



Schweizerische Gesellschaft für Strahlenbiologie und Medizinische Physik

Société Suisse de Radiobiologie et de Physique Médicale

Società Svizzera di Radiobiologia e di Fisica Medica

Swiss Society of Radiobiology and Medical Physics

Member of the European Federation of Organisations for Medical Physics (EFOMP) and the International Organization for Medical Physics (IOMP)

## Organization of an SSRMP Continuous Education Meeting Guidelines and Checklist

SSRMP Continuous Education (CE) Meetings serve the fact, that all specified Medical Physicists should go to CE annually. So the meeting helps to earn the necessary credit points in several ways: By participation as speaker or in the audience and of course by organizing such an event.

In addition these meetings give a good opportunity to network together, to introduce young colleagues and to connect to people in neighboured disciplines like technicians, medical doctors or physicists from other fields of interest.

This led in the past to several facts: Meetings were relatively cheap, open for spontaneous participation, demonstrated interesting facts and showed a high quality of presentations.

The enclosed checklist is intended to help the organizer of a CE meeting; the main points are:

### Preparation

Define a subject and enter this into the next meeting of the AMP group – about one year in advance. Include some first thoughts about the character of the meeting: big event and party, teaching colleagues, scientific deepness or whatever you want to do.

Latest after the SSRMP-Board has accepted the subject and date, you should consider possible partners like SASRO or SGBT. They should be involved in preparing the meeting. You have to get the confirmation of the SSRMP-Board of the selected combination.

### Financials

SSRMP has the duty to organize such a meeting at least (and realistically) once per year. This means that we all pay a part of our membership fee for the organisation of such a meeting. No extra fee for the meeting itself is expected by members of SSRMP.

This has two consequences:

- The meeting has not to be glamorous in any sense. Industrial participation to cover costs is not necessary. Travel and lunch costs are left to the participant.
- Make a budget for the meeting and contact SGSMP's treasurer – he will give you the authorization to spend the money which was in the budget after the next board meeting, if the budget is accepted there.

### Programme

Prepare the detailed programme as soon as possible, but not later than 3 months before the meeting takes place: Potential participants have to justify their absence from work with the subject!

Keep in mind that we need scientific education and no product presentations from industry – only if industry is invited for presentations.

This programme is part of the public relations we as medical physicists have. This you should take into considerations.

### At the meeting

Prepare some nameplates – not everybody knows each other.

Prepare the Certificates of Attendance – this is also one reason, participants were coming!

Preparing some coffee or other refreshments is really nice, but not mandatory.

## Checklist for SSRMP continuous education events

time (approx.)	item	who	ok?	remarks
<b>-12 months</b>	subject definition	organizer/AMP group	<input type="checkbox"/>	
	presentation to AMP group	organizer	<input type="checkbox"/>	
	combined meeting?	organizer/AMP/board	<input type="checkbox"/>	
	confirmation by SSRMP board	board	<input type="checkbox"/>	
	budget (not detailed)	organizer	<input type="checkbox"/>	
	budget confirmation	board(s)	<input type="checkbox"/>	
<b>-6 months</b>	detailed program	organizer	<input type="checkbox"/>	
	selection of speakers	organizer	<input type="checkbox"/>	
	speakers' confirmation	speakers	<input type="checkbox"/>	
	rooms incl. media (overhead, beamer, ...) fixed	organizer	<input type="checkbox"/>	
	location for lunch	organizer	<input type="checkbox"/>	
<b>-3 months</b>	CE points approved by "Fachkommission"	organizer/SPAMP	<input type="checkbox"/>	
	detailed programme fixed	organizer	<input type="checkbox"/>	
	invitations finished and sent	organizer	<input type="checkbox"/>	
	infos sent to bulletin & mailing list(s)	organizer	<input type="checkbox"/>	
	ask a participant to write a bulletin report	organizer/bull. editor	<input type="checkbox"/>	
<b>at the meeting</b>	nameplates	organizer	<input type="checkbox"/>	
	receipt	organizer	<input type="checkbox"/>	
	coffee breaks, sandwiches, food vouchers	organizer	<input type="checkbox"/>	
	personal certificate of attendance	organizer	<input type="checkbox"/>	
	distribute a course feedback form	organizer	<input type="checkbox"/>	
	possibly: briefcase, pencil	organizer	<input type="checkbox"/>	
	list of participants	organizer	<input type="checkbox"/>	
	presentations/proceedings; possibly a CD	organizer	<input type="checkbox"/>	
<b>shortly after</b>	meeting report for bulletin	the participant	<input type="checkbox"/>	
	final accounting	organizer	<input type="checkbox"/>	
	share of costs or surplus	organizer/treasurer(s)	<input type="checkbox"/>	

### Informations necessary within the invitation

fee (how to pay?)  
 costs for lunch (if any)  
 time schedule  
 venue  
 public transport information, city map  
 deadline for registration  
 contact names and addresses