

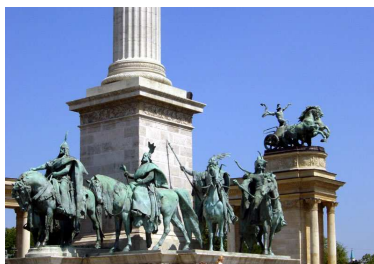
# **GUIDELINES ON THE DANUBE**

## **G-I-N Regional Symposium and G-I-N-WHO Workshop on Guideline Development**

**organized by the Hungarian TUDOR Network and the Ministry of Health  
under the auspices of G-I-N and WHO**

**11-14 October 2006  
Budapest, Hungary**

## **INVITATION TO REGISTER**





## **GENERAL DESCRIPTION OF THE PROGRAMME**

Guidelines International Network (G-I-N) organizes its regional symposia in 2006 in two historically, culturally and economically linked capital cities along the river Danube: Vienna and Budapest. The setting of this meeting, named 'Guidelines on the Danube' follows the connecting River Danube and presents two cities with interesting architecture, tasty cuisine, great cultural heritage and charm.

This joint regional guideline event leads to the heart of Europe and will link two symposia open to health professionals interested in clinical practice guidelines in Vienna, Austria, on 9 October and in Budapest, Hungary, on 11 October, followed by a G-I-N-WHO Workshop on guideline development on 12-14 October.

The organizers of the 'Guidelines on the Danube' regional symposia are pleased to invite you to both events in Vienna and Hungary.

### **PROGRAMME OUTLINE**

- 9 October (Monday), Vienna: Austrian G-I-N Regional Symposium  
An open public day for guideline developers
- 10 October (Tuesday), Vienna: G-I-N expert group meetings  
(Transfer to Budapest by train in the afternoon)
- 11 October (Wednesday), Budapest: Hungarian G-I-N Regional Symposium  
An open public day for guideline developers
- 12-14 October (Thursday-Saturday): G-I-N-WHO Workshop on guideline development

Further details of the programmes both in Vienna and Budapest can be found on the G-I-N website: <http://www.g-i-n.net>

In this leaflet we give you a detailed description of the programmes in Budapest, including registration and hotel booking forms and general information on travel. The forms can be downloaded from the following websites: G-I-N <http://www.g-i-n.net>, and TUDOR <http://tudor.szote.u-szeged.hu>.



## SYMPOSIUM AND WORKSHOP DESCRIPTION

### AIMS AND OBJECTIVES

This international symposium and workshop in Budapest aim at disseminating the methodology of evidence-based guideline development and adaptation of international guidelines to national/local use.

Key objectives are to help participants to:

- improve their ability to develop evidence-based guideline recommendations;
- practice, teach and disseminate the methods of evidence-based guideline development in their own countries;
- promote collaboration in the field of guideline development locally and internationally.

Participants will obtain skills in:

- systematic guideline development methods: including the methodology of prioritizing and selecting guideline topics, formulating questions for making evidence-based recommendations, searching for the evidence and synthesizing data in evidence tables, and grading recommendations;
- critical appraisal of guidelines;
- methods of adaptation of international/external guidelines;
- implementing guideline recommendations in clinical practice;
- auditing the use and impact of guidelines in practice;
- teaching basic terms and methods of guideline development and evidence-based practice to guideline developers and consumers;
- organizational and financial aspects of guideline development and implementation.

### WHO IS THIS PROGRAMME FOR?

The symposium and workshop are primarily designed for health care professionals, researchers and policy makers involved in guideline development.

The **G-I-N Regional Symposium on 11 October** will be mainly for Hungarian professionals involved in guideline development, implementation and clinical audit: representatives of professional colleges and scientific societies, regional supervisors of health care services, health policy makers, health economists, epidemiologists and HTA experts.

The international G-I-N-WHO Workshop participants are also welcome to this symposium. The total number of participants is expected to be around 150-200.

The **G-I-N-WHO Workshop on 12-14 October** is mainly for international health professionals – particularly from less developed countries, Central-Eastern Europe and countries of the FSU – with interest in guideline development and implementation, and who wish to improve their knowledge and practical skills in evidence-based medicine and evidence-based guideline development methods.

Participants with prior basic skills and experience in EBM, and willingness to cascade the skills obtained in the workshop in their own environment have an advantage (see Registration Information). Due to the practical and interactive nature of this training course, the number of participants is limited to 50.

## SYMPOSIUM AND WORKSHOP DESIGN

### **G-I-N Regional Symposium, 11 October:**

The G-I-N symposium will consist of *plenary talks* by invited speakers. There will be a *poster session* where participants can present their work related to evidence-based guideline development. *Willingness to present posters* should be indicated on the registration form and sent by **1 July**. *Poster abstracts* should be submitted on the form provided by **15 August 2006**. Posters, demonstrating international or national approaches to guideline development will be discussed in the round table discussion of the afternoon session (for details, see programme).

### **G-I-N-WHO Guideline Workshop, 12-14 October:**

The workshop design is based on a training model by CASP International (Critical Appraisal Skills Program, originated from Oxford, UK). This practical workshop consists of three modules, focusing on the following topics:

- Guideline development methods (day 1)
- Formulation of recommendations (day 2)
- Using guidelines in practice (day 3)

Each workshop module consists of introductory talks and interactive small group work followed by plenary feed-back sessions. Theoretical teaching will be combined with plenty of practical work and the workshop will primarily focus on oncology topics. The detailed preliminary programme of the course is attached. The organizers reserve all rights to make changes to the programme.

#### ***Introductory talks***

A slide presentation links to each small group work, and covers the theory and methodology that is used in the practical workshop. The talks are usually combined with activities involving group work, exercises and feed-back in order to involve participants in active learning and sharing of experience.

#### ***Small group work***

Participants will form small groups of approximately 8-10 people. The groups will stay the same throughout the course in order to allow small group learning and group dynamics to develop. The aim of small group work is to develop practical skills in guideline methodology, using case scenarios and published examples, mainly focusing on the area of oncology. The successful completion of most small group sessions requires some pre-workshop reading of case scenarios and corresponding publications. Small group discussions also provide an opportunity to share experience and to exchange views and approaches of participants. The interactive, problem-based small group session is led by a facilitator whose task is not to give the right answers, but to help the group to find the best solutions and come to a consensus view, which will then be presented in the plenary feed-back session.

Each small group session starts with voluntary nomination of the persons who will

- read out and explain the task of the workshop;
- summarize the consensus view of the group in the plenary feedback session;
- keep the time.

#### ***Plenary feed-back***

Following on from a small group work, these feed-back sessions will allow participants to share their experience and small group discussions with the whole group. Group representatives will present the consensus views and opinions of small groups, and the facilitator of the feed-back session summarizes the different answers. The plenary feed-back sessions provide an opportunity to re-discuss and clarify issues that remained unsolved in the small group work, and reiterate some key definitions or methods described in the introductory talk.



### ***Lecturers' and facilitators' feed-back***

At the end of each day, lecturers and facilitators discuss how the workshops went, what went well or wrong, and how things could be improved next time. These daily round-up sessions are very useful when planning future workshops, and also in adjusting the programme of the next day according to participants' needs and skills. Therefore, comments from participants regarding the programme during the small group works or the plenary discussions are encouraged and welcome!

### ***Summary and evaluation***

Each participant will be requested to fill in a workshop assessment form, which will investigate how individual aims and learning objectives were fulfilled, what participants liked or disliked, what questions remained unanswered. Participants' reply will be very valuable to organizers in guiding them how to improve similar workshops in the future.

The assessment questionnaire is anonymous. The form should be filled in during the workshops and handed over to the organizers on the last day of the course!

## **OFFICIAL LANGUAGE**

The official language of both the symposium and workshop is English.

## **CME CREDITS**

The symposium and workshop are awarded national and international CME credits.

The symposium and workshop are registered as an accredited CME activity in Hungary.

The international accreditation of this workshop is in progress by the European Accreditation Council for Continuing Medical Education (EACCME). The EACCME is an institution of the European Union of Medical Specialists (UEMS), [www.uems.net](http://www.uems.net). EACCME credits are recognized by the American Medical Association towards the Physician's Recognition Award (PRA). To convert EACCME credit to AMA PRA category 1 credit, please contact the AMA.

Each medical specialist should claim only those hours of credit that he/she actually spent in the educational activity. Therefore, course participants will be requested to sign a form of attendance on each day. Certificates of CME credits will be given to all participants at the end of the course, accordingly.

## **LECTURERS AND FACILITATORS**

Lecturers and facilitators represent key experts in the field, including members of Guidelines International Network (G-I-N) and WHO.

- Dr. Jako Burgers, G-I-N, Centre for Quality of Care Research, Radboud University Nijmegen Medical Centre and Dutch Institute for Healthcare Quality CBO Utrecht (The Netherlands)
- Prof. Dr. Dave Davis, G-I-N, University of Toronto, Canada
- Dr. Eva Dobos, TUDOR Network, University of Szeged (Hungary)
- Prof. Dr. Richard Grol, Centre of Quality of Care Research (The Netherlands)
- Dr Suzanne Hill, Medicines Policy and Standards, WHO (Switzerland)
- Prof. Dr. Andrea Rita Horvath (course organizer), TUDOR, University of Szeged (Hungary)
- Roberta James, Programme Manager, Scottish Intercollegiate Guidelines Network (Scotland)
- Dr. Nicola Magrini, Director of CeVEAS, NHS Centre for the Evaluation of the Effectiveness of Health Care (Italy)
- Prof. Dr. Marjukka Mäkelä, Chair of G-I-N Board, FinOHTA/Stakes, (Finland)

- Moray Nairn, Programme Manager, Scottish Intercollegiate Guidelines Network (Scotland)
- Prof. Dr. Günter Ollenschläger, G-I-N, German Agency for Quality in Medicine AQuMed, Past President and currently Treasurer of G-I-N (Germany)
- Ailsa Stein, Programme Manager, Scottish Intercollegiate Guidelines Network (Scotland)
- Dr. Sara Twaddle, G-I-N, Director of the Scottish Intercollegiate Guidelines Network (Scotland)

### COURSE HANDBOOK, PRE-WORKSHOP READING AND LAPTOPS

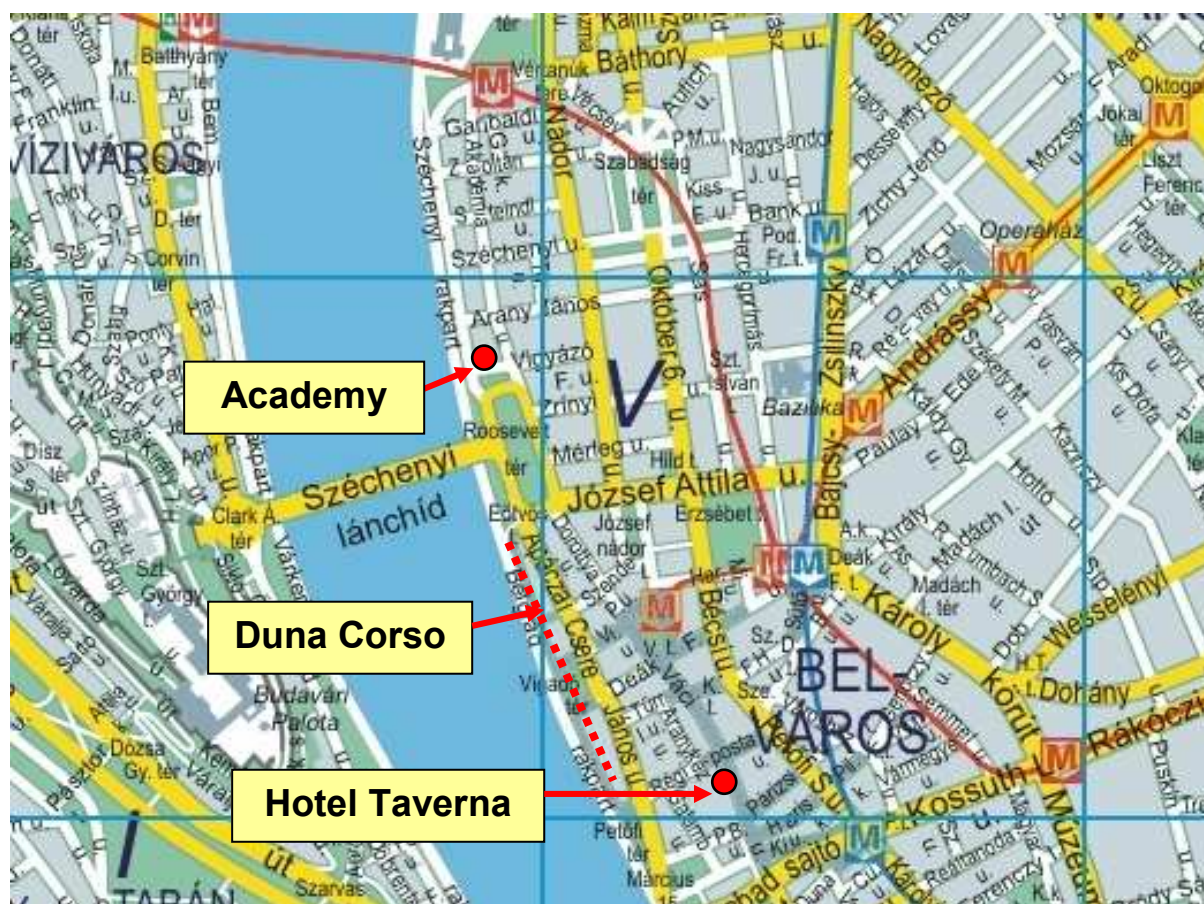
Participants will be provided with a course handbook. Participants are expected to do some reading before the workshops. These preparatory materials (mostly articles, guidelines to be used in the small group sessions) will be given to participants before the workshop.

Each small group will be provided with a laptop to do group work. However, participants are welcome to bring their own laptop for individual work and homework.

### COURSE VENUE

The symposium and workshop are held in the heart of Budapest. The venue of the symposium is the Hungarian Academy of Sciences building (Budapest, District V, Roosevelt tér 9), which is at the foot of the Chain Bridge on the Pest side, with a spectacular view to historic Buda.

The course is held in Hotel Taverna, located in the heart of Budapest's pedestrian fashion quarter on the Pest side (District V, Váci utca 20, Tel: +36-1-485 3100, Fax: +36-1-485 3111, [hotel@hoteltaverna.hu](mailto:hotel@hoteltaverna.hu), [www.hoteltaverna.hu](http://www.hoteltaverna.hu)). The hotel is in walking distance to the Chain Bridge and the funicular to Buda Castle, Fishermen's Bastion and Matthias Church, to the Parliament House and many more famous sights of Budapest.



## ACCOMMODATION

The course organizers are happy to assist you with your bookings in **Hotel Taverna**, which offers special room rates for workshop participants:

**Single room: €uro 109**

**Double room: €uro 129**

All rates quoted include breakfast and VAT.

**Accommodation in Hotel Taverna must be reserved by 1 July 2006.** Bookings and rates cannot be guaranteed after this date. To secure your accommodation you must provide a credit card number on the registration form. Your credit card details will be forwarded to the hotel prior to your arrival to secure your reservation. Please make sure that your credit card is valid at the time of the course, otherwise your accommodation cannot be guaranteed. For cancellations, see our policy below.

Accommodation is available in a number of hotels in Budapest. For a list please visit: <http://www.ohb.hu/hotels/> or [www.all-hotels.com](http://www.all-hotels.com) and [www.hotelguide.com](http://www.hotelguide.com). If you wish to make your own reservations, please secure your accommodation on an individual basis. Please note that October can be still a busy month for tourists, thus an early booking of your accommodation is highly recommended.

## REGISTRATION INFORMATION

Registration to both the G-I-N Regional Symposium (11 October) and the G-I-N-WHO Workshop (12-14 October) should be done by filling in the attached registration form. The G-I-N Regional Symposium (11 October) is free to all Hungarian participants and to all workshop participants.

The number of participants at the G-I-N-WHO Guideline Workshop (12-14 October) is limited to 50 persons. Past experience in guideline methods and EBM is an advantage, so please fill in the relevant details on the registration form. Registration forms can be downloaded from the following websites: G-I-N <http://www.g-i-n.net> and TUDOR <http://tudor.szote.u-szeged.hu>.

Please return your registration form to us by **1 July 2006** the latest.

You will receive a confirmation of the acceptance of your registration and hotel booking, together with payment advice, by **15 July 2006**.

Only those applications are accepted where course fees are transferred to the account of the workshop by **15 August 2006**.

**Deadline for registration: 1 July 2006.**

**Confirmation of registration: 15 July 2006**

**Deadline for payment: 15 August 2006**

## REGISTRATION FEE

The registration fee covers the attendance at the G-I-N conference (11 October) and the G-I-N-WHO Workshop (12-14 October), the course handbook, coffee and teas during breaks, lunches, the welcome reception and the course dinner.

**Registration fee received on or before 15 August 2006: €uro 350**

**Registration fee received on or after 16 August 2006: €uro 450**

**On site registration: €uro 500 (Cash only)**

## PAYMENT

Payment of the registration fee is due after confirmation of registration. The organizers will confirm the acceptance of registration to the course by 15 July and will send the instructions for payment accordingly.

The **deadline for payment is 15 August**. Approval of participation at the course will not be confirmed until payment is received. Payment is accepted in Euros by bank-to-bank transfer only. Sorry, no other form of payment can be accepted.

**Bank transfer charges should be added to your registration fee and paid by the participant!**

## CANCELLATION POLICY

All cancellations must be sent **in writing** or e-mail to the course administrator (Andrea Csanalosi: [titkarsag@clab.szote.u-szeged.hu](mailto:titkarsag@clab.szote.u-szeged.hu)). Cancelled places will be filled up by the next candidate on the waiting list.

### **Cancellation of registration:**

Registrations cancelled **on or before 15 August 2006** will receive an **80% refund** of the registration fee.

Cancellations **between 15 August and 15 September 2006** will receive a **50% refund**.

**No refunds** will be made **after 16 September 2006**.

### **Cancellation of hotel reservation in Hotel Taverna:**

Cancellations received **on or before 15 August 2006**:

No charge will be made

Cancellations received **on or after 16 August 2006**:

30-21 days prior to expected arrival: Hotel will deduct 60% from any refund issued

21-1 days prior to expected arrival: Hotel will deduct 80% from any refund issued

Within 24 hours prior to expected arrival: No refund will be issued

## GENERAL INFORMATION

### MEALS

Breakfast is provided in the hotel and included in the room rate.

Coffee breaks and lunch will be provided at the course venue (free).

Welcome reception and workshop dinner will be organised for the dates of 12 and 14 October (costs included in registration fee).

We observe special dietary needs according to your requests on your registration application. Please let the organizers know on Day 1 of the course if you have any further special dietary or other requirements.



## TRAVEL

### By Air

Ferihegy Airport in Budapest has direct links to many European cities. Malev Hungarian Airlines can be contacted for more information on [www.malev.hu](http://www.malev.hu). The venue of the course can be reached from the airport by bus or taxi. We recommend using the Airport Minibus service which transfers you directly to your hotel. The Airport Minibus service can be ordered in the luggage hall, and in the arrival hall of Ferihegy Airport at an economical rate of about 12 Euros. If you order a taxi, ask the driver for the price in advance.

### By Rail

International trains arrive in Budapest from surrounding countries to several Railway stations (Keleti, Nyugati, Déli pályaudvar). For connections, see [www.elvira.hu](http://www.elvira.hu) or [www.mav.hu](http://www.mav.hu), or ring 00-36-1-461-5500. If you arrive from Vienna, the following railway information is provided (1 Euro= approx HUF 250):

Duration of the trip	2h38' - 2h57'
Expenses – one way	HUF 13,500 1 <sup>st</sup> class, HUF 8,740 2 <sup>nd</sup> class
Expenses – return	HUF 27,000 1 <sup>st</sup> class, HUF 17,480 2 <sup>nd</sup> class
Departures – Vienna	06:10, 07:15, 08:38, 10:03, 11:47, 15:45, 17:47, 20:03
Departures – Budapest	06:05, 09:20, 13:10, 15:50, 17:50, 18:50, 20:55

### Local Travel

Travelling around Budapest by public transport can be done by underground, buses, trams, and trolley buses. For more information and maps, see [www.budapesthotlinks.com](http://www.budapesthotlinks.com).

**Visa:** For requirements see [www.hungarytourism.hu](http://www.hungarytourism.hu) or <http://www.traveltohungary.com>. Please note that it may take 4-6 weeks in some countries to get your visa, so please check this with your Foreign Office or the Hungarian Embassy or consulate in advance!

### Banks and currency

The currency in Hungary is Forint (HUF). Major credit cards are generally accepted in restaurants and shops. Small shops, ticket offices for local transport, and taxi drivers, however, do not accept cards. It is recommended to have some cash on you. Travellers' cheques can be cashed at all banks, travel agents or hotels. There are many cash points around town which accept most international cards.

### Climate and weather

Hungary's climate is continental. The weather in October can be variable, from mild to wet and windy autumn with an average temperature of 15 °C. For weather forecast information see <http://weather.cnn.com> or <http://weather.yahoo.com>.

### Tourism

For more information on Hungary please visit the following sites: <http://hungary.ohb.hu>, [www.hungarytourism.hu](http://www.hungarytourism.hu) or <http://www.traveltohungary.com>

## Sponsors and supporters

The course is supported by the following organizations:

Ministry of Health, Hungary



TUDOR Network, Hungary



Guidelines International Network



WHO



Meditation Publishing Co., Hungary



International Federation of Clinical Chemistry and Laboratory Medicine



For information, please contact the organizers of the course:

Prof. Dr. Andrea Rita Horvath: [horvath@clab.szote.u-szeged.hu](mailto:horvath@clab.szote.u-szeged.hu)

Andrea Csanalosi: [titkarsag@clab.szote.u-szeged.hu](mailto:titkarsag@clab.szote.u-szeged.hu)

Department of Clinical Chemistry, University of Szeged

Somogyi Bela ter 1. H-6725 Szeged, Hungary

Tel/Fax: +36-62-544 559

