

## **ABS Recommended Courses & Events in the UK and Overseas:**

### **Criteria for applying and application process**

ABS wishes to support events run by its members, which compliment the ABS' own courses and events portfolio. This will enable the ABS to ensure the quality of the educational content it promotes for its members in the UK.

### **Process**

In order for a course or event to be approved as 'ABS Recommended' an application must be submitted to the ABS Education and Training Committee. The application must:

- Be submitted by an ABS member, who is one of the organisers or on the programme committee of the course/event (surgical courses)
- Be submitted by a recognised organisation within the UK (non-surgical courses)
- Be submitted at least 3 months before the applicant would wish to start promoting the event to ABS members

The application should include:

- The content and learning objectives of the course/ event
- Draft programme of the course/ event
- Details of the target audience's skill level
- Proposed faculty members
- Proposed budget including commercial sponsorship intentions
- Feedback from a previous time the course/ event was run
- Outline of any proposed changes to future courses in response to feedback
- Proposed course materials, if any
- Information about CPD applications and proposed feedback process
- The date and venue for the course/ event

### **Approval**

- The ABS Education and Training Committee will consider if the course/ event is suitable for recommendation by the ABS
- The ABS Trustees will consider all suitable applications and give approval to appropriate applications.
- Unsuccessful applications will be given feedback from the ABS Education and Training Committee and may resubmit their application after 6 months has elapsed.
- The fee for consideration and approval of each course will be £250 + VAT. This will only be valid for the running on a single defined occasion of the course and must be paid before the event will be promoted in any way by the ABS. Unsuccessful applications will be charged a £50 administrative fee.
- A reduced fee of £50 may be considered for events, being run in LMI countries, which can demonstrate, by way of their budget, that a lower fee is appropriate

### **What the ABS will provide for Recommended Courses/ Events**

- The ABS will list recommended courses and events on its website
- The ABS will feature recommended courses and events in two ABS Bulletins (dates to be agreed with the ABS' Communications Manager)

- The ABS will post twice on its social media channels about recommended courses and events (posts and timings to be agreed with the ABS' Communications Manager)
- The course may be advertised using the 'ABS Recommended' logo, which will be provided to the organisers by the ABS' Communications Manager

**Please note:**

- Courses/ events may not be recommended by the ABS if they overlap with the educational objectives of ABS courses and events, or if the proposed date/ venue of the course clashes with the schedule of ABS courses and events.
- The ABS will not be responsible for the administration or delivery of recommended courses and events. Nor will it have any financial input to them. These remain the responsibility of the Course Directors/ Event organisers.
- The ABS will not be responsible for any financial shortfall for a recommended course or event. This remains the responsibility of the Course Directors/ Event organisers.
- CPD accreditation cannot be given by the ABS. CPD applications should be submitted to the ASGBI or other appropriate organisation.
- The ABS can withdraw its support for a recommended course or event at any time if it feels that its support for the course or events presents a reputational or financial risk to the ABS.
- The ABS Trustees will give consideration to a discounted application fee for overseas courses, which can demonstrate, by means of their budget, that there is genuine need for a reduction.

**Exclusions**

Courses not approved by the process outlined above will not be advertised or promoted by ABS