

AO North America Visiting Professor Program

(Invite an AO Expert)

Basic Aims

The aim of this program is to provide financial support for North American hospitals to invite an AO Faculty member (from North America or Europe) as a Visiting Professor in the teaching of Orthopaedic, Maxillofacial or Veterinary Trauma treatment.

Organization

The Visiting Professorship will normally be for one or two days using any format of training, such as lectures, workshops, discussions, or a combination of the above.

Funding

The funding of each preceptorship includes transportation, hotel and meal expenses, and a \$500.00 honorarium for the Visiting Professor. The maximum total grant for a Visiting Professor from North America is \$3,000.00; maximum funding for a Visiting Professor traveling to a North America Center from abroad is \$6,000.00.

Reimbursement

It is requested that the Visiting Professor submit his/her original receipts either to the institution he or she is visiting (for transmittal to AONA) or to the AONA office for reimbursement. The \$500 honorarium will be automatically added to the reimbursement check.

NOTE AO North America will not support the expenses of an “AO Visiting Professor” invited to lecture at a regularly scheduled Society meeting, symposium, or instructional course. Only a pre-approved visit to a specific institution can be considered for funding support.

Application Process and Guidelines

The Visiting Professorship will be available to any hospital with surgical services in North America. AO North America will fund a maximum of two Visiting Professors at a specific host institution per calendar year. Interested host institutions should submit:

- 1) Completed Application
- 2) Detailed outline of the desired Professorship to include:
 - a) Objectives
 - b) Goal
 - c) Educational format
 - d) Applicable program
- 3) Letter of support from the Inviting Surgeon to the Visiting Professor on letterhead.
- 4) Letter from the AO Visiting Professor confirming willingness to participate and agreeing with the proposed educational program on letterhead

It is expected that AO North America’s support of the Visiting Professorship be acknowledged during the lectures and also in any written material (programs/announcements) of the preceptorship.

**Instructions for Completing the attached Form for the
AO North America Visiting Professor Program**

Submissions for Visiting Professorships must be made utilizing the form on the following pages.

Instructions:

Before starting the form please review each field and insure you have all of the required information and necessary attachments.

Place the cursor on the blank line next to the first field (Name of your Institution) and key the requested data.

Use the tab key or the mouse to move between fields.

Click on the “Attach Invitation” and the “Attach Acceptance” buttons then browse for the coresponding documents. MS Word or PDF files are preferred.

When all fields have been completed click on the “Submit” button.

You will receive a Thank You page telling you the form has been submitted.

Your form will be processed in the AONA Business office within two business days and forwarded to the program committee for approval.

You will be automatically alerted upon approval by the committee.

If you run into any issues during the processing of this form please email ellis.arlene@aona.org

Thank You.

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Information pertaining to sponsoring Institution:

Name of Your Institution _____

Department Chairman _____

Professorship Organizer _____

Dates of Professorship _____

Address of Institution _____

Telephone Number _____

Fax Number _____

E-Mail Address _____

Visiting Professor _____

Address _____

Telephone Number _____

Fax Number _____

E-Mail Address _____

AO North America Visiting Professor Program *(continued)*

Objectives / Goals

Please outline the intended objectives/goals of the Professorship.

Please indicate what educational format will be utilized. (for example, lecture, grand rounds, etc.)

AO North America must receive this application at least three weeks prior to the date of the Visiting Professor's visit. Applications received after this deadline will not be accepted.

Please send completed application to:

AO North America
1700 Russell Road
P. O. Box 1755
Paoli, PA 19301
Phone: 610-993-5100
Fax: 610-695-2420

Please be sure to include letter of invitation to the visiting professor and his/her letter of acceptance.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED