



EAN – European Academy of Neurology in cooperation with AFAN – African Academy of Neurology

Guidelines for Regional Teaching Courses in Sub-Saharan Africa (SSA)

Please find outlined below the tasks the [EAN – European Academy of Neurology](#) and the hosting country (HC) will share and have to cover for the organization of Regional Teaching Courses in SSA.

The hosting country is expected to appoint a direct responsible for the contacts with EAN as well as a vice-responsible in case of absence.

Good e-mail contacts, swift replies and actions guarantee successful work!

EAN – European Academy of Neurology

- Responsible for:
- a) The scientific programme;
 - b) Contacting and following up with faculty and speakers;
 - c) Taking care of invited faculty travel arrangements (SSA delegates and EAN delegates);
 - d) Contacting heads of neurological and neurology related departments in SSA and inviting young doctors and trainees;
 - d) Taking care of the travel arrangements of invited young doctors and trainees;
 - e) Booking hotels for invited faculty and trainees;
 - f) Setting up the “Test of Excellence” for participants to the RTC;
 - g) Print programs, table signs, badges, certificates, etc.

AFAN – African Academy of Neurology

- a) Update the list of Heads of neurological departments throughout SSA on an annual basis;
- b) Contribute to the scientific programme
- c) Help identify SSA faculty;
- d) Advertise the Regional Teaching Course on the AFAN website;

- e) Be responsible for eventual hybrid meetings;
- f) Help onsite during RTC.

Hosting Country

- Responsible for:

- a) Identifying local faculty members and VIPs to take part in the RTC according to the scientific programme;
- b) Publicizing the RTC throughout the University especially in the especially in the neurological and neurology related departments, e.g. psychiatry, neurosurgery, paediatrics, internal medicine etc

- c) Providing meeting facilities at the University/or any other meeting venue: one plenary room and up to 3 or 4 breakout rooms. All meeting rooms must be equipped with a laptop, ppt projector and screen;
- d) Covering the costs of:
 - meals and coffee breaks for all three/four days (6/8 coffee breaks and 3/4 lunches).
 - The dinner for the video evening session;
- d) Covering the costs of local transport to/from the airport (if not provided by the hotels) and to/from the meeting facilities for both faculty and trainees;
- e) Assisting with identifying hotels for both faculty and trainees taking into account the financial guidelines that will be provided by EAN;
- f) Assisting faculty and invited young doctors and trainees with visa requirements;
- g) Eventual social event.

Any additional activities and tasks that come up will be discussed and responsibilities will be shared.

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Version: 3

Date: December 2022