

# Guidelines for Career development Session (CdS)

This format shall allow to share and improve knowledge on procedural and generic skills important for career development, independent of sub-speciality. Topics might thus include e.g. how to write an academic paper; how to plan a clinical or scientific study; how to apply for a grant, or any other topic of potential relevance to career development in clinical, educational or research environments.



90 min

## SESSION FORMAT AND STRUCTURE

Duration: 90 minutes

The session proposer is responsible for the selection of speakers, topics to be presented and the overall content and quality of the “how to..” Career development Session, including assigning and managing the allotted time for each speaker and for discussion. The chairperson has to be speaker as well, as there are no benefits for the sole role of chairing the session. The Chair should also make attendees aware to fill out the online evaluation form for this course via the app.

- Topic selection should clearly differ from other proposed congress content, including main symposia, focused workshops, and other educational activities.
- “How to ...” sessions should be of a very high standard and the lecturers should be internationally well-known experts or identified from the EAN speaker database.
- “How to ...” sessions must have a maximum of 3 speakers including the chairperson.
- If a workshop-type setting is required for the session, we can offer 60 minutes hybrid, and 30 minutes on-site only workshop. (Please indicate in proposal form)

All speakers are expected:

- To have good written and spoken English, and provide good quality slides,
- To provide opportunity for and encourage attendees to ask questions, facilitated by the chairperson,
- The chairperson has to be speaker as well, there are no benefits for the sole role of chairing a session,
- (Optional) To include 1-2 formal assessments (e.g. single best answer questions) in each presentation. These may be re-used to assess learning of participants at a later date.

When choosing Career development Session lecturers geographical spread and gender balance should be considered. In no case should there be a non-European speaker. Ideally, junior speakers should also be included.

## **ATTENDEES**

Potentially unlimited, though may be capped by room size restrictions in which case first-come first-serve registration; no fee. These sessions are aimed primarily at a trainee audience or early career researchers and should have clear learning objectives. Liaison with Residents and Research Fellows Section of the EAN is strongly encouraged for guidance on what is needed. Informal discussion with any member of the Education or Teaching Course sub-Committees prior to submitting is also welcome.

## **BENEFITS**

Speakers will be offered free registration to the congress, a travel grant, and up to 2 nights of hotel accommodation.

## **PARTNER SOCIETIES**

EAN has Memoranda of Understanding with several societies. Their session proposals will be developed together with the panels by the societies' representative.

For societies without representative, the proposal will be forwarded to the panel in charge for consideration.

Each partner society will be invited to label one of the accepted sessions as joint session.

**Final decision on all sessions, lectures and speakers is with the Programme Committee.**