

European Network of
Medical Residents in
Public Health

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France



EURONET MRPH MEETING GUIDELINE



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Approved by:

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1. INTRODUCTION

EuroNet MRPH is an European network of medical public health residents. Meetings are the platform that enable the residents to get together, network, discuss the ongoing work developed by EuroNet, new ideas, and learn about each country residence and health systems.

It is a great opportunity for the network to motivate the residents to get involved, share good practices and also have some fun together.

Three meetings are organized each year:

- Spring Meeting;
- Summer Meeting;
- Winter Meeting.

2. MEETING CANDIDATURE

2.1. Open Call

The Board should send an email with the open call at least 45 days prior to the meeting where it will be voted (ex: open call for summer meeting will open 45 days before spring meeting).

2.2. Candidatures submission

All National Commissions (NC) or Individual members are eligible to organize a meeting. For that purpose, they will only have to submit a form with basic information about the meeting: organizing committee, place for the venue, predicted date, minimum requirements available (see below); and then present the candidature during the meeting where the vote will take place. Candidates will have at least 30 days to submit their candidature. Co-hosted meetings are allowed. Meetings may be held outside the national territory of the countries taking part in EuroNet.

2.3. Voting procedure

The vote takes place during one of the 2 meetings that precede the submitted one. The candidatures will be sent to all NCs and the Board a minimum of a week prior to the vote. Vote is expressed by NCs in three forms: favorable, not favorable and abstention. If a NC is not present on the day of the voting event (either in person or by teleconference), they will be given the opportunity to cast an online vote within the following deadline: 7 days for voting.



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3. GENERAL CONSIDERATIONS

3.1. Structure of the meeting

- 3.1.1. One day with educational purposes: external intervenants, residents' and trainees' presentation, topic discussion, etc.;
- 3.1.2. One day dedicated to the management and the organization of the association: general assembly, working groups, communication and internships.
- 3.1.3. Variations to this scheme are possible upon acceptance by Board and Leads (B&L).

3.2. Funding and fund-raising

- 3.2.1. The accounting process of the event will be done in collaboration with the treasurer. The OC can accept funding, if it complies with the requirements set out in the network ethical statement (see the Statutes and Policies and Procedures documents).

4. REQUIREMENTS/LOGISTICS

4.1. Infrastructure (Examples at the end)

- 4.1.1. Space:
 - 1 large (>50 people) and 2 medium (10-15 people) meeting rooms;
- 4.1.2. Technological requirements:
 - Wifi access;
 - Plugs;
 - Presentation display material (tv/projector, laptop, screen).

4.2. Meals:

Coffee-breaks and lunch facilities in or near the venue place (lunch shouldn't take place in a restaurant at more than 15 minutes walking distance from the venue place). Special attention must be taken choosing meals considering the participants food restrictions;

4.3. Transportation and accessibility:

Ensure the venue place and accommodation have good accessibility;

4.4. Social plan:

The OC is highly recommended to organize a social plan with dinners for each night followed by a ludic, original and EuroNet style "free your best dance moves" place. Be creative.

5. "PLUS" REQUIREMENTS

OC are encouraged to look for sponsors, invite local practitioners to talk about their professional experience, collaborate with partners or other institutes and organize competencies workshops with PH specialists or other professions of interest.

Locally, the OC, could try to get accomodation and transport discounts.

Ideally the meeting should also reflect PH values like sustainability, social justice and healthy lifestyle (for example through the choice healthy food for coffee breaks, organizing initiatives promoting cycling, using sustainable materials....).

6. THE MEETING

6.1. Pre Meeting

- 6.1.1. Date and venue definition should be confirmed at least two months before the expected date of the meeting. It should be confirmed the B&L availability and avoid overlapping with the major european PH events.
- 6.1.2. Registration form should be sent at least 2 months prior to the event. It should ask the following information:
 - Identification (name, email, phone (whatsapp), country and year of residency);
 - EuroNet status (Active member/NC member/alumni, first meeting);
 - Logistical information (date of arrival and departure, days of presence, sessions registration, meals registration and restriction information/allergies, special needs);
 - Fields of interest (themes for the sessions, type of sessions);
 - Other information relevant to the organizers.
- 6.1.3. Confirmation email: after registration the members should receive a confirmation email with and invitation letter/confirmation of registration and the meeting programme (it may be a preliminary version).
- 6.1.4. Program should be presented to the Board for discussion and approval at least two months before the Meeting and the final program should disclosed at least 1 month before the Meeting. It should include periods for (not compulsory to integrate all in the meeting):
 - PH topics discussion (round tables, discussion groups...);
 - Soft and Hard skills workshops;
 - Groups activities organized by the leads (mandatory);
 - General assembly moderated by the Board (mandatory);
- 6.1.5. Survival Guide should be sent to the participants at least 1 month prior to the meeting and contain the following information:

- The city (transports, local food, attractions...);
- The venue (location, accessibility...);
- Accommodation (closer/cheapest, discounts...);
- Transportation options (closer airport, train station...);
- A map with the meeting locations and distances (venue, restaurants, main train station, main accommodation if any...);
- Other information considered of interest.

6.2. During the Meeting

- 6.2.1. Secretariat must ensure the reception of the participants. They should:
- have a list with names and information of the participants;
 - confirm registration in the scientific (ex: workshops) and social (ex: dinners) program
 - charge the payment (if any and if it wasn't done previously).
- 6.2.2. A Welcome kit can be delivered to the participants with a city map and meeting programme (extras like free ibuprofen and condoms are highly incentivated).
- 6.2.3. OC should ensure that the event is running normally, comply with the times, guarantee coffee breaks and lunches and notify participants in case of changes to the program.

6.3. After the Meeting

- 6.3.1. The OC should send the participants:
- Evaluation form;
 - Certificate of attendance and/or presentation (upon availability and speaker authorisation);
 - Thank-you email;
- 6.3.2. A final report should be elaborated containing at least the following information:
- Number of countries represented;
 - Number of members by country;
 - Number of NC members;
 - Number of presentations of members;
 - Resume from each presentation, workshop done.
- 6.3.3. Write a memorandum for the newsletter.

7. COMMUNICATION

7.1. Communication team

At least 1 member of Communication Team should integrate the OC. That member will be responsible to articulate the OC communication needs, with the communication department, in order to create the visual identity of the



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event (logo, banner...), promotion material, flyers, templates, documents or others.

7.2. Communication platforms:

Information about the event should be released by email directly to the NCs, in our facebook account and website. The Newsletter and the mailing lists can also be used.

8. ROLES

8.1. Board and leads:

8.1.1. Board will help planning the agenda, collaborate with administrative and treasury issues and support in any needed topic. At least 1 member of the Board should integrate the OC to guarantee the proper articulation of the local team and the network.

8.1.2. Leads will contribute to the agenda planification. They should create a workshop concerning their departments, focused on the needs at the moment.

8.2. Organizational committee:

8.2.1. The OC is responsible for articulating with B&L and plan the activities accordingly to what is described in this document.

9. DOCUMENT FEATURES

- This is a guidance document and therefore non-regulatory, some of the presented requirements may not be fulfilled; in that case the Board and NCs must be consulted. We hope it helps all the OC in their task.

10. MEETING EXAMPLES

10.1. *Utrecht Winter Meeting 2019: small meeting.*

Infrastructure: 30-person room, Wifi access, Plugs, Presentation display material (tv/projector, laptop, screen)

Accessible by bus, 5 minute trip.

Dynamics and interaction between residents was promoted.

Thursday December 5

13:00 - 13:30 Opening

13:30 - 14:15 **Pieter Van Driessche**, Forensic physician/medical examiner –
Forensic medicine in the Netherlands

14:15 - 14:30 Coffee break

14:30 - 17:00 Working Groups



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17:00 - 19:00 Celebrate Sinterklaas with us!

Friday December 6

9:00 - 13:00 General Assembly

13:00 - 14:00 Lunch

14:15 - 15:00 **Hugo van Haastert**, Ministry of Health – *Smart health*

15:00 - 15:45 **Jerom van Geffen**, Ministry of Health – *Population screening in pregnant women and newborns*

15:45 - 16:00 Coffee break

16:00 - 16:45 **Marjolein Bastiaanssen**, Occupational health physician – *Occupational health in the Netherlands*

19:00 Dinner at “De Muntkelder”

Late Party with us :)

Saturday December 7

10:00-12:00 Interactive activities

14:00 City Walk

10.2. Vienna. Summer Meeting 2019.

Infrastructure: 50-person room, Wifi access, Plugs, Presentation display material (tv/projector, laptop, screen)

Easily accessible (bus, metro)

Meeting focus on specific training

Day	Time	Event	Persons	
Thursday 25th July	13:30 - 14:00	Registration	Vienna OC	
	14:00 – 14:10	Welcome	Dr. Grabovac	
	14:10 – 14:40	Welcome and Update on EuroNet MRPH Activities	Dr. de la Torre, Dr. Manca, Dr. Mihor	
	14:40 – 15:00	Welcome from the Centre of Public Health and Medical University of Vienna - Public Health Residency in Austria	Prof. Schwarz	
	15:00 – 16:00	Plenary 1: Elderly population and public health interventions	Prof. Dorner	

	16:00 – 16:30	Coffee Break			
	16:30 – 16:45	Presentation of EuroNet Leads and Working groups	Dr. Thomas, Dr. D`Ambrosio, Dr. Rallo		
	16:45 – 17:00	Break into working groups	All participants		
	17:00 – 18:00	Working groups activities	All participants		
	18:00 – 19:00	Reports from Working Groups	Dr. Thomas, Dr. D`Ambrosio, Dr. Rallo		
	18:45 – 19:00	Closing Day 1	Vienna OC/Dr. Grabovac		
	19:00 -	Welcome Party	Vienna OC		
Friday 26th July	09:30 – 10:00	Registration Day 2/Wake up coffee	Vienna OC		
	10:00 – 11:00	<i>Plenary 2: Female Genital Mutilation in Austria/Europe & Medical Anthropology</i>	Dr. Jirovsky		
	11:15 – 12:15	<i>Plenary 3: Measuring hospital care using quality indicators</i>	Dr. Fischer		
	12:15 – 13:15	LUNCH BREAK	Vienna OC		
	13:15 – 14:15	<i>Plenary 4: Economic evaluation of interventions in people with mental health problems</i>	Mag. Laszewska		
	14:15 – 14:45	Coffee Break	Vienna OC		
	14:45 – 15:45	<i>Plenary 5: Experiences of discrimination based on sexual orientation and other grounds in Austria</i>	Mag. Schönherr		
	15:45 – 16:00	MINI break	Vienna OC		
	16:00 – 17:00	Presentations of research activities by participants	All participants		
	17:00 – 17:15	Closing day 2	Dr. Grabovac		
	20:00	Conference dinner			



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Saturday 27th July	10:00 – 11:00	Get together/wake up coffee	Vienna OC	
	11:00 – 13:00	EuroNet Assembly	EuroNet Board	
	13:00 – 14:00	LUNCH BREAK	Vienna OC	
	14:00 – 16:00	Working Group Reports Reports from Leads Voting	EuroNet Board and Leads	
	16:00 -	Closing/Pictures/Crying	Vienna OC/EuroNet Board	

10.3. Velika Planina. Winter Meeting 2018.

Infrastructure: few plugs, presentation display material (only laptop)

Accessible only by specific transportation, >1 hour from Ljubljana

Presentations by residents and interaction between residents was promoted.

Saturday

15.00 Departure from Ljubljana. *Our bus will depart at 15.15. Meeting place in front of Cankarjev dom (EPH Conference venue) at 15.00 sharp.*

16.15 Arrival, registration and settling in. *We should arrive to bottom station of the funicular to Velika planina (VP) at 16.15. Funicular will take us to the top of the mountain in 3 rounds (approximately 20 people per ride). After reaching the top station of the funicular we switch to chairlift which will take us to Zeleni rob restaurant. From there we walk to our chalets (a short stroll).*

18.00 Dinner at Zeleni rob. *We have a dinner reservation at 18.00. There is vegetarian option available.*

19.00 General assembly part 1. *After dinner we will spend some time on EuroNet MRPH issues such as:*

- 1. Annual reports from the board and the leads*
- 2. General elections report*

21.00 Social programme. *After general assembly part 1 we return to chalets and spend the remainder of the evening networking and discussing pleasant things.*

Sunday

10.00 Pitch presentations

12.00 Lunch at Zeleni rob. *We have a lunch reservation at 12.00. There is vegetarian option available.*

13.00 Working groups. *Working group sessions will be held in different chalets.*



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15.15 EuroNet-athlon Participants of winter meeting will be split in 3 groups. Each group will have to come up with an innovative in practical solution to a problem a steering committee composed of 2018 and 2019 board members will set. Group with best solution will receive a prize.

18.00 Dinner at Zeleni rob. We have a dinner reservation at 18.00. There is vegetarian option available.

19.00 General assembly part 2. After dinner we will spend some time on EuroNet MRP issues. Agenda will be disseminated in due time.

21.00 Social programme. After general assembly part 2 we return to chalets and spend the remainder of the evening networking and discussing pleasant things.

Monday

9.00 Departure of 1st group. 1st group of winter meeting participants will leave VP.

10.26 Disgusting discussion groups. As per usual, disgusting discussions™ will take place in various chalets.

12.00 Departure of 2nd group. 2nd group of winter meeting participants will leave VP.

14.00 Departure of 3rd group. 3rd group of winter meeting participants will leave VP.

10.4. Valencia Summer Meeting 2018: small meeting.

Infrastructure: 60-person room, two 20-person room, Wifi access, Plugs, Presentation display material (tv/projector, laptop, screen)

Accessible by bus, 15 minute trip.

Partner association's talks and interaction between residents was the main focus.

VALENCIA SUMMER MEETING 2018 EURONET MRP

THURSDAY 12th July

08:30 - Registration

09:00-11:30 - Meeting opening.
Talks and presentations (Part 1)

11:30-12:00 - Coffee break

12:00-14:00 - Talks and
presentations (Part 2)

14:00-15:30 - Lunch

15:30 - Working group meetings
and discussion groups (Day 1)

FRIDAY 13th July

09:00-11:30 - Working group
meetings and discussion
groups (Day 2)

12:00-12:30 - Coffee break

12:30-14:00 - Closure of the
meeting

14:00-15:30 - Lunch

15:30 - Euronet Assembly

SATURDAY 14th July

Leisure time and guided
visit to the city

14:00 - Lunch at a fine
Valencian restaurant



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Come for the Paella, stay for the Net