

Application for an **EAN-Day**

prior to a National Neurological Society Meeting

**Proposer/Organiser:**

Name:

Address:

Tel.:

E-mail:

**National Congress**:

**Congress Date:** **EAN-Day date**

A preliminary programme of National Congress is attached [ ] yes [ ]  no

Congress-Website (if available)

# Venue

Location, address, city:

Accessibility:

 International airport [ ]  yes [ ] no

 Local transportation will be provided [ ] yes [ ]  no

## Meeting rooms/ Lecture Hall

 Number of Halls:

Number of seats per Hall:

Audio-video facilities: [ ]  yes [ ] no

Comments:

**Target group:**
(e.g. neurologists in training, practicing neurologists, nurses, general practitioners etc.)

local only [ ] yes [ ] no

other countries:

Estimated number of participants:

### Language ENGLISH

The EAN-day must be held in English. Consecutive interpretation is NOT acceptable

##### Simultaneous interpretation will be provided: [ ]  yes [ ]  no

### Manuscripts

Manuscripts will be distributed as
printed hand-out [ ]  on a USB stick [ ]  on EAN website [ ]

**Accommodation** (please describe)

Faculty: (hotel Name)

**Visa** (please describe visa formalities for entry in your country)

**Other information considered relevant for the EAN DAY**



**Proposed programme**

**(has to be submitted 6 months before the event):**

##  Date:\_\_

|  |  |
| --- | --- |
| 9:00-9:30 | Welcome        |
| 9:30-10:155 min break | 1st speaker (EAN)      | Possible replacement?      | Topic/title      |
| 10:20*-*11:05 15 min coffee break | 2nd speaker (EAN)      | Possible replacement?      | Topic/title      |
| 11:20-12:055 min break | 3rd speaker (EAN)      | Possible replacement?      | Topic**/**title      |
| 12:10-12:55 | RRFS speaker (must be local if available) |       | Info on Grants/News for Neurologists in Training all over Europe |
| 13:00-14:00 | Lunchbreak |  |  |
| 14:00-15:0010 min break | Interactive workshop Lecturer 1 or 2 or 3      |  | Topic**/**title      |
| 15:10-16:1010 min coffee break | Interactive workshop Lecturer 1 or 2 or 3      |  | Topic**/**title      |
| 16:20-17:20 | Interactive workshop Lecturer 1 or 2 or 3      |  | Topic**/**title      |

**Networking Programme / Dinner**(one dinner is possible for faculty plus hosts) additional events should be part of the National Meeting



## Budget

## (To be submitted in detail ideally 6 months before the event)

|  |  |  |
| --- | --- | --- |
| **Facilities** | Local currency | EURO |
| Lecture hall |       |       |
| Audio-video facilities |       |       |
| Hand-out material (printed / digital)(Programme, manuscripts, evaluation forms, certificates) |       |       |
| Transportation (Airport pick-up and return) of faculty |       |       |

|  |  |  |
| --- | --- | --- |
| **Invited Speakers (3) - Faculty** | Local currency | EURO |
| Flights/Travel |       |       |
| Accommodation |       |       |
| Visa (if needed) |       |       |
| **Total estimated costs for all speakers** |       |       |

|  |  |  |
| --- | --- | --- |
| **Participants** | Local currency | EURO |
| Meals (lunch + 2 coffee breaks) |       |       |
| External organising company (*Name*)(max. 750€ can be claimed from EAN)\* |       |       |
| Other costs (please describe):……………………………… |       |       |
| **Total** |       |       |
| **Requested EAN funding\*\*** |       |       |

 **\*max. up to 10% of entire budget is allowed to claim from EAN**

**\*\*up to a maximum of € 7,500 including VAT**