Guidelines on Quality Education Programmes for FDI CE Events
May 2020

When organizing a continuing education (CE) programme, there are certain guidelines that should be followed by:

- National Dental Associations;
- FDI Regional CE programmes;
- FDI Oral Health Campus webinar programmes;
- World Dental Congress Scientific programmes; and
- Invited speakers.

These guidelines cover the **topic, content, speaker, audio-visual, sponsorship, and additional requirements for CE programmes**.

1. **Topic**
   - Relevant to general clinical practice, dental public health or oral health-related policy;
   - Basic scientific research with potential relevance to clinical applications;
   - Suitable for general practitioners.

2. **Content**
   - Up-to-date presentation materials with the best-available scientific evidence;
   - Clinical recommendations supported with references from the scientific literature whenever possible;
   - Contemporary clinical case presentations where appropriate;
   - Organized and structured presentations;
   - Learning objectives need to be achieved with clear take-home messages;
   - Proper disclosure with informed consent when necessary.

3. **Speaker**
   - Experienced in giving presentations, preferably globally;
   - Excellent English skills (except for local programmes);
   - Articulate, with excellent communication skills;
   - Knowledgeable of the topic of presentation;
   - Has published on topic of presentation (preferred);
   - Able to engage the audience;
   - Adheres to time limits;
   - Allows time for questions and answers;
• For newly nominated speakers not known to the organizer, consider a 3-minute sample video of his/her presentation.

4. Audio-visual
• Interesting to the audience;
• Illustrates the point being made;
• High-quality AV materials.

5. Sponsorship
• Discloses of any commercial sponsorship;
• As much as possible, avoids mentioning any commercial products directly;
• Makes no attempt to advertise or sell any specific products.

6. Additional requirements for programmes other than lectures
• Workshop for small group
  - Well-organized with necessary equipment, instruments and materials available;
  - Well-prepared handouts.
• Seminar style programmes: Panel and fora sessions, year-in-review, meet the expert, etc.
  - Appropriate room arrangement;
  - Ample time allowed for questions and discussion;
  - Interactive format if possible.
• Live demonstration
  - Good audio-visual set up for close-up view.
• Webinar
  - Good internet connection available
  - Computer with a good audio-visual set up (microphone + camera)