

National societies/institutions want to hold a national training (12 hours of EUSOP Curriculum) in their Country

Please send your Official request with filled in form (>>**Application form**<<) at least 3 month prior the intended event date to the ESOP membership office: organization@esop.li

Office passes on the application form to **Mina Kovacevic** (Chair of education in action) and **Kleio Bourika** (Chair of Accreditation).

Mina Kovacevic provides decision about speakers:
➤ Speakers must have attended to former „Train the Trainer“ sessions or will have to watch records of „TTT“ sessions before lecturing.

Office hands out slides and guidelines for modifications as well as the invoice for the fee to hold the event on behalf of the EUSOP education program.
Fee is 25,00€ per lecture
(Maximum 375,00€ for 15 lectures in 12 hours)

Applicant sends modified lectures in English back to **Mina Kovacevic** who will grant the final Okay.
(Lectures can be translated in country language later on by the native speaker)

After the event has finished, the applicant can send their list of participants to the ESOP membership office to receive the **official EUSOP certificates of attendance**.

Final approval to hold the national training event will be given by the **membership office** after lectures are approved and payment has been received.