

**Guidelines for PReS Paediatric Rheumatology Academy (PRA) Courses**

1. PRA courses are under full scientific and financial control of PReS. Logistical aspects may be commissioned to an external organiser.
2. Any use of the designation “PReS PRA Course or Meeting” is subject to approval by the PReS Executive Committee and must not be used or advertised before it is granted.
3. Application process:
  - i. Applications for PRA Course may be submitted by individual rheumatologists, scientists or health professionals, working groups, national societies or academic institutions.
  - ii. All applications must be sent to the chair of the PRA and to the respective chair of the PReS Working Party (e.g. to the Chair of the PReS Imaging WP for MSK Imaging Course).
  - iii. All applications must include proposed designation of the course, venue and dates, provisional programme including educational objectives and speakers, transparent and balanced budget
  - iv. Applications will be reviewed and discussed by the PRA Committee twice a year (i.e. once at the annual PReS congress and once at a separate face-to-face meeting or a teleconference in March). To be eligible for consideration, applications must be received at least 2 weeks prior to the PRA Committee Meeting.
  - v. Parameters of the PRA course evaluation:
    - a. At least 5 international faculty members from PReS (obligatory)
    - b. Registration open to all PReS members (obligatory)
    - c. Overall educational and/or scientific value of the meeting in line with the requirements of the PReS Syllabus of Paediatric Rheumatology (obligatory)
    - d. Formal evaluation of the course by the attendees (obligatory)
    - e. No influence of pharmaceutical or other industry on the programme, its content or speakers (obligatory)
    - f. Special dedication to trainees or young scientists
    - g. Involvement of health professionals and patients/families
    - h. Practical training, such as hands-on clinical or technical exercise
    - i. Online video course platform
    - j. Local paediatric rheumatology support and experience
    - k. Accessibility of the proposed venue
    - l. CME accreditation
    - m. Registration fee for 3-day course max. 250 Euros (including accommodation) and total course costs max. 20.000 Euros

- vi. All applications will be scored according to the rule 1 point for each fulfilled parameter
- vii. The same academic centre or national society can apply for the PReS educational course grant every third year
- viii. Final decision on the number of PRA courses per year and grant support will be taken by the PReS Executive Committee.

General rules for PRA Course organization:

- i. PRA will aim to organize at least two educational courses per year (one winter and one summer course)
- ii. In general, PRA will aim to organize at least one basic and one advanced educational course per year.
- iii. PRA basic educational courses could be organized in Europe or worldwide in collaboration with the local paediatric rheumatology community
  - a. If PRA basic educational course is organized outside Europe, a PReS member has to be involved in the development of the course programme. The course programme should include a presentation of PReS organization and activities, presentation of PReS mission and vision as well as information on the future PReS congresses
- iv. PRA advanced educational courses are preferentially organized within Europe in partnership with the leading academic centres in paediatric rheumatology in Europe
- v. Website and registration portal for all PRA courses needs to be organized at the PRA webportal
- vi. Approved PRA courses will be advertised on the PReS website
- vii. If the course is supported by the pharmaceutical industry, it needs to include support from at least 2 pharmaceutical companies
- viii. As a general rule, PReS will provide support a maximum of 10.000-20.000 Eur for each PRA course. PReS contributions will be paid in two parts - first half before the course and second half after the course after the presentation of the final budget
- ix. In order to facilitate attendance, costs and fees are to be kept to a minimum in all cases.
- x. PReS will aim to offer some course bursaries for members of EMERGE and attendants from low/middle income countries
- xi. The course organizers must send to the PRA Committee a written report of the course evaluation within 2 months of its completion. This evaluation will be taken into consideration for subsequent applications.

PReS Paediatric Rheumatology Academy Endorsed Courses

PReS PRA scientific endorsement can be requested for paediatric rheumatology basic and advanced educational courses organized by national societies or working groups. These courses must fulfill appropriate scientific criteria and be conducted in agreement with the PReS requirements:

- i. International faculty from at least 4 European countries
- ii. The official language of the course should be English
- iii. Transparent sponsorship
- iv. No influence of pharmaceutical or other industry on the programme, its content or speakers
- v. Applications for the PReS PRA should include proposed designation of the course, venue and dates, provisional programme including educational objectives, speakers and time schedule
- vi. All applications must be sent to the chair of the PRA and to the respective PRA Course Co-ordinator (e.g. to the Basic Course Co-ordinator for Basic Course).
- vii. The course organizers must send to the PRA Committee a written report of the course evaluation within 2 months of its completion. This evaluation will be taken into consideration for subsequent applications.

PReS can not provide funding for organization of endorsed courses. In case the programme of the endorsed course includes an activity of particular interest for PReS (e.g. online video platform available for free for PReS members, etc) the organizers could apply for a limited grant support. The final decision of the grant support will be taken by the PReS Executive Committee.