



Grand Rounds ERN-EYE Transnational

Grand Rounds

Main steps

- A- Participate as auditor/attendee (not presenting)
- B- Participate as case presenter/speaker

A - Participate as auditor/attendee (not presenting)

Step 1

ERN-EYE will send invitations to all ERN-EYE members/affiliated partners 1 month before the event.

Step 2

Register as auditor/attendee on the ERN-EYE website following instructions.

Step 3

A ZOOM or TEAMS connection link with a detailed program will be sent 1 week before the meeting.

Step 4

On the meeting's day, connect with ZOOM or TEAMS, discover the cases, ask questions, participate to the discussion, contribute to solve cases.

B- Participate as case presenter/speaker

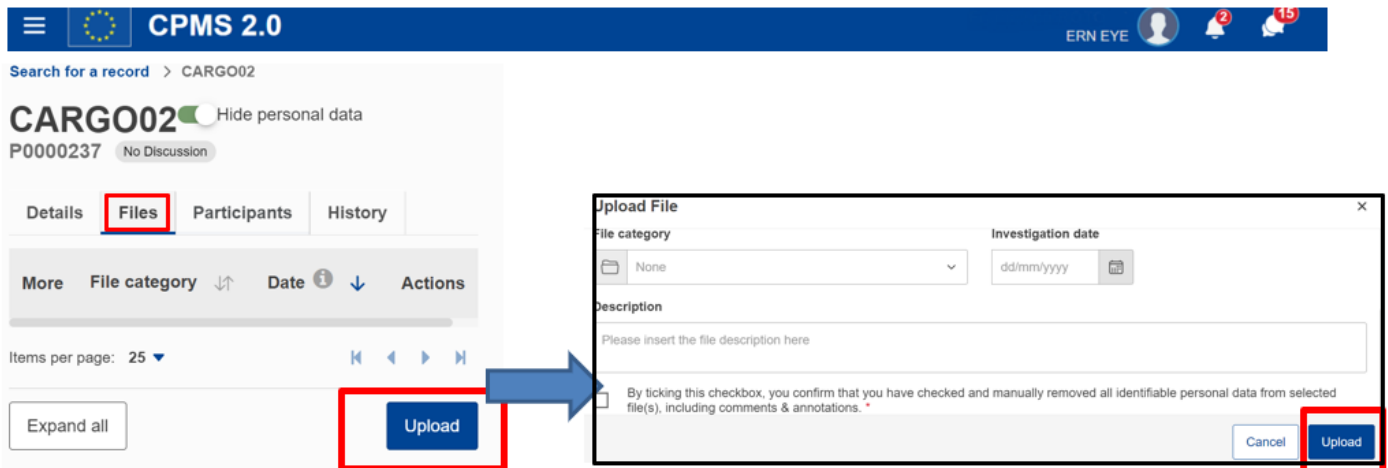
Step 1

ERN-EYE will send invitations to all ERN-EYE members/affiliated partners 1 month before the event. To submit a case for the next meeting :

- Register as case presenter/speaker
- MANDATORY: Upload the case on the CPMS 2.0 up to 2 weeks before the GREET meeting (CPMS instructions available on [this link](#) or contact ern-eye.helpdesk@chru-strasbourg.fr)
- Prepare a power point presentation with ERN-EYE GREET PowerPoint form (provided with the invitation mail)

Step 2

- 1) Upload your presentation on CPMS both in PowerPoint and PDF format on the document tab named "Files" (screenshot 1).



The screenshot displays the CPMS 2.0 interface. At the top, there is a navigation bar with the CPMS 2.0 logo and user information. Below this, a search bar shows 'CARGO02'. The main content area is divided into tabs: 'Details', 'Files', 'Participants', and 'History'. The 'Files' tab is selected and highlighted with a red box. Below the tabs, there are filters for 'File category', 'Date', and 'Actions'. A table of items is visible, with 'Items per page: 25' and navigation arrows. A blue arrow points from the 'Upload' button in the table to the 'Upload File' dialog box. The dialog box has fields for 'File category', 'Investigation date', and 'Description'. A checkbox is checked, with the text: 'By ticking this checkbox, you confirm that you have checked and manually removed all identifiable personal data from selected file(s), including comments & annotations.' The 'Upload' button in the dialog is also highlighted with a red box.

Step 3

The GREET Organizing Committee (GREET-OC) shortlists the cases for next GREET session and establishes the program.

Step 4

The ERN-EYE management team informs by email the speakers that they will be "on" the next GREET program.

If the submitted case is not presented due to time or topic limitations, it will be either registered as a future potential case (speaker informed) or will benefit from the CPMS forum with an alert to all on the opinion needed on the case (i.e: urgent opinion that cannot wait for next GREET session; similar case already discussed; out of topic of the GREET session).



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Step 5

A ZOOM or TEAMS link will be sent to all ERN-EYE participants before the meeting. The speaker will be informed by an additional mail about his case presentation and the program (time of presentation).

Step 6

The summary of the discussion of the case (validated by the speaker) will be uploaded on the CPMS for all to see the conclusions (as a "GREET conclusion report").

