

# International Education Subcommittee eContouring Ambassador Initiative

The purpose of the International Education Subcommittee eContouring Ambassador Initiative is to expand the reach of contouring training to countries outside of the United States and Canada who can demonstrate a training gap and/or need. The eContouring Ambassador Initiative provides opportunities for both domestic ambassadors traveling abroad and international ambassadors wishing to bring contouring training to their facility, region, or country.

## Features include:

- Expert speakers from the US and Canada
- Web-based eContouring software (*shown at right*)
- Opportunity to anonymously compare contours between all attendees and the speaker's expert contours
- Options for both domestic and international ambassadors

*\* Host facilities are responsible for any costs associated with the registering attendees on the vendor website and teleconference fees if using ASTRO's webinar software.*

## Domestic Ambassador Option

Domestic ambassadors seeking access to ASTRO eContouring resources to teach a contouring session on an upcoming radiation oncology-related international trip. The design of this training will be left up to the domestic ambassador and host facility. However, the domestic ambassador will have access to and can share with the host facility on-demand recordings of previous eContouring sessions (known as Package 3).

### Process Overview:

- 1) A domestic ambassador is identified (they must be an ASTRO member).
- 2) The domestic ambassador completes the application form.
- 3) The application is submitted to ASTRO staff who will review it for completeness.
- 4) Completed evaluations are sent to IES who will review the application.
- 5) If an application is approved, a call will be setup between ASTRO staff and the international ambassador to outline next steps and answer any questions the ambassador may have about the process.
- 6) The domestic ambassador conducts a didactic training for the host facility. If desired, the ambassador can use the on-demand recordings during their training and/or can share them with the host facility afterwards.
- 7) After the training, the domestic ambassador will complete a short online evaluation.

### Optional International Ambassador Training

- Opportunity to observe (no access to cases) up to 2 ASTRO Annual Meeting eContouring sessions based on the education need of the facility the ambassador will be visiting. Observation or participation (access to cases) in additional sessions will be at the cost of the ambassador. The ambassador is also responsible for all meeting-related expenses.
- View up to 4 topic-relevant on-demand virtual meeting sessions from previous Annual Meetings.

# International Ambassador Option

This option is available to international ambassadors seeking ASTRO assistance to train radiation oncologists in contouring in their local facility, region or country. This training will consist of two components. The first is that a speaker who will deliver a lecture and review contours via a live webinar (host facilities are required to pay webinar fees). The second is that attendees will practice their contouring skills before and after the live webinar (host facilities are required to pay software vendor fees).

## Process Overview:

- 1) An international ambassador from the host facility, region, or country is identified (they must be an ASTRO member).
- 2) The international ambassador completes the application form (package options are shown in the table below).
- 3) The application is submitted to ASTRO staff who will review it for completeness.
- 4) Completed evaluations are sent to IES who will review the application.
- 5) If an application is approved, a call will be setup between ASTRO staff and the international ambassador to outline next steps, answer any questions the ambassador may have about the process, determine if ASTRO's webinar software will be used, and determine if a speaker will be needed.
- 6) ASTRO staff will work with the international ambassador, speaker, and software vendor to set a date and time for the training.
- 7) The international ambassador will be put in touch with the contouring software vendor will work with them to register attendees (pre-payment is required at least 30 days before the live training).
- 8) ASTRO staff and the speaker will conduct a rehearsal 1-2 weeks before the live training if ASTRO's webinar software is being used for the training.
- 9) The live training is held.
- 10) After the training, the international ambassador will complete a short online evaluation of this process.

## Package Options:

	Package 1	Package 2
<b>Internet-based Virtual Conferencing Software</b> <i>Such as Adobe Connect, WebEx, Skype, or Google Hangouts.</i>	<b>ASTRO Provided</b> <ul style="list-style-type: none"> <li>• Adobe Connect webinar software will be used (no fee will be charged to the host facility for use of this software).</li> <li>• Host country will be billed for all related phone calls (payment due within 30 days of training). This fee is often several hundred dollars per event and is dependent on country and number of callers.</li> </ul>	<b>Facility Provided</b> <ul style="list-style-type: none"> <li>• Host facility software used. Host facility fees may apply, check with your IT Department to learn more.</li> <li>• ASTRO staff will not provide technical support or a rehearsal for this option.</li> </ul>
<b>EduCase</b> <i>The website that hosts ASTRO's contouring cases.</i>	<ul style="list-style-type: none"> <li>• \$55 fee per attendee is to be paid to the software vendor by host facility.</li> <li>• Fees not paid in full 30 days before the live training will result in the revocation of attendee access and the cancellation of the live training.</li> </ul>	<ul style="list-style-type: none"> <li>• \$55 fee per attendee is to be paid to the software vendor by host facility.</li> <li>• Fees not paid in full 30 days before the live training will result in the revocation of attendee access and the cancellation of the live training.</li> </ul>

## Optional International Ambassador Training:

- Participate in (with case access) up to 2 eContouring sessions at the ASTRO Annual Meeting based on the educational need of the home country at a discounted fee of \$55 per session. Opportunity to observe (no access to cases) up to 2 additional ASTRO Annual Meeting eContouring sessions based on the education need of the host facility. Participation in additional sessions, as well as meeting-related expenses, will be at the cost of the ambassador.
- View up to 4 topic-relevant on-demand virtual meeting sessions from previous Annual Meetings.

# IES eContouring Application Form

The following application must be completed in full. Only ASTRO members are eligible to become domestic or international ambassadors.

## Contact Information

First Name	<input type="text"/>	Last Name	<input type="text"/>	Suffix (MD, etc.)	<input type="text"/>
ASTRO Member ID (Contact person must be an ASTRO member)	<input type="text"/>				
Institution Name	<input type="text"/>				
Address Line 1	<input type="text"/>				
Address Line 2	<input type="text"/>				
Address Line 3	<input type="text"/>				
City	<input type="text"/>				
State/Province/Region	<input type="text"/>	Phone Number	<input type="text"/>		
Zip/Postal Code	<input type="text"/>	Country	<input type="text"/>		
Email Address	<input type="text"/>				

## Training Overview

Package option	<input type="text"/>
What topic area or disease site is most needed in your region?	<input type="text"/>
Do you have the available funding necessary for this training? Host facilities will pay approximately US \$2,000 or higher for the use of the contouring software (paid directly to vendor) and teleconference fees (paid to ASTRO).	<input type="radio"/> Yes <input type="radio"/> No
Approximately when would you like to offer the contouring training?	<input type="text"/>
Approximately how many people would you like to train?	<input type="text"/>
Has anyone at your institution participated in any of ASTRO's in-person contouring sessions at the Annual Meeting or in an ASTRO eContouring Webinar? If so, please list their name and any session/event details you have available.	<input type="text"/>
Does your host facility have access to a room that can support all of your physician participants? If so, does this room allow for each individual to have simultaneous access to their own computer with an internet connection? Does this room have a projection screen that would be viewable by all attendees?	<input type="text"/>
Will you need help securing a speaker for this event?	<input type="text"/>

Completed applications should be emailed to [Education@astro.org](mailto:Education@astro.org).