

1. Format of Focused Workshops

Focused Workshops last 1 ½ hours; they should include a panel presentation and provide ample time for discussion (at least ½ hour), thus speakers should try to involve the audience as much as possible and not use up the entire time for presentations. There must **not** be more than 3 speakers involved including the chairperson.

2. Suitable topics and speakers

A Focused Workshop shall deal with a very narrow topic. For example, the topic 'Epilepsy' is too broad, but 'social consequences of epilepsy' would be suitable. Presentations at a Focused Workshop should not be state of the art lectures or have teaching course character, but aim to promote discussion around new ideas, evidence or theories.

Speakers should not necessarily be internationally famous scientists, but a chance should be given to colleagues in training (junior neurologists) to present scientifically interesting material. Speakers should be active scientists, who are able to conduct a good scientific discussion. When choosing FW session lecturers, geographical spread and gender balance should be considered. Non-European speakers should be avoided.

3. Programme

It is the responsibility of the chairperson organiser to compile the programme, chair the session, choose speakers and contact the speakers.

The programme should consist of 3 lectures. A proxy for each lecturer must be announced. Please include information of the planned scientific content and at who this workshop is aimed at. Only complete proposals will be considered. The programme committee might make changes to the content and the speakers.

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.

4. Abstracts

of the FWs will be published in the *European Journal of Neurology*, the official Journal of EAN. All speakers therefore need to be requested by the chairperson to submit their abstracts in time. Deadline for receipt of these abstracts is usually two weeks past the regular abstract submission deadline, as these papers do not need to be peer-reviewed.

5. Financial support

Focused Workshop chairpersons (if they are speakers) and speakers will receive a free Congress registration, 2 nights hotel accommodation and a travel grant.

6. 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.