

APPLICATION FORM EUROPEAN ACCREDITATION OF A CME EVENT (CME Provider)

Please send back to: EU-ACME Office
Mr. E.N. van Kleffensstraat 5
PO Box 30016
6803 AA Arnhem
The Netherlands
eu-acme@uroweb.org

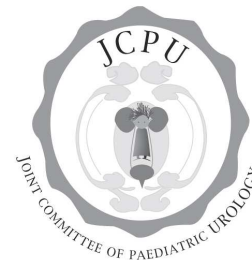
*** Required fields / Only one activity per form / Please fill-in in CAPITAL letters**

ACTIVITY

Title of the activity*			
Type of activity * (congress, symposium, course, workshop, ...)			
Start day*		End day*	
Website			
Venue of the activity*			
Place of the activity* (city, country)			
Total number of hours			
Number of expected participants*			
Target audience*			
Abridge description of the programme and faculty*			
Names of the speakers, members of the organising committee and members of the educational committee*			

CME - a lifelong commitment!





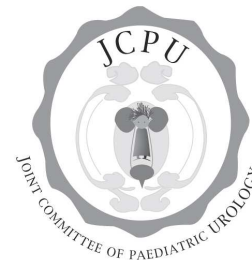
ORGANISER

Institution Name*	
Address	
Street:	
City:	
Zip code:	
Country:	
Phone:	
Fax:	
Mobile:	
e-mail:	
Main responsible*	
Surname & name:	
e-mail:	
Phone:	
Mobile:	

REQUESTOR

Requestor Name*	
Requestor Address	

(please fill-in the name and the address only if other than organiser)



Questions:

There is a national CME system in the country where the event I apply for takes place: yes / no*

The event I apply for, is also accredited by a national CME system (if yes, please attach a copy of the certificate): yes / no*

Would you like to use our scanners for attendance control? yes / no*

The event I apply for, is sponsored yes / no*

If yes by:

- Industry
- Non profit organisation
- Others.....

The sponsor is involved in:*

Developing of a scientific programme:

- Yes
- No
- Partially

Content of a scientific programme:

- Yes
- No
- Partially

**please encircle correct answer*

I agree, in case the meeting will be accredited within the EU-ACME programme by the European Board of Urology, that the Organising Committee of the event:

- will send the list of participants of the meeting to the EU-ACME office within 1 month after the meeting took place;
- will hand out the certificate of attendance to the participants of the meeting where the number of granted CME credit points is clearly stated

Please enclose the detailed programme of the activity including: time schedule, activities, faculty, names of the speakers, members of an educational committee and members of an organising committee.

Place..... Date Signature



Administrative costs and accreditation fee

The application fee is divided into two separate stages: Administrative Costs and Accreditation Fee.

Administrative costs must be paid upon submitting the application form and amount to € 50 per event.

National Urological Associations which joined the EU-ACME programme will not be charged with the administration fee.

Accreditation fees, calculated prorata the expected number of participants (on the basis of € 1 per participant), are charged to applicants whose event has been accredited by the EBU and submitted to the UEMS clearing house system (EACCME) for European endorsement.

The EACCME applies the following fees for European accreditation:

Up till 150 participants:	150 €
151 – 250 participants:	300 €
251 – 500 participants:	600 €
501 – 1,000 participants:	900 €
1,001 – 2,000 participants:	1200 €
2,001 – 5,000 participants:	1500 €
more than 5,000 participants:	3000 €

Additionally, EACCME (European Accreditation Council for CME) charges a fee for its clearing house activities – € 50,00.

A flat fee of €200 is charged by the EBU for other educational products such as CD-Roms, educational articles etc.

Payments can be made directly on-line via credit card, through a secure payment area. Bank transfers are also accepted. Please note that average time for charging payments is as follows: credit card payment: 1-2 days, bank transfer: 7-10 days. Recommended method of payment is credit cards.

The benefits of European accreditation

- ★ Internationally recognised accreditation ensuring high-quality standards;
- ★ Quality control of the event by international experts;
- ★ User-friendly electronic platform to apply for accreditation. Providers must only register once;
- ★ Deadlines: 4 weeks;
- ★ Event advertised on www.eu-acme.org website;
- ★ Possibility to use EBU logo on advertising material;
- ★ Free access to EBU document library (disclosure form, certificate of attendance, evaluation forms...);
- ★ Upon request, free analysis of participants' evaluation forms (provided that EBU Standard evaluation forms have been used).

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