

Application for an **EAN Regional Teaching Day (RTD)**

prior to a National Neurological Society Meeting

**Proposer/Organiser:**

Name:

Address:

Tel.:

E-mail:

**National Congress**:

**Congress Date:** **EAN RTD date**

A preliminary programme of National Congress is attached yes  no

Congress-Website (if available)

# Venue

Location, address, city:

Accessibility:

International airport  yes no

Local transportation will be provided yes  no

## Meeting rooms/ Lecture Hall

Number of Halls:

Number of seats per Hall:

Audio-video facilities:  yes no

Comments:

**Target group:**        
(e.g. neurologists in training, practicing neurologists, nurses, general practitioners etc.)

local only yes no

other countries:

Estimated number of participants:

### Language ENGLISH

The EAN-RTD must be held in English. Consecutive interpretation is NOT acceptable

##### Simultaneous interpretation will be provided: yes no

### Manuscripts

Manuscripts will be distributed as  
printed hand-out  on a USB stick  on EAN website

**Accommodation** (please describe)

Faculty: (hotel Name)

**Visa** (please describe visa formalities for entry in your country)

**Other information considered relevant for the EAN Regional Teaching Day**



**Proposed programme**

**(has to be submitted 6 months before the event):**

## Date:\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| 9:00-9:30 | Welcome | | |
| 9:30-10:15  5 min break | 1st speaker (EAN) | Possible replacement? | Topic/title |
| 10:20*-*11:05 15 min coffee break | 2nd speaker (EAN) | Possible replacement? | Topic/title |
| 11:20-12:05 5 min break | 3rd speaker (EAN) | Possible replacement? | Topic**/**title |
| 12:10-12:55 | RRFS speaker (must be local if available) |  | Info on Grants/News for Neurologists in Training all over Europe |
| 13:00-14:00 | Lunchbreak |  |  |
| 14:00-15:00 10 min break | Interactive workshop  Lecturer 1 or 2 or 3 |  | Topic**/**title |
| 15:10-16:10 10 min coffee break | Interactive workshop Lecturer 1 or 2 or 3 |  | Topic**/**title |
| 16:20-17:20 | Interactive workshop Lecturer 1 or 2 or 3 |  | Topic**/**title |

**Networking Programme / Dinner**(one dinner is possible for faculty plus hosts) additional events should be part of the National Meeting



## Budget

## (To be submitted in detail ideally 6 months before the event)

|  |  |  |
| --- | --- | --- |
| **Facilities** | Local currency | EURO |
| Lecture hall |  |  |
| Audio-video facilities |  |  |
| Hand-out material (printed / digital)  (Programme, manuscripts, evaluation forms, certificates) |  |  |
| Transportation (Airport pick-up and return) of faculty |  |  |

|  |  |  |
| --- | --- | --- |
| **Invited Speakers (3) - Faculty** | Local currency | EURO |
| Flights/Travel |  |  |
| Accommodation |  |  |
| Visa (if needed) |  |  |
| **Total estimated costs for all speakers** |  |  |

|  |  |  |
| --- | --- | --- |
| **Participants** | Local currency | EURO |
| Meals (lunch + 2 coffee breaks) |  |  |
| External organising company (*Name*) (max. 750€ can be claimed from EAN)\* |  |  |
| Other costs (please describe):  ……………………………… |  |  |
| **Total** |  |  |
| **Requested EAN funding\*\*** |  |  |

**\*max. up to 10% of entire budget is allowed to claim from EAN**

**\*\*up to a maximum of € 7,500 including VAT**