European Society of Ophthalmology

Dear Colleague

I acknowledge your commitment to accept the SOE grant for training in 2019. There is a procedure when applying to a centre and you are asked to please adhere to the following instructions.

1. You are in receipt of a personal confirmation via email indicating you have been accepted for an SOE Grant for 2019.

2. Write to or email the chairman of the desired teaching centre (addresses of many centres can be found on the SOE website under the Grants section – www.soevision.org). The email/letter should include a request to train at that centre and your preferred subspecialty and the period when you wish to visit.

3. Attach the SOE Grant acceptance letter in pdf format to your email/letter.

4. Wait to get the reply from the first centre. Do not write multiple applications at the same time! If the first desired centre is not available, write to the second or third on your list.

5. When you get a positive reply, immediately confirm your acceptance to the centre and copy the acceptance letter and your reply to the SOE secretariat email – secretariat@soevision.org.

6. The confirmation should include the name of the centre you will be attending, the dates you will be attending and the name and contact details of your supervisor at the centre.

7. The SOE Secretariat will then contact you with a Bank Form which you will need to complete with all the necessary bank details including IBAN, BIC numbers, SWIFT code, account number and address of bank.

8. Complete the Bank Form and return to the SOE Secretariat ASAP to avoid any delay in receiving your grant.

9. Money will be transferred to your bank account 4 weeks prior to your visit to the centre.

10. On arrival at the teaching centre, present yourself to the contact person with the SOE Grant acceptance email and the acceptance letter that you received from the centre.

11. Remember that receiving centres have no financial or other obligation towards you and that the funds that SOE provides may not cover all the expenses during your stay. Some centres may have hospital accommodation facilities, but often this might not be so and in the past, some residents have complained about the quality of this accommodation. So be sure to arrange your accommodation in plenty of time.

12. Some centres such as Moorfields Eye Hospital may charge a so called “observership fee” that should be paid by you. SOE provides no additional funds to cover this but has negotiated a substantial reduction for SOE Grant holders.

13. Within one month of your return, write a short report in which you explain your impressions: good ones or aspects that you feel may be improved. We will also send you an assessment questionnaire to complete. All other information, including addresses, email addresses and telephone numbers can be found on the SOE website: www.soevision.org. Should you have any difficulties, please do not hesitate to contact the Secretariat. I hope your visit will be full of positive impressions and that your new contacts will be long lasting.

Kind regards

Professor Marko Hawlina, MD, PhD, FEBO

Chairman of Education Committee SOE

SOE Secretariat

Email: secretariat@soevision.org
Website: www.soevision.org