

Dear colleague

The organisation of a bigger European event like the ENTOG exchange and meeting is a big challenge. There is the exchange program for which hospitals have to be approached and places organised, accommodation, an exchange program and all the contact with the trainees participating in the exchange.

There is the meeting for which the venue, the sponsoring, the social events have to be organised. Setting up a registration for a European event can be less straight forward. Communication with the ENTOG executive during the preparation will mostly be over mail although we aim to meet up with you at least once during a formal meeting as there is nothing comparable to face to face contact.

You will be working with people from all over Europe, in a language that most likely is either not your own mother tongue or not from the one you are talking to. Different cultural backgrounds may add to the confusion.

But much more important, it is very stimulating and motivating to co-organise such an event. To move through all the preparations towards a very successful ENTOG program! It is a great opportunity to work with people from all over Europe, trainees and consultants alike. Possibly you will have been in an exchange yourself and it is a great experience to create the same opportunity for other trainees. You can show people your training program, your health care system, your country.

In an attempt to help you as much as we can, we have designed a few documents to hopefully help you to get started or to make you consider your candidature for an upcoming event.

What can you find here?

- guidelines for the organisation of an ENTOG exchange and meeting.
- Reports from previous meetings can be downloaded with thanks to the previous Local Organising Committees. Their evaluation of the meeting helps us and hopefully you to improve for the future.
- Evaluations from exchange programs and meetings by participants on the site if available.
- As setting up a registration for the meeting and the exchange can be regarded as difficult, our webmaster has put the Lisbon registration on our website as an example, together with some documents to help you along.
- Standard evaluation forms

- Standard certificates
- Exchange guidelines

Of course the information here is not exhausting, but it aims to give you an idea of what to expect as an LOC and what we expect from you.

Yours

The ENTOG executive