

IUGA Fundamentals Course Guidelines

2023

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Background and Guidelines

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1. Introduction

The IUGA Fundamentals Course is designed to provide basic and foundational knowledge in urogynecology in lower resourced areas with minimal subspecialty urogynecology expertise. The program will be determined by local organizing committee, appropriate to their specific needs with an emphasis on understanding principles and adaptation to local conditions.

To increase the likelihood of a successful program, there should be a group of local organizers, some of whom are practicing urogynecology/performing urogynecological procedures and are committed to developing the program, are capable of participating as presenters in it, and are interested in taking additional steps before and after the program to build the specialty in the country/region.

If you and a group of colleagues are interested in hosting an IUGA Fundamentals Course, please review these IUGA Fundamentals Course Guidelines to gain an understanding of what is expected of the host group and how an IUGA Fundamentals Course is organized and conducted. If, after reviewing these guidelines, you are interested in organizing an IUGA Fundamentals Course, please let us know by [filling out the Application Form](#). If organizing an IUGA Fundamentals Course in your country/region is in line with the strategic directions of IUGA, we will assist you with preparing a proposal to be presented to the Education Committee and IUGA Board for approval.

We look forward to working together to spread urogynecological education around the world!

2. Main Objectives

The main objectives of IUGA Fundamentals Course are to:

1. To promote the knowledge and skills in urogynecology and reconstructive pelvic surgery internationally;
2. To build the capacity in urogynecological practice in the host country/region so that patients receive higher quality care;
3. To strengthen contacts and collaboration among healthcare providers involved and with key decision-makers in the country/region;
4. Address areas of urogynecological educational needs specific locally;
5. Build the understanding of the urogynecology specialty in the region;
6. Expose a broader audience to IUGA.

3. Geographic Locations

To increase accessibility, the IUGA Fundamentals Course will be held virtually with the option for an in-person workshop. IUGA Fundamentals Courses will be held in collaboration with individuals working in countries or regions where there is:

1. No national urogynecology society or section of the national OB/GYN society
2. A group of local organizers, some of whom are practicing urogynecology/performing urogynecological procedures and preferably some who are urogynecologists, who are committed to developing the program and taking additional steps to build the specialty in the country/region;
3. A lack of urogynecological educational opportunities;
4. No current plan to hold an IUGA Annual Meeting or IUGA Regional Symposia;
5. A working towards a national urogynecology society in the near future ;
6. A supportive national society of obstetrics and gynecology
7. A local, English-speaking, contact who will be the primary point of contact for IUGA staff regarding logistics and planning; and
8. A common language spoken within the country or region to facilitate communications at an international level.

4. Submission of Proposals

The IUGA Board, in alignment with the IUGA strategic plan, will identify priority regions and/or countries in which to offer the IUGA Fundamentals Course . Members of the International Advisory Board (IAB) are encouraged to work with their Regional Advisory Boards to develop proposals in keeping with this strategy.

The process will include the following steps:

1. Submitting an application for approval from the IUGA Board
2. Upon approval working with the IUGA Office and IUGA Education Committee to develop a budget and program
3. Submitting the budget and program proposal to the IUGA Board for approval
4. Upon approval, an MoU will be drafted by the IUGA Office and signed by the Local Organizing Committee and by IUGA
5. Upon signing, we can begin with planning

Those who are considering developing a proposal to organize an IUGA Fundamentals Course should first [submit an application](#). It is important to do this early in the planning/consideration process to ensure there is a mutual interest and to align coordination with other events and projects that have been proposed. Should the application be approved by the IUGA Board, the IUGA Office will work with the Local Organizing Committee (LOC) to develop a budget and will connect the LOC to the IUGA Education Committee to help develop a program. Once a full and

complete proposal (including a budget and program) has been developed, the IUGA Association Manager will send it to the IUGA Board for consideration and approval. The IUGA Board will be given 3 weeks to review the proposal and budget and provide feedback in the form of an approval, a denial, or a request for more information.

To allow for ample time for planning and promotion, proposals must be submitted a minimum of 12 months prior to the proposed date of the Fundamentals Course. For reasons of budgeting and potential funding opportunities, Fundamentals Course proposals are more likely to be approved if submitted before June 1 of the year *prior* to the year in which the course will be held.

Should the LOC be interested in independently planning in-person workshops, this may be done so in conjunction with the IUGA Fundamentals Course. These plans must be included in the proposal but will not be included in the Fundamentals Course budget and will not be the responsibility of the IUGA Office.

5. Local Organizing Committee (LOC)

All applications are to be submitted by a group of local organizers called the Local Organizing Committee (LOC). The LOC must consist of at least an LOC Chair as well as a local person who will be responsible for liaising with IUGA Office regarding course logistics (this person must speak/write/understand English). The Chair of the LOC must be an IUGA member. It is preferred that the majority of LOC members are also be IUGA members. The LOC for the proposed Fundamentals Course will be notified whether the application is either accepted or declined and/or whether additional information is required. Once approved, the LOC will begin to discuss the organization of the course with representatives from the IUGA Office and the Education Committee via teleconference to develop a budget and program. Should the proposal be approved, future teleconferences will also be organized at defined intervals to provide updates on the progress of the planning and may be initiated by the LOC, the IUGA Office, or the Education Committee. The LOC is encouraged to assign specific roles/tasks/responsibilities to individual LOC members, e.g., members responsible for scientific program development, for meeting promotion, for local sponsorship, etc. The registration fee for the LOC Chair (but not for other members of the LOC) will be waived.

6. Language

The official language of the IUGA Fundamentals Course is expected to be English, but in special circumstances the IUGA Board can approve a course to be held in a language other than English. If any translation services are necessary, the cost of such services must be built into

the course budget. Translation must be organized by the LOC, and approval of translation funding is at the discretion of the IUGA Board on an individual course basis.

7. Frequency of Meetings and Dates

IUGA aims to organize at least one Fundamentals Course per year. Courses should not be scheduled within one month of another IUGA educational meeting (Annual Meeting, Regional Symposium, etc.), and should not overlap with other scheduled key IUGA and/or urogynecological-related international meetings or other significant gatherings such as conferences of national obstetrics-gynecology societies in the proposed region. Therefore, it is of the utmost importance that a date is agreed upon with the IUGA Office before any preparation work has begun. It is preferred for the course to be held over a weekend or part of a weekend.

8. Target Audience and Number of Participants

Potential attendees include gynecologists, urologists, physical therapists, nurses, urogynecological specialists including residents, fellows, and other levels of trainees, as well as any other healthcare professional with a professional interest in treating women with pelvic floor disorders (e.g., colorectal surgeons, geriatric specialists, etc.). The promotion of the event may be targeted to a wider audience depending on the region. The number of attendees should be targeted at 50-75 individuals, however, this may vary per region.

9. Finances: Budget, Revenues, and Expenses

Although an IUGA Fundamentals Course is organized in collaboration with local hosts and suppliers and needs to take into account limited financial resources of IUGA and the host country, IUGA is ultimately responsible for its coordination and organization. IUGA is financially responsible for the course and will work with the LOC to prepare a feasible budget to be presented to and approved by the IUGA Board. The budget will need to provide a complete and detailed overview of all revenues and expenses. Course-related revenues include, but are not limited to, local/regional/international registration fees, international and regional/domestic sponsor revenues, and any other revenue generated directly or indirectly by the course (e.g., educational grants, etc.). The support of local industry is allowed however all industry support must be coordinated with IUGA and added to the final budget.

The course-related expenses include, but are not limited to, all costs related to program development, creation and distribution of marketing material printing, online platform

fees/deposits, registration process, and any other expenses related to the course development and implementation. Organizational expenses include fees for IUGA staff and systems (estimated 100-150 hours on average) as well as any local organizing fees up to \$2,500 (local staff and administrative/secretarial support), which must be detailed in the budget for the course and will be paid upon completion of the program. The local organizer/host is responsible for all other expenses, unless otherwise approved by the IUGA office, and discussed during the preparatory meeting. The IUGA Office will work with the organizers of the course to manage the expenses and oversee the established budget. **All expenses need to be reviewed and approved by the IUGA Office.**

IUGA aims to wrap up the course and to prepare a financial report regarding a Fundamentals Course within 120 days after the event.

The Fundamentals Course will be an investment and is not designed to be profitable. The amount that IUGA will pay for per Fundamentals Course is \$10,000 and will include all activities as outlined below. If there is any profit, it must be used to plan another Fundamentals Course or Regional Symposia in the region.

10. Registration Process and Fees

Registration for all IUGA Fundamentals Courses will be available electronically on the IUGA website and coordinated by the IUGA Office. Registration fees (noted below in US dollars) are approximate (may be subject to change, depending on each region):

The registration fees and administrative support expenses will be agreed upon by IUGA and the local organizer in an Memorandum of Understanding (MoU). Any additional incurred expenses will be covered by the local organizer or approved in advance by the IUGA Office.

Virtual IUGA Fundamentals Course Registration Fees

\$40.00 for IUGA Members

\$75.00 for Non-IUGA Members

\$30.00 for Residents/Fellows/Trainees/Nurses/Physiotherapists/Midwives/ Other AHPs

If necessary, a one-day registration rate may be implemented. A one-day rate is expected to be approximately 70-75% of the rate for the full course.

All fees are in U.S. dollars, but may be offered in equivalent amounts of local currency. The exact amount will be established in collaboration with the LOC and the IUGA Office. All registration fees will be collected by the IUGA Office.

11. Membership Promotion

Delegates of each Fundamentals Course who have not been IUGA members for at least two year but wish to join IUGA will be offered a special discounted rate of \$75 USD, rather than \$140 USD. This only applies to NEW IUGA members and not to existing IUGA members. The promotional rate is valid for 1 year. After 1 year, the membership renewal will be at the regular fee.

12. Marketing & Promotion

Each IUGA Fundamentals Course will be promoted via the IUGA website, by email to IUGA members within the respective region, on IUGA social media channels, and through avenues of the local host society and other appropriate avenues as determined by IUGA and the LOC. Any related fees, including printing and postage for any marketing material, must be included in the course budget. The LOC will be responsible for marketing the course locally and should include local and national gynecology, urology and urogynecology societies, as well as local hospitals and institutions, and should utilize the journals, newsletters, websites and social media of these societies and organizations. The IUGA Office will provide the LOC with advertising material to print as brochures and/or posters to distribute locally and can assist in developing material in the local language(s). This material should also be used for emailings and web advertising.

13. Industry Sponsorship

The LOC is encouraged to assist the IUGA Office in seeking industry support. Strategies for securing support, such as which companies should be approached, by whom, the amounts to be requested, and the recognition that will be provided in return for financial support, will be determined collaboratively by the LOC and the IUGA Office. The IUGA Office will prepare a Corporate Support Prospectus for each Fundamentals Course. The local organizers will work closely with the IUGA Office to identify potential sponsors and will assist with the outreach. They will use their knowledge of the local environment to maximize sponsorships for the course. The IUGA Office will be responsible for contracting and managing the sponsorships. All industry support must be declared to the IUGA Office, will be allocated to the course budget, and cannot be allocated to any activities that are kept outside of the course budget.

14. Virtual Platform

As these courses will be held virtually, the IUGA Office will work with the LOC to recommend and decide upon the most appropriate virtual platform. Contracting of the virtual platform will be done by the IUGA Office. The cost of the virtual platform must be included in the budget.

15. Length and Structure of Program

The program should be anywhere from one to one and a half days of an online course, live (virtual) attendance required; lectures will not be available for later viewing. The IUGA Office and LOC will work together to arrange for up to three IUGA faculty from the regional to be online throughout lecture sessions for discussion. Each live lecture will be between 15 and 20 minute lectures, ideally questions and discussions after each talk. Question and answer periods at the end of each session should be related to each and conducted by the moderators assigned. Two moderators per session (one international and one local/regional) is strongly recommended.

There will also be a library of pre-recorded talks to be viewed on-demand. These pre-recorded talks will include quizzes and polls, meet the expert, stump the expert / bring your worst cases, and surgical videos (more basic procedures, not the latest technology) where applicable.

We can also offer online workshops per request. These may include teaching videos for urodynamics, repair OASIS, ultrasound, some surgical models and techniques. In-person workshops may also be arranged by the LOC. For more on this, please see section 4.

16. Program Content

The program content for each Fundamentals Course will be determined by the LOC working in collaboration with the Program Subcommittee of the IUGA Education Committee, relating to both basic and advanced urogynecology needs in the region. This will include evaluation of a wide range of urogynecological topics, as well as existing and emerging technology for treatment of urogynecological-related diseases and disorders. The LOC may suggest topics for discussion that they have deemed relevant and important in their region.

Topics may include pelvic floor anatomy, fistula surgical management, and evaluation, diagnosis, and treatment of a variety of diagnoses such as overactive bladder, urinary and/or fecal incontinence, pelvic organ prolapse, urinary tract injuries, bladder pain syndrome, sexual dysfunction. It may also include basic instructional topics such as how to conduct a patient history interview and/or how to do an initial physical exam.

Below is a list of pre-recorded lectures from which the LOC may choose. Specialized pre-recorded lectures may be requested by the LOC. Each lecture will be approximately 30 minutes long and will be followed by a live discussion co-moderated by an international IUGA member and a local moderator.

Lecture Topics

Set A. Understanding urinary incontinence

- Contenance mechanisms, normal storage and voiding function
- Investigation incontinence and voiding dysfunction – basic / office based, advanced assessment, indications for other investigations eg pathology and imaging
- Management – conservative and surgical; efficacy and complications

Set B. Understanding prolapse

- Pathophysiology, contributory & risk factors, clinical presentation
- Management – conservative & surgical; efficacy and complications
- Prolapse + incontinence / voiding difficulty / other bladder symptoms; implication for management, indication other investigation

Set C. Bowel issues

- Obstetric anal sphincter injury – risk factors, diagnosis, management, complications, prevention
- Constipation
- Anal incontinence & defecatory dysfunction

Set D & E. other

- Vaginal cysts
- Adolescent gynecology / congenital abnormalities
- Intra-operative bladder renal tract injury – prevention, diagnosis & management
- Nocturia
- Urinary tract infections – acute & recurrent, investigations & imaging, management
- catheter techniques, indications, complications
- obstetric management techniques, minimizing pelvic floor impacts
- imaging in urogynecology

In addition to the pre-recorded lecture followed by a live discussion, the other components of the Fundamentals Course may include interactive sessions such as quizzes and polls and workshops. The quizzes and polls will also be sessions of approximately 30 minutes and will co-moderated by an international IUGA member and a local moderator.

Quizzes / polls

- Stump the experts - worst cases
- Match bladder symptom to neurological defect
- Match imaging to diagnosis
- Effect of position on urine flow
- Match renal tract symptoms to investigations
- Which urine M/C/S result requires treatment, investigation

The LOC may also propose to include a workshop in conjunction with the Fundamentals Course. The workshops will last between 1.5-2 hours and may be conducted live online or in-person with a local moderator. Workshop proposals must be included in the proposal but will not be included in the Fundamentals Course budget and will not be the responsibility of the IUGA Office.

Proposed workshops

- Postpartum & post-op retention
- Repair anal sphincter injury
- Surgical techniques
- Understanding urodynamics
- How to expand urogynecology in your region
- Basic ultrasound in urogynecology
- Meet the experts

17. Speakers/Faculty

The IUGA Office and LOC will work together to arrange for up to three IUGA faculty from the regional to be online throughout lecture sessions for discussion. The final faculty list needs to be agreed on by the IUGA Education Committee, and reviewed and approved by the IUGA Board. Honoraria will not be provided by IUGA to any faculty or to the local host/LOC. Faculty/invited speakers will not be required to pay a registration fee. Aside from invited faculty and the LOC Chair, all other participants/attendees will need to pay regular registration fees.

18. Roles and Responsibilities

Local Organizing Committee (LOC)

The LOC is responsible for the following tasks:

1. Work directly with the IUGA Office in all aspects of meeting organization;

2. Work with the Program Subcommittee of the IUGA Education Committee to finalize the program, including speakers;
3. Work with the IUGA Office to finalize the proposed budget;
4. Develop a specific task list defining deadlines and responsible persons from the LOC;
5. Identify an LOC Chair who will work with the IUGA Office to handle any local logistics that will be needed;
6. Assign a local representative to assist in planning where needed. If there are costs associated these must be included in the course budget;
7. Identify key local stakeholders who should be invited/involved;
8. Develop an initial budget and work with the IUGA Office to adjust it as needed for approval by the IUGA Board;
9. Identify and, in coordination with the IUGA Office, assist with securing (local) industry support;
10. Using materials provided by the IUGA Office, carry out promotion of the Fundamentals Course within the respective region and neighboring countries to encourage attendance;
11. Provide a final written report of the Fundamentals Course to the IUGA Office within 30 days of the completion of the course.

Important note: The LOC should not and cannot sign any contracts on behalf of IUGA as this responsibility lies with the IUGA Board and Office.

IUGA Office

The IUGA Office is responsible for the following tasks:

1. Assign an IUGA staff member to serve as the lead contact;
2. Work directly with LOC Chair and other members of the LOC;
3. Help to finalize proposed budget;
4. Provide a library of lectures to view on-demand
5. Approve and manage the budget and all financial matters including, but not limited to revenue (including registration fees, sponsorships, etc.) as well as all expenses;
6. Approve registration fees and sponsor fees;
7. Prepare Corporate Support Prospectus if applicable;
8. Approve and contract virtual platform and appropriate vendors/suppliers as needed;
9. Develop an electronic registration form and collect registration fees on behalf of IUGA;
10. Assign an IUGA staff member to assist with registration;
11. Invite and confirm speakers and gather presentations in advance;
12. Prepare promotional materials and advertise the Fundamentals Course to IUGA members and our network;
13. Sign and manage all contracts related to the course;

14. Develop, with input from the LOC, the evaluation form all attendees must complete in order to receive their certificate of attendance;
15. Use the post course report provided by the LOC, along with evaluation data, to create a summary to be used on the IUGA website and in other promotions;
16. Develop certificates of attendance and distribute among participants;
17. Work with the LOC to finalize all financial matters and other aspects/matters within 120 days

Role of IUGA Education Committee

The responsible person(s) from the Education Committee, likely the chair and members of the Program Subcommittee, will:

1. Initiate a conference call with the LOC at the proposal stage to gain an understanding of the local/regional state of urogynecology and target audience in order to assist with development of the program;
2. Suggest suitable topics and speakers in collaboration with the LOC (all international speakers must be IUGA members);
3. Provide additional clinical and educational assistance that may be requested.