

# Guidelines for Teaching Course (TC)

Teaching Course format is best suited for sharing knowledge to improve the quality of clinical care, research and educational practice. The different levels show and address the relevant learning level and audience.

Classical lectures with opportunity for questions and discussion.



180 min

## SESSION FORMAT AND STRUCTURE

Duration: 3 hours (2 x 90 minutes with a 30-minute refreshment break)

The proposer/chairperson is responsible for the selection of speakers, topics and the overall content and quality of the teaching course, including assigning and managing the allotted time for each speaker and for discussion. The chairperson should also ensure 5 minutes at the end of the course for attendees to complete evaluation forms via the EAN app.

Topic selection should clearly differ from other proposed congress content, including main symposia, focused workshops, and other educational activities.

Teaching courses traditionally have 4 lecturers including the chairperson.

All speakers are expected:

- to have good written and spoken English, and provide high quality slides
- to provide opportunity for and encourage attendees to ask questions, facilitated by the chairperson
- (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.)

## SPEAKER

Teaching Courses should be of very high standard and the lecturers should be internationally well-known experts from different European countries (In no case, should there be more than one non-European speaker per course).

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 now benefits for the sole role of chairing a session.

## TEACHING MATERIAL

The presentation slides, provided by each speaker at the Speakers' Service centre during the congress, will be used and shown during the session and are visible later in the congress webcasts.

For this reason, content in all slides provided must be approved for publication. If there are slides included that must not be shown on the web after the congress, please inform and they will be removed.

# LEVELS

**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.

# ATTENDEES

Unlimited number; proposers should select the appropriate level for their suggested course(s) using the guidance below. All levels are aimed primarily at a post-graduate audience, and should have clear learning objectives, which can inform clinical practice, specifically including therapy recommendations. For large fields (e.g. stroke, epilepsy, movement disorders, epilepsy), 2 courses at different levels (e.g. basic and advanced) may be offered. Where possible, any EAN/other international guidelines should be integrated. Liaison with RRFS (Residents and Research Fellow Section) is encouraged .

# 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.**