

# Guidelines for Case-based Workshop (CbW)

To enhance knowledge and practice in clinical diagnosis and management in a format, which requires the attendees to actively participate, with opportunities for direct discussion/contact with leading experts



90 min

## SESSION FORMAT AND STRUCTURE

Duration: 90 minutes

Pre-prepared case discussions for small group work facilitated by experts.

A chairperson leads the overall structure and content of the session, supported by 2 additional speakers who are all experts in the same field. Please consider gender balance, geographical spread (ideally not more than one speaker per country), and make sure to include junior speakers. The chairperson has to be speaker as well, as there are no benefits for the sole role of chairing the session.

The exact format may vary depending on the topic and experience of the speakers, but is expected to include the following core elements:

- A brief slide presentation to the whole group summarizing the learning objectives and plan/timetable for the session.
- An opportunity for individual small group members to make brief introductions to one another.
- An additional preparatory reading list can be mailed to EAN before the congress to be inserted in the online session description.
- Group work: 1-2 clinical case scenarios per speaker with 1-2 key questions per case (e.g. what the most likely diagnosis is; what a possible management plan could be). The small group setting shall encourage individual work and discussion with expert.

Chairpersons may choose to have separate groups work on one case each in parallel for 30 minutes, then each group presents to the whole cohort; OR to have each group work on each of 3-4 cases, rotating the case round at predefined points.

## SETUP AND DELIVERY

- The presentation slides shall be provided by each speaker by bringing them directly to the session room and insert them via flash drive to the laptop at each station.
- Room layout will be to facilitate group working e.g. 3 stations, with one PC/screen to show cases from speaker, 20 chairs for audience at each station.
- After a short welcome, introduction to faculty members and overall session programme, chairpersons should instruct each group to work together on their task. Each expert should then lead group working, paying particular attention to quiet groups, and ensuring all groups have some time with an expert (rotation after 25 minutes ideal).
- Depending on the format/structure, chairpersons may wish to close with a brief summary lecture.
- The Chair should also make attendees aware to fill out the online evaluation form for this course via the app.

# **TEACHING MATERIAL**

A brief summary of key learning points and further references can be provided to attendees after the session (badges are scanned upon entrance). Case-based Workshops are not hybrid and are for an onsite audience only. Nothing will be recorded or shown as webcasts later on.

# **ATTENDEES**

Maximum 60 persons on a first-come first-served basis (door closes on time, badge-scanning at entrance). Case based workshops may be attended by both junior and more senior participants and should be planned to take advantage of learning from peers as well as from the experts in the sessions.

# **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.**