



international bowel
ULTRASOUND GROUP

Organizing Module 1

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Skåne University Hospital, Sweden

IBUS Level 2 course, Copenhagen, 2nd December 2025

A Reference for the

Organizing an IBUS Module 1 Workshop

FOR
DUMMIES[®]

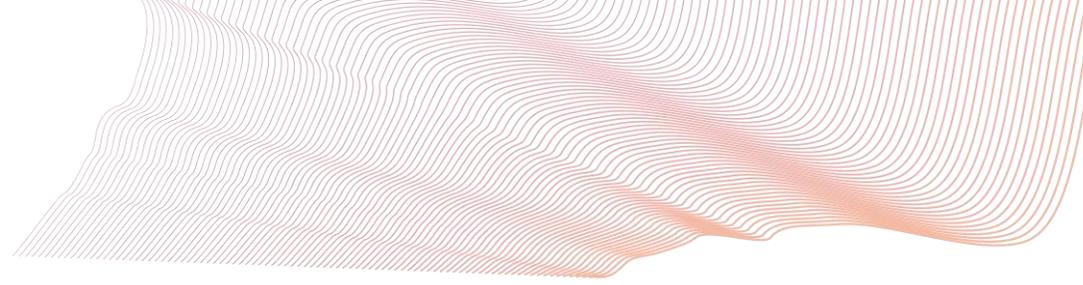
*requirements,
tips, and tricks*



**Tillmann Raith
& Mladen Makitan**

THREE IMPORTANT PARTS

- **Money**
- **People**
- **Venue**



Module 1 – multinational or regional hybrid?

IBUS offers 2 types of Module 1 Workshops:

Multinational intensive 2 - 3-day face-to-face workshop

Regional Hybrid workshop in regions with IBUS training centres

Hosting

IBUS CURRICULUM

**IBUS Regional Hybrid
Module 1 Workshop
-
General information
and requirements**

IBUS RESPONSIBILITIES

Approve local concept by GB & EduCom

2 Tutors from EduCom and GB

Announcement and application through ibus-group.org

Participants' management via Monday.com

Assess evaluation reports

Issue certificate of attendance

Module 2 placement including access to logbook

LOCAL ORGANIZERS RESPONSIBILITIES

Submit application form to GB

Funding

Logistics: venue, hotels and travel and workshop promotion

Select workshop local steering committee members (IBUS Office, GB and EduCom members will be part of the committee)

Healthy volunteers and patient recruitment and coordination

Plan Module 2 training

Venue Requirements

Intro & lectures:

- 1 main room for participants + speakers/tutors
- AV for speakers (2 microphones, projector, screen, podium, monitor for speaker, laptop, clicker, AV support)
- Classroom style or round tables preferred
- Registration desk outside of main room

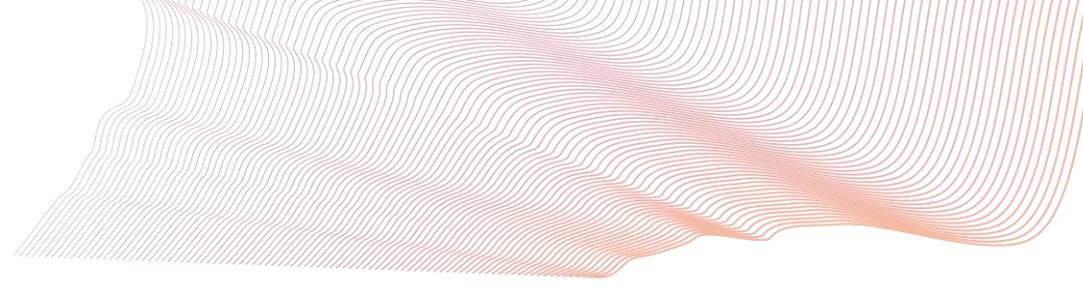
Additional requirements:

- Easily accessible for participants and healthy volunteers/patients
- Accommodation options available nearby
- Set up half-day before workshop
- 1 small room for faculty during the workshop
- 1 x optional dinner (depending on local organisers' preference)
- Meals as per program
- Lecture hall and breakout rooms should be located as close as possible
- Please keep in mind that 20+ patients will join for the hands-on sessions, therefore we suggest having a small sitting area close to the breakout rooms
- Patients' reimbursement

Breakout rooms:

- 1 large room which can be divided with curtains or panels (patients should not be able to see each other – suggested dimensions minimum 4m x 4m) or separate breakout rooms
- 1 tutor + max 5 attendees (+1 patient/healthy volunteer)
- Each room should have: 1 bench/bed for patients/healthy volunteers;
- 1 chair with wheels (w/o back) for the person scanning (other participants will stand when patients are present);
- 1 standard chair for patient's belongings;
- Paper sheets for benches (or bedsheets), 1 pillow, paper towels to clean gel, 60x60 clothes (or large disposable incontinence bed pads – around 3 per patient), gloves in different sizes, hand sanitizer, and bins. Enough material to refresh the rooms after each patient;
- Gel for machines (usually provided by US machine suppliers, make sure to have some backup stock);
- 1 US machine per room (US machines should be top range (not portable) and with a convex 3.5 MHz and a higher frequency linear probe (around 7 MHz));
- Power outlet at each station for the US machines;
- Extension cord for US machine (if needed).

HANDS-ON SESSIONS



- **A maximum of 5 participants**
- **At least 1 IBUS experienced tutor US machine suppliers to be reached out to by local organisers.**
- **Healthy volunteers and patients**
- **Reimbursement and consent**

PATIENTS LOGISTICS

- **Prepare months ahead suitable patients**
- **Overbook hands on sessions with 1-2 patients**

ONSITE LOGISTICS I

Fix everything on the Venue Requirement site IN GOOD TIME

Repetitive communication with attendants and faculty for fail safe arrival at venue, booking of hotel, extracurricular activity

Allocate faculty in time for lectures or hands-on-sessions, be prepared for last minute flexibility

Signs for the venue, outside and inside (directions, roomnumbers, lecture hall, cloak-room, reception, waiting room for patients)

Badges with QR code to a living schedule that can be adjusted

Welcoming personnel day one to guide attendants and faculty

ONSITE LOGISTICS



Fix everything on the Venue Requirement site IN GOOD TIME

IBUS Nordic
Module 1
Workshop
Bergen
December 6th-8th, 2023



Stephan
Haas
Sweden

Group 4: Mt. Ulriken



www.ibus-group.org

PARTICIPANT

ONSITE LOGISTICS II

Don't forget to invite your boss for welcoming words

Prepare an organizational power point with the schedule, the venue room setup, the rotation plans for the hands on session, the lectures with times and lecturers, the extracurricular activities, swap to that powerpoint in every break and show the next steps.

Know the venue better than your own home! Become best friends with the local technician – get his number and know where he is sitting.

Check all the electronics, beamers, connections, powersupplies, etc, and get it all explained to you, take fotos.

ONSITE LOGISTICS IV – The little extra

Try to find a restaurant which can host 30 people with an atmosphere that makes communication easy – do it early. Get different menu suggestions.

Don't forget to collect dietary restrictions and allergies and communicate that with venue catering and the restaurants.

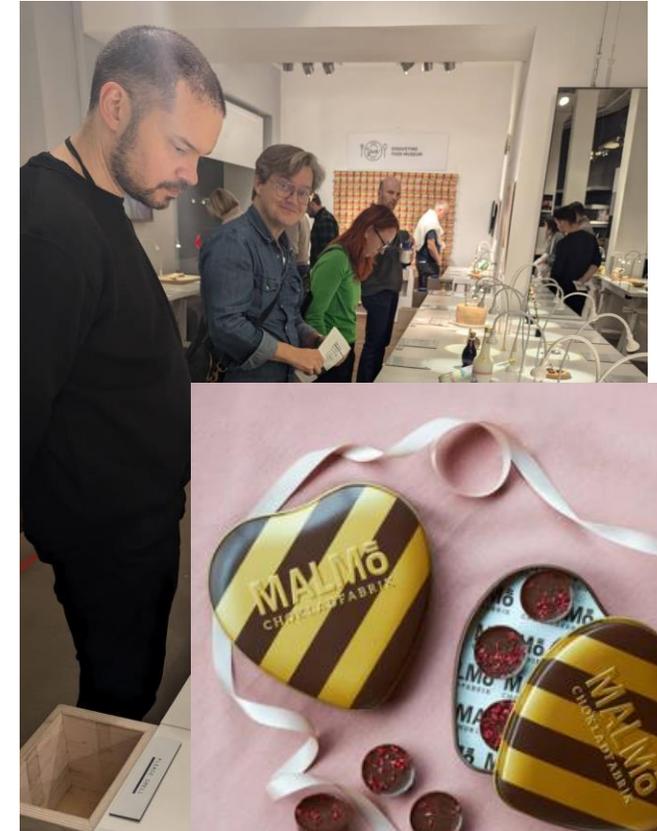
Venue Catering: Make sure water, coffee and smaller snacks are available at all times – if you want to bring your own stuff, make sure it is allowed.

Scan local culture for exhibition, concert? Invite musicians to dinner?
Guided city tour? Guided morning jogging tour together?

Buy a small souvenir for your faculty members

Don't forget the group photo!

ONSITE LOGISTICS – The little extra



ONSITE LOGISTICS – The little extra



SUGGESTED TIMELINE BY IBUS



12 months prior to WS	Workshop application form submitted	Local Organisers
10 months prior to WS	Program and budget finalised and approved	Local Organisers - IBUS
9 months prior to WS	Sponsorship confirmed and funds raised	Local Organisers
8 months prior to WS	Service agreement and payment scheduled issued	IBUS
7 months prior to WS	1. Confirm venue/hotel 2. Faculty invites sent 3. US machines secured	1. Local Organisers 2. Local Organisers (with IBUS approval) 3. Local Organisers
6 months prior to WS	Deadline for faculty to confirm/decline their attendance	Local Organisers
6 months prior to WS	Workshop webpage ready, applications open	IBUS (with Local organisers approval)
5 months prior to WS (min)	Faculty and staff flights and accommodation booked	Local Organisers
5 months prior to WS	Applications close, review applications	Local Organisers - IBUS
4 months prior to WS	Application responses sent + issuing invoices	IBUS
2 months prior to WS	1. Patients' recruitment 2. Venue details finalised	1. Local Organisers 2. Local Organisers
1 month prior to WS	1. Selected participants to take eLearning module 2. Lecture presentations follow up 3. Faculty onsite details shared	1. IBUS 2. Local Organisers 3. Local Organisers
Workshop	Workshop	All
2 weeks after WS	1. Issuing certificates 2. Post-event calculations & payments	1. IBUS 2. IBUS + Local organisers

SYNOPSIS MAIN CHALLENGES

Funds – you can never have enough



Time – after the workshop is before the workshop! One year is not a lot of time!





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Tarmultraljud effektiv metod för att undersöka patienter med kronisk inflammatorisk tarmsjukdom



Tillmann Raith, Mladen Makitan och Peter Gedeon, gastroenterologer på Skånes universitetssjukhus.

Thank you!

Thanks to Alicia who has prepared a similar lecture before!!!