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In reply please refer to: **SP-RER6038-1906896**

Dial directly to extension: (+43 1) 2600-24211

2019-11-07

**Subject: TC Sponsored Participation on European Conference of Radiology 2020, Vienna, Austria, from 11 to 15 March 2020**

Dear National Liaison Officer/National Coordinator,

I am pleased to invite you to send nominations of suitable candidates to participate in the TC Sponsored Participation on European Conference of Radiology 2020 within the framework of the IAEA technical cooperation project RER6038, "Applying Best Practices for Quality and Safety in Diagnostic Radiology".

The purpose of the event is to acquire knowledge in the area of quality and safety in diagnostic radiology to learn from best practices on how various colleagues in hospitals around Europe deal with these issues and to share relevant experiences.

Please note that the **participants have to be nominated as a group of 3 professionals who are working together in the same hospital/medical institution: a radiologist, a medical physicist and a radiographer**. One group per Member State will be financially supported through the RER6038 project.

The attached Information Sheet provide further details on nominating procedures, as well as technical and administrative aspects of the event. Selection of participants will be in accordance with IAEA procedures.

The IAEA will provide selected participants with a round-trip air ticket based on the most direct and economical route between the airport nearest the participant's residence and Vienna. Travel details will be agreed with the participants upon receipt of their official nomination. Participants will also receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses for the duration of the event in line with IAEA rules and procedures.

We would appreciate receiving your country's nominations by **21 November 2019** through the IAEA's InTouch+ platform (<https://Intouchplus.iaea.org>). Should this not be possible, applicants may download the Nomination Form for the course from the [IAEA's webpage](#). Completed forms must be endorsed by the relevant government authority and may be sent to the IAEA, preferably by email to Official Mail - IAEA Mail address ([Official.Mail@iaea.org](mailto:Official.Mail@iaea.org)), with a copy to the Programme Management Officer Mr Alexey Katukhov, ([A.Katukhov@iaea.org](mailto:A.Katukhov@iaea.org)). Please be advised that late nominations or replacements of participants after the closing date for nominations will not be accepted.

We look forward to receiving your early response.

Yours sincerely,



**Alexey Katukhov**  
Programme Management Officer  
Division for Europe  
Department of Technical Cooperation

Enclosures: Information Sheet



# **TC Sponsored Participation on European Conference of Radiology 2020**

**Hosted by**

**European Society of Radiology**  
Vienna, Austria

**11 to 15 March 2020**

**Ref. No.: SP-RER6038-1906896**

## **Information Sheet**

### **Purpose**

The purpose of the event is to acquire knowledge in the area of quality and safety in diagnostic radiology, to learn from best practices on how various colleagues in hospitals around Europe deal with these issues and to share relevant experiences.

### **Working Language(s)**

The working language(s) of the event will be **English**.

### **Deadline for Nominations**

Nominations received after **21 November 2019** will not be considered.

## Expected Outputs

Each group of participants should send a report that will include information on:

- List of sessions attended and knowledge gained from these sessions. They must be related to radiation quality and safety, to radiation protection, patient and staff dose optimization in the everyday clinical practice.
- Work plan for 2020 based on the knowledge gained from the conference related to group activities in aspects of quality and safety with the main objective to ultimately become excellent centre for quality and radiation safety.
- provide evidence of practical on-site patient dose optimization in the hospital in the field of CT or interventional procedure at the end of 2020.

## Scope and Nature

The Conference will be an opportunity for the groups attending to see how other countries are dealing with the quality and safety issue in every day clinical practice. They should interact with other participants and invited speakers in order to address the issue of quality and safety, the issue of quality management in diagnostic and interventional radiology specially with the modern digital technology routinely presented in this type of conference.

## Participation

The event is open for **69 participants** from IAEA's Member States.

## Participants' Qualifications and Experience

The participants **have to be nominated as a group of 3 professionals who are working together in the same hospital/medical institution: a radiologist, a medical physicist and a radiographer**. One group per Member State will be financially supported by the RER6038 project.

As the conference will be conducted in English, participants should have sufficient proficiency to follow presentations and to ask questions and be able to take part in discussions without having language difficulties. Preference will be given to those professionals who have never attended the conference before.

## Application Procedure

Candidates wishing to apply for this event should follow the steps below:

1. Access the InTouch+ home page (<https://intouchplus.iaea.org>) using the candidate's existing Nucleus username and password. If the candidate is not a registered Nucleus user, she/he must create a Nucleus account (<https://websso.iaea.org/IM/UserRegistrationPage.aspx>) before proceeding with the event application process below.

2. On the InTouch + platform, the candidate must:
- a. Finalize or update her/his personal details, provide sufficient information to establish the required qualifications regarding education, language skills and work experience ('Profile' tab) and upload relevant supporting documents;
  - b. Search for the relevant technical cooperation event (EVT1906839) under the 'My Eligible Events' tab, answer the mandatory questions and lastly submit the application to the required authority.

**NOTE:** Completed applications need to be approved by the relevant national authority, i.e. the National Liaison Office, and submitted to the IAEA through the established official channels by the provided designation deadline.

For additional support on how to apply for an event, please refer to the [InTouch+ Help page](#). Any issues or queries related to InTouch+ can be addressed to [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org).

Should online application submission not be possible, candidates may download the nomination form for the meeting from the [IAEA website](#).

**NOTE:** A medical certificate signed by a registered medical practitioner dated not more than four months prior to starting date of the event must be submitted by candidates when applying for a) events with a duration exceeding one month, and/or b) all candidates over the age of 65 regardless of the event duration.

## **Administrative and Financial Arrangements**

Nominating authorities will be informed in due course of the names of the candidates who have been selected and will at that time be informed of the procedure to be followed with regard to administrative and financial matters.

Selected participants will receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses. Participants' registration fees for the ECR 2020 will also be covered by the IAEA. They will also receive either a round-trip air ticket based on the most direct and economical route between the airport nearest their residence and the airport nearest the duty station through the IAEA's travel agency American Express, or a travel grant, or they will be reimbursed travel by car/bus/train in accordance with IAEA rules for non-staff travel.

## **Disclaimer of Liability**

The organizers of the event do not accept liability for the payment of any cost or compensation that may arise from damage to or loss of personal property, or from illness, injury, disability or death of a participant while he/she is travelling to and from or attending the course, and it is clearly understood that each Government, in approving his/her participation, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.

## **Note for female participants**

Any woman engaged by the IAEA for work or training should notify the IAEA on becoming aware that she is pregnant.

The Board of Governors of the IAEA approved new International Basic Safety Standards for Protection against Ionizing Radiation and for the Safety of Radiation Sources. The Standards deal specifically with the occupational exposure conditions of female workers by requiring, inter alia, that a female worker should, on becoming aware that she is pregnant, notify her employer in order that her working conditions may be modified, if necessary. This notification shall not be considered a reason to exclude her from work; however, her working conditions, with respect to occupational exposure shall be adapted with a view to ensuring that her embryo or foetus be afforded the same broad level of protection as required for members of the public.

## **IAEA Contacts**

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