

## GUIDELINES FOR VISIT

Funding for the Visiting Professor Program changes annually, and visits **must** be approved by the ASDS in advance to ensure funding is available. When choosing an approved Visiting Professor from the list provided on the ASDS website, please take in consideration that the speaker is volunteering their time away from their practice/institution and travelling long distance may be too difficult.

The host site provides the space and tools required for the visit (e.g., lecture room, AV, lab space and instrumentation if procedures are part of the visit, etc.). The host site is not obligated to take on additional expenses for the visit.

### Host Site Training Program Director: Criteria

- Must be an ASDS Member in good standing, and at least five years out of residency.
- Must be in an academic practice/chair of an ACGME or AOBDD approved dermatology residency program in the US or Canada.

### Host Site Training Program Chief Resident: Process and Responsibilities

- Submit the Visiting Professor Application to ASDS.\*
- If visit request is approved by the ASDS, instructions will be sent for you to send an invitation directly to the Visiting Professor.
- When professor agrees to the visit, notify ASDS\* and you will be sent a Host Site Agreement and Release of Liability form. Have your program director complete and sign this form and email to ASDS.\*
- Communicate with visiting professor and program director to develop agenda/content to be presented; send agenda information to ASDS.\*
- If the Visiting Professor is from out-of-town and requires lodging, research hotels near your program location and send this information to the Visiting Professor to assist him/her in selecting a convenient hotel; sometimes the Visiting Professor is hosted at the home of your program director if they are acquainted. Request that the Visiting Professor inform you of their travel and hotel arrangements. If you are able to pick up the visiting professor from the airport and to/from hotel, you should offer to do this, as well as offer to accompany the Visiting Professor for an outing such as a meal (discuss with your program director).
- The ASDS would like to expand each visit by having the host site invite other local resident dermatologists to sit in during the visit (at the time range you determine). Please notify ASDS\* to discuss this so an email invitation can be sent from ASDS to the regional dermatologists. The invitation would indicate space is limited and on a first come, first serve basis, with RSVP going directly to chief resident or his/her designated person (i.e., provide contact's name and information to ASDS). You will need to keep track of how many plan to attend, not to exceed your space availability. ASDS\* will need to know the following for the email and the final agenda:
  - Date(s) and time(s) of the visit/lecture(s), as well as agenda topics.
  - Address (including the exact room to go to) and directions, including parking options and whether there is a fee for parking.
  - If the visit takes place over a meal time (e.g., lunch), let the attendees know that they are on their own for lunch (suggest nearby options); your program is not under obligation to incur meal expenses.
- Secure the space and tools needed for the visit at your program location, including AV, lab space & instrumentation if procedures are part of the visit, etc.
- Submit necessary forms for host to secure temporary licensure if surgery/procedures are to be performed as part of visit.
- The ASDS will provide forms for the visit as follows: final agenda and visiting professor bio to be distributed to attendees; sign-in sheet and evaluation forms, which need to be completed and returned to ASDS\* via email as scans or via regular mail.
- Provide a written summary of the visit for program files and possible publication in ASDS communications and take several photographs of the visit; email both to the ASDS,\* and be willing to report on experience during annual meeting if invited.
- Invite only one Visiting Professor to the same institution once per calendar year.

### Visiting Professor: Criteria

- Must be an ASDS member dermatologist in the US, Canada, or Puerto Rico, and in practice for at least 10 years.
- Must be a past chair of an education-related ASDS Work Group, Director of an ASDS Regional Course, or an ASDS Board Officer.
- Must have taught at three of the last five ASDS Annual Meetings or served as an invited Keynote Speaker in the last five years.
- Must be recognized by peers as an expert in the dermatologic topic of teaching consideration.
- If you meet the above criteria and are interested in being a visiting professor, email the ASDS\* for more information.

### Visiting Professor: Process and Responsibilities

- Confirm that funding is approved for a potential visit and provide the dates of the visit and name of the host site to ASDS.\*
- Arrange for travel/visit accommodations in cooperation with host site chief resident.
- Facilitate visit in the spirit of the ASDS Visiting Professor Program, and ensure fair and balanced content during all teaching opportunities.
- Submit an expense report with receipts to the ASDS\* within two weeks of your visit.
- Provide a written summary of the visit for our files and possible publication in Society communications, and email to ASDS,\* and be willing to report on experience during ASDS Annual Meeting if invited.