Application for an **EAN Regional Teaching Session**

during a National Neurological Society Meeting

**Proposer/Organiser:**

Name:

Address:

Tel.:

E-mail:

**National Congress**:

**Congress Date:** **EAN RTS 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 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 RTS must be held in English. Consecutive interpretation is NOT acceptable

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

**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 Session**

**Proposed programme**

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

## Date:\_\_

**Session time:**

|  |  |  |  |
| --- | --- | --- | --- |
| Time  5 min break | 1st speaker (EAN) | Possible replacement? | Topic/title |
| Time 5 min break | 2nd speaker (EAN) | Possible replacement? | Topic/title |
| Time  5 min break | 3rd speaker (EAN) | Possible replacement? | Topic**/**title |
|  | Please insert one of the speakers from above |  | Info about EAN membership benefits and educational activities |

## 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, evaluation forms, certificates) |  |  |

|  |  |  |
| --- | --- | --- |
| **Invited Speakers (3) - Faculty** | Local currency | EURO |
| Flights/Travel |  |  |
| Accommodation |  |  |
| Visa (if needed) |  |  |
| Transportation (Airport pick-up and return) of faculty |  |  |
| **Total estimated costs for all speakers** |  |  |

|  |  |  |
| --- | --- | --- |
| **Miscellaneous** | Local currency | EURO |
| Other costs (please describe):  ……………………………… |  |  |
| **Total** |  |  |
| **Requested EAN funding\*** |  |  |

**\*up to a maximum of € 4.000,- including VAT**