

SATELLITE SYMPOSIA

APPLICATION FORM

**A Global Educational Initiative by
The American Austrian Foundation, Inc.**

# OMI SATELLITE SYMPOSIA

Capacity strengthening is crucial for the improvement of local healthcare services. Recognizing that sustainable development is dependent on locally led change, OMI faculty travel to the fellows’ home countries to share their knowledge and experience with health professionals from the region. The conferences typically last for two days and include didactic lectures, case presentations, hospital visits, and round tables. Curricula are aligned with the local healthcare needs.

**WHO CAN APPLY TO ORGANIZE A SYMPOSIUM?**

OMI alumni may apply to host a symposium. The conference is organized in conjunction with the OMI and the OMI local coordinator.

**HOW CAN I APPLY TO HOST A SYMPOSIUM? WHICH STEPS DO I HAVE TO TAKE TO ORGANIZE A SYMPOSIUM?**

If you are interested in hosting a symposium, please fill out the application form and send it to: **satellite.symposia@openmedicalinstitute.org**. Organizers are advised to submit their applications as early as possible and to include a schedule and a budget proposal to the OMI for approval. Once your application has been accepted, the organizers may proceed with the planning. They must secure the location for the conference, arrange for the faculty’s accommodation, and plan a social event. They are also responsible for promoting the conference locally. The OMI will coordinate faculty travel.

**WHEN SHOULD A SYMPOSIUM TAKE PLACE?**

It should take place directly before or after an OMI seminar in Salzburg to save on travel time for international faculty.

**WHERE SHOULD A SYMPOSIUM TAKE PLACE?**

It should be held at the hospital or university of the OMI alumni.

**HOW MANY PARTICIPANTS SHOULD ATTEND A SYMPOSIUM?**

Ideally, there should be between 30 and 40 participants.

**WHO WILL COVER THE EXPENSES?**

The OMI will sponsor travel and accommodation for up to two international faculty members. The local organizers need to cover local expenses, e.g. announcements, programs, social events, and meals. Ideally, they are able to raise local funds to cover these costs.

**WHO WILL CONTACT THE OMI FACULTY?**

The OMI will contact the OMI faculty members to determine their interest and their ability to travel.

**HOW IS A SYMPOSIUM STRUCTURED?**

A typical OMI symposium consists of four to six didactic lectures held by OMI faculty, a round table discussion between the OMI and local faculty, case presentations, and a hospital visit. Cases should be submitted for pre-selection four weeks before the symposium. There is a schedule template for the event available in the download section.

**PRINTED MATERIALS**

Before any materials (programs, documents, flyers, etc.) are printed and distributed, please send a draft to the OMI for review. The OMI logo must be included in the programs, schedules, certificates, and handouts.

**CERTIFICATES**

The OMI will provide local organizers with a template for certificates, which should be signed by the OMI faculty members and local organizers.

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| Topic | **Topic** |
| Date | **Month Day-Day, 2024** |
| Faculty Member(s) | **First Name Last Name, Title**(Institution)**First Name Last Name, Title**(Institution) |
| Hosting Institution | **Institution**StreetZip Code & CityCountry |
| Location | **Institution**StreetZip Code & CityCountry |
| Local Organizer(s) | **First Name Last Name, Title**Email:Phone: |

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| --- | --- |
| OMI Representative | **OMI Staff or OMI Local Coordinator**Email: country@openmedicalinstitute.orgPhone: |
| Faculty Travel | Self-Arrangement or Booking via OMI Salzburg |
| Faculty Visa Needed | Yes or No |
| Faculty Accommodation | **Hotel Name**StreetZip Code & CityCountry |
| Faculty Transfer | Airport-Hotel-Airport: Person in chargeHotel-Conference Center-Hotel: Person in charge |
| Audience | Number of participants and their level |
| Promotion | Planned activitiesHow will you promote the event?How will you select the participants? |
| Lectures | **4-6 didactic lectures**: 45 minutes in length, followed by a 15-minute question-and-answer period |
| Fellows’ Case Presentations | **2 sessions**: 4 clinical cases per session (15 minutes per case) |
| Workshops | Yes or No |
| Round Table | **1 session** with faculty and experts from the regionWhom will you invite from the region?Which topic should be discussed? |
| Hospital Visit | Month Day, 2024 |
| Full Board & Social Program | Planned activities by hosting institution |
| Report and Photos | Submission deadline to OMI Salzburg: **Month Day, 2024** (enter date one week after symposium ends) |