

## EAN – European Academy of Neurology

### Guidelines for Regional Teaching Courses in Sub-Saharan Africa (SSA)

Please find outlined below the tasks the EAN – European Academy of Neurology and the hosting country (HC) will share and have to cover for the organization of Regional Teaching Courses in SSA.

The hosting country is expected to appoint a direct responsible for the contacts with EAN as well as a vice-responsible in case of absence.

Good e-mail contacts, swift replies and actions guarantee successful work!

## EAN – European Academy of Neurology

- Responsible for:
- a) The scientific programme;
  - b) Contacting and following up with faculty and speakers in Europe, SSA and any other country outside of SSA;
  - c) Taking care of invited faculty travel arrangements;
  - d) Contacting heads of neurological and neurology related departments in SSA and inviting young doctors and trainees;
  - d) Taking care of the travel arrangements of invited young doctors and trainees;
  - e) Setting up the “Test of Excellence” for participants to the RTC (in cooperation with WFN);
  - f) Booking hotels for invited faculty and trainees
  - g) Print programs, table signs, badges, certificates, etc.

## Hosting Country

- Responsible for:
- a) Identifying local faculty members and VIPs to take part in the RTC according to the scientific programme;
  
  - b) Publicizing the RTC throughout the University especially in the neurology related departments;
  
  - c) Providing meeting facilities at the University:  
one plenary room and up to 3 or 4 breakout rooms.

All meeting rooms must be equipped with a laptop, ppt projector and screen.

Provide a local organiser to support rotation of groups between rooms at the change-over time (tip: this person should also go to each room 10-15 minutes before the time for rotation to give '10 minute warning' to allow winding up of session in time.)

c) Covering the costs of meals and coffee breaks for all three days (6 coffee breaks and 3 lunches). The dinner for the video evening session must also be provided for;

d) Covering the costs of local transport to/from the airport and to/from the meeting facilities for both faculty and trainees;

e) Assisting with identifying hotels for both faculty and trainees taking into account the financial guidelines that will be provided by EAN;

f) Assisting faculty and invited young doctors and trainees with visa requirements;

g) Eventual social event.

Any additional activities and tasks that come up will be discussed and responsibilities will be shared.