

Guidelines of the EFORT Travelling Fellowships

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I. Our Aims of the programme

EFORT, as the Federation of National Associations of Orthopaedics and Traumatology, aims to enhance and unify orthopaedic training, continuous medical education and knowledge transfer. We aim to support and create new personal bonds to improve mutual understanding, collaboration and unity of all National Associations of Orthopaedics and Traumatology in Europe.

We achieve our goals on the one hand by organising congresses and instructional courses and on the other hand with our Fellowship programmes. With these programmes we offer our members (the National Associations) to apply to be host countries.

The national society presidents are asked to nominate their fellow – a high potential student in his/her final year of orthopaedic training - to give them also the opportunity to enhance their personal experience by observation, participation, and discussion as well as to visit other European countries. EFORT believes that, in addition to the essential scientific activities, our Travelling Fellowship programme will spread ideas about geography, culture, social systems and traditions of other colleagues and countries.

II. Our Rules for the programme

- Every spring and fall (in total two per year) a Travelling Fellowship is organised by EFORT and one of the National Associations. The period of the Travelling Fellowship is limited to one week.
- All members of EFORT (National Associations) are invited to nominate **one** trainee to participate in **one** of the two Travelling Fellowships each year.
- The total number of participating fellows is restricted to 14 participants per Travelling Fellowship course.
- The candidates must be trainees in Orthopaedics and Traumatology and in their final years of training.

The national association presidents are free to set up their own selection and nomination procedure for their candidates. The EFORT Board coordinates all applications by the National Associations for the Travelling Fellowship programme. EFORT contributes a symbolic grant of €500/resident to the expenses of the organising committee of the Travelling Fellowship programme by the host National Association of Orthopaedics and Traumatology upon request.

The host (National Association of Orthopaedics and Traumatology) will:

- Organise clinical sessions and operative demonstrations (e.g. live surgeries), lectures and social meetings for a group of about 14 fellows in 2-4 different departments or towns of the host countries. The duration is limited to one week.

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A pre-programme with a fixed date and information about the locations has to be available six months in advance at the latest. The final programme needs to be ready four months prior to the event.

- It would be interesting to try to link the visit of the travelling fellows with some kind of already existing postgraduate course organised in the host country.
- Bear all of the travelling and housing expenses for the fellows during their stay in the host country, avoiding luxurious accommodation in order to contain the expenses.
- Send out final information to all participating fellows at least one week prior to the fellowship.

The participating National Associations of Orthopaedics and Traumatology (National Associations invited to nominate candidates) will:

- After having been invited to nominate, proceed as soon as possible with the selection of their fellows and inform EFORT, who will forward names, and contact data of the participating fellows to the host society. A copy of the nomination should be sent to Professor Philippe Neyret and the EFORT Head Office.
- Bear all of the travel costs for the fellow(s) to and from their country of origin.

The participants will:

- Have a presentation in the beginning of the Travelling Fellowship about themselves, their country and national association, their experiences and their expectation of the fellowship programme. Each presentation will take about 15 minutes.
- Submit a written (individual) report to their National Association of Orthopaedics and Traumatology as well as to EFORT after completion of the Travelling Fellowship. (One or two reports will be chosen for publication on the EFORT Portal and possibly in the EFORT Newsletter.)

EFORT will:

- Publish all information about the fellowship including pre- and final programme as well as report(s) on the EFORT website.
- Invite the National Associations of Orthopaedics and Traumatology to nominate candidates for the fellowship, coordinate nomination process and communicate information accordingly to host society.
- Coordinate initial communication to participants.
- Monitor reports and questionnaires and provide summary to host society.

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The Chairman of the EFORT Travelling & Visiting Fellowship Programme will nominate one godfather for each Travelling Fellowship course, who will attend at least one evening session with the group. She or he will give a short presentation about EFORT and the history of the Travelling Fellowship programme in general. The travel and accommodation expenses of the godfather will be borne by EFORT.

Please feel free to contact the EFORT Head Office, Mrs. Nina Nürnberger (nina.nuernberger@efort.org) for further questions you might have.

Yours sincerely,

Prof. Dr. Enric Cáceres Palou
EFORT President 2015/2016

Prof. Dr. Philippe Neyret
Chairman EFORT Travelling & Visiting Fellowship Programme