

## 1. Session format and structure

Symposia are scheduled in the morning of each congress day and last two hours. Symposia are being held in parallel on each day. Symposia should give general information on the topic of the speaker - special insights should be covered in a Teaching Course or Focused Workshop. Symposia should be disease-related. Clinical research and aspects of evidence-based medicine should be included where appropriate.

As a rule, the session should consist of three to four main lectures 20-30 minutes each (plus discussion), one of them presented by the chairperson him/herself.

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.

## 2. Speaker:

Once a proposal is accepted by the Programme Committee (PC), the Symposium organiser will be expected to liaise with all speakers to confirm the programme. EAN strives for high quality and diversity. Please consider gender balance, geographical spread (not more than one speaker per country), and make sure to include junior speakers. Administrative assistance by the EAN Head Office will be provided at all stages after confirmation of the programme.

## 3. Abstracts

of the Symposia 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.

## 4. Benefits

for the speakers of Symposia are the following: We are pleased to offer free registration to the congress, a travel grant, and up to three nights of hotel accommodation.

## 5. Abstract review & evaluation

As a rule, invited speakers will be requested to help with the abstract review. Details on this will follow in due course.

## 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 the panel in charge for consideration. Each partner society will be invited to label one of the accepted sessions as joint session.

**Final decision on all sessions, lectures and speakers is with the Programme Committee.**

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