**European Pain Federation EFIC® Pain Schools 2024 - Format for proposals**

|  |  |
| --- | --- |
| Program chair (name and title) | *e.g., Prof. John Smith* |
| Program chair CV | *Please provide a hyperlink or attach as annex* |
| Theme  | *Please describe the overall theme of the Pain School, e.g., a pain type or topic relevant to pain. (max. 50 words)* |
| Areas of EFIC’s curricula covered by the programme | *Please cite the relevant sections of EFIC’s post-graduate curricula expected to be covered by the program. Please cite both the codes and the learning objectives in full.**Please take into consideration the topics covered by EFIC’s existing Pain Schools to ensure there is added value to the proposal.* |
| Format and teaching methods | *Please describe the likely format of sessions and any interactive teaching methods likely to be used. (max. 200 words)* |
| Program committee | *Please indicate who is going to be on the committee defining the program of the Pain School. This list does not need to be final but should give an idea of who is going to define the scope of the program. The committee will be asked for COI (Conflict of Interest) statements before any final decision is taken.* |
| Interprofessional aspect | *Please describe how the program is likely to appeal to allied healthcare professionals such as physiotherapists, psychologists and nurses. The program may appeal to some professions more than others; if so, please indicate. (max. 200 words)* |
| Overall budget for the project | *Please indicate how large the budget for the Pain School is likely to be, especially if it is likely to surpass the 18,000 euros provided by EFIC. Please indicate what, if anything, the 15 attendees covered by the EFIC grant are expected to pay for.* |
| Draft budget | *Please indicate how you expect to use the 18,000 euros, e.g., travel costs, room rental etc. If actual quotes have been sought in advance, please indicate as such.* |
| Other income sources expected | *If your budget has a shortfall, please indicate how you will expect to cover the remaining expenditure (e.g., University resources, sponsorship, self-payers)* |
| Self-payer aspect | *If you expect to charge any attendees, beyond the number of attendees who will be covered by the grant provided by EFIC, please provide an idea of how much you expect to charge self-payers* |
| Financial and administrative responsibility | *Please indicate which entity will take financial and administrative responsibility for the Pain School (e.g., receipt of grant from EFIC, invoicing self-payers, liaising with faculty, booking accommodation). This could be a University department or an events management company.* |
| Logistical planning | *Please indicate any likely logistical plans that should be considered, such as venue accessibility considerations, any local activities or sites that may be visited, any local transfers from the airport that may be arranged. (max. 200 words)* |