EUSEM
EUROPEAN SOCIETY FOR EMERGENCY MEDICINE

Guide for Precourse Directors:
How to Submit a Successful Proposal

What makes your proposal more likely to be selected:

✅ **Addresses a real educational need**
The course should clearly explain *why it is needed* and what gap in knowledge, skills, or practice it addresses for emergency medicine professionals.

✅ **Has clear, measurable learning objectives**
Objectives should be specific and action-oriented (e.g., "perform," "interpret," "manage"), allowing participants to demonstrate what they have learned.

✅ **Offers practical, hands-on learning**
The most valued precourses often go beyond lectures and include workshops, simulations, case discussions, skills stations, and small-group activities that benefit from face-to-face interaction.

✅ **Aligns with the European Training Requirements (ETR)**
Strong courses support the competencies expected in Emergency Medicine training and continuous professional development.

✅ **Features an experienced and diverse faculty**
Faculty members should bring recognized expertise, educational experience, and represent different institutions and countries within Europe.

✅ **Has a well-structured programme**
Each session should contribute to the learning objectives, with an appropriate balance between theory and practice and realistic timing throughout the day.

✅ **Is feasible to deliver at the Congress venue**
The course should have realistic requirements for space, equipment, staffing, and logistics. Complex set-ups are acceptable if they are clearly justified and planned.

✅ **Provides a memorable participant experience**
Successful precourses are engaging, interactive, and immediately applicable to clinical practice, leaving participants with skills and tools they can use as soon as they return to work.

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How to complete the proposal form

Section	What to prepare
1. Course director	Use an address you check regularly: all communication goes there
2. Course overview	The title and short description will be used to promote the course on the EUSEM website. Keep them concise and accurate and informative.
3. Faculty members	You're expected to provide the name, institution, email and role of each speaker. If a speaker has not yet agreed, mark their participation as "To be confirmed". The earlier your faculty list is complete, the more secure your course will be.
4. Format and capacity	Priority will be given to courses that benefit from face-to-face interaction and that add value by being held during the EUSEM congress. Hybrid formats are accepted, combining online content (for example, material recorded before the congress) with in-person teaching. In that case, please specify which elements will be delivered online and which will take place in person.
5. Educational objectives and needs	Write objectives that can be assessed, starting with "By the end of the course, participants will be able to…" and using action verbs (for example: perform, interpret, manage). Make sure they align with the European Training Requirements.
6. Detailed programme	The programme should be as detailed and as final as possible. For each element, please give the title or topic, the type of session (for example: lecture, breakout, hands-on, discussion), its duration, and the speaker.
7. Material and technical needs	Audiovisual, equipment, printed or digital material. Be as specific as possible (brand, number, usage...). If something is yet to be confirmed, please indicate it in the document.
8. Room set-up and logistics	Room layout, breakout rooms, other requirements. The more detailed the more we can address your needs or suggest suitable alternatives.
9. Funding and conflicts of interest	Other funding, and any declaration
10. Final remarks	Comments, declaration and consent