



SIU
ACADEMY
e-learning and more

Educational Events Committee

Jean de la Rosette, Chair
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CODEX for SIU-endorsed educational events

SIU-endorsed workshops, lectures, and live demonstrations aim to achieve the following goals:

- Promote teaching
- Influence practice
- Enhance knowledge and/or skills pertinent to the practice of urology.

The following CODEX has been developed to ensure that SIU-endorsed educational events meet the Society's standards of education and patient care.

An educational event may include, but is not limited to, didactic presentations to small or large groups during a urological meeting.

The CODEX also establishes the role and responsibilities of the SIU in relation to these events and webcasts.

The SIU Educational Events Committee is responsible for reviewing applications.

Learning objectives and guidelines

1. The event must be planned to address the identified needs of the target audience.
2. The objectives should be clearly stated early in the planning process, and cases, as well as lectures, should be selected with these in mind. Objectives must be created for the overall event and individual sessions. Learning objectives should state what the participants will learn and/or achieve by participating in the event.
3. Interactivity should be incorporated to stimulate learning. This can be in the form of case examples, workshops, question-and-answer sections or post-lecture reflective discussions.
4. The course must comply with existing local continuing medical education (CME) regulations. An application for valid CME credits should be sent to the accreditation body as soon as the scientific programme is in place.



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On-site organization and webcast guidelines

1. For sessions that would be streamed live, presentations should be designed to optimize transmission through strategic placement of cameras, adequate audio equipment, high-quality display screens and an experienced and skilled production team.
2. There must be a plan for handling unforeseen events such as loss of audiovisual transmission. Backup material (e.g. video recordings) should be available. The audiovisual team and videographers must read the technical requirement document that is provided once the application has been approved, in order to respect the recording format required by SIU to be able to webcast the event. We ask that at the beginning of the event a few slides be presented to the audience on SIU Academy. The slides will be provided after approval of the application for each event.
3. It is imperative that at the beginning of the event, SIU's disclaimers are shared with the audience, along with the Recording Announcement slide to inform the attendees that the event is being recorded and may be broadcasted on the Academy. The disclaimers and the Recording Announcement slide will be provided after approval of the application for each event.

Responsibilities of the event organizer(s)

1. The local course director and his/her institution (the event organizers) are responsible for all costs associated with the event. **SIU will not be the source of funding for any aspect of the endorsed event. All costs for the recording and live-streaming of the event are the responsibility of the event organizer.** See "Schedule of fees" section on page 4.
2. The local course organizer(s) are required to:
 - a. Submit a programme overview that will be used in SIU's pre-event promotions.
 - b. Send 3 to 5 tweets of no more than 100 characters that are content related that can be posted on SIU's social media accounts.
 - c. Submit 3 citations featuring event highlights to be used in promotional eBlasts.
 - d. Submit the visual and the logo of the event in a specific format adequate for print and digital publications.
 - e. Submit 3 to 5 print-quality pictures of the event (surgeons, audience, speakers, etc.) to be used for the post-event report and for promotional purposes.
3. For live streamed events, the event organizer must conduct sufficient promotion to announce that participants can attend the meeting virtually via SIU Academy.



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4. A hashtag will be created for each live endorsed event and we ask event directors to promote the hashtag to their participants and faculty. This will promote the events to our followers.

The speaker

1. The speaker for each session should include a disclaimer slide at the beginning of his/her presentation outlining any potential conflicts of interest.
2. The speaker should present the educational objectives of the lecture at the beginning of his/her presentation and include a concluding slide to summarize the key points discussed.
3. Where patient cases are discussed in lectures, the speaker should ensure absolute anonymity of the patient.
4. As much as possible, it is recommended that the speaker offer opportunities for interaction. This can include case studies, Q&A sections or post-lecture discussions or debates with the audience.

Following the event

1. The event director should prepare a report to the SIU Educational Events Committee. This report, which will be used for internal purposes only, should be sent to the Committee within two weeks following the event. As a minimum, the report should include the following items:

- a. Name of the event
- b. Location and venue
- c. Local organizing committee
- d. SIU representatives (if applicable)
- e. List of participants
- f. Learning objectives
- g. Scientific programme
- h. Practical organization of the meeting
- i. Results from participant evaluations (if applicable)
- j. Post-live surgery outcome and confirmation that the patient's identity remained anonymous during the whole procedure
- k. 3-5 print-quality pictures of the event (surgeons, audience, speakers, etc.) to be used for the post-event report and for promotional purposes.

2. The recorded material of the event must be provided to SIU via CD-ROM, DVD or FTP link, **no more than 6 weeks after the event.**

Please note that should the video files not be in the required format, SIU reserves the right not to upload the videos on the portal, if the quality is not optimal.



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Application process

1. The Applicant **must be an SIU Member** and must submit a formal application to the SIU Educational Events Committee to request SIU endorsement of their event. They must indicate whether they are applying for a live event webcast or to post recorded material on SIU Academy following the event. (i.e. video files to be sent only post-event). We strongly encourage the local organizing committee members to become SIU Members if that is not the case.
If the Applicant and the local organizing committee members are not SIU members, they need to complete the application to become an SIU member (see annex A) and return it with the Endorsed Educational Event application form. **Note that it is important that the application to request SIU endorsement of the event is received a minimum of 8 weeks prior to the event.**
2. The SIU Educational Events Committee will review the official application and assign an SIU representative as a liaison, if deemed necessary.
3. Based on the Committee's approval, the SIU will send an official letter to the applicant, which will include information about technical guidelines for live event webcasts, as well as requirements for video files.

SIU-endorsed events schedule of fees

Item	Fee
Live-stream session (8 hours or less per session – usually equivalent to 1 day)	€ 2,300 per session*
Extra hour of streaming (over 8 hours)	€ 115 per hour

Should additional work be required prior to upload of video files on SIU Academy, an estimate will be sent to the event organizer for approval.

*30% deposit required 2 months prior to the event with the remaining fees to be paid after the event. The deposit is non-refundable if the live streaming of the event is cancelled less than 1 week prior to the event.



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Complimentary with SIU endorsement:

- Announcement of the event to the SIU database (over 40,000 contacts), prior to the event
- Promotion and reminders of live-streaming of event (2 individual promotional emails)
- Event added to SIU's online calendar, in the SIU Newsletter, in the SIU Academy printed brochure and featured on SIU's Facebook and Twitter accounts
- Technical coordination and testing sessions prior to live streaming of the event
- Online support for the duration of the live transmission
- Conversion of videos to fit the webcast format of SIU Academy and ensure compatibility with the mobile devices app, Talks on the Go™
- Announcement of webcasts from the event to the SIU database, when available on SIU Academy
- Post-event feedback form sent to online attendees and summary of responses sent to organizer(s) (live-streamed events only)



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