

## 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)