

SOP for the wet lab tutor EVDC training day at European Veterinary Dental Forum

2018

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LOC:

1. List of topics (EVDC)

- 8 small animals labs (4 in the morning – 4 in the afternoon, maximum 16 participants)
- 4 equine labs
- Topics for the wet labs are decided on during the congress for the year after, produced by EVDC.
- Topics need to be balanced among disciplines
- Sponsors as well as LOC could suggest topics and tutors for wet labs to the EVDC training day Coordinators
- College will approve the final list of topics

2. List of prime tutors and helpers (EVDC, EVDS)

- EVDC circulate agreed list of topics within College and provides at least prime teachers linked to specific wet lab
- Subsequently the helpers are recruited
- EVDC presents this list of topics and prime tutors to EVDS and sponsors. Sponsors are adopting topics according to their contracts and agreements. EVDS coordinates that and if necessary establish compromises.
- Sponsors and prime teachers specify in each case subject of the wet lab (procedures to be performed).
- List of potential substitutions or contact with teachers who are not involved but can help in emergency cases

- The congress manager will gather all agreed lists of materials from sponsors and teachers for the records and potential future use

3. Coordination of supplying of equipment, material and instruments (EVDC EVDS)

- Sponsors and prime tutors will fine-tune the lists with regards to sponsored specific equipment writing EVDC and EVDS in CC
- The general materials (tables, chairs, lamps, disinfection materials etc.) are need to take care of by the LOC (**LOC**)

- Making sure that everyone provides their material equipment and instruments

The benefits for the wetlab tutors are:

1. Wet lab prime teacher (up to 8 participants only one teacher): 100 % congress fee, gala dinner,
2. Wet lab helper (from 9 participants and more): 100% congress fee
3. If 2 wetlab prime teacher; 100% congress, gala dinner and 1 night hotel
4. Additionally 2 points per hour for the recertification requirement will be valid.

The duties of the wet lab prime tutor:

1. Coordination of ordering equipment and materials with sponsor, cc EVDC and EVDS
2. Writing brief description according to below timeline
2. Preparing the proceedings - focused on equipment, material and step by step explanation of procedure - on provided template
3. Prepare 10-15 minutes introduction on provided ppt template (EVDS responsible)

Structure of the wet lab:

1. 16 participants maximum
2. Prime tutor and helper
3. 3 hours

Timeline: (controlled by PCO)

1. Topics need to be available at the end of the current congress (12 months in advance)
2. Match between the wet labs topics and with sponsors 11 months in advance
3. Delivery of brief description of the workshop 9 months prior to EVDF (**EVDC - teachers**)
 - List of procedure
 - What will a participant know at the end of the lab
3. Delivery of instrument, material and equipment requirements (list of items with possible indication of supplier) 4 months prior to EVDF
4. Delivery of text for proceedings 3 months prior to EVDF
 - Templates need to be delivered in advance to tutors
 - Templates will be send for information to the sponsors
 - The congress secretariat will coordinate the completion and sending in the proceedings, CC EVDC training day Coordinator and Congress Manager
5. 2 Month in advance a logistic email needs to be sent to sponsors including all practical information: addresses, shipment, etc. 1 Month in advance a reminder will be sent.

Proceedings in agreed template (standardised and be the same for all wet labs and **delivered by PCO**) should include:

1. Cover page with logos of organisers and sponsors
2. Second page with acknowledgement and informations about organisers (EVDS EVDC LOC)
3. List of required materials
4. Required instrumentation and equipment
5. Step by step procedure
6. Important hints for successful performance

Wetlab promotion

- EVDS is responsible for promotion via available media

Wet lab registrations:

- Registrations will take place via the congress registration module
- In case of no-show of the participant during the wet lab there will be no refund.
- This policy will be added to the registration module

Wet lab cancellation:

- If the number of 8 participants is not reached (less than half) the wet lab will be cancelled. Before the final cancellation this needs also to be discussed with the sponsors.

EVDC Training day scenario:

Teachers have to be 0,5 hr prior to wet labs and check the status of preparations

Sponsors have to provide the required equipment ready 1 hr prior to start of their wet labs

Before wet labs: 10 minutes before: Welcome, Presentation of sponsors and teachers, General rules (no transmission of pictures to social media) Safety rules, **(EVDC EVDS)**

Catering:

- Water should be provided as a standard
- 1 Coffee/tea break within wet lab and lunch break in between wet labs

Information:

- In case of ANY changes: communication to all participants, tutors, sponsors
- Adequate informations circulated to all participants and individualised

List of responsible persons:

- List of contact persons from sponsors side is needed

- Congress manager will gather these contacts

On-site management:

- Each tutor should receive a printed list of participants in order to check registrations
- On site payments or last minute registrations to be arranged or noted (PCO)

After the wet labs:

- Each sponsor should receive a list of participants including email address to contact participants afterwards. But only for the wet lab sponsored (not from all wet labs)
- The evaluation form is required and be provided by EVDS
- The certificates of attendance are available upon submission of evaluation form

EVDF - New guidelines:

- 2 seatings facilities per person, so in total for 32 participants. Each person needs a place for 2 persons.
- Basic list of all materials needed. Sponsors can decide on which items they sponsors
- The list of standard materials should be included: disinfection, tables, lamps. Etc
- Transport for tutors and sponsors need to be arranged

If a wet lab takes too long this needs to be taken care of by the EVDC / congress manager

Each proceeding should contain

- Proceedings should be
- Cover page
- Sponsor information of all sponsors in all proceedings, a place for acknowledgement
- Format for tutors to complete in this way all proceedings will be complete –
Susanne

Suggestions/remarks:

- Too crowded in the rooms
- It is important for sponsors that they can show which materials they have and for what purpose you can use it. This is the way where you can use the units, and try materials
- Some companies only have 3 hours. Shipping all equipment is costly and only for 3 hours.
- You want to show the best to participants!
- Lists available from materials from previous labs
- Agreement for 2 wetlabs!
- How can the materials be brought to the clinic
- How can sponsors go to the venue of the study days, a mini-bus should be organized. Then they can go early to the clinic to prepare.