



# On-Demand Courses 2026

## Rules of Procedure

### On-Demand Course format

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The **On-Demand Courses** are 180 minutes training sessions designed to emphasize learning experiences that actively involve participants. They must have a pedagogical aim and clear learning objectives. They include an opportunity for informal exchange between the audience and the faculty. Pedagogic materials and methods are tailored for the individual purposes of the On-Demand Course including interactive tools such as case presentations, group discussions, skills practice using role play or vignette, visuals, handouts and selected bibliography.

### EPA engagement

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**Financial support:** The budget allocated for each course includes several cost components. Travel expenses amount to a total of EUR 700.00, consisting of EUR 500.00 for the flight and EUR 200.00 for local transportation. Accommodation is budgeted at a maximum of EUR 400.00, calculated at EUR 200.00 per night for up to two nights. A contingency buffer of EUR 100.00 is also included to cover any additional charges, such as booking modifications. Overall, the total budget per course comes to EUR 1,200.00, while the total budget for five courses amounts to EUR 6,000.00.

**Promotion:** The EPA will promote the On-Demand Course on its websites and in other communication tools such as mail shots, newsletters, etc.

**Certificate:** the EPA provides the Hosting Organisation with a model of the On-Demand Course certificate to be distributed to the course's participants

### Hosting Organisation engagement

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**Timeline:** Please note that the On-Demand course must take place between June and December 2026.

**Organisation & financial support:** The Hosting Organisation handles hotel reservations, welcomes the director and/or co-director, and provides meals on site. It ensures the availability of a classroom that meets



the requirements specified by the director in advance (particularly in terms of technology, table layout, printed documents, etc.).

The Hosting Organisation may decide to set registration fees in order to cover the course logistical expenses incurred on site under condition that the fees do not generate profit for the Hosting Organisation.

**Promotion and visibility:** The Hosting Organisation engages to promote the On-Demand Course on its website and in other communication tools such as mail shots, newsletters, leaflets, social network etc.

The name “On-Demand Course” accompanied by the EPA logo is to be systematically used in the scientific programme as well as in all promotional and descriptive tools. The Hosting Organisation shall provide copies of all documents and links to the web pages where the On-Demand Course is mentioned to the EPA at least two months prior to the course. A brief presentation of the EPA, based on the material provided by the EPA Office, must be made by the course director or a representative of the Hosting Organisation at the beginning or at the end of the course.

**CME accreditation:** The Hosting Organisation takes care of the course CME accreditation (on national or European level) and inform the EPA about the need to specify it while advertising the event.

**Reporting:** The Hosting Organisation shall send a brief event report using a template, to the EPA within 30 days following the On-Demand Course, including: number of participants, peer-reviewed + participants + course director evaluation forms. Photos of the event are welcome to illustrate on the EPA website.

**Evaluation:** The Hosting Organisation shall distribute and collect the evaluation forms from the peer reviewer + participants + course director and return them to the EPA Administrative Office within 30 days following the On-Demand Course.

**Disclosure:** For transparency reason, the Hosting Organisation will inform the EPA of any sponsoring obtained from pharmacological industry for organisation of the On-Demand Course.

## Cancellation Regulations

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The EPA reserves the right to cancel the On-Demand Course if one or more of the above conditions are not respected by the Hosting Organisation upon notice of **at least one month**. The EPA also reserves the right to reject further requests for courses from the Hosting Organisation that have not respected one or more of the above conditions.

If the Hosting Organisation decides to cancel the organisation of the On-Demand Course, it should be done by a written notice to EPA **two months prior** to the set date of the event.



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The course director will receive reimbursement of his/her plane ticket in case it was already purchased. The payment of this compensation shall be divided equally between the EPA and the Hosting Organisation within the limit of 300€ each and shall be made within 30 days following the cancellation notice.

If the On-Demand Course is cancelled due to a constraint of the course director, the EPA will propose the Hosting Organisation an alternative date or an alternative course.