



2018 ESMO EXAMINATION POLICY FOR LOCAL ORGANISERS

The ESMO Head Office, in collaboration with the ESMO Examination and Accreditation Working Group (further referred as “ESMO”), has established the below procedures:

Main session

- The Exam main session will be held in Munich, Germany (Messe Munich).
- ESMO is responsible for the size and the setup of the room at the main session only.

Local Sessions

1. Local organisers can apply for sessions outside the main venue only with the official form “*Application form for External sessions*” (attachment 1).
2. An ESMO Full member in good standing must be appointed to oversee and coordinate the Examination session. This ESMO Full member must supervise the session.
3. ESMO has neither responsibility nor influence of the location of the session. ESMO is not responsible and does not take care of any logistical setup for external sessions.
4. Local organisers should apply by latest **30th April 2018** with the official form as indicated in point 1. If the form is not sent by the deadline via fax or mail, ESMO will not consider the request of a local session.
5. A minimum of 10 participants are requested to apply for a local session.
6. If the minimum of 10 participants is not reached after the late registration deadline **25th July 2018**, ESMO is entitled to cancel the local session; alternatively, participants will be offered the “Main Session” location.
7. ESMO can decide to merge external sessions if the locations are geographically too close to each other, or to the main session.
8. Local organisers must verify that all necessary facilities and equipment are reserved and will be available on exam dates, such as:
 - a. Classroom.
 - b. Size/seating/arrangement.
 - c. Tables with adequate room/space between examinees for the written exam.
 - d. Arrange supervision for the session.
 - e. **On exam day**
 - Verify ID for each participant.
 - Verify that examinee signs the enrollment list (provided by ESMO).
 - Distribute Examination Question Booklets according to the written name on the envelope.
 - Distribute copy of the “Instructions” to each candidate (see attachment 2).
 - Make sure that examinee opens the envelope only after authorization.
 - Local organisers should ensure that pencils are available.
 - Collect question booklet after exam.
 - Verify that examinee signs both booklet and answer sheet
 - Return the exam booklet to ESMO Head Office by courier mail.



9. Local session will be held at the same day and time as the main session and ESMO will inform the local organisers accordingly. Local organisers are not allowed to change the exam time.

Registrations details

- The registration is available online through <http://www.esmo.org/Career-Development/ESMO-Examination> .
- The registration process includes the online payment which on completion will finalise the registration. Incomplete registrations forms will be not accepted.
- Only MDs who are ESMO Members in good standing can register for the Exam. Exception available only for AIO, FMH and DGHO (see “Exceptions”).
- Examination registrations from third parties are not taken into consideration.
- Before the ESMO Examination session the registered candidates will receive an official confirmation letter with the session and time to the mailing address provided.
- Results will be available 8 weeks after the examination session.
- Registration fees:
 - ESMO Members
Early registration deadline **19th March 2018** - EUR 60.00 + VAT (if applicable)
Late registration deadline **25th July 2018** - EUR 200.00 + VAT (if applicable)
 - Non ESMO Members (AIO, FMH and DGHO members)
Late registration deadline **25th July 2018** - EUR 300.00 + VAT (if applicable)

Exceptions

AIO and DGHO members (Germany)

- **AIO** members can register for the ESMO Examination without being ESMO members:
The registration is available online through <http://www.esmo.org/Career-Development/ESMO-Examination> . The registration process includes the online payment which on completion will finalise the registration.
- **DGHO** members can register for the ESMO Examination without being ESMO members.
The registration is available online through <http://www.esmo.org/Career-Development/ESMO-Examination> . The registration process includes the online payment which on completion will finalise the registration.

FMH members (Switzerland)

- **FMH** members can register for the ESMO Examination without being ESMO members:
The registration is available online through <http://www.esmo.org/Career-Development/ESMO-Examination> . The registration process includes the online payment which on completion will finalise the registration..



Cancellation policy and Session change policy

No refund will be given for cancellations made after the **13th August 2018**, and for no-shows on the day of the examination.

Requests to change the Examination session should be notified before **31st July 2018**.



**2018 ESMO EXAMINATION EXTERNAL SESSION
APPLICATION FORM**

The 2018 ESMO Examination policy for external session includes the application form to organize an external session. Application deadline: 30th April 2018

Country of local Session

City of local Session

Expected number of participants

(minimum required 10. All applicants must be oncologists and ESMO Full or Junior members in good standing)

Organiser

Proposed location

Correspondence address

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.....

Phone

Fax

E-mail

Supervisor

(ESMO Full member in good standing, please indicate ESMO ID)

.....

Place/date and signature



Fax or e-mail to:

ESMO Head office

Education Dept.

E-mail: examination@esmo.org

Tel. +41 (0) 91 973 19 98

Fax +41 (0) 91 973 19 02

