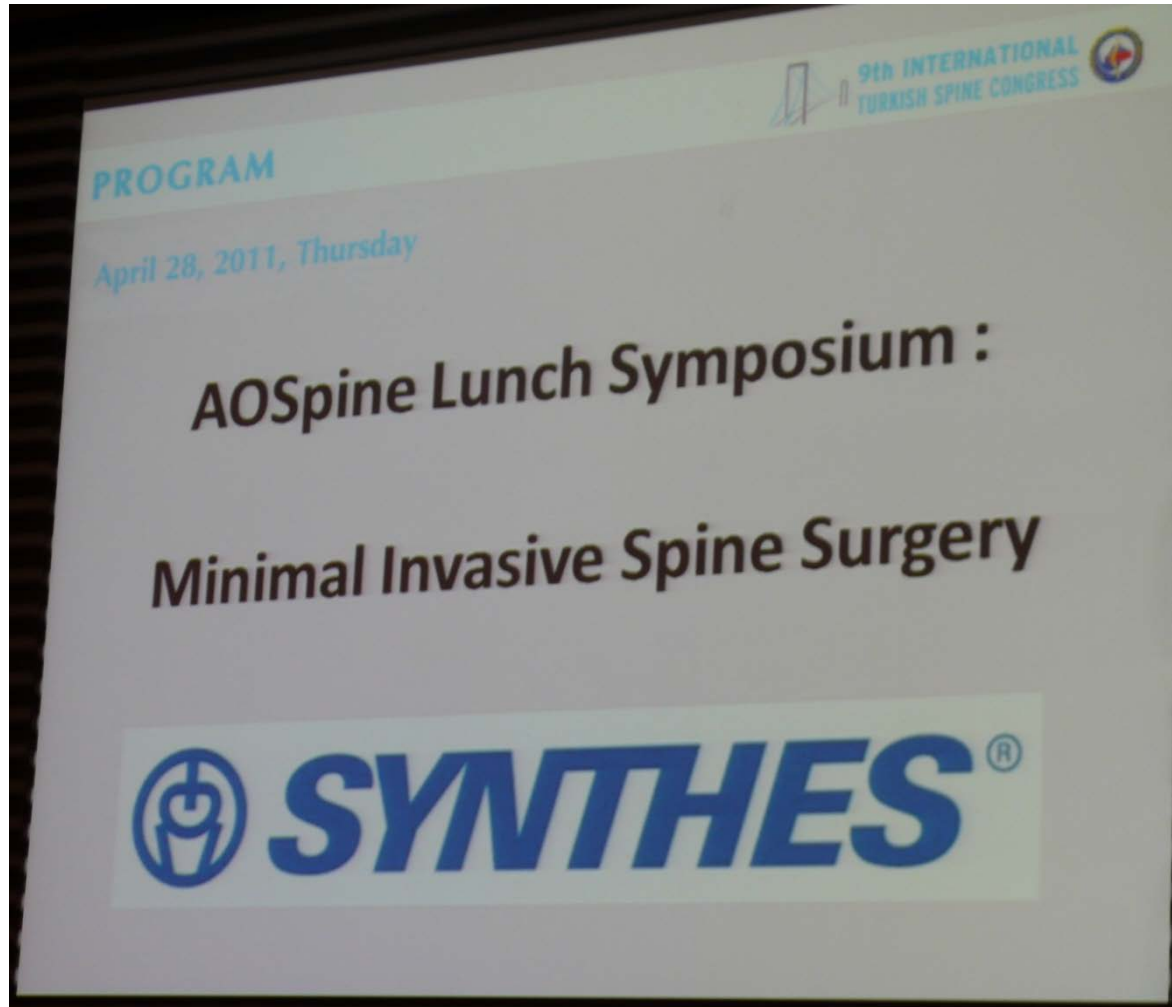
Competency: Management & event organization

➢ Use the AOSpine specific tools & platforms to plan, organize, and direct the educational activity

➢ Work effectively with the AO Spine Team:

You spare eyes, ears and hands!

Before…

➢ Set up the online event room (AO Staff)

➢ Identify staffing requirements (e.g. ARS, AO Staff)

➢ Preparation of practicals (saw bones (DePuy-Synthes), cadaver workshop)

➢ Provide Evaluation forms (Course evaluation, Change of practice)

➢ Select the course venue

➢ Presence of sponsors (In scope (legacy screws)/out of scope (Baxter, Zeiss etc); BrainLab,Siemens)

➢ Check for CME accreditation
➢ Fix the PreCourse

How to make a Course more interactive…

- Room/Chairs: classroom style vs. Horseshoe

- Distribute faculty among audience; two moderators per session; can speakers „walk" the room? (Headset)

- „encourage" participants to sit in the front rows

- Screen visibility & audio (AV): check out from the back

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AOSpine is NOT Synthes, neither DePuy-Synthes…

AOSpine Europe Educational Event Management

AOSpine Europe welcomes the participation of our partners in supporting our efforts to deliver education of the highest quality. The undersigned agree to the following at this educational event.

1. Introduction
- This event is for the benefit of the AOSpine Europe community
- The objective is to offer the highest quality education in spine surgery

2. Academic Independence
- This event must be free from commercial bias or influence
- The content of this event will focus solely on the teaching of medical principles, knowledge, skills and generic techniques
- The event chairpersons are solely responsible for determining faculty, topic and program
- Our industry partners provide logistical support, including workshop material and technical support

3. Branding
- The AOSpine logo and associated imagery must be the only visible corporate branding
- Commercial advertising – including but not limited to promotional materials, merchandizing items and gifts – is not permitted
- Our industry partners' logistical support may be mentioned in the event program, but without any use of logos

4. Product Usage
- Products may only be visible in a neutral setting, i.e. free from any corporate branding
- Products may only be displayed in areas as defined by the event chairpersons; products should never be displayed in lecture theatres, and in principle neither in reception areas nor in food and beverage areas
- Any practical workshops must take place in an area clearly designated as a workshop area, and clearly separate from any lecture, discussion group, social or rest areas
- Such workshops may only be run by members of this event's faculty
- Surgical technique manuals may be made available to participants upon request

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5. Venue & Personnel

- This event may not be held at the premises of any industry partner
- The presence of industry partners is solely to provide discrete background logistical support
- The ratio of each industry partner's representatives to participants at this event may not exceed 1:10
- Industry partners may join meals and breaks, but may not use these as sales opportunities
- The aggressive use of this event as a sales opportunity is not permitted
- The presence of industry partners at any practical workshops must remain discrete at all times

We the undersigned hereby agree that all logistics handled by partner representatives must be conducted in accordance with this and with the approval of AOSpine Europe (event chairpersons and the AOSpine Europe, Middle East & Africa division), to ensure the event's academic independence.

_____
Event Chairperson

_____
Event Chairperson

_____
Event Educational Advisor
(where applicable)

_____
Teija Lund
AOSpine Europe Chairperson

_____
Partner Representative

During…

➢ Supervise sessions

➢ Make program adjustments as appropriate

➢ Monitor faculty performance

➢ Conduct faculty meetings as planned (debriefing)

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After….

➢ Evaluation of the Course with faculty
➢ Thanks to all the supporters

Relax !!!

➢ Provide formal thank-you notes
➢ Submit final course report (EA)