

Guidelines for Career development Session

Purpose: This format shall allow to share and improve knowledge on procedural and generic skills important for career development, independent of sub-speciality. Topics might thus include e.g. how to write an academic paper; how to plan and organize a clinical or scientific study; how to apply for a grant, how to get a paper accepted; writing up a case; good question writing, teaching skills, meta-analysis or any other topic of potential relevance to career development in clinical, educational or research environments.

Duration: 90 min

Attendees: Potentially unlimited, though may be capped by room size restrictions in which case first come first serve registration; no fee. These sessions are aimed primarily at a trainee audience or early career researchers and should have clear learning objectives. Liaison with Residents and Research Fellows Section of the EAN is strongly encouraged for guidance on what is needed. Informal discussion with any member of the education or teaching course sub-committees prior to submitting is also welcome.

Structure: The session proposer is responsible for the selection of speakers, topics to be presented and the overall content and quality of the "how to.." career development session, including assigning and managing the allotted time for each speaker and for discussion. The chairperson should also ensure 5 minutes at the end of the course for attendees to complete evaluation forms via the EAN App.

- Each speaker must prepare a question related to the presentation for self-testing of the audience. The question will be shown at the beginning and again at the end of each lecture to test their learning curve. The speakers provide the audience with the correct answer during their lecture.
- Topic selection should clearly differ from other proposed congress content, including main symposia, focused workshops, and other educational activities.
- "How to" sessions should be of a very high standard and the lecturers should be internationally well-known experts or identified from the EAN speaker database.
- **"How to ..." sessions must have a maximum of 3 speakers including the chairperson.** All speakers are expected
 - To have **good written and spoken English**, and provide good quality slides
 - To provide opportunity for and encourage attendees to ask questions, facilitated by the chairperson
 - To include 1-2 formal assessments (e.g. single best answer questions) in each presentation. These may be re-used to assess learning of participants at a later date.
- When choosing career development session lecturers geographical spread and gender balance should be considered. In no case should there be a non-European speaker. Ideally, junior speakers should also be included.

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.

Teaching Material:

A formal manuscript is not required, but copies of slides and/or a list of relevant websites or guidance documents as a minimum should be available for participants to download from EAN website and/or provided on a single A4 sheet on the day; please contact europa2022@ean.org for assistance.

Financial support: Speakers will receive a free Congress registration, 3 nights hotel accommodation and a travel grant.