

Guidance for organising an EAN-Day

Introduction; aims and scope

Dear Colleague,

The aim of the EAN-Day is to spread updated theoretical and if possible practical knowledge among those colleagues who have limited access to international conferences but are attending the Local National Neurological Society Meeting.

1. The EAN-Day should not replace a local meeting or congress. The EAN-day is a one-day event, scheduled immediately prior to, and usually at the same venue as a National Neurological Society Meeting, or nearby University/Hospital facilities. The format must adhere to the guidance in this document.
2. The participation number should ideally not be larger than 150 - 200. Also, there must not be more than a **maximum of 3 international speakers (please consider geographical spread), plus one local member of the EAN Residents and Research Fellow section (RRFS).**
3. The target audience of the EAN-day are doctors, students and residents in neurology and neurology related specialties, nurses, general practitioners, practising neurologists...
4. The EAN strongly supports the **use of modern audio-visual facilities and presentations of clinical cases slides (powerpoint), videos**, etc in order to improve the diagnostic and therapeutic skills of participants. Speakers will be encouraged to include formative assessment questions (Single Best Answer) in their presentations, supported by EAN guidance on question writing
5. Although the lecturers should also summarise the future trends and scientific aspects of their topics, **the practical approach, diagnosis, differential diagnosis and therapeutic aspects are our priorities.**
6. Organizers should aim to include a range of educational formats, including small groups, interactive, and problem-oriented teaching platforms and to reduce the number of formal academic lectures. EAN guidance for potential formats including traditional teaching courses, case-based workshops, interactive sessions, hands on courses and controversy sessions are available.
7. We strongly encourage organisers to look into a variation of speakers in order not to always involve the same speakers. Please contact grants@ean.org for further help with possible speakers, or get in touch with the EAN Scientific Panels and ask for their support in selecting a speaker or lecture title: <https://www.ean.org/home/organisation/scientific-panels> .
8. Manuscript: All participants ideally receive an electronic (or printed) manuscript before entering the course, which implies that you will have to contact your speakers and make sure that they will send you their manuscript well in advance for you to print or collate them. The speakers should be made aware, that their Manuscripts might be online on the EAN Website and should thus be free of any copyright issues. It is also recommended to contact the lecturers and ask them to cite and incorporate the EFNS/ENS/EAN guidelines (where possible and/or applicable) into their lectures. The Guideline Reference Center is accessible on the website: <https://www.ean.org/research/ean-guidelines/guideline-reference-center>.
9. Evaluation and feedback. EAN-Day organisers must supply evaluation forms for the meeting, ensure participants complete these before departure, and return results to EAN Headoffice. The recommended format will be provided by EAN.
10. Certificate of attendance can be provided to all participants. The recommended format will be provided by EAN.

11. The EAN Teaching Course sub-committee (TCsC) is responsible for the EAN-Day.

12. Timetable/ milestones for EAN-day organisation

13.1) 12-9 months prior EAN-Day: Submission of application, including draft of programme with lecture topics and suggested speakers, date and place. Open questions should also be addressed

13.2) 6 months prior to EAN-Day: Elaboration of detailed/final programme and budget. Subject to programme approval by EAN TCsC. Speakers must be invited (to be done by EAN-Day organiser, letter templates are available)

13.3) 3 months prior to EAN-Day: updates for EAN website, all speakers should have booked their travel and send in their slides/manuscripts, check for Visa-necessities.

A updated financial plan (budget) should be submitted together with the EAN-Day programme and sent to EAN Headoffice 3-4 months before the Course. This is to pay for travel and accommodation (2 nights) of EAN faculty, for print material, to rent lecture hall and pay for catering during the Meeting. Participants have to travel and stay on their own costs. As Speakers will arrive the day before, a dinner with the 3 EAN Speakers as well as the local organisers should be organised to get acquainted.

If more funds are needed, the organisers have to find this locally.

The Programme will be published on the EAN website <https://www.ean.org/learn/educational-events/ean-day> . Organisers are invited to use this platform for future promotion of their course, where updates and additions (e.g. important/interesting files and photos) can be uploaded any time.

13. Financial support: Up to 7,500.-€ (including tax) can be allocated as support by EAN towards the organisation of an EAN-Day The local organiser should submit a financial summary of the course to EAN Head Office **immediately after the EAN-Day, with invoices/receipts (income, expenditures).**

If an external organising company is needed to support the local organizer, EAN needs to be informed and give approval. **The summary of the evaluation forms, a list of all participants and a final report must be submitted in order to receive the full funding.**

14. All printed matters (e.g., programme, certificates, flyer, etc) must be in line with EAN corporate identity - Logos and layouts will be provided. Digital promotion (via EAN website is encouraged)

15. While support from the pharmaceutical industry in principle is acceptable, the overall industrial influence should be kept modest. Hence, the organisation of e.g. satellite symposia sponsored by companies must clearly be avoided. If a small exhibition is planned, this must also be separated from the EAN-day and should in no way be officially announced on EAN-Day material.

16. It is in principle allowed to ask the 3 EAN speakers from the EAN-Day, to also participate in the local meeting (not at EAN costs) and invite them to a local social event to meet the local faculty members and participate in a more relaxed atmosphere.

17. The organisers are kindly asked to send a summarising report as well as some photos for the EAN Newsblog *EANpages* shortly after the EAN-Day.

If you do have any questions, please do not hesitate to contact the EAN Teaching Course sub-Committee at: grants@ean.org.