1. Introduction
The following information is meant to provide guidance to instructors interested in presenting Training Courses (former Short Course) at SETAC Europe Annual Meetings. Persons interested in presenting a Training Course or participating, as an instructor in one, should contact Rebecca Bundschuh, education projects manager at SETAC Europe, further referred to as coordinator (Av. de la Toison d’Or 67 b6, 1060 Brussels, Belgium, phone: +32 2 772 72 81, email: Rebecca.bundschuh@setac.org).

Timeline of Training Course Development

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>31 Oct</td>
<td>Deadline for receipt of complete proposals</td>
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<tr>
<td>Nov</td>
<td>Review and course selection by the SETAC Europe Education Committee.</td>
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<tr>
<td>End of Nov</td>
<td>Lead Instructor will be notified of selection.</td>
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<tr>
<td>15 Feb</td>
<td>Detailed outline of course organisation and content due to coordinator for review.</td>
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<tr>
<td>20 Mar</td>
<td>Early bird registration deadline and preliminary number of participants to the Lead Instructor.</td>
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<tr>
<td>31 Mar</td>
<td>First draft of course material due to coordinator for review.</td>
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<tr>
<td>Coordinator sends shipping and other meeting information to course instructors upon request.</td>
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<tr>
<td>30 Apr</td>
<td>Final draft of course material due to coordinator for review.</td>
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<tr>
<td>May</td>
<td>SETAC Europe Annual Meeting: Training Courses take place – Sunday 13 May 2018</td>
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<tr>
<td>June</td>
<td>Evaluation of courses</td>
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<td>Submission of expense reimbursement requests</td>
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Guidance for Proposals and Course Organisers
2. Training Course Procedure Overview

The development and presentation of a Training Course at an Annual Meeting begins with the submission of a Training Course proposal to the coordinator.

The proposal should describe the content and approach of the proposed course, the intended audience (background, level of experience, etc.), the proposed instructors and their qualifications, and any particular needs required to present the course material. Details are given in this document and via the proposal submission form.

Complete Training Course proposals are due by 31 October 2017.

A Lead Instructor should be identified in the proposal. Submitters of proposals should pay particular attention to the role of the Lead Instructor. Training Course Lead Instructors are responsible for all communications between SETAC Europe and all other instructors involved with the course, during proposal submission and review, course development and preparation, and other activities subsequent to the meetings (e.g., timely submittal of expense reimbursement requests).

After the proposals have been received the coordinator will organise the review by the SETAC Europe Education Committee and communicate with the Lead Instructor regarding any questions or necessary modifications to the proposal. The decision on which course proposals to accept for the meeting programme will be made by the SETAC Europe Education Committee, by the end of November 2017, the coordinator will notify the Lead Instructors of the course’s acceptance / rejection.

Once a course has been accepted for inclusion in the Annual Meeting programme, the coordinator will communicate regularly with the Lead Instructor about the development of the course. The coordinator will facilitate inquiries and logistical questions and problems, provide oversight of the quality and appropriateness of course materials as they are developed, ensure that course preparations proceed in a timely manner and serve as conduit for communication between the SETAC Europe Education Committee and the Lead Instructor. Experience has shown that interaction between coordinator and Lead Instructors has helped to ensure high quality courses. On the other hand, in almost all of the courses, which have run into logistical and/or material problems, the coordinator reports little to no communication or interaction with the Lead Instructor. Consequently, SETAC Europe insists upon cooperation between course instructors and coordinator. Failure to cooperate may result in withdrawal of the course from the programme.

As noted above, the coordinator should be in contact with Lead Instructors to review course development regularly. By 15 February 2018, a detailed outline including topics, instructors and time allocation should be provided to the Coordinator for review and suggestions. A first draft of the course materials/manual is required by 31 March and a final draft of course materials must be submitted by 30 April (see timeline section above). This schedule should allow sufficient time for review and incorporation of any modifications deemed necessary. The coordinator will also provide timely information regarding shipping of materials, equipment, etc. as the date of the Annual Meeting draws close.

3. Training Course Format

Training courses are either half- or full-day courses. Half-day courses are 4 hours in length, and are presented either in the morning (08:00-12:00) or the afternoon (13:00-17:00). A coffee break is provided mid-morning and mid-afternoon.
A full day course includes 4 hour sessions in both the morning and afternoon, with a lunch break at noon and coffee breaks mid-morning and mid-afternoon. Distribution of course contents and teaching responsibilities is left up to the instructors. The number of instructors depends on the nature of the course and the number of participants. Typical formats for Training Courses are as follows:

**Half-day course (08:00 - 12:00 OR 13:00 - 17:00)**

- 08:00 - 08:15 / 13:00 - 13:15 Introduction and overview
- 08:15 - 09:45 / 13:15 - 14:45 First half of material
- 09:45 - 10:00 / 14:45 - 15:00 Coffee Break
- 10:00 - 11:30 / 15:00 - 16:30 Second half of material
- 11:30 - 12:00 / 16:30 - 17:00 Review, questions and course evaluation

**Full-day course (8:00 – 17:00)**

- **Morning session (08:00 - 12:00)**
  - 08:00 - 08:15 Introduction and overview
  - 08:15 - 09:45 Course material
  - 09:45 - 10:00 Coffee Break
  - 10:00 - 11:30 Course material
  - 11:30 - 12:00 Discussion
  - 12:00 - 13:00 Lunch break
- **Afternoon session (13:00 – 17:00)**
  - 13:00 – 14:45 Course material
  - 14:45 – 15:00 Coffee Break
  - 15:00 – 16:15 Course material
  - 16:15 – 16:45 Review & questions
  - 16:45 – 17:00 Course evaluation

These are general format strategies that fit lecture courses well. Courses involving hands-on activities or interactive work may require varied formats, but please note that the timing of lunch and coffee breaks cannot be adjusted. It is very important that the type of course is specifically referred to in the abstract describing the course, so that the SETAC Europe Education Committee and the SETAC Europe office can evaluate each course in the context of the entire programme.

### 4. Handouts / Teaching Aids

As much as possible, SETAC Europe will provide instructors with all necessary instructional equipment, including audio-visual equipment such as flipchart, projector, screen, etc. Requirements for any special equipment, e.g. computers, microscopes, aquaria, tables, etc., must be conveyed to the coordinator in the proposal, and will be included in estimating costs for the course. If necessary, instructors may be requested to provide special equipment and be reimbursed by SETAC Europe.

It is highly recommended that instructors use their own computer for their lecture to ensure that all software is installed and operating correctly prior to running the training course. The same also applies to any technical support materials such as demonstration apparatus etc. For those courses that require the use of a computer, it is also highly recommended that the instructor has direct contact with the course participants well in advance of the course to ensure that the participants have installed all the required software, and time is left to solve any technical problems if applicable. The coordinator will provide the list of participants and their contact details once the early bird registration is closed, which is **20 March 2018** at the earliest.
Course participants view the **course manual** as an important deliverable. This should be well thought out and of high quality. The manual should include all visuals and references used in the course; in addition, materials that summarise and supplement the course prove to be most useful to the participants. Course instructors are responsible for preparation and reproduction of these materials, and for shipping the manuals and other materials directly to the site of the Annual Meeting; appropriate shipping information can be provided by the coordinator on request. A sufficient number of extra copies should be shipped to allow for additional on-site registration. A final copy of all materials should also be prepared for the SETAC Europe office files. Nowadays, a lot of instructors provide the course manual to the participants electronically, either by e-mail or on a USB stick; this saves paper and shipping costs. **Within reasonable limits, SETAC will reimburse instructor costs of preparing, reproducing and shipping course materials; or the acquisition of USB sticks, but expenses can only be reimbursed by demonstration of cost receipts and/or invoices (see details below).**

In general, students prefer that the manual include a **schedule of topics** to be covered. Presentations should closely follow what is scheduled in the manual. The structure of the manual should be reflected in the outline for the course, with clear delineation of instructor assignment. The cohesiveness of the outline is an important criterion for the success of the course and should be reviewed by all instructors and the SETAC Europe Education Committee.

**5. Costs and Reimbursement**

The Lead Instructor for each course is responsible for providing accurate cost estimates in the Training Course proposal and must receive formal approval from the coordinator and the SETAC Europe Executive Director before any expense is incurred. Expenses can only be reimbursed by demonstration of cost receipts or any other documentation (invoices, etc.); these should be submitted within one month after the Annual Meeting to allow the SETAC Europe office time to honour and process all requests in a timely manner (see **Reimbursement policy** below).

**6. Registration Capacity**

SETAC Europe encourages high enrolment limits to allow maximum opportunity for members and guests to attend Training Courses. Instructional approach and/or equipment needs may impose limits on the number of participants in order to maintain the quality of the course, and the instructor needs to carefully consider this issue. Once a limit has been set and published in the preliminary programme, any changes must be approved by the SETAC Europe Executive Director.

After the early bird registration deadline (20 March 2018) a preliminary number of participants is available and will be communicated to the Lead Instructor. SETAC Europe reserves the right to cancel training courses with a small number of participants.

**7. Instructors**

Instructors must have demonstrable expertise in the discipline (qualifications to be included in the initial proposal). A **course should generally have multiple instructors with varied backgrounds, reflecting at least two of the following membership sectors: government, industry/consultant, and academia.** Full-day courses, because of the greater amount of material, might require 1 or 2 additional instructors. Maintenance of balance and diversity in this manner will help assure that the course material is not too narrowly focused on one sector or special interest. Each instructor’s role in the course should be clearly defined. The **Lead**
Instructor is responsible for forwarding all communications from the coordinator to the co-instructors for the course.

8. Conflict of Interest Considerations
The subject matter of Training Courses should be application based, rather than based on specific operations or utilisation of specific technology, software, etc. If a specific instrument or technology is emphasized, all similar products must be mentioned. **There may be no endorsement of specific techniques, instruments, software, etc. as part of the course material or in subsequent literature relating to the presentation of the course.** A SETAC Europe endorsement disclaimer will be included for all courses that make reference to specific instruments or technologies. SETAC Europe appeals to the instructor's good judgment in presenting balanced, unbiased presentations. **The purpose of SETAC Training Courses is to educate and promote good science, not sell products or services.**

9. Requirements for Proposals
The SETAC Europe Education Committee invites proposals for training courses to be presented at the Annual Meeting. Please use the online survey and include the following information:

**Title:** The title of the proposed course should be as specific as possible and accurately reflect the content of the course. Use 15 or fewer words.

**Registration Cap:** Please determine the minimum desired number of participants and the maximum number of participants to whom you can provide high quality instruction in the course. Course registration will be limited to the maximum number you select. Training Courses are becoming a major attraction at SETAC Europe Annual Meetings, and we urge you to make your class as large as possible. Nevertheless, SETAC Europe recognises that instructional approach and/or equipment needs may limit the number of people that can be taught effectively. Please also note that the number of participants effectively registered will determine if the meeting room will have a classroom, boardroom or theatre style.

**Expected nr of participants:** Please determine the number of participants you expect for your course.

**Abstract:** An abstract, 200 words maximum, must give a detailed description of the purpose of the course and the topics to be discussed. It should also state the level of experience or prerequisite knowledge the participants need in order to properly understand the course material. **This abstract will be used to advertise the course (if accepted) on the website,** so it needs to be well-defined, clear, and describe what actually will be taught in the course.

**Objectives:** State the objectives of the course in a few sentences.

**Outline:** Include a reasonably detailed outline of topics to be discussed. A more detailed outline of the course content will be developed in preparation of the course. The cohesiveness of the outline is an important criterion for the success of the course and will be an important component of the proposal review.

**Instructors:** Include the name, position, affiliation, address, telephone number and e-mail address of each instructor. Each instructor's role in the proposed course should be clearly defined, along with the instructors' qualifications for their roles. Identify one person as Lead Instructor. Future correspondence will be conducted through the Lead Instructor, who will be responsible for informing the other instructors.
Products/Course materials: List the products to be distributed and their format, including any canned software packages used in the course. The SETAC Europe Education Committee encourages quality take-home products that participants can use for future reference. Products that summarise and supplement the course prove to be most useful to the participants.

Audio-visual and other requests: Please list all equipment you will need to conduct your course (audio-visual equipment, flipcharts, etc.), and any special room or space requirements. Also list items that you expect participants to bring (e.g. laptops, calculators). SETAC Europe encourages instructors to use their own computer for lecturing to ensure that all software is installed and operating correctly prior to running the course.

Budget and reimbursement: Please list all costs for which you expect reimbursement. Itemise by category and provide accurate estimates. Acceptance of Training Course does not obligate SETAC Europe to financial support other than direct expenses (copying, shipping, AV, etc.). Please note: honoraria will NOT be provided to SETAC members and should not be included among costs. For more information on our reimbursement policy, see below.

Training Course proposals should be submitted via the online survey or send to the SETAC Europe office by e-mail to Rebecca.bundschuh@setac.org

10. Reimbursement Policy
The purpose of Training Courses at SETAC Annual Meetings is to provide educational opportunities to the membership and our guests and to provide income for SETAC's other nonprofit activities. SETAC appreciates and encourages the volunteerism that has contributed to the success of this programme. However, SETAC also recognizes that expenses are incurred by instructors in preparing and putting on Training Courses and, within reasonable limits, will reimburse instructors for costs of course materials and equipment. The Lead Instructor for each course is responsible for providing accurate cost estimates in the proposal and must receive approval from the SETAC Europe Executive Director before any expense is incurred.

Course materials and equipment
Within reasonable limits, SETAC will reimburse instructor costs of preparing, reproducing and shipping course materials. Photocopying expenses that can be absorbed by supporting institutions is encouraged and appreciated. Generally a manual or handout, including copies of all presentations, should be distributed to attendees of each Training Course. Course instructors are responsible for preparation and reproduction of these materials, and for shipping the manuals and other materials directly to the site of the Annual Meeting; appropriate shipping information can be provided by the coordinator on request. A sufficient number of extra copies should be shipped to allow for additional on-site registration. A final copy of all materials should also be prepared for the SETAC Europe office files. Nowadays, a lot of instructors provide the course manual to the participants electronically, either by e-mail or on a USB stick; this saves paper and shipping costs. Within reasonable limits, SETAC will reimburse instructor costs of preparing, reproducing and shipping course materials or the acquisition of USB sticks, but expenses can only be reimbursed by demonstration of cost receipts and/or invoices.

Limits on reimbursement
As general guidance for developing a Training Course, costs must remain below the expected income for the course. The Lead Instructor for each course shall provide the most accurate cost estimate possible. The SETAC Europe Office and the coordinator will estimate expected income, based on registration fees, historical attendance of similar courses, and other factors, and evaluate estimated revenue and costs for each course proposal. The coordinator and the
SETAC Europe Executive Director will make advance approval of allowable expenses. Requests for reimbursement of any additional or changed expenses subsequent to acceptance of a course proposal must be approved by the SETAC Europe Executive Director. All requests for reimbursement, including receipts and/or invoices, must be submitted to the SETAC Europe Office no later than 30 June following the Annual Meeting.

Pre-approval and final reimbursement
The lead instructor for each course is responsible for providing accurate estimates in the proposal, and must receive written approval from the Training Course Coordinator and the SETAC Europe Executive Director before any expense is incurred. All requests for reimbursement must be submitted to the SETAC Europe Office no later than 30 June following the Annual Meeting. Requests for reimbursement list for each item the pre-approved and actual expense, and attach as Annexes sufficient proof of the expense incurred (e.g. invoices paid). Only requests submitted with the template Training Course proposal form will be considered.

Non-specified costs
SETAC Europe will reimburse upon request by the lead organizer a lump-sum of 200 €/half day course and 300 €/full day course. This sum is intended to cover non-specified items incurred by organizers, for example additional meals and beverages. This sum has to be requested with other reimbursement via the template Training Course proposal form. Expenses can only be reimbursed by demonstration of cost receipts.

Travel & Lodging
SETAC Europe will not provide for travel reimbursement for those instructors who attend the meeting. For others not attending the meeting, travel reimbursement is discouraged, but SETAC Europe realizes that sometimes reimbursement may be necessary. SETAC Europe may provide an additional reimbursement for instructors’ Saturday night accommodation in case travel arrangements and course timings require an additional nights lodging. Please note that maximally 100 €/instructor/Saturday night will be reimbursed and that a maximum of 3 instructors per Training Course can receive this reimbursement.

The lead instructor is responsible for providing accurate cost estimates in the proposal, and like all other reimbursement, travel & lodging reimbursement requests must receive prior written approval. Expenses can only be reimbursed by demonstration of cost receipts.

Registration Fee Annual Meeting
As with travel reimbursement, waivers of registration fees for attending the annual meeting is discouraged. Registration will be waived during the Training Course period only; however; if the instructor wishes to attend regular meeting activities, the registration fee will be assessed.

A registration waiver request must be submitted to and receive approval from the SETAC Europe Executive Director.

Number of instructors
SETAC reimbursement policy accommodates a maximum of four instructors for a half-day Training course; accommodations for more instructors required for a full-day course may be arranged with permission of the SETAC Europe Executive Director.