

Guidelines for Traditional Teaching Courses

Purpose: This didactic format is best suited for sharing knowledge to improve the quality of clinical care, research and educational practice.

Duration: 3 hours (2 X 90 minutes with a 30-minute refreshment break)

Attendees: Unlimited number; proposers should select the appropriate level for their suggested course(s) using the guidance below. All levels are aimed primarily at a post-graduate audience, and should have clear learning objectives, which can inform clinical practice, specifically including therapy recommendations. For large fields (e.g. stroke, epilepsy, movement disorders, epilepsy), 2 courses at different levels (e.g. basic and advanced) may be offered. Where possible, any EAN/other international guidelines should be integrated. Liaison with RRFS (Residents and Research Fellow Section) and where requested patient representative groups is encouraged.

Structure: Classical lectures with opportunity for questions and discussion.

- 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.
- The proposer/chairperson is responsible for the selection of speakers, topics and the overall content and quality of the teaching course, 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.
- Topic selection should clearly differ from other proposed congress content, including main symposia, focused workshops, and other educational activities
- Teaching courses should be of very high standard and the lecturers should be internationally well-known experts or identified from the EAN speaker database. If possible, junior speakers should be included. Gender balance and geographical spread should be considered.
- **Teaching courses should have a maximum of 4 lecturers including the chairperson.** All speakers are expected
 - to have **good written and spoken English**, and provide high 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.)
- The teaching course lecturers should come from different European countries. In no case, should there be more than one non-European speaker per course, at least one junior speaker, and gender balance should be considered.

Level 1 (Introductory) Aimed primarily at 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 that field, covering the latest advances of particular interest to a specialist audience

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: 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.