

**ISCB Education SC:  
Rules for Courses  
(June2023)**

### **1. Training/Webinar proposal**

Any topic in biostatistics is welcome.

Both face-to-face courses (8 to 24 hours) and webinar series are generally welcome. Proposals for online courses are also encouraged.

- 1.1 The organiser, rather than the speaker(s), should complete the course proposal template of 1-2 pages indicating the kind of activity anticipated, number of attendees, topic and speaker(s). It should also provide information on the organiser's expected costs for the course (not including lecturer fees) and whether attendees will be charged a fee and, if so, the amount. Applications without such a detailed plan will not be considered.
- 1.2 The organisers should describe the overall goals and objectives of the training and how the training will benefit the audience. The organisers should describe the likely or intended educational background and experience of the audience, and may suggest speakers. They may also suggest alternatives for the Education Subcommittee to consider and possibly suggest to modify. The Officers should be kept informed by the President of such negotiations.
- 1.3 ISCB, as a non-profit-making organisation, will not support activities that promote, neither overtly, nor covertly, any particular commercial solution or company, and any such application will be disqualified. However, in cases where a commercial/industrial company is involved, it must be clearly stated that the ISCB, as a non-profit organisation, does not support any particular commercial solution or company. In particular, activities involving practical computer sessions should, if possible, use open-source statistical software.

### **2. Learning quality standards**

Sponsored activities should document quality standards.

- 2.1 Ensure that speakers send to the organiser in advance: activity schedule, notes and reading lists for distribution to the participants. Practical exercises should be encouraged.
- 2.2 The rationale/criteria for awarding a diploma, if relevant should be explained.
- 2.3 At the end of the course, all participants will be requested to fill in an anonymous satisfaction questionnaire (which will be provided by the Education subcommittee).
- 2.4 Upon completion, the organiser should, within 30 days after completion of the training, provide the following to educ@iscb.info: a short final summary report with the total enrolment number and student achievements (this summary will be published in ISCB News); list of those registered and attending; teaching materials, such as slides or exercises, should be provided to the Education SC in order to make them available to ISCB members on the to the Education SC website members area for two years (unless otherwise agreed) after the course.

### **3. Financial support to target countries**

In the following, "target countries" refers to countries in Eastern Europe, Africa, South and Southeast Asia, the Middle East, South and Central America and the Caribbean.

The ISCB financial support should not necessarily be the exclusive source of funds.

Courses located in other, non-target, countries may also request funding provided it can be shown that the course benefited members from target countries. Those courses should ask for financial support prior to the event, but final approval will be conditional on realised benefit to target countries.

There is no limit to the number of applications one organiser can submit; and countries previously funded by the ISCB can apply again. However, this will be taken into account when evaluating proposals. The maximum amount awarded per call and country is 2000€.

The number of activities approved should not exceed the total annual budget: 5000€ for 2023-2024, and a maximum of 2500€ will be awarded with the first call.

Each speaker is entitled to an honorarium of up to 100 Euros/hour. If the course is on-site, travel and accommodation costs will be covered by the local organiser in partnership with ISCB. The budget for IT support and use of webinar software will be covered by ISCB.

#### **4. Procedures**

Financial support decisions are subject to full or majority agreement of all subcommittee members. Requests without financial support can be agreed by approval by the Chair and Secretary.

Subcommittee will prioritise courses with best fit on the aims of the society and that involve teacher(s) from a different country.

If insufficient interest is generated from the annual call for proposals, the SC will actively propose courses to potential organisers. The organisers contacted would be taken from previous organisers in the first place and the courses proposed would be taken from courses supported in previous years.

After review and approval, the subcommittee sends the proposal to the full ISCB Executive Committee (ExCom), who can then provide comments.

The ExCom or Officers will make final decisions for funding **before 20 October 2023**. The final approval of the Officers decision will be declared by the ISCB President. Approved courses must be delivered before **July 2024**.

#### **5. Other conditions**

The courses are not for profit. The advertising costs, classroom and other similar expenses are either covered by the organiser or the fee is such that it covers only such expenses. If the organiser receives a surplus of funds, it should be provided to ISCB for reducing the Society's expenses for the speaker(s).

Feasibility checks should be performed one month before the activity. If the number of registrants is less than 10, the course could then be cancelled. If the course proceeds with fewer than 10 participants, ISCB might provide no support. Only the expenses that have already been incurred (e.g. low-cost airfares) will be paid by ISCB in such cases.

#### **6. Advertisement**

Announcements should indicate that ISCB is supporting the course and should mention that the number of course participants is limited, thus early booking is recommended. Courses in target countries are open to participants from other countries if places are available. It should also be mentioned that the course will be cancelled (with 1 month's notice) in case of insufficient pre-booking. This local and regional announcement should be checked and approved by a member of the Education Subcommittee, who further sends it to the News Editor and Webmaster of ISCB for publication in the Newsletter, the ISCB mailing list and on the ISCB Website. The announcement should be sent to the Society's National Groups SC.

Advertising material about ISCB should be made available at course registration.