



On-Demand Courses 2027

Framework and Procedures

On-Demand Course format

The **On-Demand Course** is a 180-minute training session designed to emphasise learning experiences that actively involve participants. They must have a pedagogic aim and clear learning objectives. They include an opportunity for informal exchange between participants and faculty members. Pedagogic materials and methods are tailored for specific objectives of each On-Demand Course including interactive tools such as case presentations, group discussions, skills practice using role play or vignettes, visuals, handouts and selected bibliography.

EPA engagement

Financial support: The budget allocated for each course includes several cost components. Travel expenses amount to a total of €700, consisting of €500 for the flight ticket and €200 for local transportation costs. Accommodation is covered up to a maximum of €400, based on €200 per night for a maximum of two nights. A contingency allowance of €100 is also included to cover any additional charges, such as booking changes. Overall, the total budget per course comes to €1,200.

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

Certificate: Upon request, 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

Timeline: Please note that the On-Demand Course must take place in 2027.



Organisation & financial support:

The Hosting Organisation is responsible for arranging international travel, accommodation, local transportation, meals and registration fees on behalf of the course director. Meals and registration fees are excluded from the funding provided by the EPA.

If, for any reason, the course director has to make a booking personally or incurs any expenses (e.g. local transportation), the request and supporting receipts will be sent directly to the Hosting Organisation for reimbursement.

The Hosting Organisation ensures the availability of a classroom that meets the requirements specified in advance by the course director (particularly regarding 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 provided that the fees do not generate profit for the Hosting Organisation.

A co-director may participate in the delivery of the course alongside the course director. In such cases, the EPA funding may cover the co-director's eligible travel expenses, local transportation, and accommodation costs, provided the total reimbursement claimed from EPA for both the course director and co-director does not exceed the €1,200 maximum budget.

Promotion and visibility:

The Hosting Organisation undertakes to promote the On-Demand Course on its website and in other communication tools such as mail shots, newsletters, leaflets, social networks, etc.

The name “On-Demand Course”, accompanied by the EPA logo, must 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 (at national or European level) and informs the EPA about the need to specify it while advertising the event.

Reporting: The Hosting Organisation shall submit a brief event report, using the template provided by the EPA, within one month following the On-Demand Course. Where possible, photos should be included in the report. The Hosting Organisation shall also submit a financial report to the EPA, attaching all receipts and



using the provided template, within one month of the event. Once the evaluation, narrative and financial reports, together with all receipts, have been reviewed and approved, the EPA will issue the reimbursement.

Evaluation: The Hosting Organisation and course director(s) shall submit their evaluation to the EPA using the provided online forms within one month of the On-Demand Course.

Disclosure: For transparency reasons, the Hosting Organisation will inform the EPA of any sponsorship received from the pharmaceutical industry for the organisation of the On-Demand Course.

Cancellation Regulations

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 **at least one month's notice**. The EPA also reserves the right to reject further requests for courses from the Hosting Organisations 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, this should be done by written notice to EPA **at least two months** before the scheduled event date.

The course director will receive reimbursement of her/his plane ticket if it has already been purchased by the course director. 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 one month following the cancellation notice.

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