LLL programme

RULES TO PREPARE A LIVE COURSE

The chairman of the course has to coordinate the application and preparation of the Live course, development of material needed, running a LLL course prepare the the report to the LLL Board.

1. Application for the course

A formal application (using the official template) has to be sent to the LLL Board (meier.remy@outlook.com) with the following items:

1. Name of the local nutritional (PEN) society

2. Place and date of the course/courses

3. Name of the course **chairman (Has to be TLLL certified teacher)**

4. Names of the involved speakers. At least two of the speakers should be TLLL certified teachers; one of them could also be the chairman. If one of the speakers is not TLLL certified, it is the responsibility of the chairman of the course to give him/her the LLL teaching material and make sure that these non TLLL speakers run the course according to the rules. **The TLLL teachers have to be current ESPEN members.**

5. Intentions for translation of the English web-modules into another language.

After the application is approved by LLL Board, use the following instructions to prepare the course:

2. Preparation of the course

1. The course must be prepared according to the original course framework   presented on the web-site: Lectures + Clinical Case Discussion + Test + Course Evaluation.

2. Each Live Course has to cover one topic with all the modules included in it. Omitting modules is not acceptable in the frame of a LLL Course. The titles and the content of the modules should follow **the ESPEN LLL curriculum**.

3. The course content and educational tools are allocated on the web-site of the **Teacher Virtual Portal (www.lllnutrition.com/tlll2). Only the users registered as LLL teachers on Virtual Portal have the access to educational tools (educational content is free-accessible).**

4. ESPEN position on the topic should be provided, based on ESPEN guidelines, Blue Book and peer reviewed LLL material.

5. The PowerPoint-slides presentations are available on the **Teachers Virtual Portal**. Please keep the same format. All corrections have to correspond to the information in the module on the web. The content of ESPEN LLL slides can be slightly changed to adapt them according to new information in the literature but the ESPEN message should be kept, since the participants sign up for an LLL course and they expect that the international expertise of ESPEN will be offered.

6. The Clinical Cases are available on the **Teachers Virtual Portal**. It is also possible to develop own Clinical Case coming from your clinical practice. For better case presentation you are encouraged to use multimedia accessories, such as pictures, video, animations, etc.

7 The test includes **30 true/false test questions** and is produced from the LLL reviewed and approved material, and should be used as provided. The tests are available on the **Teachers Virtual Portal.**

8. Before the course the course director has to prepare the following:

- The evaluation sheets for each participant
- The certificates with **4 CME's credits** for each participant
- The certificates of attendance (for10-20% of the expected failed participants)
- The list of participants as a table in excel format.

All the templates are available on **Teachers Virtual Portal.**

3. Registration to LLL WEB-Portal

1. The participants should register themselves on-line on ESPEN LLL portal in orderto create an individual profile to collect LLL credits.

In case the participant is **already** or has been in the past ESPEN member, access to LLL is included in his membership services (ESPEN member secure zone). **The participant must use his ESPEN username and password** to access his existing LLL account.

If the participant has already an account in LLL, there is no need to register to LLL again before the Live course.

2. In case the participant needs to register he/she has to use the following procedure**:**

- Go to LLL WEB PORTAL: http://lllnutrition.com/
- Click on "Register to LLL Programme"
- The ESPEN webpage will appear on the screen On the right side of the menu click on "Register"
- On the page "Register New User":

ALL THE INFORMATION REQUIRED has to be filled in!!!

After the registration is completed, the participant will receive two emails from info@espen.org, one informational and another one for verification, providing a link asking to activate the personal account. Click on the link and finalise the subscription by completing all personal details.

Note: Most verification emails are received immediately, however, during peak times, it can take LLL WEB-portal longer to send them out.

The participants have to check "spam" folder to be sure that verification email is not being detected as spam (especially in case of Hotmail or Yahoo email account).

Accounts that are not activated or with incomplete personal details will be deleted by the LLL administration after 20 day

Some useful advices: Registration in LLL portal has to be done with a personal computer or a notebook (not through other devices as smartphone or tablet). We recommend using Chrome or Internet Explorer browsers with cookies and pop-ups enabled at least temporarily.

After successful registration the participant has full access to the LLL courses either through www.lllnutrition.com or through www.espen.org with the same credentials (username and password). It is advisable to take the related on-line LLL-modules before the live course.

4. Format of a LLL course

1. **Course duration:** 4 hours.
2. **Format of the lectures**: 4 lectures of 30 minutes.

   Please use not more than 30 slides per lecture. The interactive discussion should be encouraged after the lecture. The duration of the lecturing and interactive discussion should be not more than 2 hours.

3. **Coffee break of 20-30 minutes**

   During the break all the participants have to receive the evaluation form of the course**.**

4. **Format of Case Discussion**: Interactive discussion of 2 clinical cases should be done with all the participating teachers in the course (duration 45 -60 min).
5. **Format of the Test**: 30 true/false questions

   The test is usually corrected by the neighbours of the participants. Each question will be discussed by the lecturer and the correct answers will be given for each question. **The test pass rate is 80 %.**

6. After the returning of the test and the evaluation form the participant will get the LLL certificate with CME's for the completing the course if he/she has passed the test. If the participant fails the test he/she will get only a certificate of attendance. **The certificates are given only to those who had completed the evaluation forms for the course.**

5. Requests after the course

After the course within 4 weeks the chairman of the Live course **must** send a report to the TLLL administrative board (meier.remy@outlook.com and rkomsa@gmail.com) including the following documents:

1. List of participants attended the course, according to the LLL template "Excel File": including name, address, profession, e-mail, LLL username, test pass number of the positive answers.
2. Course evaluation (one summary sheet) according to the template "Excel File".

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LLL Board

Prof. Alessandro Laviano, Prof. Regina Komsa, Prof. Rémy Meier