EDER Workshop instructions for tutors

Thank you for agreeing to hold a workshop related to EDER. Below you will find important information concerning your workshop preparation. In case you have any questions, the ESER Office will be happy to assist you.

1. **What are EDER workshops?**
   The European Society of Emergency Radiology (ESER) is proud to introduce the 'European Diploma in Emergency Radiology' (EDER) at the beginning of 2018. This diploma aims to be a common European qualification for emergency radiologists.

   In order to apply for the Diploma examination, several entry criteria have to be fulfilled. One part are the EDER workshops. ESER is offering 11 diploma related workshops per year. Each workshop should last approx. 90mins. The full list of topics is available on the ESER website.

2. **What do I have to prepare for an EDER workshop?**
   a) Abstract: The description will be published on the website and printed for the workshop participants. Please use less than 200 words.

   b) Learning objectives: These LO will be published on the website and printed for the workshop participants.

   c) Picture: Kindly send a picture of yourself, in order to add it to the educational material.

   d) Format: This is an interactive hands-on workshop, rather than a lecture format. You will need to provide both cases and a presentation.
   It is anticipated that your workshop will mainly consist of cases which the attendees review on their individual workstations. A short PowerPoint presentation (see below) will link the cases. Each case should illustrate one or two learning points. You may wish to ask attendees to take turns reviewing a case, or volunteer – this will depend to some extent on the audience.

   e) Presentation: Please prepare a short presentation in power point format. Pictures and videos can be included/embedded. This should supplement the cases rather than replace them.

   f) Cases: EDER workshops should be offered as interactive teaching sessions. Each workshop attendee will have their own workstation to review cases, and you will have a large projected screen to show the cases and refer to your short PowerPoint presentation which you have prepared to accompany the cases. You can choose to provide cases to the candidates as PowerPoint presentations (stacked images or video) or via a DICOM reader. Please liaise with the ESER Office regarding the exact specification of the DICOM reader. We will provide the workstations. The workstation specifications are: Intel NUC, SSD 120GB, WiFi, 4GB RAM + 24'' LED Monitor, 1920x1200 (16:10), DVI-D, DisplayPort, VGA, USB
   In order to upload/install the cases in time, we would kindly ask you to send those at least 3 weeks prior to the workshop date. Our IT will install/upload the cases on all workstations. On the workshop day, you will have the chance to test the system.

g) <u>Language considerations:</u> The workshop will be carried out in English but please bear in mind that this will only be the first language of a few delegates. Please adjust the pace to ensure that everyone can follow the discussion. You may find it helpful to use supplementary labels and imaging on your PowerPoint presentation or handout to help (for example, just hearing the teacher say 'ruptured gastrocnemius' aloud may be difficult to hear and process, but is easier to process and then comprehend, if at the same time a slide comes up with an arrow and sign reading 'ruptured gastrocnemius'.

h) <u>Additional Handout(s):</u> If you have any handout(s), please send them in advance in order to print them for the workshop participants. This handout could be a print out of the PowerPoint presentation or a separate handout, and could include comments on each case as well as leaving space for the attendee to make their own notes.