○ Communication Liaisons

(2 positions available – ideally one Panel Member and one RRFS Member)

Role Description

The roles of the Communication Liaisons play a vital role in facilitating effective communication and dissemination of crucial scientific updates and highlights on behalf of the Panel and respective sub-specialty.

1. One RRFS Member responsible for coordinating and selecting relevant updates.
2. One Panel Member, responsible for approving content when needed on behalf of the Panel.

The Communication Liaisons will be responsible for the coordination and the timely submission of the relevant updates on behalf of the Panel. More information on Panel submissions can be found HERE.

Key Responsibilities

- Regularly monitor latest developments, breakthroughs, and research findings within the subspecialty and submit relevant neurology updates on behalf of the Panel.
- Establish and maintain regular communication with the Communication Committee to provide updates on the latest publications and to gather insights on the communication strategy.
- Facilitate and support in organizing interviews or statements for a specific topic organized by the Communication Committee

Collaboration

The role of the Communication Liaisons will work in close collaboration with the EAN Communication Committee to share key updates and highlights on behalf of the Panel and respective sub-specialty.

Meetings

Communication Liaisons and the Communication Committee may be able to meet in person at the annual congress of the European Academy of Neurology.

Smaller virtual meetings may be planned throughout the year on ad hoc basis.

○ Education Liaisons

(2 positions per Panel available – ideally one Management Group Member and one Panel Member)

Role Description

The Education Liaison persons serve as the primary contact for the EAN Education Committee for reviewing Research Fellowship applications in case an expert on the topic of the respective Panel is required. To learn more about the EAN Research Fellowships, please visit the EAN website.
The Education Liaison persons are also the contact for the Teaching course sub-Committee (TCsC) and shall encourage case submissions among the Panel for the EAN Brain Challenge, the interactive Neurology Quiz taking place at the annual EAN Congress.
If requested by the Panel Co-Chairs the Education Liaison persons shall further assist with providing input to the programme (lectures & speakers) for the EAN Spring School and for the EAN Autumn School or Regional Teaching Events when needed by the TCsC or requested by the local organisers .

Key Responsibilities

- Be available for reviewing Fellowship applications in September on an annual basis (deadline is usually within 3-4 weeks).

- Promoting the submission of cases for the annual EAN Brain Challenge within the Panel (submission deadline: Mid-January).
- Assisting the Panel Co-Chairs when required with requests coming from the EAN Education Committee or Teaching course sub-Committee.
- Activities shall be reported back to the Panel during the annual Panel business meeting and to the Panel Co-Chairs on a regular basis.

○ e-Learning Representatives

(2 positions per Panel available – ideally one Management Group Member and one Panel Member)

Role Description

The e-Learning Representatives serve as the primary contact from the Panel for the e-Learning Editorial Board and EAN e-Learning Team. The Representatives should be aware of the formats, submission procedures and updating modes of the eanCampus, EAN's e-Learning platform.

Key Responsibilities

The Representatives will be contacted for:

- the annual content review of the eanCampus for the topic of the respective Panel; including assignment of ETRN subtopics (deadline is within two months, usually circulated in the beginning of the calendar year)
- reviewing an Interactive Module, Case, or other new content when required (dependent on Congress sessions and submissions i.e. might not occur)
- to assist with compiling the programme of an EAN webinar, EAN Virtual Master Class, or EAN podcast when requested by the EAN e-Learning Sub-Committee (dependent on yearly schedule, i.e. may not occur)
- assisting with the provision of at least 1-2 Interactive Cases per year by the Panel
- providing & updating exam questions related to the content of the eanCampus for the topic of the respective Panel for basic, advanced and experts levels once a year
- assist in Summer/Autumn 2026 in creating basic courses related to the topic of the Panel, followed by an annual review

Activities shall be reported back to the Panel during the annual Panel business meeting and to the Panel Co-Chairs on a regular basis.

Meetings

In person meetings at the annual EAN Congress might be coordinated to brief the Education Liaisons and e-Learning Representatives regarding their tasks.
Meetings between EAN Staff and individual e-Learning Representatives can be arranged at the Education Booth during the annual EAN Congress.

Smaller virtual meetings may be planned throughout the year on ad hoc basis.

○ Guideline Representative

(1 position per Panel available)

Role Description

The Guideline Representative serves as the "advisor" of the Panel regarding all guideline related matters. The Representative should be aware of the rules and procedures of guideline production within EAN as well as the opportunities and activities by the EAN Guideline Production Group (GPG) and be able to communicate this with their Panel to ensure that the Panel is in the position to get

involved when needed. They should ideally already have the knowledge or is willing to learn about GRADE, the standard followed for EAN guidelines.

Key Responsibilities

- Identify topics that need a new or updated guideline and facilitate submission of guideline proposals on behalf of the Panel to the GPG.
- Familiarize oneself with the rules and procedures of guideline production with EAN (e.g. How to submit proposals? What are the criteria for prioritization? etc.) and be able to advise the Panel when necessary.
- Regularly monitor opportunities and activities by the GPG and communicate these with the Panel if deemed relevant or of interest (e.g. Guidelines Workshop, new guideline is published, etc.)

Meetings

The Guideline Representatives are invited to join the annual Guidelines Workshop* (a day prior to the Congress) to further expand their knowledge on guideline development and be able to support their Panel better, as well as the Special Session on Guidelines to keep up-to-date on the latest developments and newest guidelines.

**Please note that registration is required to participate in the Guidelines Workshop. Call for Registration will be circulated in May.*

Qualifications and Requirements for the above listed positions

- Active Membership** within the EAN Panel you apply for.
  ***Please note that Student Members are not eligible*
- Neurologists at an early stage of their career are also welcome to apply.
- Interest in the task you apply for and enough time to dedicate to the role on a regular basis or as specified above.

Representatives/Liaison Persons are renewed every second year. Respective calls are circulated via the EAN Head Office.

Please Note

These representatives roles are voluntary positions aimed at enhancing the communication and activities within the Panels and Committees. While your contribution is highly valued, it's important to clarify that these roles do not include provisions for travel or accommodation reimbursements, and no complimentary registration for the EAN congress is offered.