

## MDS OUTREACH COURSE POLICY COMPARISON

	<b>DWEP</b>	<b>VPP</b>	<b>AMBASSADOR</b>	<b>VIRTUAL</b>
	<b>DWEP</b>	<b>Visiting Professor</b>	<b>Ambassador Program</b>	<b>Virtual Professor</b>
<b><i>Purpose</i></b>	Support for a MDS member(s) to speak at a movement disorders education meeting/course taking place in an underserved country. The course or meeting will have a series of movement disorder lectures.	Support for a MDS member(s) to give a lecture in a hospital or institution (that could also accompany grand rounds). The speaker(s) might also meet with local individuals about development of the field of movement disorders in their country.	Support for a MDS member(s) to speak at a non-movement disorder sponsored meeting or conference not primarily devoted to movement disorders in an underserved country or a national/international movement disorder congress in an underserved country (If this does not apply, see DWEP)	Support for a MDS member(s) to speak at any of the outreach defined programs remotely to improve the availability of educational initiatives and training on Movement Disorders in underserved countries.
<b><i>Type of Program</i></b>	<ol style="list-style-type: none"> <li>1) Stand - alone movement disorders course</li> <li>2) Movement disorders courses conjoined with other local/regional meetings</li> <li>3) Series of movement disorders courses over extended timeframe</li> </ol>	<ol style="list-style-type: none"> <li>1) Single movement disorder lecture or a series of movement disorder lectures over a few days in a hospital or institution. This is not part of a meeting or symposium.</li> <li>2) Might include participation in Grand Rounds</li> <li>3) Might include input for further development of the field of movement disorders in the host country</li> </ol>	Lecture(s) at a meeting not primarily devoted to movement disorders and not sponsored by the MDS unless it's a national or international congress in an underserved country.	Remote presentation or web-conferencing.
<b><i>Type of Support</i></b>	<ol style="list-style-type: none"> <li>1) MDS member(s) airfare and up to a maximum of \$1,500 honorarium for each of the 1-4 MDS speakers plus other support which may include MDS member expenses, accommodations, marketing, space rental, audiovisual, and catering. All needs to be put into a DWEP budget form.</li> </ol>	MDS member(s) airfare and a \$1,500 honorarium per speaker for a 1-2 day course. Courses that require more extensive commitments may request to have an honorarium up to a maximum of \$4,000.	MDS member(s) airfare and a \$1,500 honorarium per speaker for a 1-2 day course. Courses that require more extensive commitments may request to have an honorarium up to a maximum of \$4,000.	<ol style="list-style-type: none"> <li>1) Provide training to physicians and host course director on WebEx use.</li> <li>2) Provide MDS designated faculty to host if requested.</li> <li>3) Provide \$500 honorarium to MDS member speaker (for program in Waived countries only).</li> <li>4) Support host institute with needed technology up to \$500 (for program in Waived countries only).</li> <li>5) Administer live session.</li> </ol>
<b><i>No. of Speakers</i></b>	1-2 for a one-day course and 1-4 for courses that are more than one day.	Usually 1 VPP but could be two with good reason.	1-2	1-2

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<b><i>Speaker Composition</i></b>	<p>1) If two or three MDS members are being sponsored then only one can be from outside the region where the educational program is taking place while if four MDS members are being sponsored then one or two can be from outside the region.</p> <p>2) Sponsored speakers should not be from the same institution.</p>	<p>1) If two MDS members are being sponsored then only one can be from outside the region where the educational program is taking place.</p> <p>2) Sponsored speakers should not be from the same institution.</p>	<p>1) If two MDS members are being sponsored then only one can be from outside the region where the educational program is taking place.</p> <p>2) Sponsored speakers should not be from the same institution.</p>	1-2 International speakers
<b><i>Educational Format</i></b>	1-3 day educational course format: Didactic lecture with Q & A, clinical case presentations, lecture followed by small group workshops, interactive seminar using video, practical workshop, patient demonstrations	1-3 days of teaching that is not part of a meeting but allows the Visiting Professor to teach on multiple days if needed. Teaching will be either: Lecture(s), case presentations, workshops, grand rounds or seeing patients with colleagues.	Lecture at a meeting not primarily devoted to movement disorders, may also include clinical case presentations, lecture followed by small group workshops, interactive seminar using video, practical workshop, patient demonstrations.	<p>1) Used as a supplement to other live course or outreach program</p> <p>2) Used as an independent single or reoccurring virtual educational program</p>
<b><i>Travel costs</i></b>	MDS will support the cost of business class airfare for faculty to and from host country if these flights equal or exceed 6 hours of in air time per flight. If the flights are under 6 hours, faculty will receive economy class flights. All travel must be in budget that is approved.	MDS will support the cost of business class airfare for faculty to and from host country if these flights equal or exceed 6 hours of in air time per flight. If the flights are under 6 hours, faculty will receive economy class flights.	MDS will support the cost of business class airfare for faculty to and from host country if these flights equal or exceed 6 hours of in air time per flight. If the flights are under 6 hours, faculty will receive economy class flights.	N/A
<b><i>Days of Speaker Participation</i></b>	1-3	1-3	1-2	N/A
<b><i>Honorarium</i></b>	Up to a maximum of \$1,500 for each of the 1-4 MDS speakers	\$1,500 honorarium per speaker for a 1-2 day course. Courses that require more extensive commitments may request to have an honorarium up to a maximum of \$4,000.	\$1,500 honorarium per speaker for a 1-2 day course. Courses that require more extensive commitments may request to have an honorarium up to a maximum of \$4,000.	\$ 500 per MDS speaker (for program in Waived countries only).

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<b><i>Eligibility requirements</i></b>	<ol style="list-style-type: none"> <li>1) Waived dues eligible country</li> <li>2) Country/City is not on the list of US Travel Warnings</li> <li>3) Program content is Movement Disorders focused</li> <li>4) Faculty represent different institutions</li> <li>5) Invited faculty must be MDS members</li> <li>6) No outreach course in the same city within past calendar year.</li> <li>7) No financial/academic relationship between applicant institution and suggested faculty</li> </ol>	<ol style="list-style-type: none"> <li>1) Waived dues eligible country</li> <li>2) Country/City is not on the list of US Travel Warnings</li> <li>3) Program content is Movement Disorders focused</li> <li>4) Faculty represent different institutions</li> <li>5) Invited faculty must be MDS members</li> <li>6) No outreach course in the same city within past calendar year.</li> <li>7) No financial/academic relationship between applicant institution and suggested faculty</li> </ol>	<ol style="list-style-type: none"> <li>1) Waived dues eligible country</li> <li>2) Country/City is not on the list of US Travel Warnings</li> <li>3) Lecture is Movement Disorders focused but overall program is not</li> <li>4) Faculty represent different institutions</li> <li>5) Invited faculty must be MDS members</li> <li>6) No outreach course in the same city within past calendar year</li> <li>7) No financial/academic relationship between applicant institution and suggested faculty</li> </ol>	<ol style="list-style-type: none"> <li>1) Faculty requested represent different institutions.</li> <li>2) Program content is Movement Disorders focused.</li> <li>3) Invited Faculty or host must be MDS member.</li> <li>4) No financial/academic relationship between applicant institution and suggested faculty.</li> <li>5) Meet WebEx system and tech requirements (or will meet with funding from MDS).</li> <li>6) Virtual Professor Host and Faculty must be available to participate in a test session prior to the intended program date to ensure technological functionality.</li> </ol>

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<b><i>Host Responsibilities</i></b>	<ol style="list-style-type: none"> <li>1) Pay expenses with grant money from MDS, including reimbursement of faculty airfare and honorarium approved in budget.</li> <li>2) Provide final budget reconciliation with course summary.</li> <li>3) Provide lodging, meals, local transportation of faculty while in host country.</li> <li>4) Issue formal invites using templates from MDS secretariat.</li> <li>5) Provide venue &amp; facilities, printing of materials, translation/interpretation.</li> <li>6) Publicize to local medical and healthcare community.</li> <li>7) Facilitate in publicizing MDS by encouraging membership applications &amp; displaying brochures.</li> <li>8) Ensure completion of evaluation forms &amp; needs assessment (as applicable) and submit to MDS secretariat within 30 days.</li> <li>9) Provide final report of course to MDS secretariat within 30 days.</li> </ol>	<ol style="list-style-type: none"> <li>1) Provide lodging, meals, local transportation of VP while in host country.</li> <li>2) Provide venue &amp; facilities, printing of materials, translation/interpretation.</li> <li>3) Venue needs to be in a hospital or academic institution where AV support is provided and auditorium rental fees are not charged.</li> <li>4) Publicize to local medical and healthcare community.</li> <li>5) Facilitate in publicizing MDS by encouraging membership applications &amp; displaying brochures.</li> <li>6) Ensure completion of evaluation forms &amp; needs assessment (as applicable) and submit to MDS secretariat within 30 days.</li> <li>7) Provide final report of course to MDS secretariat within 30 days.</li> </ol>	<ol style="list-style-type: none"> <li>1) Provide lodging, meals, local transportation of ambassadors while in host country.</li> <li>2) Provide printed course materials and supplementary materials related to ambassador presentation.</li> <li>3) Organize translation of materials.</li> <li>4) Publicize the MDS faculty to local medical and healthcare community.</li> <li>5) Facilitate in publicizing MDS by encouraging membership applications &amp; displaying brochures.</li> <li>6) Ensure completion of evaluation forms &amp; needs assessment (as applicable) and submit to MDS secretariat within 30 days.</li> <li>7) Provide final report of course to MDS secretariat within 30 days.</li> </ol>	<ol style="list-style-type: none"> <li>1) Verify WebEx system requirements and tech requirements or apply for needed tech support with ample time to test technology before program.</li> <li>2) Provide meeting/presentation space if necessary.</li> <li>3) Complete at least one WebEx training session with MDS secretariat before final program.</li> <li>4) Ensure completion of evaluation forms &amp; needs assessment (as applicable) and submit to MDS secretariat within 30 days.</li> <li>5) Provide final report of course to MDS secretariat within 30 days.</li> <li>6) Coordinate and publicize to virtual attendees.</li> </ol>

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<b><i>MDS Faculty Responsibilities</i></b>	<ol style="list-style-type: none"> <li>1) Discuss presentations with host to ensure all learning objectives will be met.</li> <li>2) Meet all timelines of host.</li> <li>3) Prepare and present talks and materials that are relevant and comprehensible to participants.</li> <li>4) Include information in slides or program about the MDS</li> </ol>	<ol style="list-style-type: none"> <li>1) Discuss presentations with host to ensure all learning objectives will be met.</li> <li>2) Meet all timelines of host.</li> <li>3) Prepare and present talks and materials that are relevant and comprehensible to participants.</li> <li>4) Include information in slides or program about the MDS</li> </ol>	<ol style="list-style-type: none"> <li>1) Discuss presentations with host to ensure all learning objectives will be met.</li> <li>2) Meet all timelines of host.</li> <li>3) Prepare and present talks and materials that are relevant and comprehensible to participants.</li> <li>4) Include information in slides or program about the MDS</li> </ol>	<ol style="list-style-type: none"> <li>1) Discuss presentations with host to ensure all learning objectives will be met.</li> <li>2) Meet all timelines of host.</li> <li>3) Prepare and present talks and materials that are relevant and comprehensible to participants.</li> <li>4) Complete at least one WebEx training session with MDS secretariat before final program.</li> </ol>

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<b><i>Secretariat Responsibilities</i></b>	<ol style="list-style-type: none"> <li>1) MDS accepts no responsibility for any debt &amp; bears no liability for any event.</li> <li>2) Process application and keep applicant informed of progress.</li> <li>3) Provides needs assessment survey data (if applicable) to host/faculty.</li> <li>4) Sends grant check to host/host organization.</li> <li>5) Tabulate and summarize evaluations sent by host; return summary of results to host and professors.</li> <li>6) Provide MDS regional section logo for use in local marketing.</li> <li>7) Provide a slide to speaker “Sponsored by MDS” to be included in their lecture slides.</li> <li>8) Send a shipment of handouts on membership, MDS educational activities and Regional section activities.</li> </ol>	<ol style="list-style-type: none"> <li>1) MDS accepts no responsibility for any debt &amp; bears no liability for any event.</li> <li>2) Process application &amp; keep applicant informed of progress.</li> <li>3) Issue formal invitations to faculty.</li> <li>4) Arrange MDS faculty transportation to host country.</li> <li>5) Process honoraria.</li> <li>6) Tabulate and summarize evaluations sent by host; return summary of results to host and professors.</li> <li>7) Provide MDS regional section logo for use in local marketing.</li> <li>8) Provide a slide to speaker “Sponsored by MDS” to be included in their lecture slides.</li> <li>9) Send a shipment of handouts on membership, MDS educational activities and regional section activities.</li> </ol>	<ol style="list-style-type: none"> <li>1) MDS accepts no responsibility for any debt &amp; bears no liability for any event.</li> <li>2) Process application &amp; keep applicant informed of progress.</li> <li>3) Issue formal invitations to faculty.</li> <li>4) Arrange MDS faculty transportation to host country.</li> <li>5) Process honoraria.</li> <li>6) Tabulate and summarize evaluations sent by host; return summary of results to host and professors.</li> <li>7) Provide MDS regional section logo for use in local marketing.</li> <li>8) Provide a slide to speaker “Sponsored by MDS” to be included in their lecture slides.</li> <li>9) Send a shipment of handouts on membership, MDS educational activities and regional section activities.</li> </ol>	<ol style="list-style-type: none"> <li>1) MDS accepts no responsibility for any debt &amp; bears no liability for any event.</li> <li>2) Process application &amp; keep applicant informed of progress.</li> <li>3) Issue formal invitations to faculty.</li> <li>4) Process honoraria.</li> <li>5) Tabulate and summarize evaluations sent by host; return summary of results to host and professors.</li> <li>6) Provide MDS Regional section logo for use in local marketing.</li> <li>7) Provide a slide to speaker “Sponsored by MDS” to be included in their lecture slides.</li> <li>8) Send a shipment of handouts on membership, MDS educational activities and Regional section activities. Assist in assuring host and attendees have proper technology.</li> <li>9) Provide training to host and faculty</li> <li>10) Create WebEx session and send out invites to appropriate parties</li> </ol>

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<b><i>Approval Process</i></b>	<ol style="list-style-type: none"> <li>1) Regional Section Education Committee approval.</li> <li>2) Regional Section Executive Committee approval.</li> <li>3) MDS Education Committee approval.</li> </ol>	<ol style="list-style-type: none"> <li>1) Regional Section Education Committee approval.</li> <li>2) Regional Section Executive Committee approval.</li> <li>3) MDS Education Committee approval.</li> </ol>	<ol style="list-style-type: none"> <li>1) Regional Section Education Committee approval.</li> <li>2) Regional Section Executive Committee approval.</li> <li>3) MDS Education Committee approval.</li> </ol>	<p>If part of DWEP, VPP, Ambassador Program or live course approval follows approval process through Regional Education and Executive Committees and the MDS Education Committee.</p> <p>If Virtual Professor is an independent program, follows the approval process through the Regional Education and Executive Committees.</p>
<b><i>Application Process</i></b>	Online application including budget, scheduled program and CV of course director attached to application.	Online application including program time schedule and CV of host.	Online application including dates, time schedule, suggested speakers with topic and the CV of the host.	Online application including dates, time schedule, suggested speakers with topic and technology summary/needs.
<b><i>Budget</i></b>	Budget form required attached to application. The minimum budget would be for airfare and honorarium.	No budget needed. Venue needs to be in a hospital or academic institution where AV support is provided and auditorium rental fees are not charged.	No budget needed. MDS pays airfare (may be business class) and honoraria for 1-2 professors.	No budget needed. MDS pays honorarium for 1-2 professors and technology reimbursement if needed (for program in Waived countries only). For a program in a non-waived dues area, the hosting Institute/organization may provide an honorarium for the speaker at their discretion.

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<b><i>Industry Support</i></b>	Industry support may be sought with consent of MDS. 1) No profit is to be generated from DWEP. 2) Industry support must be an unrestricted educational grant only. 3) The signed letter of agreement must be provided to MDS.	If adequate space is not secured and financial assistance is needed, industry support may be sought with consent of MDS. 1) No profit is to be generated from VPP 2) Industry support must be an unrestricted educational grant only. 3) The signed letter of agreement must be provided to MDS. 4) A funding source line is on application to ensure no conflict of interest.	None	N/A
<b><i>Timeline</i></b>	Application must be submitted four months before event to be accepted for approval process.	Application must be submitted four months before event to be accepted for approval process.	Application must be submitted four months before event to be accepted for approval process.	Application must be submitted four months before event to be accepted for approval process.