



INTERNATIONAL POSTGRADUATE ORGANISATION FOR KNOWLEDGETRANSFER
RESEARCH and TEACHING EXCELLENT STUDENTS

IPOKRATES Seminar Date

Before you choose a seminar date, please investigate

- dates of congresses and meeting dealing with similar topics
- dates of congresses etc. of large societies aimed at the target group of this seminar
- dates are suitable for your most important and key lecturers
- university lecturing times if you plan to hold the seminar at a university lecture hall
- dates do not coincide with holiday periods in continent or most of these countries

Favorable choices for dates are

- Thursday to Saturday or Monday to Wednesday
- not on Thursday or Friday in Arabic Countries
- in Western World Middle of January to first half of July; and second half of September to middle of December
- out of tourist seasons because of cheaper flights and accommodations

IPOKRATES Seminar Site

Location

The seminar site should be located

- by means of public transport (in 5 to max. 10 min. walking distance to a train or bus station)
- one hour distance from the airport
- half hour distance from the main train station
- within half to one hour to the city

If the distance to travel by public transport is more than one and a half hour, one should organize some collective transport or shuttle bus.

The simpler the access the better.

Infrastructure

The seminar site should be near to the hotel where the lecturers and if possible the participants are staying. There should be some infrastructure, which allows the lecturers and participants to purchase meals, food or a drink most hours of the day, and to telephone, draw money or call a taxi. Naturally it is wonderful if lecturers and participants can walk to a shopping or restaurant area, a park, a sea shore or other recreational areas.

Characteristics of the Lecture Hall

The lecturing room should be large enough to accommodate 70 persons in an arrangement with tables and chairs (parliamentary style). The room should be wider than long. The arrangements of seats should be such of 10 to 12 persons in a row and up to five rows. The tables should be not too wide, so that the fifth row is still close to the lecturer. Amphitheater arrangement (circles with increasing height) are favorable.

The room arrangement should be such, that no microphone is required. It must neither be too large nor too stretched otherwise the voice of the lecturer will be stressed too much. The room must be quiet and remote from noisy places (passing railway, near autoroute, loud machinery, loud passages, etc.) Rooms of ca. 10-12 meters width and 8-10 meters depth (as an estimate) are very suitable.

The room should have some daylight and at the same time the property to darken the room. Make sure you can darken the room when sun is shining into the room during a sunny day. The screen should be large enough and high up. Make sure that no chandeliers are disturbing the visibility of the screen.

Projection

The lecture room must be equipped with

- a proper screen
- a black board or a flip chart
- an overhead projector and
- a videobeamer connected to a computer (equipped with a rather new power point program) for powerpoint presentation. Make sure that all equipment functions one or more days before the seminar starts
- prepare a pointer in form of a laser pointer or at least a stick
- make sure there is enough paper for the flipchart and
- pens for writing and
- drinking water for the lecturers and
- enough plugs and long cables to provide electricity for all projection equipment
- make sure you have reserves for projectors and computer

Other space next to lecture room

Next to the lecture room/hall there should be space in form of an atrium or corridor or room, where the sponsors can display their products. Or if required, a room for individual groups to practice the contents of the seminar.

Possibility to have coffee and/or lunch

We wish a canteen or inexpensive restaurant(s) near the seminar site so that the participants can have lunch preferably together or at least easy access to inexpensive meals. Meals are considered inexpensive if at price between 5 € and 10 € per meal. There should be the possibility for participants to buy snacks or coffee/tea during the breaks or other times.

Accommodation

Lecturers should be accommodated in three to four star hotels or alike. The rooms must have a shower and a toilet and a telephone. The rooms must be clean and shower and toilet, telephone etc. should functioning at all times. A table and chair is helpful. The accommodation should not be noisy.

Participants should have the option to stay at hotels or hostels at different price categories. An inexpensive accommodation is one at 25 € to 50 € per night and person. Sufficient hotels or hostels at the price category between 50 € and 100 € per night should be available. Naturally some participants should also have the possibility to stay in four or five star hotels. These accommodations should be if possible in walking distance of less than half an hour to the seminar site.

IPOKRATES Topic and Target Groups

Choice of Topics

Choose relevant topics, particularly if a seminar is held for the first time in a country or site. Relevant means that a large number of doctors will feel the need to attend this seminar. A typical example is Mechanical Ventilation for all Intensive Care doctors in neonatology, pediatrics or adult medicine.

Choose skill topics, where the participants learn to handle a problem or to master a skill. Excellent examples are Pediatric Echocardiography, Imaging or diagnostic and treatment orientated topics.

Be careful with special topics, where the target group is very small. For example, intervention radiology, which was once organized with top lecturers in Austria, but Austria at that time had only about a total of 30 such specialists. Or advances in rheumatism and similar subspecialties.

Choice of Target Groups

When you have chosen a topic, make sure you address the right target groups. A typical error would be, mail the invitation to doctors which have no particular interest in that topic. As an example the program on " Neurodegenerative Disorders " was mailed to general neurologists and not to neurologists with an interest in that topic.

Make sure you have enough addresses to reach the number of participants required to fill the seminar. In the very best case you can reckon to attract 1 out of 10, if the program is absolutely top with famous professors and relevant, new topics. An average rate is to attract 1 out of 50, which means the minimum of addresses for a seminar with 50 participants is 2500. Naturally these addresses must be those of prospective and potential participants (examples are Strategies in Mech Ventilation in Adults, Neurology and Pediatric seminars).

Be careful when you organize a seminar for the first time for a certain discipline, for example a radiology seminar, where IPOKRATES is unknown to radiologists; or the first time in a country, where you mainly want to attract participants from that country, but IPOKRATES is not yet known (examples were UK and China).

IPOKRATES concise overview

Hosting an IPOKRATES that means you organize and provide all what is necessary that the seminar can take place at YOUR site.

Your tasks before the seminar can be organized and faculty be hired

- find a suitable location and lecture room
- find a hotel for lecturers which is in walking distance to the lecture room
- acquire some sponsor money, between 2000 € up to 5000 €
- propose up to three TOPICS you think are of interest to your unit and colleagues
- propose three possible DATES for the seminar which do not conflict with national or regional meetings
- provide postal, better email addresses of colleagues in hospitals and universities in your country or members of your national society so that they can be invited to participate, and send to our secretary Mrs. Oehmann.
- provide a BUDGET plan

Your tasks when the seminar takes place

- you must be present and available on the day before and the days during the seminar
- have someone (you, a coworker or a student) to meet the arriving lecturer(s) personally at airport or railway station
- take good care of faculty, the lecturers and accompanying persons during the seminar: invite them to dinners, to sightseeing and help them if they need something
- see to it that all functions at the seminar site: that participants can find it and that someone is there to register them
- check that all projecting equipment, computer and beamer are functioning
- arrange „coffee/tea“ breaks and a simple get-together for the participants
- make sure that the evaluation at the end of the seminar takes place

IPOKRATES provides the following

- invites the faculty/lecturers and designs the program
- graphic design of program
- mailing and emailing of the program, internet placement
- registration of and dealing with the participants
- travel and hotel arrangements for faculty
- handling of registrations fees, sponsor contracts, accounting

IPOKRATES provides written information in detail on all those issues mentioned above.

For all questions Anja Lenhart or Annette Oehmann are available via email correspondence lenhart.anja@gmail.com and annette.oehmann@mcon-mannheim.de.

We hope that you find it worthwhile to engage and have joy and satisfaction in hosting an IPOKRATES seminar!