## VIRTUAL PROFESSOR PROGRAM

### Purpose
Support for an internationally renowned 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.

### Type of Program
Remote presentation or web-conferencing.

### Types of Support
1. Provide training to physicians and host course director on WebEx use.
2. Provide MDS designated faculty to host if requested.
3. Provide $500 honorarium to MDS member speaker (for program in Waived countries only).
4. Support host institute with needed technology up to $500 (for program in Waived countries only).
5. Administer live session.

### No. of Speakers
1-2

### Speaker Composition
1-2 International speakers

### Educational Format
1) Used as a supplement to other live course or outreach program
2) Used as an independent single or reoccurring virtual educational program

### Travel costs
N/A

### Days of Speaker Participation
N/A

### Honorarium
$500 per MDS speaker (for program in Waived countries only).

### Eligibility requirements
1) Faculty requested represent different institutions.
2) Program content is Movement Disorders focused.
3) Invited Faculty or host must be MDS member.
4) No financial/academic relationship between applicant institution and suggested faculty.
5) Meet WebEx system and tech requirements (or will meet with funding from MDS).
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.

### Host Responsibilities
1) Verify WebEx system requirements and tech requirements or apply for needed tech support with ample time to test technology before program.
2) Provide meeting/presentation space if necessary.
3) Complete at least one WebEx training session with MDS secretariat before final program.
4) Ensure completion of evaluation forms & needs assessment (as applicable) and submit to MDS secretariat within 30 days.
5) Provide final report of course to MDS secretariat within 30 days.
6) Coordinate and publicize to virtual attendees.

### 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) Complete at least one WebEx training session with MDS secretariat before final program.

### Secretariat Responsibilities
1) MDS accepts no responsibility for any debt & bears no liability for any event.
2) Process application & keep applicant informed of progress.
3) Issue formal invitations to faculty.
4) Process honoraria.
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. Assist in assuring host and attendees have proper technology.
9) Provide training to host and faculty.
10) Create WebEx session and send out invites to appropriate parties.

### Approval Process
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.

If Virtual Professor is an independent program, follows the approval process through the Regional Education and Executive Committees.

### Application Process
Online application including dates, time schedule, suggested speakers with topic and technology summary/needs.
<table>
<thead>
<tr>
<th><strong>Budget</strong></th>
<th>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.</th>
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<tbody>
<tr>
<td><strong>Industry Support</strong></td>
<td>N/A</td>
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<td><strong>Timeline</strong></td>
<td>Application must be submitted four months before event to be accepted for approval process.</td>
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Approved: September 20, 2017  
Revised: January 30, 2019