



## European Board of Gastroenterology & Hepatology Information for CME Providers

### ***APPLICATION MUST BE SUBMITTED THREE MONTHS IN ADVANCE OF THE EVENT***

The EBGH accredits CME activities in Gastroenterology and Hepatology in which learning by participants is promoted such that their clinical practice will be enhanced and produce better clinical outcomes. Importantly CME accredited events should be free from commercial bias. The European Board of Gastroenterology & Hepatology strives to improve the quality of CME events hosted by CME providers.

Providers applying for EBGH CME accreditation must state the educational objectives of their events. The events must be designed for international participants. Applications for CME accreditation should be submitted **at least three months** before the event takes place, via the EBGH website.

The EBGH encourages interactive and audience participation during educational events and not less than 15% of session time should involve audience participation.

For each event, the provider organisation must establish an independent, scientific/educational committee or faculty which does not contain members of sponsoring commercial organisations. In order to avoid bias, it is best that events are sponsored by multiple commercial organisations, rather than one single commercial organisation. Information imparted by speakers at the educational event should not relate only to the products of the sponsoring commercial organisation but must include information which encompasses the whole range of relevant products. When speakers are referring to pharmaceutical products, the generic names rather than the trade names should be provided. Sponsorship by supporting commercial organisations may be acknowledged on CME materials such as promotional brochures and final programme. The sponsoring companies must not use the EBGH, EACCME or UEMS logo or name in any part of their own promotional activities. During CME events, commercial exhibits shall not interfere with the provision of the CME activity and no promotional activity should occur in the CME course room. Acknowledgement of the role of the sponsoring organisation should be restricted to a simple statement of the sponsorship. Speakers and presenters at educational events must disclose financial arrangements with any commercial company contributing to the CME event during their talks and presentations. In addition, the disclosure form must be signed by the presenters and the scientific committee members and this made available to EBGH on request.

It is best that sponsorship of an educational event occurs via an unrestricted educational grant which is paid directly to the provider without additional conditions. In this case, the educational providers are wholly independent in their use of contributed funds. The provider receives the funds from the sponsoring organisation and then pays all expenses including honoraria of the faculty directly. A written agreement should be signed between the CME provider and the supporting commercial organisation stating that the activity is educational and non promotional and that the commercial organisation will play no part in the design or conduct of the programme.

One CME credit is awarded for one hour's education to a maximum of three credits for a half day meeting and six credits for a full day meeting. Assessors from the EBGH may visit the accredited CME Event while it is taking place and the provider should facilitate this and waive registration fees.

Before CME credits are awarded to participants, they must complete the EBGH Evaluation Form.

A summary of the evaluation form and post event report should be sent to the EBGH within one month of the event and the evaluation forms should be held by the educational provider organisation for a minimum of 12 months to allow for inspection by the EBGH if necessary.

#### **On Line CME Application Procedures:**

CME applications are made on line through the EBGH website ([www.eubog.org](http://www.eubog.org)). In order to submit an CME/CPD application, it is first necessary to register as a provider. Once registered as a provider, please follow the instructions on the application form.