



The Upper GI International Robotic Association

## UGIRA endorsement criteria

The Upper GI International Robotic Association (UGIRA) handles the following criteria for potential endorsement for the following type of robotic upper-GI initiatives: events (i.e. congress, meeting or symposium), courses, workshops and/or webinars (online educational content).

### Criteria for endorsement of events, courses, workshops and/or webinars

1. The programme should be dedicated to robotic upper-GI surgery and should be related to (robotic) surgical education or demonstration and/or training of surgical proficiency, techniques or (innovative) technology.
2. A detailed programme describing the content and timeline of the event, course, workshop or webinar must be submitted for approval by the UGIRA Board.
3. The “patronage” of the UGIRA has to be mentioned on the announcement(s), invitation, programme, and also on the website (if applicable). The UGIRA *endorsed* logo should also be displayed on these items.
4. In case of a course or workshop, at least half of the course should be dedicated to practical “hands-on” activity (live surgery does not qualify for “hands-on” activity). The duration of the course should preferably be at least two days.
5. For each event, course, workshop or webinar, a member of the faculty should be appointed by the UGIRA Board.
6. Objectives of the event/course/workshop/webinar, programme, hands-on activity, target group must be clearly described and approved by the UGIRA Board. In addition, the event director’s short CV including a list of publications will be reviewed by the UGIRA Board.
7. UGIRA endorsed courses are on a yearly basis, application has to be renewed every year. Previously endorsed courses will be fully renewed and reviewed every 5 years.
8. Financial and legal regulations are the full responsibility of the organizers.
9. Formal assessment of the event, course, workshop or webinar is mandatory for evaluation and improvement, including structured feedback from the participants (online or on paper).

### Requirements for endorsement application

The following requirements apply for submission of a UGIRA endorsement application:

1. A completed application form, signed by the event director.
2. Programme and timeline of the meeting (in English).
3. The “patronage” of the UGIRA has to be mentioned on the announcement, invitation, programme, and also on the website (if applicable). The UGIRA *endorsement* logo should be displayed.
4. Preferably, if applicable, representative members of UGIRA will be involved in the programme.



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Required documents:

The event director must submit the following (not later than 2 months **prior** to the date of the event, course, workshop or webinar):

- Completed application form.
- Completed course programme and timeline.

This includes the topics covered, dates, programme, detailed objective/description of the course, target group and number of participants.

Please email your request for endorsement to [board@ugira.org](mailto:board@ugira.org).