**The European Chapter of IFCN**
**Regional courses / seminars in Clinical Neurophysiology**

## General information

One of the key aims of the European Chapter (EC) is to promote Clinical Neurophysiology by arranging both basic and advanced training courses in the field. These courses, or small meetings, are partially supported by the EC with money coming from the IFCN. Normally these courses are free standing from national meetings in order to indicate their special status, but they may be coupled in time with national meetings provided the promoting and supporting roles of the European Chapter is clearly and visibly stated.

**Any application should be counter signed not only by the local organizer, but also by the current Chairman of the National Society, to make sure i**nitiatives are coordinated nationally. No more than two proposals/year can be submitted by any individual Society and funding has to be completed within a year of the meeting.

Courses in Clinical Neurophysiology usually work on a non-profit basis. If the Course is considered eligible, the Chapter will reimburse travel and accommodation expenses (no business class will be accepted) for 2 (two) European faculty members per course, and for some minor extra expenses like hand-outs and photocopies, up to a maximum of 3000 €. Other expenses will remain at the charge of the organisers and/or other sponsor. The two invited faculty members should be European and should be approved by the EC-ExCo. EC may help to find 2 teachers unless the organisers have already suggestions.

In principle the course should follow a general template, approved by the EC. The details for the program will be agreed between the chosen faculty and the local organisers.

A course is normally made up of a two-day program including lectures, demonstrations of methods in normal subjects and sometimes on patients. At least 15 physicians / technicians etc. should participate.

The formalities to arrange this course are intended to be easy but following only few rules:

- **A complete program of the Course / meeting** is a mandatory prerequisite. The program should include the title of each lecture, its 'take home' contents and the name of the lecturer, as well as indication of any practical 'hands on' sessions.
- A form (see below) summarizes the information requested.
- It is expected that courses will be organized as non-profit educational events. EC-IFCN support should be budgeted to allow any course to reach break-even point (and to enable enhanced teaching).
- The local organiser is responsible for the local arrangements of lecture room, local teachers, multiplying of handout material and contact with patients if live demonstrations are included. The local organiser should also arrange accommodation and local travel for the EC faculty
- If the organisers find it valuable, a **small exam** may be given at the end of the course and exam certificate given out. Otherwise a certificate will be given to indicate the participation in the EC course.
- A review form should be filled in after the course by the teachers and participants and sent to EC.

Examples of two-day training courses:

**Example Course 1: EMG+Neurography**
One day: EMG (including basic physiology, quantitative methods, and special methods)
One day: Electroneurography (basic and advanced studies)

**Example Course 2 : EEG**
One day: ( EEG - basic principles and findings-new developments- artefacts and technical pitfalls)
One day: (epilepsy / degenerative disorders / paediatric EEG / intensive care EEG, / quantitative methods

**Example Course 3: Sleep**
One day: sleep physiology and basic principles to study sleep; methods for sleep stages identification quantification
One day: sleep disturbances

**Example Course 4: Course Evoked potentials**
One day: basic physiology, VEP, BAEP, SEP, MEP; findings in normal and in pathology.
One day : Indications, usefulness in the intensive care, paediatric practice, monitoring

# Application form

**The European Chapter of the IFCN**
**Regional courses in Clinical Neurophysiology**

**Application:**

Please send by mail to EC-Secretary or President addresses:

wpaulus@med.uni-goettingen.de and/or luis.garcia-larrea@univ-lyon1.fr

To the European Chapter

We hereby apply for an EC-CN course according to information in this form:

From: Society of ……
Approval given by the President of the Society for….

Main topics: (Chose topics that fit together and cover 2 days

Request for special teacher … (not a necessary request)

Site: City
Lecture rooms at

Time

**Expected number** of participants

**Expected background** of participants (neurophysiologist, neurologists, rehab, technicians, engineers, …..)

**Local organiser**

**Name**:

**Address**

**Program of the Course / Seminar / Meeting :**