

**The Excellence in Rheumatology Schools (EiRS)
APPLICATION FORM**

Please fill in this registration form in CAPITAL LETTERS and tick where appropriate. This application form is for one applicant only. You are kindly requested to send this form by fax or e-mail to **C&C International Group of Companies**: Tel.: +30 210 6889130, Fax.: +30 210 6844777, e-mail: Eir-schools@candc-group.com

To be completed by the CO:

Receipt date: _____ Application number: _____

I. APPLICANT DETAILS

Surname: _____

First name: _____

Title (Dr, Mr, Mrs, Ms, other): _____ Male Female

Position / Department / Organisation: _____ **Example**
Fellow/ Trainee/ Complete Denture and Biomaterials Departments
Medical Center, University of Michigan, Ann Arbor, MI, U.S.A.

Correspondence Address (Street & Nr): _____

Organisation Home

City/Town: _____ Post Code: _____ Country: _____

Tel. (please include country code): _____ Fax: _____

Mobile: _____ E-mail*: _____

Social media account(s) (URL) : _____ / _____ / _____

***Kindly notice that this field is mandatory, as all correspondence will be delivered via e-mail.**

II. CONTACT PERSON IN CASE OF EMERGENCY

Surname: _____

First name: _____

Mobile: _____ E-mail: _____

III. HOW DID YOU LEARN ABOUT THE CONFERENCE

Please select one or more of the following options:

1) E-mail	5) Journal / Scientific Publication	9) Colleague
2) Internet	6) Poster	10) Professional / Scientific Association
3) Industry	7) Scientific Event	11) Newsletter
4) Speaker	8) Social Media	12) Other - Please specify :

IV. VISA REQUIREMENTS

If you need a visa invitation, please tick the box

To find out if you need a visa for your trip to Spain please visit the following official website:

http://www.spain.info/en/antes_del_viaje/consejos-practicos/requisitos/

V. MANDATORY REQUIREMENTS FOR APPLICATION TO THE EIR SCHOOLS

Applicants are invited to submit, together with their completed application form, the following documents, in attachments in Word or PDF format:

1. Programme Director/or Institute Director Letter

This letter from the Programme Director or Institute Director should outline the suitability of the candidate for attending the EIR School.

2. Short Curriculum Vitae (*up to 2 pages*)

3. Abstract of the case study or research project

The applicants should submit the abstract of the case study they want to present at the EIR Schools. Please note abstract guidelines below.

VI. ELIGIBILITY AND REVIEW CRITERIA

Eligibility

- Applicants must hold an MD, DO or MD/PhD degree and plan to pursue a career in internal medicine, rheumatic diseases, autoimmune diseases, arthritis;
- Applicants must be a third or fourth year fellow-in-training at the start of the EIR Schools
- Applicants must demonstrate a proven interest in clinical rheumatology or immunology

Review criteria

- Scientific merit of project
- Commitment to the field of rheumatology or primary immunodeficiency
- Career plan (potential impact on the care of patients with primary immunodeficiency)

VII. EIRS FINANCIAL SUPPORT (EIRS BURSARIES)

The Excellence in Rheumatology Institute is able to offer financial support to the EIR School applicants who are selected for presenting at the Schools. The selection and assignation of the successful applicants reside entirely with the EIR School Faculty and EIR Institute. Please note that:

Successful applicants from developing/emerging countries will be entitled to:

- Travel support including :
 - Return, economy air tickets to/from Madrid
- Accommodation support including :
 - 4-night accommodation in Madrid to allow attendance of both the EIR Schools and the EIR conference
- Free registration to the entire EIR conference

Successful applicants from all other countries will receive:

- Free registration to the EIR Schools and EIR conference

ABSTRACTS DATA

GUIDELINES

A. Format

Authors are kindly requested to adhere to the following guidelines:

- Language: English
- Abstract text word limit: **300 words**¹ (names and affiliation details excluded)
- Suggested font: Tahoma, size 10 cpi
- Text justification : full
- Spacing between the title, the author(s) and the abstract text: Single
- Line spacing of the text: Single
- Abstract title typed in UPPER CASE
- Surname(s) of the author(s) typed in lower case preceded by the first name(s) written in full.(e.g. Maria Reynolds)
- Please indicate the presenting author's name as the example overleaf
- All authors' affiliation details [department, institution / hospital, city / town, state (if applicable) and country] should be written under the names, preceded by the corresponding indices. The affiliations should NOT be mentioned in the abstract text.
- The abstract should follow the below standard structure (the titles being typed in lower case and in bold):
 - ❖ **Background**
 - ❖ **Methods**
 - ❖ **Results**
 - ❖ **Conclusions**
- The text may include standard abbreviations, tables, diagrams and photographs; as long as they stay within the page margins and that the total amount of words does not exceed the above mentioned limit (300 words).

Disclosure of interests' conflict

Please insert one of the following statements at the end of your abstract in order to declare any conflicts of interest:

'Disclosure statement: The authors have declared no conflicts of interest.'

'Disclosure statement: A.B. (author's name) received an honorarium from X (party provided honorarium). All other authors declared no conflicts of interest (please refer to the example overleaf)

The responsibility for accuracy rests with the author

B. Submission

Via e-mail:

You may send the abstract to the e-mail address Eir-schools@candc-group.com attaching:

1. Application form duly completed
2. Other additional mandatory documents for application (Programme Director/or Institute Director letter; short Curriculum Vitae)

Abstracts submitted via fax will NOT be accepted.

VIII. EIR SCHOOLS THEMATIC STREAMS

Please select the EIR School thematic stream of your presentation by ticking the appropriate box below:

- **Systemic Autoimmunity**
- **Arthritis**

NOTES

1. The application and abstract submission deadline for the EIR Schools is: **Friday 12 October 2011**. Please e-mail your EIR Schools bursary application to Eir-schools@candc-group.com, and include ALL further mandatory documentation (abstract, Curriculum Vitae, covering letter) by 12 October 2011. Please use "Excellence in Rheumatology Schools Bursary Application" in the subject heading
2. Abstracts for the Excellence in Rheumatology Schools can be submitted by e-mail only
3. The selection and assignation of the successful applicants reside entirely with the EIR School Faculty as appointed by the EIR Institute

¹ For your convenience please note that you can count the words by clicking "Word Count" on the Tools Menu of Microsoft Office Word.

4. The author indicated as the contact person will be notified about their successful submission of the EIR school application within three (3) days of it being received. In the event that you do not receive such notification, please contact the Conference Organisers
5. All applicants will be notified by e-mail by **4 November 2011** about the following:
 - a. if their application for attending the EIR Schools and bursaries has been accepted
 - b. if their application for a bursary has been rejected due to the limited number of places for attending the EIR Schools, but their abstract has been accepted. In this case they will be notified about the type of presentation and further details
 - c. if their application for attending the EIR Schools and bursaries has been rejected
6. All accepted abstracts, including the accepted abstracts for the EIR Schools, will be published as a supplement of the Oxford University Press journal *Rheumatology*
7. In case you are unable to attend the conference, you may withdraw your application and abstract by **10 November 2011**. After that date no withdrawals will be accepted and the approved EIR School abstracts will be published /or posted on the Conference website
8. The author hereby warrants that each abstract submitted by them has not previously been published in any form, including electronic, and is in no way a violation of existing copyright and that it contains nothing libellous, obscene, or misleading. The author hereby agrees to indemnify the Conference Organisers and/or the publisher on demand against any losses incurred as a result of a breach of this warranty
9. Please read carefully and follow the instructions, as incomplete submissions will not be reviewed.

Booking of flights and accommodation will be made by the Conference Organizer. Accommodation will be offered on a bed & breakfast basis. Successful applicants will be notified regarding their flights and accommodation details within 15 days after their letter of acceptance, by 20 November 2011.

ABSTRACT WITHDRAWAL

If you wish to withdraw your application, please send a written notification to the **Conference Organisers** before **10 November 2011**, email: Eir-schools@candc-group.com

ABSTRACT EXAMPLE

AKJSHDKJ AKDHKSJDH AKSHDKAJSHD JHJ IWDB KJHA

John Smith¹, Maria Reynolds², Steve Mc Donald¹

1. St Mary's Hospital, London, UK

2. University of East Anglia, School of Medicine, UK

Background: Ababa baba bababa babab ababa bcna anbs sb anbs ansb na

Methods: Ababa baba bababa babab ababa bcna anbs anbs ansb anbs ansb

Results: Ababa baba bababa babab ababa bcna anbs anbs ansb anbs ansb

Conclusions : Ababa baba bababa babab ababa bcna anbs anbs ansb anbs

Disclosure of interests' conflict

Disclosure statement:

The presenting author has declared no conflicts of interest.'

Disclosure statement:

A.B. (author's name) received an honorarium from X (party provided honorarium). All other authors declared no conflicts of interest

The Conference Organisers remain at your disposal for any further information and/or assistance required.

I hereby declare that I have been informed about and have accepted the rules prevailing the abstract editing and submission procedure for presentation during the [Excellence in Rheumatology Conference](#), as well as possible publication in a suitable scientific journal, and/or <http://excellence-in-rheumatology.org>

Date: _____ / _____ / _____
 day month year

Signature: _____

(Please do not type your name. Original signature is required.)