

## Guidelines for case-based workshops

**Purpose:** To enhance knowledge and practice in clinical diagnosis and management in a format, which requires the attendees to actively participate, with opportunities for direct discussion/contact with leading experts.

**Duration:** 90 minutes

**Attendees:** Maximum 60 persons. Case based workshops may be attended by both junior and more senior participants and should be planned to take advantage of learning from peers as well as from the experts in the sessions.

**Structure:** Pre-prepared case discussions for small group work facilitated by experts.

- A chairperson leads the overall structure and content of the session, supported by 2 additional speakers who are all experts in the same field. Please consider gender balance, geographical spread (ideally not more than one speaker per country), and make sure to include junior speakers. The chairperson has to be speaker as well.
- The exact format may vary depending on the topic and experience of the speakers, but is expected to include the following core elements
  - A brief slide presentation to the whole group summarizing the learning objectives and plan/timetable for the session.
  - An opportunity for individual small group members to make brief introductions to one another.
  - A short manuscript detailing required preparatory reading before the session (e.g. key guidelines, or review articles), which will be sent to all registered participants before the congress with clear instructions.
  - 2-4 clinical case scenarios (1 page of A4), AND 1-2 key questions per case (e.g. what is the most likely diagnosis; what is your management plan) which can be printed and made available to participants on the day around which small group and expert discussion will be undertaken. Additional material e.g. print-outs of investigation results or imaging may also be made available.
  - Chairpersons may choose to have separate groups work on one case each in parallel for 30 minutes, then each group presents to the whole cohort; OR to have each group work on each of 3-4 cases, rotating the case round at predefined points.

### Delivery:

- Room layout will be to facilitate group working e.g. 3 stations, with one PC/screen to show cases from speaker, 20 chairs for audience at each station.
- After an introduction, chairpersons should instruct each group to work together on their task. Each expert should then lead group working, paying particular attention to quiet groups, and ensuring all groups have some time with an expert (rotation after 25 minutes ideal).
- Depending on the format/structure, chairpersons may wish to close with a brief summary lecture.
- The chairperson should also ensure 5 minutes at the end of the course for attendees to complete evaluation forms via the EAN app.

**Teaching material:** Preparatory summary/reading list provided prior to the session must be submitted to [europe2022@ean.org](mailto:europe2022@ean.org)

A brief summary of key learning points and further references can be provided as a pdf uploaded on the congress website for attendees after the session.

**Financial support:** Case-based Workshop speakers will receive a free Congress registration, 3 nights hotel accommodation and a travel grant.

**Partner Societies:** EAN has memoranda of understanding with several societies. Their session proposals will be developed together with the panels by the societies' representative. For societies without representative, the proposal will be forwarded to a related panel for consideration. Each partner society will be invited to label one of the accepted sessions as joint session.