



THE EUROPEAN SOCIETY FOR CLINICAL NUTRITION AND METABOLISM

LLL PROGRAMME RULES TO PREPARE A LIVE COURSE



LLL Courses cannot be organized and conducted without the explicit approval by the central LLL Board and by the local PEN society, even if it is not directly organizing them.

1. Application for the course

The director of the course shall submit the application to the central LLL Board, and will be responsible for preparing the Live course, printing the needed material, running the LLL course and preparing the report to the LLL Board.

A formal application has to be sent to the LLL Board (meier.remy@outlook.com). The official template of the TLLL portal should be used (<https://lllnutrition.com/tlll2>). The following information should be included in the application:

- a) Name of the local nutritional (PEN) society
- b) Place and date of the course/courses
- c) Name and the email address of the course **director (Has to be TLLL certified teacher)**
- d) Name and the email address of contact person of the course
- e) Names of the involved speakers. **At least two of the speakers should be TLLL certified teachers;** one of them could also be the director. If one of the speakers is not TLLL certified, it is the responsibility of the director 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. **TLLL teachers have to be ESPEN members. The invited speakers have to be current ESPEN members** (at certain conditions some exceptions for the speakers could be done.)
- f) Note* ESPEN is not financially and legally responsible for any health problem which may occur during any LLL course, including travelling back. Therefore, ESPEN shall not cover any direct and indirect costs related to medication, consultation, hospitalization and transportation of the LLL teachers are therefore advised to issue personal health insurance when travelling to teach at LLL courses.
- g) Willingness to translate the web modules from English in other languages should be reported.

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

2. Preparation of the course

- a) The course must be prepared according to the original course framework presented on the website: Lectures + Clinical Case Discussion + Test + Course Evaluation.
- b) Each Live Course has to cover one topic with all the modules included in it. Omitting modules is not acceptable in the frame of an LLL Course. The titles and the content of the modules should follow **the ESPEN LLL curriculum.**
- c) The course content and educational tools are available through the website of the **Teacher Virtual Portal (<https://lllnutrition.com/tlll2>).** **Only the users registered as LLL teachers on Virtual Portal have access to educational tools (educational content is free-accessible on the LLL WEB Portal).**
- d) ESPEN position on the topic should be provided, based on ESPEN guidelines, Blue Book and peer reviewed LLL material.
- e) 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. Several keynote slides (5-8) have to be provided for free access on the LLL portal in pdf format.
- f) 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 the speakers are encouraged to use multimedia accessories, such as pictures, videos, animations, etc.
- g) 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.**

- h) Before the course director has to prepare the following:
- The evaluation sheets for each participant
 - The certificates with **4 CME's credits** for each participant, who will pass the test
 - The certificates of attendance (for 10-20% of the expected failed participants)
 - The list of the participants in excel format.

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

3. Registration to LLL WEB-Portal The participants should register themselves online on the ESPEN LLL WEB portal to create an individual profile to collect LLL credits.

a) 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 the LLL WEB portal again before the Live course.

b) In case the participant needs to register he/she has to use the following procedure:

- Go to LLL WEB portal: <https://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 the "spam" folder to be sure that verification email is not being detected as spam (especially in the 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 days.

Some useful pieces of advice: Registration in the LLL portal has to be done with a personal computer or a notebook (not through other devices as a 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 <https://lllnutrition.com> or through www.espen.org with the same credentials (**username and password**). It is advisable to take the related online LLL-modules before the live course.

4. Format of an LLL course

a) **Course duration:** 4 hours.

b) **Format of the lectures:** 4 lectures of 30 minutes.

Please use not more than 30-35 slides per lecture. The interactive discussion should be encouraged after the lecture. The duration of the lecturing and interactive discussion should be no more than 2 hours.

c) **Coffee break of 20-30 minutes**

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

d) **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). The case should be presented in the PPT format.

e) **Format of the Test:** 30 true/false questions

The test is usually corrected by the neighbours of the participants. After the test, each question has to be discussed by the lecturer and the correct answers have to be given for each question. **The test pass rate is 80 %.**

f) After returning the test and the evaluation form, the participant will get the LLL certificate with CME credits for 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 director 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:

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

LLL Board:

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

January, 2020