

ISCB Education SC: Rules for Courses

1. Training proposal

Any topic in biostatistics is welcome (please find examples of previous topics in the “Education” section at the ISCB [website](http://www.iscb.info/Committees/Education-(Educ).html), [http://www.iscb.info/Committees/Education-\(Educ\).html](http://www.iscb.info/Committees/Education-(Educ).html)).

Both face-to-face courses (8 to 24 hours) and webinars are welcome.

The organiser, rather than the speaker(s), should provide a proposal of 1-2 pages indicating the kind of activity (face-to-face or webinar), likely location, anticipated number of attendees, topic and speaker(s). It should also provide information on the organiser’s expected costs for the course (not including lecturer fees) and whether attendees will be charged a fee and, if so, the amount. Applications without such a detailed plan will not be considered.

Organisers may suggest speakers. They may also suggest alternatives for the Education Subcommittee to consider and possibly suggest to modify. The Officers should be kept informed by the President of such negotiations.

ISCB, as a non-profit-making organisation, will not support activities that promote, neither overtly, nor covertly, any particular commercial solution or company, and any such application will be disqualified. However, in cases where a commercial/industrial company is involved, it must be clearly stated that the ISCB, as a non-profit organisation, does not support any particular commercial solution or company. In particular, activities involving practical computer sessions should, if possible, use open-source statistical software.

2. Learning quality standards

Sponsored activities should document quality standards.

Speakers should send to the organiser in advance: activity schedule, notes and reading lists for distribution to the participants.

Practical exercises should be encouraged.

The rationale for awarding a diploma should be explained.

At the end of the course, all participants will be requested to fill out an anonymous satisfaction questionnaire (which must be agreed on by the Education subcommittee).

Upon completion, the organiser should provide the following: a short final report with the total enrolment number and student achievements; list of attending ISCB members; all completed questionnaires; and the names and email addresses of participants who agree to be included on the ISCB mailing list. Teaching materials, such as slides or exercises, should be provided to the Education SC in order to make them available to ISCB members on the to the Education SC website members area for two years (unless otherwise agreed) after the course

3. Financial support to target countries

In the following “target countries” refers to countries in Eastern Europe, Africa, South and Southeast Asia, the Middle East, South and Central America and the Caribbean.

The ISCB financial support should not necessarily be the exclusive source of funds.

Courses located in other countries may also request funding provided it can be shown that the course benefited members from target countries. Those courses should ask for financial support prior to the event, but final approval will be conditional on realized benefit to target countries.

There is no limit to the number of applications one organiser can submit; and countries previously funded by the ISCB can apply again. However, this will be taken into account when evaluating proposals. The maximum amount awarded per year and country is 2000€

The number of activities approved should not exceed the total annual budget: 5000€ for 2019.

Each speaker is entitled to an honorarium of 100 Euros/hour.

ISCB payment for speaker(s): 2 nights' accommodation for a one-day course and 3 nights' accommodation for a two-day course; based on local hotel rates (prices differ greatly between countries). The organiser will choose a suitable hotel and make reservations. Air fares: lowest possible non-weekend fares. If speakers wish to stay over on Saturday and/or Sunday, these extra nights can be covered as long as the final costs of travel and accommodation do not increase. The same also applies to any other means of transport.

If the above principles are violated, the Society will not pay excess expenses. In cases of uncertainty (special circumstances), the organiser should seek direct financial approval from the ISCB Treasurer as soon as possible.

Once quality documents and travel or accommodation bills have been received, reimbursement will be processed by the Treasurer and the ISCB Office.

4. Procedures

Financial support decisions are subject to full or majority agreement of all subcommittee members. Request without financial support can be agreed by approval by the Chair and Secretary.

Subcommittee will prioritize courses with best fit on the aims of the society and that involve teacher(s) from a separate country.

If insufficient interest is generated from the annual call for proposals, the SC will actively propose courses to potential organizers. The organizers contacted would be taken from previous organizers in the first place and the courses proposed would be taken from courses supported in previous years.

After review and approval, the subcommittee sends the proposal to the full ISCB Executive Committee (ExCom), who can then provide comments.

The ExCom or Officers will make final decisions for funding before 16 May 2019. The final approval of the Officers will be declared by the ISCB President.

5. Other conditions

The courses are not for profit. The advertising costs, classroom and other similar expenses are either covered by the organiser or the fee is such that it covers only such expenses. If the organiser receives a surplus of funds, it should be provided to ISCB for reducing the Society's expenses for the speaker(s).

Feasibility checks should be performed one month before the activity. If the number of registrants is less than 10, the course should then be cancelled. If the course proceeds with fewer than 10 participants, ISCB will provide no support. Only the expenses that have already been incurred (e.g. low-cost airfares) will be paid by ISCB in such cases.

6. Advertisement

Announcements should indicate that ISCB is supporting the course and should mention that the number of course participants is limited, thus early booking is recommended. Courses in target countries are open to participants from other countries if places are available. It should also be

mentioned that course will be cancelled (with 1 month's notice) in case of insufficient pre-booking. This local and regional announcement should be checked and approved by a member of the Education Subcommittee, who further sends it to the News Editor and Webmaster of ISCB for publication in the Newsletter, the ISCB mailing list and on the ISCB Website. The announcement should be sent to the Society's National Groups SC.

Advertising material about ISCB should be made available at course registration.