

# Guidelines for Hands- on Course (HoC)

This format is ideally suited where the learning objectives include a specific skill e.g. neurophysiological screenings (e.g. NCS, EMG, Evoked potentials), neurosonology, radiological interpretation, clinical assessment/examination skills.

This may include asking attendees to volunteer as subjects for the purposes of demonstration, and/or video or recordings of illustrative cases.



90 min

## SESSION FORMAT AND STRUCTURE

Duration: 90 minutes

Some HoC will be held twice (1x in the morning, 1x in the afternoon), so please be prepared to hold your HoC twice on one or two consecutive days, if indicated in your acceptance letter.

A chairperson leads the overall structure and content of the session, supported by up to 3 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.

Please prepare a short didactic introduction at the beginning of the course.

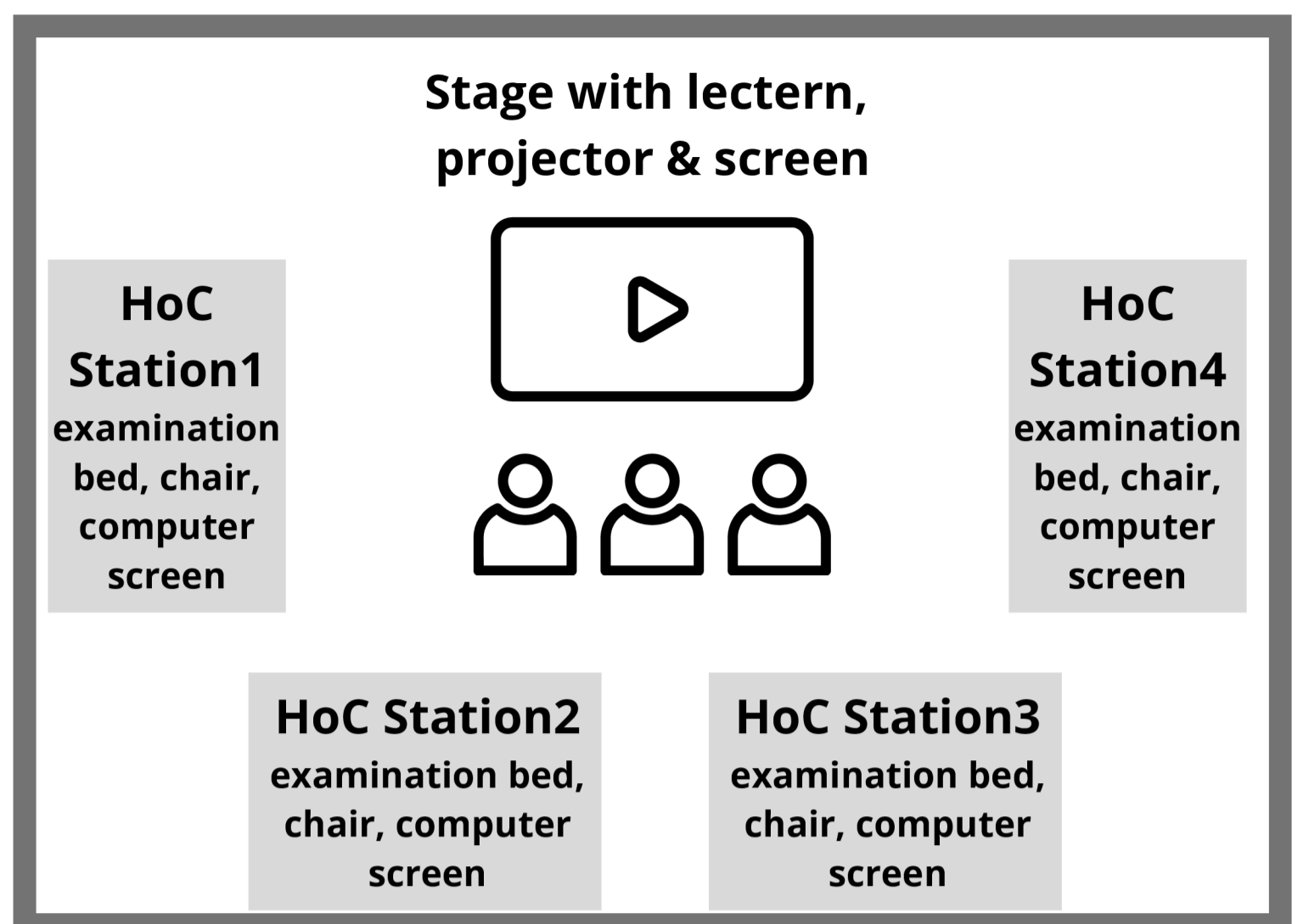
- What specialist equipment will your group need? Please identify a company to provide the needed machines.
- What technical support will be needed? What do the on-site AV support team need to know?
- Will you need attendees to volunteer as subjects (if yes, please provide any necessary information about the procedure as you would do for a patient).
- How many facilitators do you need, and do you know individuals with the requisite skills for this format? (At least one facilitator must be senior/experienced in this format, but younger trainees with specific expertise in a given area may also be able to lead).
- Be realistic when planning your stations/sessions. E.g. how long does it take to set up/switch on for each group; will everyone in the group be able to see/hear adequately; how many will be able to participate; Have you allowed sufficient time for attendee questions?
- Allow some minutes for groups to rotate between stations.
- Ensure that all presenters are fully briefed and aware of the learning objectives & timings for their station/session.

Please note that in case your proposal will be accepted, we will kindly ask the session proposer to contact and provide confirmations of the respective machine suppliers, so that we can ensure the required equipment will be available for this course. As soon as you have received a confirmation from the suppliers, we are happy to take over the operational coordination (handling, delivery, etc.).

## ROOM SET-UP

Stage, lectern and big screen for audience, laptop (connected to Speaker Service Centre) at lectern. Audience: Row seating for up to 60 persons.

4 Stations for demonstrations, each with: 55" screen, laptop (not connected to Speaker Service Center), examination bed.



## TEACHING MATERIAL

For a presentation to the entire audience, we kindly ask to upload the slides to the speakers' service centre as all material shown on the big screen is streamlined via the system. As the Hands-on courses are not hybrid and are for onsite audience only, nothing will be recorded or shown as webcasts later on.

All other presentations or programmes you will show on the computer at each station for demonstration purposes, we kindly ask you to bring this on a personal flash drive or you can connect your personal laptop as well.

## ATTENDEES

Maximum 60 (registration to this session is mandatory), with at least some built-in work in smaller groups e.g. 4 X 15 or 3 x 20 who attend in parallel at the "stations" each with an expert facilitator and rotate every 20-30 minutes within the room.

## LEVELS

Attendees: what level of experience/knowledge is the minimum required?

**Level 1 (Fundamental):** Aimed mainly at general neurologists wanting to refresh or update their basic knowledge in the field, and potentially for residents in training.

**Level 2 (Advanced):** Targeted toward experienced neurologists wishing to develop and enhance further clinical knowledge and practice in a sub-specialty topic. A special emphasis will be provided to mid-career neurologists that aim to expand their knowledge in a specific domain.

**Level 3 (Expert):** Aimed at sub-specialist trainees, researchers or practitioners with a particular interest in that field, covering the latest advances in that domain.

## 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.**