

## 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 expert, with the support of the ECNP Office and the Chair of the ECNP Educational Committee (Chair EdC).

#### 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 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 a maximum of 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

Two participants of each ECNP Seminar are awarded with a Seminar Award, consisting of free registration and a subsidy towards travel cost for the succeeding ECNP Congress (€1000, 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 and seminar leader (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 ECNP 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 ECNP experts.
- Drafting the programme based on the ECNP 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 certificates.
- Arranging reimbursements/payments.
- All communication with the Chair EdC and ECNP 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, twin 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 (in case of a smaller group of participants, the number of experts can be less).

#### *ECNP Experts*

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

#### *Local Experts*

The local experts are invited to help and support the ECNP 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 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.

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).

### **Atmosphere**

The atmosphere during the ECNP Seminar is to be friendly, engaging, non-formal, personal and interactive. In-depth discussions are central to the success of seminars.

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 ECNP experts on state of the art issues.
2. Three parallel workshops with participant abstract presentations and discussions, moderated by the ECNP 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:

<b>Day 0</b>	
end of day	Arrival participants and experts
19.00	Welcome and dinner

<b>Day 1</b>														
09.00-09.15	What is ECNP? Introduction to the programme by ECNP ECNP Seminar 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 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>														
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	Expert 1	Expert 2	Expert 3											
	Local 1	Local 2	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 clinical research project and how to publish it Chair: Seminar Leader Panel members: ECNP 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>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Expert 1</td> <td>Expert 2</td> <td>Expert 3</td> </tr> </table>	Expert 1	Expert 2	Expert 3
Expert 1	Expert 2	Expert 3		

		Local 1	Local 2	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 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 Leader and local coordinator			

### Short talks by ECNP Experts

Each seminar starts with plenaries of the ECNP 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 ECNP experts' talks is not simply to share state of the art issues in the field, 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. ECNP Experts are encouraged to share personal stories on failures, mistakes and successes.
- The ECNP 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 ECNP 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 ECNP 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, ECNP 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 ECNP expert, supported by a local expert. The groups remain the same for each workshop, and rotate among the ECNP experts and local experts, so all participants get the opportunity to get into discussion with each ECNP expert.

Each participant will 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 ECNP 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 ECNP experts it is important:

- To be positive and encouraging. Junior 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 the suggested subjects to be covered during the workshops of an ECNP Seminar.

The syllabus 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 sale your idea?
15. Limitations
16. Future optional studies

\*Advanced topics for advanced audience

#### *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 preparation of the booklet, and the printing thereof. A hardcopy is not a requirement, a PDF might also be distributed. 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**

Two participants of each ECNP Seminar are awarded with a Seminar Award, consisting of free registration and a subsidy towards travel cost for the succeeding ECNP Congress (€1000, to be paid after the congress), on the condition that his/her abstract is submitted for poster presentation and that the abstract is accepted. The decision is made jointly by the ECNP experts and the local coordinator (the local coordinator is excluded from the discussion about participants working in his/her own institution/department). The winners are picked on the basis of the scientific quality of their work. The Seminar Award certificates are given out by the seminar leader.

### Overview of Previous ECNP Seminars

2000	Poland	2015	Lithuania
2002	Estonia	2015	Ukraine
2003	Turkey	2015	Portugal
2004	Bulgaria	2015	Moldova
2005	Romania	2016	Serbia
2006	Slovak Republic	2016	Estonia
2007	Cancelled	2016	Hungary
2008	Hungary	2016	Turkey
2009	Poland	2017	Croatia
2010	Czech Republic	2017	Georgia
2011	Estonia (Spring)	2017	Romania
2011	Moldova (Autumn)	2017	Cyprus
2012	Romania	2018	Russia (Volgograd)
2012	Greece	2018	Ukraine
2013	Russia	2018	Russia (St. Petersburg)
2013	Latvia	2019	Lithuania
2014	Macedonia		
2014	Serbia		
2014	Turkey		
2014	Georgia		
2014	Armenia		

## 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](mailto:ecnp-seminar@ecnp.eu)).