CRITERIA FOR APPLYING FOR EANS TO ORGANISE A NEW EDUCATIONAL EVENT/COURSE

Application Guideline:
The scientific programme and course proposal should be submitted for review and approval to the EANS Executive Committee, the Scientific Liaison, the Training Committee Chair and the Hands-on Courses Director.

Applications should be sent to Valentini Amarantidou, Executive Director director@eans.org with a cc to Martina De Gregorio, Events Manager–Education martina.degregorio@eans.org

The proposal should include:
- The theme of the course and concept;
- Programme outline and social programme;
- Speaker list following the criteria that 50% of the faculty must be EANS Individual members;
- Suggested dates and location;
- Suggest hotel accommodation for faculty members and delegates;
- Targeted audience (specific curriculum) and expected number of delegates;
- Preliminary budget;
- Sponsorship funding and required equipment/instruments;
- Details of the local host and local committees;
- The official Language should be English.

Upon approval and confirmation, the EANS Office team can undertake the below organizational activities and tasks:
- Liaise with all the local suppliers to get availabilities and request the offers;
- Liaise and coordinate together with the Course Director all aspects of the organization of the course with the venue;
- Manage the course budget and payments
- Website creation, promotion and communication
- Registration management
- Faculty invitation and onsite coordination (hotel accommodation, social events, transport if requested)
- Liaise with sponsors, request financial support and coordinate together with the Course Director the required equipment and instruments;
- Preparation and coordination of the printed materials
- Onsite management (all suppliers, delegates, faculty and sponsors)
- Course follow-up (evaluations, thank you messages, sponsorship payments, finalise and close the budget)

Thank you for your interest!