

Guidance for organising an EAN Regional Teaching Session (RTS)

Introduction; aims and scope

Dear Colleague,

The aim of the EAN Regional Teaching Session 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 Regional Teaching Session is one session (~ 180 minutes) scheduled within the National Society Meeting. The format must adhere to the guidance in this document.
2. There must not be more than a **maximum of 3 international speakers** (please consider geographical spread and gender diversity), see point 6, covering **3 different topics**.
3. The target audience of the EAN Regional Teaching Session 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. 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> .
7. In the event this is recorded, EAN kindly asks to receive the webcasts of this session to be implemented in the EAN campus if agreed by the editors. Furthermore, please make your speakers aware of this by using a contributor agreement form. (EAN can provide a template)
8. Evaluation and feedback. EAN Regional Teaching Session 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 - this can also be included in the overall evaluation of your congress.
9. Certificate of attendance can be provided to all participants upon receipt of evaluation. The recommended format will be provided by EAN.
10. The EAN Teaching Course sub-committee (TCsC) is responsible for the EAN RTS.
11. Timetable/ milestones for EAN Regional Teaching Session organisation
 - 11.1) 12-9 months prior EAN RTS: Submission of application, including draft of programme with lecture topics and suggested speakers, date and place. Open questions should also be addressed
 - 11.2) 6 months prior to EAN RTS: Elaboration of detailed/final programme and budget. Subject to programme approval by EAN TCsC. Speakers must be invited (to be done by EAN RTS organiser, letter templates are available)

- 11.3) 3 months prior to EAN RTS: updates for EAN website, all speakers should have booked their travel and send in their slides/manuscripts, check for Visa-necessities.
12. **An updated financial plan (budget) should be submitted together with the EAN RTS 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 (evaluation or certificate), and other arising costs (e.g. extra technician).
13. The Programme will be published on the EAN website <https://www.ean.org/learn/educational-events/regional-teaching-session>. 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.
14. Financial support: Up to 3.500,-€ (including tax) can be allocated as support by EAN towards the organisation of an EAN Regional Teaching Session. The local organiser should submit a financial summary of the course to EAN Head Office **immediately after the EAN RTS, with invoices/receipts (income, expenditures)**.
If more funds are needed, the organisers have to find this locally.
15. **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.**
16. 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)
17. There should be no pharmaceutical support in connection with the EAN Regional Teaching Session.
18. It is in principle allowed to ask the 3 EAN speakers from the EAN Regional Teaching Session, 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 participates in a more relaxed atmosphere.
19. The organisers are kindly asked to send a summarising report as well as some photos for the EAN Newsblog **eanNews** shortly after the EAN Regional Teaching Session.
20. If you do have any questions, please do not hesitate to contact the EAN Teaching Course sub-Committee at: grants@ean.org.