

## Guidelines for Focused Workshop (FW)

A Focused Workshop session shall deal with a very narrow subject and should give special insights on the topic of the speaker.  
Session should not have a teaching course character, but aim to promote discussion around new ideas, evidence or theories.



90 min

## SESSION FORMAT AND STRUCTURE

Focused Workshops last 1,5 hours, they should include a panel presentation and provide ample time for discussion (at least 30 min), thus speakers should try to involve the audience as much as possible and not use up the entire time for presentations. There must not be more than 3 speakers involved including the chairperson.

It is the responsibility of the chairperson/organiser to compile the programme, chair the session, choose and contact the speakers.

The programme should consist of 3 lecturers including the chairperson. The chairperson has to be speaker, as there are no benefits for the sole role of chairing the session. A proxy for each lecturer must be announced. Please include information of the planned scientific content and at who this workshop is aimed at. Only complete proposals will be considered.

## SPEAKER

Speakers should not necessarily be internationally famous scientists, but a chance should be given to colleagues in training (junior neurologists) to present scientifically interesting material. Speakers should be active scientists, who are able to conduct a good scientific discussion. When choosing FW session lecturers, geographical spread and gender balance should be considered. Non-European speakers should be avoided.

## ABSTRACTS

Abstracts of the Focused Workshops will be published in the European Journal of Neurology, the official Journal of EAN. All speakers therefore need to be requested by the chairperson to submit their abstracts in time. Deadline for receipt of these abstracts is usually two weeks past the regular abstract submission deadline, as these papers do not need to be peer-reviewed.

## **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.