EAN – European Academy of Neurology in cooperation with AFAN – African 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;
  c) Taking care of invited faculty travel arrangements (SSA delegates and EAN delegates);
  d) Contacting heads of neurological and neurology related departments in SSA and inviting young doctors and trainees;
  e) Taking care of the travel arrangements of invited young doctors and trainees;
  f) Booking hotels for invited faculty and trainees;
  g) Setting up the “Test of Excellence” for participants to the RTC;
  h) Print programs, table signs, badges, certificates, etc.

**AFAN – African Academy of Neurology**

- Update the list of Heads of neurological departments throughout SSA on an annual basis;
- Contribute to the scientific programme
- Help identify SSA faculty;
- Advertise the Regional Teaching Course on the AFAN website;
e) Be responsible for eventual hybrid meetings;
f) Help onsite during RTC.

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 neurological and neurology related departments, e.g. psychiatry, neurosurgery, paediatrics, internal medicine etc

c) Providing meeting facilities at the University/or any other meeting venue: one plenary room and up to 3 or 4 breakout rooms. All meeting rooms must be equipped with a laptop, ppt projector and screen;
d) Covering the costs of:
   - meals and coffee breaks for all three/four days (6/8 coffee breaks and 3/4 lunches).
   - The dinner for the video evening session;
d) Covering the costs of local transport to/from the airport (if not provided by the hotels) 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.

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