



## Organization and Financing of WFITN Neurovascular Anatomy Courses

As has been the case from the outset, the Past President of WFITN will bear responsibility for organizing the WFITN Neurovascular Anatomy course. This includes oversight of the content and choice of faculty, in coordination with the local course director. Selection of the venue for the course and of the local course organizers is also within the purview of the Past President, but should occur after discussion with the WFITN Excom, weighing the educational, financial, and logistical advantages and disadvantages of potential sites under consideration. As such, the following is recommended:

- 1) WFITN will announce a request for course candidacy applications via the web, on the General Assembly and at the WFITN scientific congress for the coming educational course. Applications will close on September 1st of the year prior to the course.
- 2) The applicant must be a WFITN member in good standing. The applicant will write a letter of intent to the WFITN Executive director as well as to the director of the course (WFITN Immediate Past President).
- 3) The course director will summarize to the Excom the applicants for course hosting and lead a discussion of pros and cons of each site, including likely attendance, logistical issues, and ability to raise support, but weighing most heavily a consideration of educational need at each site. The course director will discuss with the Excom the choice of winning site.
- 4) The chosen applicant should ideally be supported by a local university, hospital, or national society, in order to promote academic collaboration and for help with dissemination of news of the course, help with organization, etc., but also to avoid conflicts with other relevant local scientific meetings.
- 5) The chosen applicant will be given a copy of the WFITN financial guidelines for the course, enumerated below, to be agreed upon and signed by the applicant no later than November 30<sup>th</sup> the year preceding the course.
- 6) Every effort should be made to secure CME accreditation for the course, and detailed feedback from students should be collected and presented to the WFITN Excom.

WFITN Neurovascular Anatomy courses are supported by two sources of income: (i) student tuition and (ii) corporate support from our industry partners. In order to ensure effective communication, complete financial transparency, and efficient use of resources, WFITN (through the Executive Director and Treasurer) will arrange for both of these income sources, for each course. Specifically:

- (i) The local course directors will be responsible for setting up a dedicated page on the main WFITN website for the course, including the overall content, program, faculty, information regarding housing, etc. WFITN will ensure that the payment mechanism for course registration is enfolded into this website, so that course registration fees are directly collected by to the WFITN Endowment fund.

- (ii) Well before each course, WFITN will reach out to industry partners to solicit commitments for financial support for the course. Such support will be sent directly to WFITN by the companies

At least six months prior to the course, the local organizers will send a projected budget to the WFITN, detailing projected expenses, likely number of attendees, and any other potential sources of income. In particular, if the local organizers have made arrangements for support for the course from local hospitals, vendors, government agencies, philanthropic gifts, etc., these should be clearly enumerated and included in the detailed budget.

If the local organizers are in need of financial support from WFITN as bridge funds to enable them to manage down payments needed for organizing and running the course, this should be requested along with the projected budget.

Within three months after the course, the local organizers will send a finalized course budget to the WFITN detailing all sources of income and all course expenses known to the organizers.

Once the final balance sheet has been approved by the WFITN and the local organizer, possible profit will be transferred to the WFITN Endowment fund within one month. The WFITN will cover any reasonable losses.

## Call for center to host the 2020 WFITN functional neuroanatomy course

The WFITN functional neuroanatomy course was introduced in 2013 and have since been a yearly event, organized by the WFITN in several regions of the world. The first courses were in Lisbon, followed by Sao Paolo, Delhi, Beirut and this fall it will be in Hong Kong.

The aim of the course is to convey knowledge about basic functional neurovascular anatomy, to understand anatomical variations, vascular pathology and safely perform endovascular procedures.

The target group is physicians specializing in neurointervention. Since there are many workshops the number of participants is limited, the exact number depending on local circumstances and teacher availability, usually no more than 50 students.

The WFITN endowment fund and our industrial partners will help in funding the course. Please note that the finances of the course will be managed by the WFITN Endowment fund and not locally. Applicants will get detailed information about the financial arrangements.

We now cordially invite you to apply hosting this educational course.

Application requirements:

- The applicant must be a WFITN member
- Provide a letter of intent addressed to the WFITN Executive Director including information about:
  - Local organizing committee
  - Support from national/local university and hospital
  - Venue
  - Logistics
  - Proposed time (one 5-day week in the autumn of 2020)
  - How many students to be expected and from where
  - Educational need
- Applications for the 2020 course will close September 1<sup>st</sup>, 2019
- For more information please contact the WFITN Executive Director Sabine Heckmann [secretary@wfitn.org](mailto:secretary@wfitn.org) or the WFITN President Michael Söderman [michael.soderman@sll.se](mailto:michael.soderman@sll.se)

Warm regards and looking forward to receiving your application!

Michael Söderman  
WFITN President