

## Guidance for organising a regional teaching course (RTC)

### Introduction; aims and scope

Dear Colleague,

thank you for your interest in holding an EAN RCT!

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. The following rules apply:

1. An RTC should not 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.
2. If the RTC is organised by a neurological department, the National Neurological Society must be informed and endorse the RTC.
3. The number of participants should not be higher than 150 - 200. A maximum of 9 international and 3 local speakers, who should be citizens of the hosting city/country, can be invited, plus one speaker from the Residents and Research Fellows Section of the EAN (RRFS).
4. The 2 first days should be dedicated to a specific topic each (e.g. “movement disorders”, “stroke”) and there can be mixed topics/lectures on the third day. There should be no redundancy in topics or lectures. 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. Timetable/ milestones for RTC organisation
  - a) 18-12 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
  - b) 12-9 months prior to RTC:  
Elaboration of detailed/final programme.
  - c) 9 months prior to RTC:  
Subject to programme approval by EAN TCsC and by EAN Scientific Panels for scientific content, they can also be asked for help in identifying speakers.
  - d) A detailed financial plan (budget) must be submitted together with the RTC programme and sent to EAN Headoffice 6 months before the RTC.
  - e) Upon approval, speakers can be invited (to be done by RTC organiser, letter templates are available).
6. We strongly encourage RTC organisers to consider a variety of speakers, regarding geographical spread, gender balance and a mixture of junior and senior speakers.
7. Manuscripts: All participants need to have access to electronic or printed manuscripts/teaching material before or during the RTC. Please contact your speakers and make sure that they will send you their manuscript text well in advance for you to collate and print them. In order to create the EXAM questionnaire, the organiser should contact the invited speakers to send a minimum of 2 Multiple Choice Questions and answers (indicating the correct answer).
8. 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 promotion of their course, where updates and additions (e.g. important/interesting files and photos) can be uploaded any time.

9. Evaluation and feedback. RTC organizers must supply evaluation forms for the meeting, ensure that participants complete these before departure, and return results to the EAN. 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). A template is available. The exam is not mandatory.
11. The local organizer must submit a financial summary of the RTC to EAN Head Office immediately after the RTC with invoices/receipts. The summary of the evaluation forms must also be submitted, as well as a list of all participants
12. All printed matters (e.g. programme, certificates, flyer, etc) must be in line with EAN corporate identity - Logos will be provided.
13. 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.
14. It is recommended to organise a networking programme that should aim at bringing the participants together with the faculty.
15. The organisers must send a summarising report as well as 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: [grants@ean.org](mailto:grants@ean.org).