

Guidance for organising a regional teaching course (RTC)

Introduction; aims and scope

Dear Colleague,

The aim of EAN RTCs is to spread updated theoretical and if possible practical knowledge among those colleagues who have limited access to international conferences.

1. EAN does not support the organisation of large scientific conferences outside of the EAN annual congress; An RTC must thus neither be incorporated into a local scientific meeting, nor replace a local meeting or congress. The duration of an RTC is 3 days, and the format must adhere to the guidance in this document.
The EAN also offers the possibility to apply for an EAN day prior to a National Neurological Society Meeting for which there is separate guidance.
2. The participation number should ideally not be larger than 150 - 200. Also, there must not be more than a **maximum of 9 international and 3 local speakers, who should be citizens of the hosting city/country.**
3. 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.
4. 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.**
5. 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 at RTC organisers may therefore look into a course format where the 2 first days are dedicated to fixed topics and to have free topics/lectures on the third day (see also suggested programme schedule at application form). It is important that the fixed daily topics but also any potential free lectures differ from each other. As an example: it is not acceptable to cover the field of stroke on two or three days. Instead, one day should *for example* be dedicated to stroke, the next to epilepsy and the third to other mixed/free topics or another fixed topic such as dementia.
6. If **Movement disorders**, are a substantial component of the program (1/2 or full day), EAN and the local organizers must liaise with MDS-ES to finalize the speaker and topic selection for the Movement Disorder topics. The course is then branded as EAN/MDS-ES RTC. The MDS-ES will in return cover all travel expenses for up to 3 MD-speakers.
7. We strongly encourage RTC organisers to look into a variation of speakers in order not to always involve the same speakers at each Regional Teaching Course. Speakers should be from the EAN Speaker database, or from among the Scientific Subspecialty Panels of the EAN (see <https://www.ean.org/Scientific-Panels.2689.0.html>). Please contact education@ean.org for further help with possible speakers. A list of previous RTCs and speakers involved is also available at: <https://www.ean.org/Past-Regional-Teaching-Courses.2833.0.html>.
8. Manuscripts and Guidelines: All participants need to receive a printed or electronic manuscript before entering the teaching course, which implies that you will have to contact your speakers and make sure that they will send you their manuscript text well advance in time for you to print or collate them. 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/Guideline-Reference-Center.2699.0.html>.

9. Evaluation and feedback. RTC organizers must supply evaluation forms for the meeting, ensure participants complete these before departure, and return results to the EAN quality assurance subcommittee. The recommended format will be provided by the EAN Headoffice
10. Two types of certificates should be distributed: 1) Certificate of attendance and 2) Certificate of successful exam (ideally with local CME accreditation). More info on EACCME accreditation can be found at: <http://www.uems.eu/uems-activities/accreditation/eaccme> (application optional)
11. In order to create the EXAM questionnaire, the organiser should contact the invited speakers to send a minimum of 5 Multiple Choice Questions and answers (indicating the correct answer).
12. The EAN Teaching Course sub-committee (TCsC) is responsible for the RTCs. One EAN representative will help the local organiser with the exam and serve as a mentor for the RTC.
13. Timetable/ milestones for RTC organisation
 - 11.1) 18 months prior to RTC - Submission of application, including draft of programme with topics and suggested speakers, date and place. Open questions should also be addressed
 - 11.2) 12 months prior to RTC - Elaboration of detailed/final programme
 - 11.3) 9-12 months prior to RTC - Subject to programme approval by EAN TCsC. Speakers must be invited (to be done by RTC organiser, letter templates are available)
14. **A detailed financial plan (budget) must be submitted together with the TC programme and sent to EAN Headoffice 6 months before the RTC. The lack of a financial plan will automatically lead to postponing the RTC.** The Programme will be published on the EAN website (<https://www.ean.org/Regional-Teaching-Courses.2712.0.html>). RTC 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.
15. The local organizer must submit a financial summary of the RTC to EAN Head Office **immediately after the TC** with invoices/receipts (income, expenditures). The summary of the evaluation forms must also be submitted.
16. All printed matters (e.g. programme, certificates, flyer, etc) must be in line with EAN corporate identity - Logos and layouts will be provided.
17. 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 RTC courses, and should in no way be officially announced on EAN RTC Material.
18. It is recommended/ useful to organise a networking programme that should aim at bringing the participants together with the faculty, not separate the speakers from the audience. It is recommended to organise a social programme for all participants on the second evening, this could be a party, theatre evening, museum visit, etc.
19. When submitting an application, please make sure that the suggested RTC dates do not clash with other important / large meetings such as the EAN, AAN, ESO, MDS, ECTRIMS etc. (you may also check the EAN Calendar of Events: <https://www.eanpages.org/event-calendar/>)
20. The organisers are kindly asked to send a summarising report as well as some photos for the EAN Newsblog **EANpages** shortly after the RTC.

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