



Visiting Professor Host Institution Expectations & Requirements

VP Itinerary

- Create itinerary and schedule of VP meetings and presentations
- Provide itinerary to the FCOT Executive Office
- Complete required documents for host institution to provide CME/CE credit
- Set up and market the virtual/hybrid meeting

VP Travel Arrangements. The host institution is responsible for:

- Local and on-site arrangements (e.g., ground transportation to/from airport or prior location, hotel, and host facility)
- Arrange a local hotel for the VP
- Host and make dining arrangements for the VP the night prior to the VP lecture and host the for breakfast and lunch the day of the VP lecture.

Virtual/Hybrid Requirements. All Visiting Professor presentations are hosted in-person and streamed for the larger external audience. The host institution is required to:

- Stream the Visiting Professor through the virtual meeting option of their choice
- Provide a registration link for the meeting to FCOT (if external participants are required to register to participate)
- Provide FCOT with the link to the virtual meeting option so FCOT Members can participate
- Record the lecture and provide the recording to FCOT for posting on the FCOT website

Cost: The host institution is expected to cover the cost of hosting the Visiting Professor. FCOT will pay for the VP's flight to Florida, honorarium for the VP week, and miscellaneous travel expenses (e.g., car transportation as necessary).

Information Needed. FCOT staff will work with the host surgeons and any host facility administrative support to collect necessary information and ensure arrangements are made.