

5-year guidance document for educational sessions

Guidance for selection of educational sessions at Congress

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Related documents:

- TCsC congress overview by curriculum (excel) Y: TCsC/5year curriculum
- TCsC congress overview by topic session type (excel) Y: TCsC/5year curriculum

1) Context

a) Target audience:

From neurological PhD students to Full Professors, Medical Doctors (also in training) and neurological allied health professionals who wish to expand their knowledge or see renowned speakers and even meet them personally. More than 100 Nations are usually represented.

b) Educational needs and expected outcomes:

- i) Participants will have access to high educational and scientific standards, represented by a faculty of experts in their fields they might otherwise never meet or see in person. To optimize quality, speaker selection will be informed by outputs from the EAN Speaker Database (C6.1 SOP Congress evaluations and speaker selection).
- ii) Participants will be able to access a range of formats, including small group and interactive sessions supporting active learner participation. (C2 & subsections, Educational Program Content guidance)
- iii) Broad coverage of topics, taking into account
 - Existing and especially new guidelines
 - Patient needs, influenced by disease epidemiology, their burden, clinical and service developments
 - Broad representation of disease areas, and across EAN scientific panels, as detailed at <https://www.ean.org/Scientific-Panels.2689.0.html>
 - The neurology curriculum, as determined by UEMS-SN http://www.uems-neuroboard.org/html/docs/Core-curriculum_nov2014.pdf
 - Range of existing knowledge and expertise, and thus learning needs of congress participants.

c) Congress Educational program (C2, Educational Program Content Guidance) details multiple potential formats, including:

- Traditional Teaching Courses (TC) - afternoon, 180 minutes with a 30-min break
- Case-based Workshops (CbW) – anytime, 90 minutes, for 60 pax only, split up in 3 groups
- Hands-on courses (HoC) – anytime, 90 minutes, room with 3-4 workstations, for 60 pax only
- Interactive Sessions (IaS) – anytime, 90 minutes, with interactive voting via APP
- Controversies (Con) – anytime, 45-90 minutes
- “Career development Sessions (CdS: How to...) – anytime, 90 minutes

Proposers for TC and HoC are also asked to consider the intended audience of their course, defined as

- **Level 1** (Introductory) Aimed primarily at young neurologists in training, or those wishing to refresh/update their basic knowledge in the field. May also be suitable for undergraduates or general trainees with a particular interest.
- **Level 2** (Standard) Assumes familiarity with basic clinical knowledge and practice, aimed at specialist trainees or practitioners wishing to update and further develop their knowledge in the field
- **Level 3** (Advanced) Aimed at specialist trainees or practitioners with a particular interest in that field, covering the latest advances of particular interest to a specialist audience

2) Related Documents:

- a) **TCsC Congress overview by curriculum spreadsheets:** annually updated by TCsC members (topic areas split between named individuals), summarizing overview of all educational sessions mapped against the UEMS-SN Neurology Curriculum. Completed after annual congress
- b) **TCsC Congress overview by topic and session type spreadsheet:** annually updated by EAN head office, with input from the appropriate named TCsC member if clarification required. This is completed at/immediately following the topic selection meeting.
- c) **Summary of memoranda of understanding:** updated on a rolling basis by the communications (previously liaison) committee and available from head office. This ensures that if a SSS has a seat in a panel management group, or other formal agreement the selected session is labeled as such (e.g. EAN/ILAE session, EAN/EFAS session, etc...)

3) **Principals guiding session selection**

- a) The 7 main topics (Stroke, Movement disorders, Multiple sclerosis/neuroimmunology, Dementia, Epilepsy, Headache and pain, Neuromuscular disorders) should always be represented with at least 2 Educational program activities. One should be Level 1, and the other either level 2 or 3. Care should be taken to minimize duplication in consecutive years in terms of content.
- b) Where formal memoranda or understanding or contracts exist with sub-speciality organizations (2c) these will be respected, including advertising as joint sessions where agreed. The respective process owners are the relevant panel chairs and the sub-specialty societies (SSS) representatives. However, TCsC may request alternative speakers where required to comply with EAN SOPs, and the final say always lies with the Program Committee.
- c) **The remainder of the program should be filled with other sub-topics, meaning other subjects and panels will typically be represented on at least alternating years, also taking into account a desire to cover the curriculum over a 5-year period, at a range of Levels to support the full learning curve. Both educational and scientific sessions should be considered in this context. Scientific sessions will usually be equivalent to level 2-3 in terms of educational content, reflecting the latest advances in a given field.**
- d) The Overarching Theme should have at least 2 educational sessions (EAN Policy Manual F4.3)
- e) The final educational program should have a broad range of different formats including:
 - i) no more than 50% of the sessions being of a didactic teaching course format
 - ii) at least 3 career development sessions

- iii) at least 1 practical hands-on sessions in each of neurophysiology (peripheral and/or brain) and neurosonology methodologies, with levels different between years
- iv) A majority of level 1 and 2 activities
- v) Ideally 1 “current treatments” Teaching course, covering multiple topic areas

4) Speaker Selection Guidance

- a) With reference to the EAN speaker database (EAN Policy Manual C6.1 Congress evaluations and selection of speakers), give preference to those with good ratings and who have not been on previous congress programmes too often. Any individual speaker should appear in no more than 1 teaching course and one other session (scientific or other educational) in the same year.
- b) New speakers are welcomed, and one junior neurologist should be proposed per course. All courses are preferably proposed or endorsed by a Scientific Panel or session convenor. In some instances, a brief CV and/or evidence of feedback from teaching at non-EAN congresses may be requested as a quality assurance guide.
- c) When selecting speakers, the rules given in the SOPs for each session type must also be observed, with attention to gender balance, geographical spread and at least one junior Neurologist where possible.
- d) When selecting Controversy sessions, make sure speakers are really of opposing views and likely to engage in lively discussion and debate of the topic

5) Process steps

- a) Prior to the annual Call for proposals EAN head office with TCsC input where required will identify topic areas for which content is specifically desired, informed by the curriculum overview spreadsheet. For any underrepresented topic(s), the relevant Panels will be advised that proposals in this area are specifically sought, though making clear this does not guarantee success.
- b) Review Topic proposals. This is done in a two-step process, 1) by an online rating with comments, 2) at a face to face meeting where the high-quality proposals are again evaluated.
- c) Where there is a surplus of high quality proposals, or overlap between proposals in a given specialty area consider
 - i) Whether some might be offered as potential contributions to the Scientific program (symposia, plenary sessions, focused workshops)
 - ii) Whether parts of more than one proposal could be amalgamated in to a single session
 - iii) Keeping a short list of preferred alternatives in case of need following Programme Committee Review Input, and/or for a subsequent year.
- d) Where there are remaining topics for which no good proposals have been received, consider
 - i) whether with constructive feedback the proposers could be asked to send in a revised version, or
 - ii) if the topic can be presented in the Current treatments TC.
 - iii) TCsC members outlining new proposal and seeking speaker suggestions from relevant panel(s) as required
- e) TCsC completed educational programme will be handed over to the Programme Committee, to consider in parallel to selection of scientific programme content. The TCsC chair and/or education chair are also present at the Programme Committee meeting. At this stage it is not unusual for some educational proposals to be reframed as Symposia or Focused Workshops; also for good symposia proposals to be reframed as educational program content. Depending

on room and schedule space/availability, this can result in content agreed by the TCsC being replaced, on which the Programme Committee have final say.

Data on attendance and evaluation by participants is collected for all educational activities in line with Quality Assurance Policies to inform future practice.