

Guidelines for EAN Hands-on courses

Purpose: This format is ideally suited where the learning objectives include a specific skill e.g. neurophysiology, neurosonology, radiological interpretation, clinical assessment/examination skills.

This may include asking attendees to volunteer as subjects for the purposes of demonstration (e.g. NCS, EMG, Evoked potentials), and/or video or recordings of illustrative cases.

Duration: 60 -120 minutes (please specify/justify)

Attendees: Maximum 60, with at least some built-in work in smaller groups e.g. 4 X 15 or 3 x 20 who attend parallel or rotating “stations” in sections of a large room, each with an expert facilitator

Room set-up: stage, lectern and big screen for audience, laptop (connected to Speaker Service Center) at lectern. Audience: row seating for up to 60 persons. 4 Stations for demonstrations, each with: 55” screen, laptop (not connected to Speaker Service Center), examination bed. (see room set-up graphic).

Structure:

- A chairperson leads the overall structure and content of the session, supported by up to 3 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.
- Attendees: what level of experience/knowledge is the minimum required?
 - 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 the field, covering the latest advances of particular interest to a specialist audience

Delivery:

- 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.
- Please prepare a short didactic introduction at the beginning of the course.
- What specialist equipment will your group need? Can you supply this or identify a company to provide the needed machines? (Head office may be able to provide details of companies who have helped previously)
- What technical support will be needed? What do the on-site AV support team need to know?
- Will you need attendees to volunteer as subjects (if yes, please provide any necessary information about the procedure as you would do for a patient).
- How many facilitators do you need, and do you know individuals with the requisite skills for this format? (At least one facilitator must be senior/experienced in this format, but younger trainees with specific expertise in a given area may also be able to lead).
- Be realistic when planning your stations/sessions. E.g. how long does it take to set up/switch on for each group; will everyone in the group be able to see/hear adequately; how many will be able to participate; Have you allowed sufficient time for attendee questions?
- Allow 3 minutes for groups to rotate between stations.
- Ensure that all presenters are fully briefed and aware of the learning objectives & timings for their station/session.

Teaching material: The presentation slides, provided by each speaker at the Speakers’ Service centre during the congress, will be transferred to a pdf-document and uploaded on the congress website in order to be accessed by the congress participants and EAN members.

For this reason, content in all slides provided must be approved for publication. If there are slides included that must not be shown on the web after the congress, please inform and they will be removed.

Financial support: Presenters 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.

HoC room - standard Set-Up

