

# MASTER CE PROGRAMME

# Aesthetic and Adhesive Dentistry

NDA Presentation

# CONCEPT



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**Master Programme**

# MASTER CE PROGRAMME

## Concept



### New initiative to offer:

- A mix of practical and theoretical modules, available regionally for a multiple-year period.
- A tailor-made CE journey – «buy what you need» concept»
- Locally & ADA-CERP certified courses delivered by internationally renown lecturers at a competitive local price

Developed by FDI education team, all courses are implemented locally in collaboration with one of FDI national member. This ensure access to the latest international development in the field, grouped with optimal onsite experience and direct access to local participants

# Roles and Responsibilities



## Course Management

- Course content development (standardized)
- Speaker selection and liaison
- International promotion
- International ADA-CERP accreditation & certificate
- Sponsors management (annual contracts)
- Global course information documents (to be available in the app)
- Set up of the app & participant access management prior the course
- Participants feedback collection (App)

## Speaker Management

- Speaker honorarium (standardized)
- Speaker flight

## Hands-on Management

- Sponsors material planning (for hands-on)

## National Dental Association

### Course Management

- Course selection (from 5 standardized modules)
- Date selection
- National promotion
- National accreditation & certificate  
*(ideally to be merged with FDI one)*
- Venue rental  
*(training center or lecture hall depending on module selected)*
- Participants registration and payment collection
- Onsite logistics (participants scanning– in & out of the room / signage (designs provided by FDI))
- Management of the app onsite

### Speaker Management

- Speaker transfert and accommodation
- Speaker welcome and Introduction

### Hands-on Management

- additional material sourcing (for hands-on)

*\* Registrations can be done on FDI system if needed, but with limited currency options*

# Roles and Responsibilities

Registration fees are to be defined by NDA and should be aligned to local practice for an international course of a similar duration. Fees should be submitted to FDI for approval.

Registration income should be split between FDI and the co-hosting member to cover the remaining course delivery costs. The agreed split is 50-50% on the registration fees excl. VAT and credit card fees.

The split calculation will be done using a template provided by FDI and should be done no later than 1 month after the course delivery.

# Modules Overview

## **Module 1: Aesthetic Diagnosis & Analysis**

- 6-8h hours
- any venue type
- Interactive session with a mix of lecture and hand—on in the form of smile design case analyses

## **Module 2: Principles of Adhesion**

- 4h
- Lecture hall
- Theoretical module

## **Module 3: Minimally Invasive & Preventive Aesthetic Treatment**

- 1-day course
- Training center
- Lecture and hands-on

## **Module 4: Direct Aesthetic Restorations**

- 2-day course (one day on anterior and one day on posterior restorations). Possibility to register for one or two days
- Training center
- Lecture and hands-on

## **Module 5: Indirect Aesthetic Restorations**

- 2-day course (one day on anterior and one day on posterior restorations). Must register for both days
- Training center
- Lecture and hands-on

**To allow sufficient time to source an adequate speaker, the course date and topic can be decided up to one year in advance and at the latest 3 months before the course wished date.**

Venue contracting: -2.5 months

Speaker travel arrangement: -2.5 months

Promotion launch: - 2month

Registration launch: - 2month

Course date:

CE credit & delivery: + 1 week

Course report : + 3 weeks

Final financial breakdown: + 1month

# STEP BY STEP



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**Master Programme**

# NDA: STEP 1

## Module(s) selection

**Members can select one or several modules from the below list, depending on their audience type & interest, available time and local competing programmes.**

### **Module 1: Aesthetic Diagnosis & Analysis**

- 6-8h hours
- any venue type
- Interactive session with a mix of lecture and hand—on in the form of smile design case analyses

### **Module 2: Principles of Adhesion**

- 4h
- Lecture hall
- Theoretical module

### **Module 3: Minimally Invasive & Preventive Aesthetic Treatment**

- 1-day course
- Training center
- Lecture and hands-on

### **Module 4: Direct Aesthetic Restorations**

- 2-day course (one day on anterior and one day on posterior restorations). Possibility to register for one or two days
- Training center
- Lecture and hands-on

### **Module 5: Indirect Aesthetic Restorations**

- 2-day course (one day on anterior and one day on posterior restorations). Must register for both days
- Training center
- Lecture and hands-on



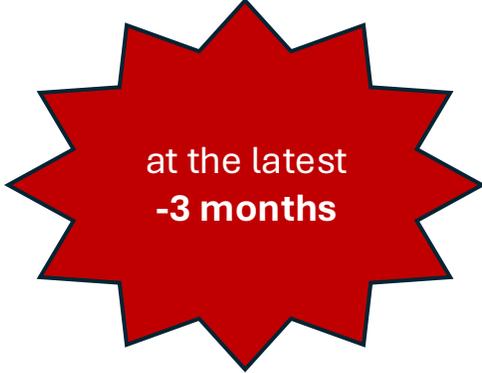
at the latest  
-3 months

# NDA: STEP 2

## Date(s) and Format(s) selection

### Date

- The NDA should suggest 2-3 date(s) options for FDI to discuss with the speaker.



at the latest  
**-3 months**

### Format

- The course(s) can be held as stand-alone event or as pre/post/parallel course to an existing event/congress.
- in case the course(s) is/are planned in conjunction with an event, careful check about the venue set-up should be made (especially for modules with hands-on). In case the needed set-up cannot be guaranteed at the event venue, it is possible to have the courses in a different location but transfers for participants should be arranged.
- The course are designed to be in-person courses only (no hybrid / digital)
- The maximum capacity is to be determined based on the venue capacity, but should not exceed 25person for the module 3,4 and 5.
- If the NDA wants to include national CE credits, the NDA should inform FDI about the pre-requisit during the format selection so that any mandatory check can be further implemented in the next steps.

# NDA: STEP 3

## Speaker(s) selection

- To ensure a high level of quality content, FDI has created a pool of speakers, well-known internationally and ready to delivered the accredited content.
- Upon reception of the possible dates, FDI will shortlist 2-3 speakers from its official Master CE pool of speakers and submit their profile to the NDA. Based on the NDA's preference and feedback, FDI will then invite the preferred speaker.
- FDI will sign a contract with the speaker and will cover his/her honorarium and arrange his flight bookings.



at the latest  
-2.5  
months

# NDA: STEP 4

## Venue Selection & budgeting

- The NDA should select a venue that can accommodate the technical and equipment requirement of the envisioned module(s).
- the venue should also have some space to welcome and scan participants and have an area for break
- For modules lasting more than half-day, catering should be envisioned. The NDA can decide to include lunch or not (can be adapted depending on local habits). If lunch is not included, a venue close by food options should be privileged.
- The venue rental costs should be negotiated before setting up the registration fee. If extra costs apply to use training facilities that would reduce the need of material (phantom heads, handpieces) FDI can consider supporting partially, providing costs are submitted in advance.



at the latest  
**-2.5 months**

# NDA: STEP 5

## Registration Fee decision

- The NDA should suggest the registration fee to FDI, taking into account that the registration income should be split 50-50 between the NDA and FDI.
- The registration fee should fit the local buying power of the participants. (the fee does not need to be the same from a country to another)
- The NDA should cover its expenses with its share of the registration income and plan for an average attendance of 15 participants to be on the safe side.
- If the NDA would like to offer some free registrations to specific contact, the quantity should be discussed with FDI.
- In case registration does not meet expectation, FDI and the NDA may consider to cancel or postpone the event, but depending on when the decision is made, this may generate extra costs so all efforts should be made to avoid this situation (including budgeting wisely from the beginning).



at the latest  
**-2.5 months**

# NDA: STEP 6

## Registration system set-up

- The NDA should set-up an online registration system to collect the participants data and payment. Online payment should be enforced to limit the risk of no-show.
- In case the NDA cannot implement an online registration system, FDI can do it, but with a limited number of currency options and with possible additional VAT charge.
- The registration system should allow to collect at minimum following information:
  - First Name
  - Last Name
  - Organisation
  - Position
  - Email
  - Address
  - Phone number
  - Number of years of experience

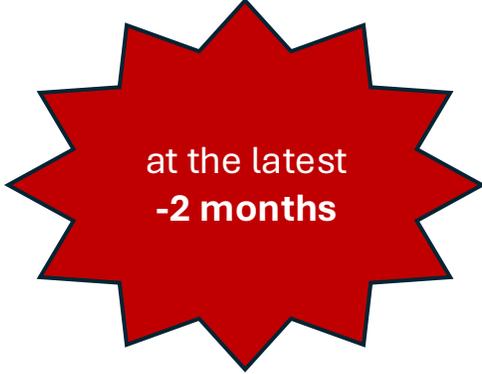


at the latest  
**-2.5 months**

# NDA: STEP 7

## Promotion

- Upon completion of step 1 to 6, FDI will provide the NDA with social media cards and programme documents to be shared on their channels.
- FDI will promote the courses on its web calendar, in regional newsletter and on social media.
- FDI provide the speaker and industry partners with tailor-made social media cards and banners.
- Promotion is very important and a plan including several reminders should be co-developed



at the latest  
**-2 months**

# NDA: STEP 8

## Venue set-up orders

- As soon as the course is confirmed, FDI will inform its global industry partners (GC, Voco and Dentsply) to confirm the material they will provide (check-list to be filled) and to identify a local/regional point of contact.
- The NDA should identify a contact for the venue management (if a training center is rented, it can be a representative from the training center) and should ask him/her to fill the material checklist.
- Once both the partners and venue checklists are filled, FDI will compile all data and inform the speaker. if any material is missing, the NDA should source it locally to facilitate timely deliver and avoid customs fee. FDI will financially support the needed investment, after having approved the costs in written.
- Once the local point of contact is identified, FDI will introduce him/her to the NDA local contact to arrange for the delivery

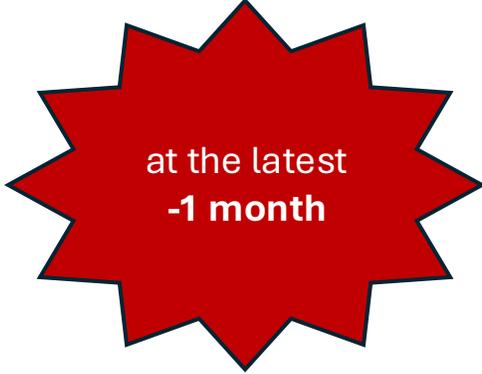


at the latest  
**-1.5 month**

# NDA: STEP 9

## Speaker Liaison

- The NDA should arrange the airport transfer, accommodation and social activity (if any planned). The NDA should assist with visa letter if needed.
- FDI will brief the speaker about the programme, venue and material. If needed a joint pre-call with the NDA, FDI and the speaker will be arranged through FDI
- FDI will provide the speaker with some template slides to play at the beginning of the course (sponsors acknowledgment, ADA-CERP & App guidelines).
- FDI will prepare a certificate of appreciation for the speaker. the certificate should be co-signed by the NDA and handed-over to the speaker at the end of the course.
- The NDA should plan a short introduction of the speaker at the beginning of the course.

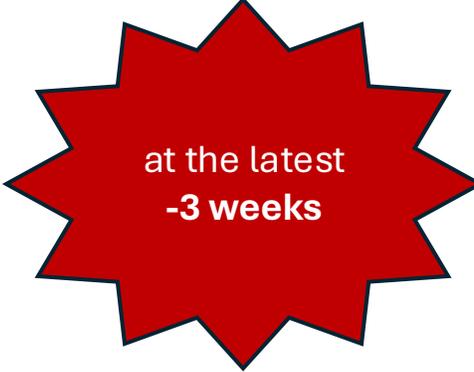


at the latest  
**-1 month**

# NDA: STEP 10

## Participant reporting and App set-up

- To ensure a compliant data collection process for the international CE credits distribution, FDI will provide the NDA with an App that every participant should use to access the course and to provide feedback.
- The use of the App is mandatory, as it is also a way to provide sponsors with visibility.
- The NDA should provide FDI with a preliminary list of participants at the latest 3 weeks before the event. FDI will create the event in the app and upload the participants in the system. participants will receive their personalized login details.
- The NDA will be granted an admin access to the app system to add last minute participants (onsite registration) and an access to scan the participants virtual badges (in the app) onsite. The scanning can be done by the NDA with any smartphone.
- FDI will arrange for a live demonstration on how to use the app onsite.



at the latest  
-3 weeks

# NDA: COURSE DELIVERY

## Course Delivery

**FDI cannot offer onsite support for all the courses. it is therefore the NDA responsibility to ensure a smooth onsite experience for the speaker and participants.**

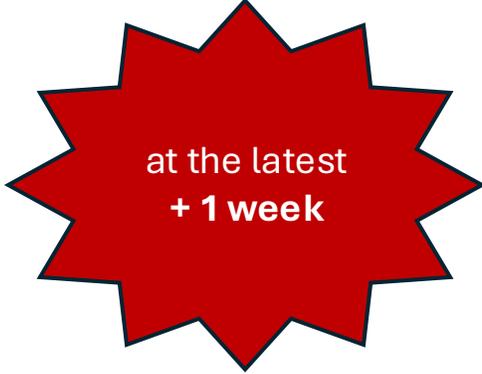
- On the course day, the NDA should welcome the speaker and ensure a short introduction
- The NDA should have an appointed staff to welcome and scan participants in and out
- Depending on the group size and available infrastructure at the venue, the NDA might need to provide extra staff to assist the speaker with some hands-on demonstration
- The NDA should take pictures and post on social media. FDI will post as well if the NDA can provide some live content.
- At the end of the course, the NDA should thank the speaker and offer him/her the certificate of appreciation



# NDA: STEP 11

## Certificate and follow-up

- Based on the data collected in the App, FDI will deliver the certificate of participation.
- The certificate will be developed as per FDI standard Certificate template and will be co-signed by the NDA. If national CE credits are also delivered, the certificate could include them, providing the international CE credits rules are respected. Alternatively, a national certificate could be delivered as a second documents
- Certificate will only be delivered to participants who have both been scanned in and out and who have filled the survey.
- Since the survey completion can be done anytime after the course, FDI will follow-up with participants who might not have taken all the steps.
- FDI will send a thank you letter to the speaker

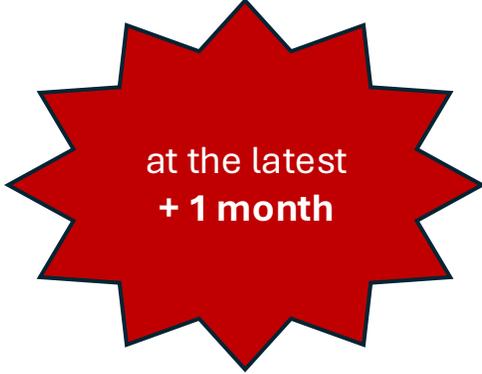


at the latest  
+ 1 week

# NDA: STEP 12

## Closing

- The NDA should provide FDI with a final list of registered participants and the corresponding fees paid. Based on this, FDI will edit a final invoice.
- Based on the survey results received in the App, FDI will put together a small report on the course. The reports should also include the speaker and NDA feedbacks, which will be collected either per email or during a debrief meeting.
- FDI will share the participants survey results (mandatory and industry optional surveys) with the project partners.



at the latest  
**+ 1 month**

# APP SUPPORT SLIDES



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**Master Programme**

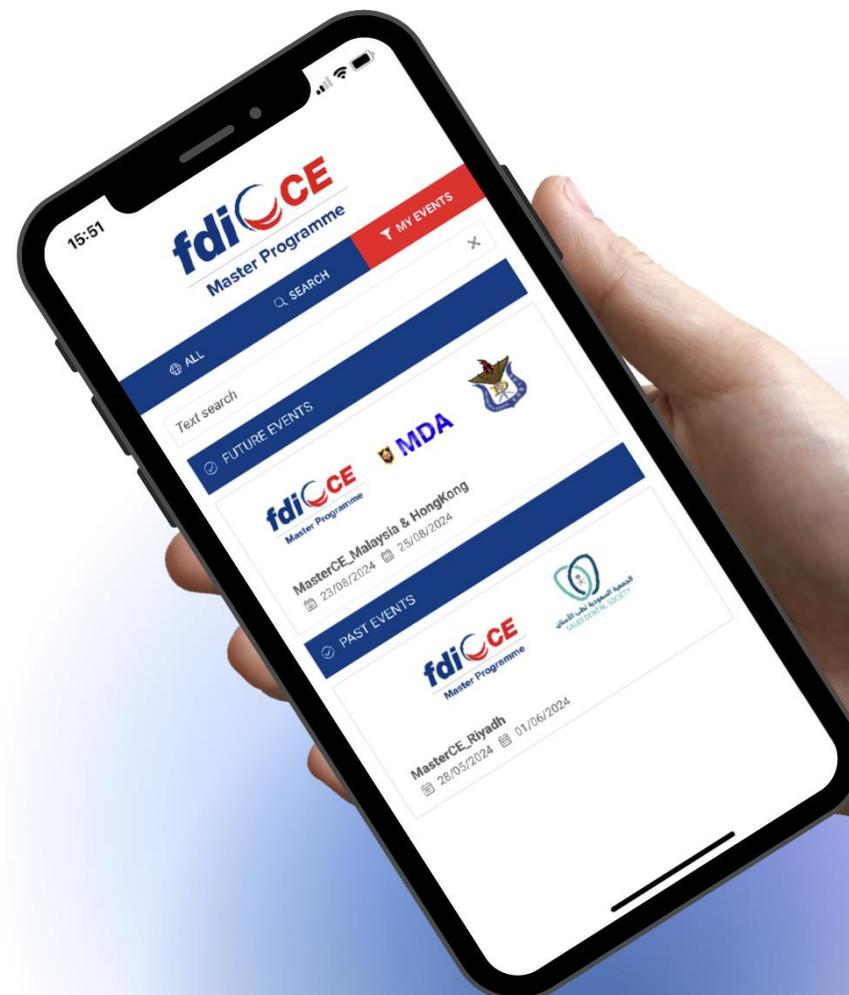


Master Programme

MOBILE APPLICATION

# MASTER CE PROGRAMME

GET STARTED



## PARTICIPANTS



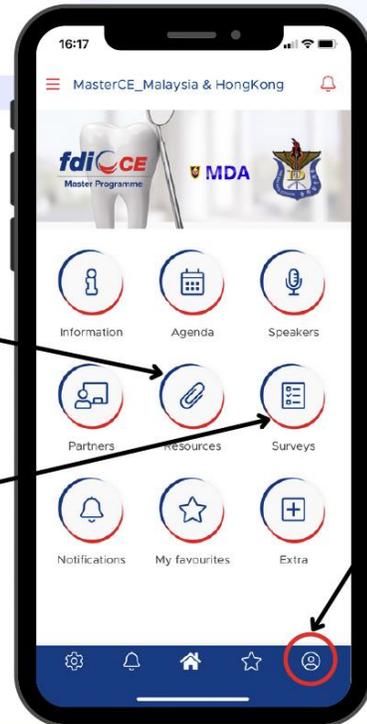
### Download the app

Email sent by FDI, via the back-end of the app, to all registered participants



Complete explanation of the course

Survey to request to each participants to fill up after the course



General Link:

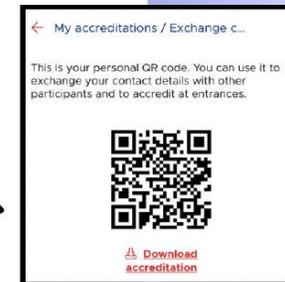
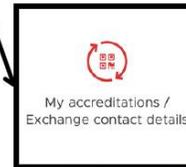
<https://www.eventool.com/MCEAsia>

Bar code to scan at the entry / exit of the room:

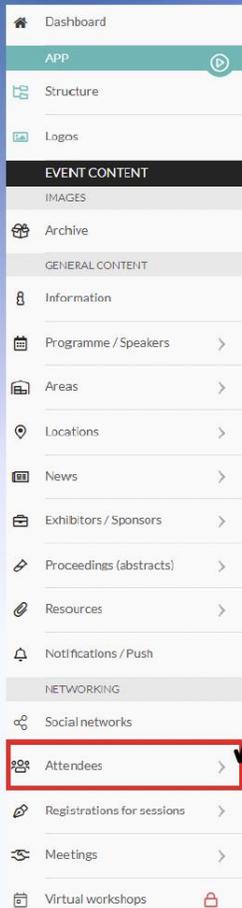
1- click on the profile button

2 - Click on "My accreditation / Exchange contact details"

3 - Bar code that you will have to scan



## ADMIN PANEL



General Link:

<https://www.eventool.com/en/login>

### Add an attendee:

- Click on “Attendee” on the Dashboard
- Click on “New Attendee”
- Fill up the form with Title, First Name, Last Name and Email
- Click on “Select category” and select the Country where the session is held (Hong Kong or Malaysia)

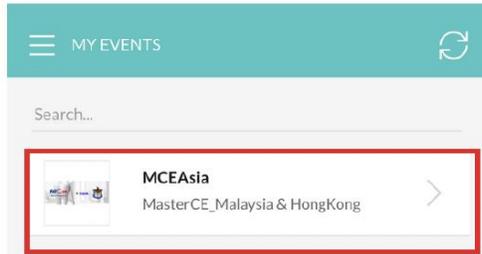
### Send to the attendee his credentials:

- Select “Email for Accreditation”

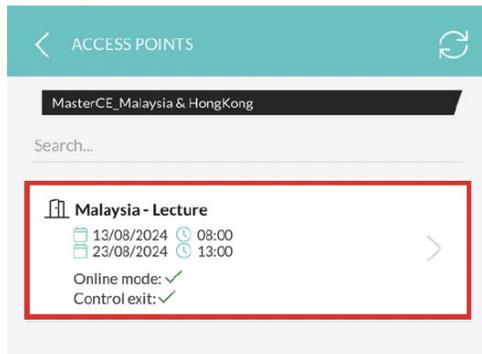
- Click on “send email” on the attendee line

## SCANNING THE PARTICIPANTS

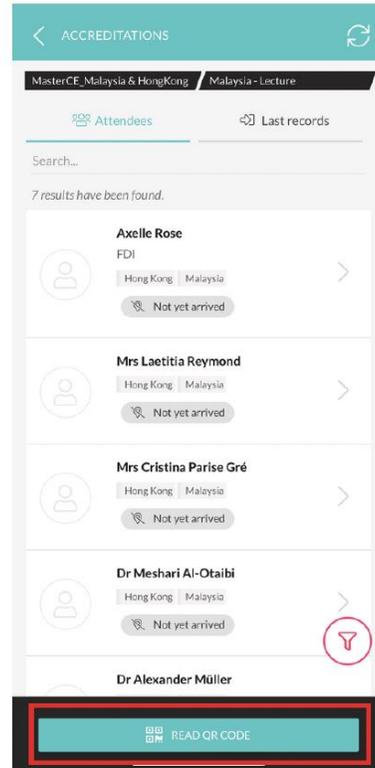
### 1. Select your event



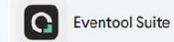
### 2. Select the session you wish to scan the participants for



### 3. Click on "Read QR Code"



## App to Download



### 3. Select if you are scanning the participant for the entrance in the room or the exit

