



BUSINESS RULES FOR THE FINANCIAL MANAGEMENT OF ETA EDUCATIONAL ACTIVITIES AND NON-ETA SCIENTIFIC ACTIVITIES

1. ETA EDUCATIONAL ACTIVITIES

1.1. During the ETA annual meeting

- Two educational (basic + clinical) activities are planned during each annual meeting (AM) of the ETA
- Those educational courses are completely financed by the ETA
- The ETA ultrasound educational course is financed by the registration fees of the participants (N= 30-40).

1.2. Additional educational courses

- Additionally 1-2 ETA educational (clinical and basic) activity(ies) in Europe outside the AM can be sponsored annually by the ETA
- The foreseen total budget for the activity(ies) outside the AM is Euro 50.000 per year (sponsorship and travel grants for ETA junior members included)
- This annual budget may change according to the economic situation of the ETA
- Details of ETA-additional educational courses need to be sent, at least six months in advance, to the:
 1. ETA Treasurer (including preliminary program, budget, date, location, duration, target participants, organizing committee, ETA members highlighted)
 2. ETA Educational Board (EB)
- ETA clinical working groups (EUGOGO, ETA-CRN) or ETA affiliated national thyroid societies can organize educational courses in collaboration with the ETA-EB
- The approval of both the ETA EB and Executive Committee (EC) are required. The ETA EB's role is to evaluate these meetings and then make a recommendation to the EC.
- Travel support grants for ETA junior members below the age of 35 years (active members for at least 2 years in good standing), allowing them to participate in additional ETA educational courses can be sponsored. The amount per applicant is Euro 500. Applications should reach the ETA Standing Office and the ETA Treasurer at least three months prior to the venue. The number of awards available will be determined by the Treasurer and the EC according to the available funds. Members of the EC will be involved in the selection of candidates for funding.
- The support grant will be paid after the event and after submission of the confirmation of participation
- A close cooperation between the ETA Treasurer and the LOC of the educational activity is recommended

- A detailed financial and scientific report should be submitted to the ETA EC three months at the latest after the educational event
- For further logistic details refer to Aims of the ETA EB, updated 2015

2. NON-ETA SCIENTIFIC ACTIVITIES

- The ETA will neither sponsor NON-ETA scientific nor NON-ETA educational activities
- However, travel support grants to ETA junior members below the age of 35 years (active members for at least 2 years in good standing) allowing them to actively participate and present own data (clinical and basic) at non-ETA scientific meetings can be sponsored
- NON-ETA meeting organizers must apply to both the ETA EB and ETA Treasurer at least six months in advance, so that the meeting can be formally evaluated. They should again provide details of the date, location, duration, preliminary program, target participants, organizing committee (highlight ETA members) and specifically the benefit to ETA junior members. The ETA EB and ETA Treasurer can then report to the EC so that the EC can decide if this NON-ETA meeting warrants the awarding of “ETA travel support grants”.
- Most preferred non-ETA scientific events are the annual meetings of the thyroid sister societies (ATA, AOTA, LATS) and the ITC (every five years). Alternatively, the scientific activity (ies) has (have) obtained ETA approval.
- Applications should reach the ETA Standing Office and the ETA Treasurer at least three months prior to the event.
- The support grant will be paid after the event and after submission of the confirmation of participation
- The support grant is offered to the presenter of the **oral** communication only and is not transferrable (poster presentations will not be sponsored).
- A total budget of Euro 10,000 per year is foreseen
- The amount per applicant is Euro 500 within and 1,000 outside Europe
- This annual budget may change according to the economic situation of the ETA

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August 2016