**Template for *Curriculum Vitae* summary**

This document provides guidance for writing a summary of *Curriculum Vitae*. The template to prepare the Summary of the CV (Annex I) is useful to standardize the information of the CV submitted for the participant in courses, congress etc. This templates has been used in the organization of the last meeting of ISCO3, and has been adopted for AEPROMO and AMOZON during the organization of it last meeting, congress and courses. A template is also available in Spanish (ISCO3 QAU 00 07 SPA).

**Procedure:** To used the template users should copy / paste the template in a new document, and fill the blank, cancelling the text with instruction written in brown.

**Acronyms:** CV, *Curriculum Vitae;* AEPROMO, Spanish Association of Medical Professionals In Ozone Therapy; AMOZON, Mexican Association of Ozone Therapy.

**References:** Europass go to http://europass.cedefop.europa.eu

## Change History

| SOP no. | EffectiveDate | Significant Changes | PreviousSOP no. |
| --- | --- | --- | --- |
| ISCO3/QAU/00/07 | 10/10/2015 | First version approved by ISCO3 Board | First version |
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## Document Records

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| --- | --- | --- | --- | --- |
|  | Name  | Title | Signature | Date |
| Author | Gregorio Martínez-Sánchez | Elected presidentPh.D.; Pharm. D. |  | 31/10/2015 |
| Co. Authors / Reviewer | Fadi Sabbah | Elected vice- presidentD.DS. |  | 02/10/2015 |
|  | Adriana Schwartz | Elected secretaryM.D. |  | 05/10/2015 |
| Authoriser /Approved | ISCO3 Board 2015-2020 |  |  |  |

**Annex I.** Template for *Curriculum Vitae* summary.

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| --- | --- |
| Curriculum Vitae | Name Surnames  |
| (Summary) ISCO3 Personal information | Insert Photo |
| **Affiliation (s)** | Affiliation, use Arial Narrow fonts No.10  |
| **Professional Address(es)** | Please cancel the text with instructions (in brown) |
| **Nationality** |  | **Date of birth** | dd/mm/yyyy |
| **Gender** | Male or Female | **E-mail** | @ |
| **Title (s) (Mr./Ms./Mrs/Dr.)** |  | **Skype** |  |
| **Academic Degree (s)** | Senior / Junior Professor or - | **Mobile** | +include international prefix |
| **Scientific Degree (s)** | M.Sc., Ph.D. or - | **Telephone(s)** | +include international prefix |
| **Language Proficiency** |  | **Mother tongue(s)** |  |
| **Field of specialization** | e.g. M.D. (medical doctor) and specialization  |
| Education and training |  |
| **Qualification Name** | **Institution Name**(University / College Name) |  **Date of completion** |  **Type** (Degree / Diploma) |
| e.g B.Sc. xxxx | e.g. Univ. of xx | 19XX | e.g. B.Sc. M.D.  |
| e.g.Master in xxxx | e.g. Univ. of dd | 19XX | e.g. M.Sc.  |
| e.g. Dr. in xxxx | e.g. Univ. of aaa | 20XX | e.g. Ph.D.  |
| Additional information |  |
| **Other / In-house Training** | # career related to his specialty  |
| **Seminars / Conferences** | # scientific contributions in # international congress |
| **Books / Articles Published** | # scientific papers: # as abstract, # as extending manuscripts in international journals, # multimedia and # books |
| **Board Certifications/Licensures/ Registrations/ Professional Associations** | Association Scientific Society Board |
| **Training / Presentations Given** | Tutor XXXX Lectures XXXX Training XXXX in brief  |
| **Scientific Awards** |  Most relevant Scientific Awards and Prize  |
| **Additional information** | Other relevant aspects. Note that this abstract of the CV do not overstep 1 page. |
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