<table>
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<th><strong>DEVELOPING WORLD EDUCATION PROGRAM (DWEP) PROCEDURES</strong></th>
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<td><strong>Purpose</strong></td>
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| **Type of Program** | 1) Stand-alone movement disorders course  
2) Movement disorders courses conjoined with other local/regional meetings  
3) Series of movement disorders courses over extended timeframe |
| **Types of Support** | 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. |
| **No. of Speakers** | 1-2 for a one-day course and 1-4 for courses that are more than one day. |
| **Speaker Composition** | 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.  
2) Sponsored speakers should not be from the same institution. |
| **Educational Format** | 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 |
| **Travel costs** | 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. |
| **Days of Speaker Participation** | 1-3 |
| **Honorarium** | Up to a maximum of $1,500 for each of the 1-4 MDS speakers |
| **Eligibility requirements** | 1) Waived dues eligible country  
2) Country/City is not on the list of US Travel Warnings  
3) Program content is Movement Disorders focused  
4) Faculty represent different institutions  
5) Invited faculty must be MDS members  
6) No outreach course in the same city within past calendar year.  
7) No financial/academic relationship between applicant institution and suggested faculty |
| **Host Responsibilities** | 1) Pay expenses with grant money from MDS, including reimbursement of faculty airfare and honorarium approved in budget.  
2) Provide final budget reconciliation with course summary.  
3) Provide lodging, meals, local transportation of faculty while in host country.  
4) Issue formal invites using templates from MDS secretariat.  
5) Provide venue & facilities, printing of materials, translation/interpretation.  
6) Publicize to local medical and healthcare community.  
7) Facilitate in publicizing MDS by encouraging membership, applications & displaying brochures.  
8) Ensure completion of evaluation forms & needs assessment (as applicable) and submit to MDS secretariat within 30 days.  
9) Provide final report of course to MDS secretariat within 30 days. |
| **MDS Faculty Responsibilities** | 1) Discuss presentations with host to ensure all learning objectives will be met.  
2) Meet all timelines of host.  
3) Prepare and present talks and materials that are relevant and comprehensible to participants.  
4) Include information in slides or program about the MDS |
### Secretariat Responsibilities

1) MDS accepts no responsibility for any debt & bears no liability for any event.
2) Process application and keep applicant informed of progress.
3) Provides needs assessment survey data (if applicable) to host/faculty.
4) Sends grant check to host/host organization.
5) Tabulate and summarize evaluations sent by host; return summary of results to host and professors.
6) Provide MDS regional section logo for use in local marketing.
7) Provide a slide to speaker “Sponsored by MDS” to be included in their lecture slides.
8) Send a shipment of handouts on membership, MDS educational activities and Regional section activities.

### Approval Process

1) Regional Section Education Committee approval.
2) Regional Section Executive Committee approval.
3) MDS Education Committee approval.

### Application Process

- Online application including budget, scheduled program and CV of course director attached to application.

### Budget

- Budget form required attached to application. The minimum budget would be for airfare and honorarium.

### Industry Support

- 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.

### Timeline

- Application must be submitted four months before event to be accepted for approval process.

Approved 9-20-2017