



anem

Training 4 All (T4All)
Regulations

Artigo 1

(Description)

1. Training 4 All (T4All) is a capacity building activity organized by the Portuguese Medical Students' International Committee (ANEM-Portugal) every year. This activity focuses on the development of interdisciplinary competences as well as on the discussion and Training in specific fields of the students' interest, through non-formal education methods. T4All's goal is to increase the impact of the Federation, help it engage more members and develop its work on strategic priorities that are its focus.
2. T4All is a Sub-Regional Training (SRT), recognized by IFMSA (International Federation of Medical Students' Associations), welcoming students from all over the world, both as participants and as Trainers.
3. T4All's edition for 2019 will host 5 (five) different Training sessions, namely:
 - a. Advocacy in Medical Education Training (AMET);
 - b. Professional and Research Exchange Training (PRET);
 - c. Public Health Leadership Training (PHLT);
 - d. Basic Engagement in Advocacy for SOGI Training (B.E.A.S.T.);
 - e. Training New Trainers (TNT).
4. The edition occurring in 2019 will take place from the 2nd to the 6th of September, in the city of Porto.

Artigo 2

(Candidates)

1. Any student represented by an National Member Organization part of IFMSA can apply for T4all.
2. All candidates must fill the available form and provide the following information:
 - a) Full name
 - b) Gender
 - c) Email Address

- d) Mobile Phone Number
- e) Country and NMO
- f) Position in the NMO (if applicable)
- g) Food restrictions
- h) Travel Information
 - i. ID Card/Passport Number Information
 - ii. Visa required
 - iii. Invitation letter required
- i) Invoice information
 - i. Name
 - ii. Address
 - iii. VAT Number
- j) Training Option
- k) Agreement with Terms and Conditions
- l) Agreement with Article 8

Artigo 3

(Vacancies and Registrations)

1. Registrations will have an early fee and a late fee period, in which:
 - a) The early fee registration will run between May 19th and June 16th and corresponds to the price of 130 (one hundred and thirty) euros;
 - i. There are 45 spots in early fee registration;
 - b) The late fee registration will run between June 30th and July 21th and corresponds to the price of 150 (one hundred and fifty) euros. There are 20 spots in late fee registration plus the spare ones from the first sign up period that were not filled.
2. There is a total of 65 (sixty-five) vacancies and each Training session will involve 13 (thirteen) participants per Training.
3. Signing up for the activity implies the acceptance of the terms and conditions available on the registration form.

Artigo 4

(Package)

1. The registration fee includes:
 - a) 3 meals per day, excluding the arrival and departure day;
 - i. In the arrival day, the registration fee will include dinner;
 - ii. In the departure day, the registration fee will include breakfast and lunch;
 - b) Transportation from the airport to the venue in the arrival day and from the venue to the airport in the departure day;
 - c) Welcome Package;
 - d) Accommodation during the event.

Artigo 5

(Selection Process)

1. For the early fee applications, Trainers will be in charge of the selection of the candidates for the respective Training session.
2. Selection of the early fee candidates will be based on the application form that the candidates submitted, being blindly evaluated on:
 - a. The motivation for the activity;
 - b. The previous experience;
 - c. The potential for future use of their knowledge on Trainings, workshops or similar activities or events and follow-up plan.
- c) Selection of the candidates filling the spare vacancies, during the late fee applications, will occur by the same method as the early fee applications.
- d) The results of both periods of registration will be shared with the participants via email.
- e) After the participants receive the confirmation, they will have 7 (seven) days to proceed to the payment by bank transfer and to send the bank statement to the Organizing Committee (OC).

- a. Failure to do so will imply the cancellation of the registration. If this happens but the participant still wants to attend T4All, they will need to register again and the previous registration process will reset, as long as it is done while registration dates are still open.

Artigo 6

(Payment, Refund and Cancellation)

1. Once the candidate gets the final confirmation, there will be 7 (seven) consecutive days to proceed to the payment by bank transfer and to send the bank statement to the OC (t4all@anem.pt and treasurer@anem.pt).
 - a) ANEM-Portugal bank information is available in T4All's Invitation Package.
2. Any candidate who does not pay within 7 (seven) consecutive days after the results are announced, will not be able to participate and his vacancy can be filled in by another candidate.
3. Any candidate who is selected and cancels his vacancy, both in early and late fee, shall be reimbursed as it follows:
 - a) 100% refund - until July 31st;
 - b) 50% refund - until August 14th;
 - c) 25% refund - until August 21st;
 - d) no refund - after August 21st.
- d) There can be an exception to point 3. in case of a serious personal problem (death of a relative, severe disease, visa issues, etc.). In this case, the situation will be deliberated by ANEM-Portugal's Team of Officials (TO);
 - a. There is the possibility to find a direct substitute to fill in the spot, in which there will be full refunding for the participant. This procedure is conducted by the OC, upon agreement by both students.

Artigo 7

(Organization)

1. The organization of T4All 2019 is co-responsibility of the Vice-President for External Affairs, José Ganicho and the Projects and Partnerships' Director, José Sobral Abrantes both part of ANEM-Portugal's TO.
2. The organization of the activity relies on the collaboration of an external OC of three elements.
3. During the days in which the activity will take place, all members of ANEM's TO should be present and collaborate in its development as OC.

Artigo 8

(EU General Data Protection Regulation - GDPR)

1. For the purpose of this event, several personal data is going to be collected. This information is only there for the selection of the participants and the organization of the activity itself.
2. We will hold your personal data on file until no later than the 31st of December 2019. At the end of that period, your data will be deleted or anonymized. If you want us to remove your personal data before, you can request that by sending an email to t4all@anem.pt. The personal data will only be accessible by ANEM's TO, IFMSA Executive Board and NMO Presidents. If you would like to know more about how we manage your data, please visit anem.pt.

Artigo 9

(Other Considerations)

1. This Regulation is valid from the date of its approval by ANEM-Portugal's Board.
2. Any doubt, claim or omission of this Regulation or related to its application should be addressed to ANEM's NMO President, the Projects and Partnerships' Director and OC of the event, through the official email t4all@anem.pt. These elements will discuss the matter in question and decide definitively on it, without appeal to their decisions.