

ECNP SEMINAR

ABOUT

ECNP Seminars are small-scale, interactive training courses in neuropsychopharmacology. Each Seminar is focused on a particular country or region in Europe where limited opportunities exist for researchers and practitioners to attend international meetings. ECNP Seminars are organised by a local expert, with the support of the ECNP Office and the Chair of the ECNP Educational Committee (Chair EdC).

Aim

The aim of ECNP Seminar is to increase the level of knowledge of and skills in neuropsychopharmacology of future leading researchers and practitioners in locations where limited opportunities exist to attend international meetings.

Method

ECNP Seminars offer participants the opportunity to enhance their knowledge and skills in a concentrated learning environment under the guidance of three local and three non-local experts.

Frequency

Per year four ECNP Seminars are organised, each focussed on a particular country or region in Europe.

Duration

ECNP Seminars usually last two days, with the participants arriving the day before.

Target Group

ECNP Seminars are for junior researchers and practitioners with a proven interest in the field of neuropsychopharmacology who would like to expand their knowledge and be exposed to different points of view. Each ECNP Seminar is focussed on a particular country or region, and are organised for 30-50 participants in that country/region.

Selection of Participants

Participants are invited by local experts, selected on the basis of their curriculum vitae and a short abstract (50-100 words).

To make sure that ECNP Seminars are of truly national/regional nature, the local expert makes sure to have an equal distribution of participants from all the different medical schools and major clinics in the relevant country/region.

Seminar Award

One participant of each ECNP Seminar will be awarded with free registration and a subsidy towards travel cost for the succeeding ECNP Congress (to be paid after the congress), on the condition that his/her abstract is submitted for poster presentation and that the abstract is accepted.

ORGANISATION

ECNP Seminars are organised by a local expert, with the help and support of the ECNP Office and the Chair EdC.

Division of Tasks

Role of the Local Co-ordinator

The local co-ordinator is responsible for:

- Identifying a date and arranging a location for the seminar (to be approved by the Chair EdC and the ECNP Office).
- Selecting the local experts (to be approved by the Chair EdC, invited by the ECNP Office).
- Preparing the seminar budget (to be approved by the ECNP Office).
- Promoting the seminar across the region to all relevant clinics/institutions, including sending out invitations to potential participants.
- Collecting and processing all applications, and selecting the participants (to be approved by the Chair EdC).
- Arranging and coordinating the logistics, such as the location, all meals, the cultural event, and the transfer of the non-local experts from and to the airport.
- Preparing a programme booklet and arranging its printing.
- Providing the ECNP Office with a Seminar Report, including a short (250-500 word) summary of the seminar and pictures.

The local co-ordinator is expected to keep in close contact with the ECNP Office, sending regular progress updates.

Role of the Chair of the ECNP Educational Committee

The Chair of the ECNP Educational Committee is responsible for:

- Reviewing and approving the ECNP Seminar Proposal.
- Reviewing and approving the selected participants based on their CV and abstract.
- Reviewing and approving the selected local experts based on their CV.
- Arranging the non-local experts.
- Drafting the programme based on the non-local experts attending the seminar.

Role of ECNP Office

The ECNP Office is responsible for:

- Providing the expertise of how to organise an ECNP Seminar.
- Providing templates of the budget, the planning, programme, participant list and the programme booklet.
- Reviewing and approving the budget by the local co-ordinator.
- Reviewing and approving the location, catering and cultural event.
- Inviting experts (after selection/approval of Chair EdC).
- Preparing and sending badges, lanyards, certificates of attendance, evaluation forms, ECNP promotional material.
- Preparing the ECNP Seminar Award certificate.
- Arranging reimbursements/payments.
- All communication with the Chair EdC and non-local experts.

Date and Location

Date

ECNP Seminars are to take place in February/April or October/November. The aim is to have the four seminars equally distributed over the year, meaning two at the February/April and two in October/November.

Location

The location of the ECNP Seminar should be a modest (preferably academic) facility that is easily accessible, centrally located and in easy reach for all participants and experts (within 1 hour of the main airport). A rural rather than a city location is preferred. The location needs to have one meeting room for 50-60 persons and two workshop rooms holding about 20 people (one workshop will be in the main meeting room). About 30-

35 hotel rooms are required (single rooms for the experts, double rooms for the participants, who have to share rooms).

Each Seminar includes a cultural event. This event should be a short trip to a historic building/museum/etc. in the vicinity of the location followed by a dinner.

Experts

The aim is to include three local and three non-local experts in each ECNP Seminar.

Non-local Experts

The three non-local experts are asked to join ECNP Seminars by the Chair of the Educational Committee. They represent the ECNP qualities of expertise and excellence. One non-local expert is appointed ECNP Seminar Leader. The topics discussed during the ECNP seminar depend on the field of expertise of the non-local experts.

Local Experts

The three local experts are invited to help and support the non-local experts during the seminar. For example, they help manage the three parallel workshops and stimulate discussion. The local organiser selects these local experts. They are to be approved by the Chair of the ECNP Educational Committee (on the basis of their CVs).

Participants

The local co-ordinator promotes the seminar in all the different medical schools and major clinics in the relevant country/ region. Suitable candidates should be sent an invitation to apply, but such an invitation is not a requirement to apply: all interested in attending the seminar are free to apply.

To make sure that ECNP Seminars are of truly national/regional nature, the local expert is to ensure an equal distribution of participants from all the different medical schools and major clinics in the relevant region.

Researchers and practitioners from the relevant country/region, but not currently working in that country/region are not eligible to apply.

Applications need to include:

- A short CV (describing his/her background and activity so far).
- A short abstract (50-100 words). This might include a research project which he/she has completed, is currently involved in, or that he/she would like to do in the (near) future. Another possibility is to include a case or a number of clinical cases which present a diagnostic and/or a treatment dilemma.

The above documents are used to select the participants of the seminar.

The local organiser collects and processes all applications and selects a maximum of 50 participants, to be approved by the Chair of the ECNP Educational Committee.

Participants are asked to prepare and give a 10-minute presentation during on of the parallel workshops (see below).

Programme

ECNP Seminars are small-scale, interactive training courses. In-depth discussions are central to the success of seminars.

Format

Each ECNP Seminar is set-up as follows:

1. Short talks by the non-local experts on state of the art issues.
2. Three parallel workshops with participant abstract presentations and discussions, moderated by the experts.
3. Presentations of the outcomes of the three parallel workshops in front of the full seminar group, for feedback from the audience and the experts.

Possible programme:

Day 0				
end of day		Arrival participants and experts		
19.00		Welcome and dinner		
Day 1				
09.00-09.15		Introduction to the programme by ECNP Leader		
09.15-10.00		xxxxx research as a model for research plan and design ECNP Expert 1		
10.00-10.45		xxxxx research as a model for research plan and design ECNP Expert 2		
10.45-11.30		Coffee break		
11.30-12.15		Introduction to research methods: How to phrase a research question, basic statistics reminder and design ECNP Leader		
12.15-12.30		How to prepare a scientific presentation ECNP Expert		
12.30-13.30		Lunch		
<i>Presentations of participants in 3 groups in 3 parallel workshops</i>				
		Expert 1 Local 1	Expert 2 Local 2	Expert 3 Local 3
13.30-15.00		Round I Group 1	Group 2	Group 3
15.00-15.15		Break		
15.15-15.45		Panel discussion: How to prepare a manuscript ECNP Experts		
16.00-21.00		Cultural event, group photo and dinner		
Day 2				
<i>Presentations of participants in 3 groups in 3 parallel workshops</i>				
		Expert 1 Local 1	Expert 2 Local 2	Expert 3 Local 3
08.30-10.00		Round II Group 2	Group 3	Group 1
10.00-10.30		Coffee break		
10.30-12.00		Round III Group 3	Group 1	Group 2
12.00-14.00		Lunch and preparation for plenary session		
14.00-15.00		Plenary		
14.00-14.20		Group 1	Presentation and discussion	
14.20-14.40		Group 2	Presentation and discussion	
14.40-15.00		Group 3	Presentation and discussion	
15.00-15.30		Break and faculty selection of award winners		

	Completion of feedback forms
15.30-16.00	Awards ceremony, concluding remarks and thanks ECNP Leader and local coordinator

Participant Presentations

Each participant will prepare and give a 10-minute presentation (max. 10 PowerPoint slides) during one of the three parallel workshops. The presentation may be on their submitted abstract, or on something else, as long as it fulfils the requirements of an abstract: the presentation can be about a research project which he/she has completed, is currently involved in, or that he/she would like to do in the (near) future, or be about a case or a number of clinical cases which present a diagnostic and/or a treatment dilemma. The presentation has to be in English. The meeting is interactive and participants have to be prepared to ask questions and join in the discussion.

Programme booklet

The local co-ordinator prepares a programme booklet, using the template provide by the ECNP Office. The booklet should contain the programme, the participants' abstracts, CVs and information on experts. The local expert arranges the printing of the programme booklet. The programme booklet might be published on the ECNP website as a PDF.

Finance

The local co-ordinator prepares a draft budget (using a template provided by the ECNP Office), to be sent to the ECNP Office for review and approval. The budget should include the meeting rooms, technical equipment, hotel rooms (2 nights, participants in a shared room and experts and coordinator in a single room), breakfast, two dinners, two lunches, breaks, a cultural event, and printing of a programme booklet.

After approval of the budget as supplied by the local co-ordinator, ECNP will pay for all the costs within the approved budget. Participants are only requested to pay their own travel costs.

The local co-ordinator can apply for free registration to the ECNP Congress following the ECNP Seminar.

ECNP Seminar Award

The award is designed to enable the winner to attend the upcoming ECNP Congress with free registration and a subsidy towards travel cost, on the condition that they submit and receive acceptance for poster presentation at the congress.

Only one award winner will be selected by the experts on the quality of the presentations. The travel subsidy is EUR 1,000.

Overview of Previous ECNP Seminars

2000	Poland	2014	Turkey
2002	Estonia	2014	Georgia
2003	Turkey	2014	Armenia
2004	Bulgaria	2015	Lithuania
2005	Romania	2015	Ukraine
2006	Slovak Republic	2015	Portugal
2007	Cancelled	2015	Moldova
2008	Hungary	2016	Serbia
2009	Poland	2016	Estonia
2010	Czech Republic	2016	Hungary
2011	Estonia (Spring)	2016	Turkey
2011	Moldova (Autumn)	2017	Croatia

2012	Romania	2017	Georgia
2012	Greece	2017	Romania
2013	Russia	2017	Cyprus
2013	Latvia		
2014	Macedonia		
2014	Serbia		

Application form to coordinate an ECNP Seminar

I am most interested in coordinating an ECNP Seminar in my country:

Name _____ Mr/Ms

Organisation _____

Address _____

Postal Code _____

City _____

Country _____

Telephone _____

Mobile phone _____

E-mail _____

Are the proposed participants (please tick one):

	Clinicians
	Non-clinicians
	A mixture of the two

Seminars can be focused on the clinical use of psychopharmacological agents, or the conduct of neuropsychopharmacological research. Please describe in percentages the balance of the group, clinical or non-clinical research:

Please describe the level of training and expertise of the intended clinical participants (e.g. number of years of specialist training in psychiatry; whether or not they are independent practitioners or only practice under supervision):

Please describe the average level of neuropsychopharmacological research experience the non-clinical participants are likely to have:

	None	Undergraduate	postgraduate
Previous involvement in conducting research studies			
Previous involvement in designing research studies			
Previous involvement in analysing research studies			
	None	Abstract only	Full papers
Previous research publications			

The Seminar will be conducted in English. Are the participants likely to have previously given presentations in English?

Please e-mail this form to the ECNP Office (ecnp-seminar@ecnp.eu).