

## ECNP SEMINAR

### ABOUT ECNP SEMINARS

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 coordinator, with the support of the ECNP Office and the ECNP seminar coordinator.

#### **Aim**

The aim of ECNP Seminars 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 and experts arriving the day (afternoon) before.

#### **Target Group**

ECNP Seminars are for early career 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 a maximum of 50 participants from that country/region.

#### **Selection of Participants**

Application is open to all early career researchers and practitioners in the field of neuropsychopharmacology in the country/region the seminar takes place. Applications are collected by the local coordinator. Applications are reviewed and participants are selected by the ECNP seminar coordinator 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 coordinator 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**

Two participants of each ECNP Seminar are awarded with a Seminar Award, consisting of free registration and a subsidy towards travel cost for the upcoming ECNP Congress (€1000, to be paid after the congress), on the condition that his/her abstract is submitted for poster presentation at the Congress and that the abstract is accepted.

### ORGANISATION

ECNP Seminars are organised by a local coordinator, with the help and support of the ECNP Office and the ECNP seminar coordinator.

## **Division of Tasks**

### *Role of the Local Co-ordinator*

The local co-ordinator is responsible for:

- Identifying a number of possible dates for the seminar (to be approved by the ECNP seminar coordinator and the ECNP Office).
- Arranging the location and the catering for the seminar (to be approved by the ECNP Office), as well as a cultural event.
- Preparing the seminar budget (to be approved by the ECNP Office).
- Looking for local experts (to be approved by the ECNP seminar coordinator).
- Inviting local experts after approval by the ECNP seminar coordinator and acting as their main contact person.
- Promoting the seminar in all relevant clinics/institutions in the region/country the seminar takes place, including sending out invitations to potential participants.
- Collecting and processing all applications (selection of participants is done by the ECNP seminar coordinator).
- Arranging and coordinating the onsite logistics, such as the location, catering, meals, the cultural event, and the transfer of the non-local experts from and to the airport.
- Preparing a programme booklet (PDF) (materials from non-local experts collected by the ECNP Office).
- Providing the ECNP Office with a Seminar Report, including a short (250-500 word) summary of the seminar and pictures.
- Providing the ECNP Office with a final account of the local costs of the seminar.

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

### *Role of the ECNP seminar coordinator*

The ECNP seminar coordinator is responsible for:

- Reviewing and approving the ECNP Seminar proposal, including the date.
- Reviewing the applications and selecting the participants based on their CV and abstract.
- Reviewing and approving the proposed 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, the programme, the invitation letter, the application form, application overview, participant list and the programme booklet.
- Reviewing and approving the budget prepared by the local coordinator.
- Reviewing and approving the location, catering and cultural event as proposed by the local coordinator.
- Inviting non-local experts (after selection by/approval of ECNP seminar coordinator).
- Collecting materials for the programme booklet from non-local experts.
- Preparing and sending badges, lanyards, certificates of attendance, ECNP Seminar Award certificates and ECNP promotional material.
- Arranging reimbursement of non-local experts and payment/reimbursement of local coordinator for local costs made.
- All communication with the ECNP seminar coordinator and non-local experts.
- Preparing a final account.

## **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 group will be in the main meeting room), these rooms all need a laptop and a beamer. About 30-35 hotel rooms are required (single rooms for the experts, twin rooms for the participants, who have to share a room with a participant of the same gender).

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 (in case of a smaller group of participants, the number of experts can be less).

### *Non-local Experts*

The non-local, ECNP experts are asked to join ECNP Seminars by the ECNP seminar coordinator. They represent the ECNP qualities of expertise and excellence. One non-local expert is appointed Seminar Leader by the ECNP seminar coordinator (during the initial planning stage of the ECNP Seminar). The topics discussed during the ECNP Seminar depend on the field of expertise of the non-local experts.

### *Local Experts*

The 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 ECNP seminar coordinator (on the basis of their CVs).

The local experts will know the participants and their level of expertise better than the non-local experts, so they play a vital role in bridging the knowledge gap and helping the participants get as much out of the seminar as possible.

## **Applications and selection of participants**

The local coordinator promotes the seminar in all the different medical schools and major clinics in the relevant country/region. Suitable candidates can be sent an invitation to apply, but application is not open only to those that have received such an invitation: application is open to all interested early career researchers and practitioners in the field of neuropsychopharmacology in the country/region the seminar takes place in.

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 activities in the field of Neuropsychopharmacology so far).
- A short abstract (50-100 words). This abstract should be about a research project the applicant has completed, is currently involved in, or would like to do in the (near) future. While it is recommended the abstract is about a research project, another possibility is that it describes 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 by the ECNP seminar coordinator.

The local organiser collects and processes all applications. The ECNP seminar coordinator selects a maximum of 50 participants.

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

### Atmosphere

The atmosphere during the ECNP Seminar is to be friendly, engaging, non-formal, personal and interactive.

The dress code is (usually) non- formal and relaxed.

### 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.
2. Three parallel workshops with participant abstract presentations and discussions, moderated by the non-local 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	What is ECNP? Introduction to the programme by ECNP Seminar Leader
09.15-10.00	xxxxx research as a model for research plan and design Non-local Expert 1
10.00-10.45	xxxxx research as a model for research plan and design Non-local 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 Seminar Leader
12.15-12.30	How to give a talk ECNP Seminar Leader
12.30-13.30	Lunch

<i>Presentations of participants in 3 groups in 3 parallel workshops</i>				
		Non-local expert 1 & local expert 1	Non-local expert 2 & local expert 2	Non-local expert 3 & local expert 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 clinical research project and how to publish it Chair: Seminar Leader Panel members: Non-local Experts			
16.00-21.00	Cultural event, group photo and dinner			

<b>Day 2</b>				
<i>Presentations of participants in 3 groups in 3 parallel workshops</i>				
		Non-local expert 1 & local expert 1	Non-local expert 2 & local expert 2	Non-local expert 3 & local expert 3
08.30-10.00	Round II	Group 3	Group 1	Group 2
10.00-10.30	Coffee break			
10.30-12.00	Round III	Group 2	Group 3	Group 1
12.00-14.00	Lunch and preparation for plenary session			
14.00-15.00	Plenary Session			
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 Seminar Award winners Completion of feedback forms			
15.30-16.00	Awards ceremony, concluding remarks and thanks ECNP Seminar Leader and local coordinator			

### *Short talks by non-local experts*

Each seminar starts with plenaries of the non-local experts (45 minutes each), which provide an opportunity for the experts to get to know the audience, their level of knowledge and their needs.

- The aim of the non-local experts' talks is not simply to share latest in the field of neuropsychopharmacology, but mainly to teach research methods and principles: e.g. show how scientific questions are decided on, how hypotheses are developed, how research populations are selected, how results are understood and what limitations researches have. Non-local Experts are encouraged to share personal stories on failures, mistakes and successes.
- The non-local experts' plenary talks should serve as an example of a good scientific talk, meaning they should be clear and planned, with no more than 20 slides for the 45 minutes of the talk. The slides should have no more than six lines, and a font size of at least 28 and a good colour contrast. Per slide no more than one issue should be discussed. The use of photos, figures and clips is encouraged.
- The non-local experts' plenary talks should be interactive, and the experts are encouraged to stimulate active participation by asking questions, asking for examples, and letting participants vote on statements. Interactive talks are more interesting and engaging for the audience. Interaction helps the non-local experts determine the knowledge level of the audience quickly, which is critical information for the rest of the seminar.
- The participants of the seminar generally speak basic English. Therefore, non-local experts are encouraged to speak slowly and use simple, easy to understand language. The audience are non-

experts, meaning that the talks should be suitable and understandable for those with a lower level of knowledge of the field.

### *Workshops*

There are three sessions of three parallel workshops. Each workshop is led by one non-local expert, supported by a local expert. The groups remain the same for each workshop and rotate among the non-local experts and local experts, so all participants get the opportunity to get into discussion with each non-local expert.

Each participant should prepare and give a 10-minute presentation (max. 10 PowerPoint slides, in some countries it will be an oral abstract presentation if no projector is available in the room) during one of the three parallel workshops. 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 workshops are to be interactive in nature. The non-local experts serve as moderators and facilitators, not lecturers. Participants must be encouraged to ask questions, give feedback and advice to their peers, and participate in the discussion.

For the non-local experts it is important:

- To be positive and encouraging. Early career scientists in developing countries may be unfamiliar with or sceptic of research and have very low self-confidence when it comes to research. Feedback should be given carefully, starting with some positive points before moving to points of improvement.
- To discourage grandiosity. Sometimes projects are too ambitious, grandiose and unrealistic. It's about giving participants a realistic view of the possibilities.

Recommended syllabus:

Below are some suggested subjects to be covered during an ECNP Seminar.

The talks should be adjusted to audience level and expertise.

1. How to get a research question?
2. How to phrase a hypothesis?
3. Common research designs (prospective/cross sectional etc.)
4. Sampling
5. Biases
6. Randomization methods
7. Matching
8. Sample size and power issues\*
9. Confounders\*
10. Choice of statistical method (T test, ANOVA, Chi square)\*
11. Ethical issues
12. How to write an abstract?
13. How to write an attractive title?
14. How to sell your idea?
15. Limitations
16. Future optional studies

\*Advanced topics for advanced audience

*Programme Booklet*

The local coordinator prepares a programme booklet, using the template provided by the ECNP Office. The booklet should contain the programme, the CVs and a picture of all experts, presentation slides, a list of participants, and the participants' abstracts. A hardcopy is not a requirement, a PDF might also be distributed to all participants and faculty via email. The programme booklet will be published on the ECNP website as a PDF.

### **Finance**

The local coordinator 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), breakfasts, two dinners, two lunches, breaks, and a cultural event. The maximum available budget per seminar is €10.000 for 50 participants.

After approval of the budget proposal of the local coordinator, ECNP will pay for all the costs within the approved budget. Participants are only requested to pay their own travel costs.

The local coordinator can apply for free registration to the ECNP Congress following the ECNP Seminar.

### **ECNP Seminar Award**

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### **OVERVIEW OF PREVIOUS ECNP SEMINARS**

On our [website](#) you can find an overview of all the previous seminars.

## APPLICATION FORM TO COORDINATE AN ECNP SEMINAR

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

Name \_\_\_\_\_ Mr/Ms

Organisation \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

City \_\_\_\_\_

Country \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile phone \_\_\_\_\_

E-mail \_\_\_\_\_

The participants will be (please tick one):

<input type="checkbox"/>	Clinicians
<input type="checkbox"/>	Non-clinicians
<input type="checkbox"/>	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):

In the table on the next page, please indicate the average level of neuropsychopharmacological research experience the non-clinical participants are likely to have:

	None	Under-graduate	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](mailto:ecnp-seminar@ecnp.eu)).