



## EPA GUIDELINES FOR ORGANISATION OF EPA COURSES DURING THE EUROPEAN CONGRESS OF PSYCHIATRY

### Submitting a proposal

The submission of proposals for CME Courses organised during the European Congress of Psychiatry is realised via an online application form available on the congress website [www.epacongress.org](http://www.epacongress.org) during the submission period (usually between March and May of the year preceding the related congress).

The Proposer is either the Course Director or (if one is planned) the Co-Director. They should:

- Have a strong background in mental health care, including professionals and individuals with lived experience. Alternatively, they need to clarify the relevance of their expertise for the field of mental health care
- Possess senior-level expertise in the topic proposed for the course

On the application form, the Proposer should:

- Provide a concise course outline (max. 250 words), including a clear description of the issues the course will address
- Make the title as precise as possible
- Explain the course educational outcomes in operational terms (“After the course, participants will be able to...”)
- Define the prerequisite knowledge required for attending the course
- Specify the course target audience (i.e., Early Career Psychiatrists)
- Specify the course methods and materials
- Provide a list of recommended readings
- Provide a short biography with the Course Director and Co-Director’s educational experience and expertise in the related field

### Selection criteria

The EPA Committee on Education (EPA CoE) is in charge of selecting the courses. The main criteria for course selection are:

- The originality of the course topic
- The course Director’s/Co-Director’s reputation as a scientist and/or clinician
- The feasibility to achieve proposed learning outcomes the course
- The list of recommended readings
- The course (un)availability at other scientific events
- The evaluation results of the course if previously presented at an EPA



- Gender balance

**Note: Only the Proposer will receive notification of the final Scientific Programme Committee decision. The Proposer is responsible for communicating the result to the Director /Co-Director (as and if relevant).**

### **Congress Logistics**

The Congress Organiser:

- Promotes early registration to facilitate effective planning and organisation, as well as to minimise the number of on-site registrations
- Upon request, relays participants' questions and/or suggestions for the course content prior to the course to the Course Director and Co-Director, and relays collected feedback on possible impact the course could have had on their further clinical practice
- Provides one room per course and ensures that the room is equipped with appropriate size and technology

The Course Director and Co-Director must contact the congress organiser to communicate any special requirements, such as the need for a microphone, displaying videos, requiring a pointer, or working in small groups.

The course is cancelled if fewer than 8 participants are registered 4 weeks before the congress date.

### **Documentation**

The list of recommended readings and handouts should be made available electronically to the course participants prior to the course. No paper copy will be provided.

Recommended materials for post-course reading are also welcome.

### **Running a course**

The course duration is 180 minutes with a break of 30 minutes in the middle of the course.

Each course should begin with a round of introductions led by the Course Director and Co-Director (if planned) and involving all participants.

The CME Courses should not take the form of a single 180-minute long plenary lecture. Interactive teaching methods are necessary, such as, but not limited to:

- Small group discussions
- Case presentations



- Role play
- Vignette
- Structuring the presentation using online teaching tools where appropriate (see below)
- Encouraging participants to ask questions throughout the whole session

The Course Director and Co-Director should opt for flexible and diverse tools to present their course.

Slides should be simple and reflect ideas in short sentences and few lines (e.g. 6x6 rule). They are intended to support the Course Director's presentation, not to replace or replicate its content.

Course Directors and Co-Directors are encouraged to provide course participants with a short list of questions on the topic just before the course so that they can see at the end whether the course improved their knowledge.

Both the Course Director and Co-Director should be present throughout the course.

### **Online Teaching Tools**

Course Directors and Co-Directors are welcome to enhance their sessions using online teaching tools such as Slido, Mentimeter, Poll Everywhere, Kahoot, or Zoom. While the use of these tools is entirely optional, they can increase audience engagement by incorporating interactive questions or real-time polls.

Please note that these tools must be set up and managed directly by the Course Director or Co-Director. The EPA will not provide technical support on site or cover costs for enhanced subscriptions. Most platforms offer free basic versions, although these may limit the number of interactions and audience size. Course Directors and Co-Directors are free to choose the platform they are most comfortable with.

### **Evaluation**

The course evaluation of the course is a comprehensive procedure, which combines the following criteria:

- Number of attendees
- Feedback from the director/co-director
- Feedback from the course participants
- Feedback from the peer review

The evaluation report is sent by the EPA Administrative Office after the congress to the Course Director and Co-Director in order to help them adjusting the course in case they wish to re-submit the following year. Ideally, the course can be submitted 3 or 4 years in a row maximum, to allow for a dynamic selection of courses.



### Entitlements

EPA Course Directors (maximum 1 per Course) and Co-Directors (maximum 1 per Course) share benefits. Each is entitled to 1 waived registration, 50% of overall transportation allowance based on EPA Congress reimbursement rules, and 1 night of hotel. If there is no Co-Director, the Director is entitled to 1 waived registration, 50% of overall transportation allowance based on EPA Congress reimbursement rules, and 1 night of hotel. Per EPA rules, the transfer of benefits from Director to Co-Director is not permitted.

### On-Demand Courses

The EPA On-Demand Courses enable National Psychiatric Associations and selected EPA partner organisations to host recognised EPA CME courses in their own country, with content delivered by leading European experts and aligned with current clinical practice.

The Committee on Education may, where appropriate based on the course evaluation, propose that the CME course be added to the [On-Demand catalogue](#), for a period of five years, renewable.