

Dear organizer,

a continuous exchange among FDM practitioners is very important and we are glad that it is also something that is dear to the hearts of our EFDMA members. **Therefore we would like to express our <u>heartfelt gratitude</u> for your efforts of organizing an FDM Workgroup!**

To ensure the quality of these workgroups the EFDMA has developed guidelines regarding the relevant procedures:

1. Announcement of an FDM Workgroup (WG)

The EFDMA sends an e-mail with the announcement of a workgroup to the EFDMA members and also makes it available online on the EFDMA website and its social media platforms in a uniform format. Thus we would ask you to send the following information via e-mail to office@fdm-europe.com or complete the attached template:

- Date and time
- Address
- Organizer
- Supervisor *
- Program
- E-mail address and/or phone number for registration or question
- * An IC holder (or FDM Instructor) has to be present at each FDM Workgroup; but a WG can also be organized by therapists who do not hold the IC.

2. WG participants

Participation is reserved for EFDMA members (cf. <u>FDM Practitioner List</u>). However, it is also possible to participate <u>once</u> without membership for people who are interested.

3. Report and pictures

We know from experience that often very interesting topics are covered in the workgroups (e.g. specific case examples) which we would like to share with the FDM community. Thus we would like to ask the organizers to send a short report (English) about e.g. interesting insights, patient cases etc. with at least one picture (group picture and/or picture of treatment – please don't forget to obtain the participants'/patients' consent for publication!) to office@fdm-europe.com. The report and the pictures will be published as needed on the EFDMA website and its social media platforms. Examples of reports can be found at https://www.fdm-europe.com/category/allgemein-en/

Organizers who regularly organize FDM Workgroups will be added to the <u>list of organizers</u> on the EFDMA website.

Should you have any questions please do not hesitate to contact Martina Lichtblau at the EFDMA office via mail office@fdm-europe.com or phone +43 1 94 75 276.