

2017 ESMO EXAMINATION POLICY FOR LOCAL ORGANISERS

In order for the program to maintain its credibility, and to be consistent with our administration, policy must be adhered to at all time – no exceptions!

The ESMO Head Office, in collaboration with the ESMO Examination and Accreditation Working Group (further referred as “ESMO”), has established the below procedures:

Main session

- The Exam main session will be held in Madrid, Spain (IFEMA, Feria de Madrid).
- ESMO is responsible for the size and the setup of the room at the main session only.

Local Sessions

1. Local organisers can apply for sessions outside the main venue only with the official form “*Application form for External sessions*” (attachment 1).
2. An ESMO Full member in good standing must be appointed to oversee and coordinate the Examination session. This ESMO Full member has to supervise the session.
3. ESMO has neither responsibility nor influence of the location of the session. ESMO is not responsible and does not take care of any logistical setup for external sessions.
4. Local organisers have to apply by latest **18th April 2017** with the official form as indicated in point 1. If the form is not sent by the deadline via fax or mail, ESMO will not consider the request of a local session.
5. A minimum of 10 participants are requested in order to apply for a local session.
6. If the minimum of 10 participants is not reached after the late registration deadline **20th July 2017**, ESMO is entitled to cancel the local session; alternatively, participants will be offered the “Main Session” location.
7. ESMO can decide to merge external sessions if the locations are geographically too close to each other, or to the main session.
8. Local organisers have to verify that all necessary facilities and equipment are reserved and will be available on exam dates, such as:
 - a. Classroom.
 - b. Size/seating/arrangement.
 - c. Tables with adequate room/space between examinees for the written exam.
 - d. Organise supervisor for the session.
 - e. **On exam day**
 - Verify ID for each participant.
 - Verify that examinee signs the “presence” form (delivered from ESMO).
 - Distribute Examination Question Booklets according to the written name on the envelope.
 - Distribute copy of the “Instructions” to each candidate (see attachment 2).
 - Make sure that examinee opens the envelope only after authorization.
 - Local organisers have to ensure that pencils are available.
 - Collect question booklet after exam.
 - Verify that examinee signs both booklet and answer sheet
 - Return the exam booklet to ESMO Head Office by courier mail.

9. Local session will be held at the same day and time as the main session and ESMO will inform the local organisers accordingly. Local organisers cannot change the exam time.

Registrations details

- The registration is available online through <http://www.esmo.org/Career-Development/ESMO-Examination> .
- The registration process includes the online payment which on completion will finalise the registration. Incomplete registrations forms will be not accepted.
- Only ESMO Full and Junior members in good standing can register for the Exam. Exception available only for AIO, FMH and DGHO (see "Exceptions").
- Examination registrations from third parties are not taken into consideration.
- Before the ESMO Examination session the registered candidates will receive an official confirmation letter with the session and time to the mailing address provided.
- Results will be available 8 weeks after the examination session.
- Registration fees:
 - ESMO Members
Early registration deadline **15th March 2017** - EUR 60.00 + VAT (if applicable)
Late registration deadline **20th July 2017** - EUR 200.00 + VAT (if applicable)
 - Non ESMO Members (AIO, FMH and DGHO members)
Late registration deadline **20th July 2017** - EUR 300.00 + VAT (if applicable)

Exceptions

AIO and DGHO members (Germany)

- **AIO** members can register for the ESMO Examination without being ESMO members:
The registration is available online through <http://www.esmo.org/Career-Development/ESMO-Examination> .
The registration process includes the online payment which on completion will finalise the registration.
- **DGHO** members can register for the ESMO Examination without being ESMO members.
The registration is available online through <http://www.esmo.org/Career-Development/ESMO-Examination> .
The registration process includes the online payment which on completion will finalise the registration.

FMH members (Switzerland)

- **FMH** members can register for the ESMO Examination without being ESMO members:
The registration is available online through <http://www.esmo.org/Career-Development/ESMO-Examination> .
The registration process includes the online payment which on completion will finalise the registration..

Cancellation policy and Session change policy

No refund will be given for cancellations made after the **14th August 2017**, and for no-shows on the day of the examination.

Requests to change the Examination session should be notified before **31st July 2017**.

The 2017 ESMO Examination policy for external session includes the application form to organize an external session. Application deadline: 18th April 2017

Country of local Session

City of local Session

Expected number of participants

(minimum required 10. All applicants must be oncologists and ESMO Full or Junior members in good standing)

Organiser

Proposed location

Correspondence address

.....
.....
.....

Phone

Fax

E-mail

Supervisor

(ESMO Full member in good standing, please indicate ESMO ID)

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Place/date and signature

Fax or e-mail to
Roberta Vecchi
ESMO Head office
Education Dept.
E-mail: examination@esmo.org
Tel. +41 (0) 91 973 19 98
Fax +41 (0) 91 973 19 02

