

**EPA GUIDELINES
FOR ORGANISATION OF ACADEMIA EDUCATIONAL COURSES
DURING EPA CONGRESS**

Submitting a proposal

The submission of proposals for EPA Academia Educational Courses organised during the European Congress of Psychiatry is realised via an online application form available on the congress website www.epa-congress.org during the submission period (usually between March and May of the year preceding the related congress).

On the application form the course director should:

- provide a concise course description (max. 250 words) including a clear statement on the issues the course addresses
- make the title as precise as possible
- explain the course educational intentions/outcomes in operational terms (“After the course the participants shall be able to...”)
- define the course level
- define the prerequisite knowledge required for attending the course
- specify the course target audience
- specify the course methods and materials
- provide a list of recommended readings
- describe the course director’s educational experience and expertise in the related field
- specify whether he/she agrees to be contacted by potential participants for eventual questions
- specify the contact details of the course director, and co-directors, if any (up to two co-directors may be accepted, so three speakers in total)

Selection criteria

The EPA Committee on Education (EPA CoE) is in charge of selecting Academia Educational Courses. It uses the following main criteria for course selection:

- the originality of the course topic
- the course director’s reputation as a scientist or clinician
- 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 Congress

Logistics

The Congress Organiser

- promotes early registration in order to minimise the number of on-site registrations
- upon request, provides the course director with a list of e-mail addresses of registered participants in order to enable him/her to collect the participants’ questions and/or suggestions for the course content prior to the course as well as to collect their feedback on possible impact the course could have had on their further clinical practice
- provides only one room per course

The number of course participants should usually be limited to 25, unless agreed otherwise with the course director. 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. In addition, the course handouts will be provided to the EPA CoE for information.

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 involve some interactive teaching methods, such as, but not limited to:

- smaller group discussions
- case presentations
- role play
- vignette
- structuring the presentation using modern technologies where appropriate
- encouraging participants to put questions throughout the whole session

The course director should opt for flexible and diverse tools to present his/her course.

Slides should be simple and reflect ideas in short sentences and few lines (e.g. 6x6 rule). They should not replace the course director but only support his/her oral presentation.

The course directors are encouraged to provide the course participants with a short list of questions on the topic just before the course so that they are able to see at the end whether the course improved their knowledge.

The course director should be present throughout the course even if he/she has (a) co-director(s).

Evaluation

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

- feedback from the course participants
- peer review
- course attendance

The peer review should be done by an experienced colleague in the field; ideally it should be carried out by one of the course directors who is giving his/her course at the same EPA congress. The peer reviewer should:

- Attend the course for its whole duration, if possible
- Evaluate the course and the course director against some defined points
- Concentrate on educational, didactical and methodological aspects of the course
- Focus on what practices worked and what practices did not
- Provide opinion on whether the course can be recommended for future use

The score given to the course by the peer reviewer and his/her recommendation regarding the course future use are not communicated to the course director concerned. However the course director is provided with the peer's comments on how to further improve the course quality.

The EPA CoE delivers the feedback received from the course participants and the peer reviewer to the course director as soon as possible.

The course director is asked to provide his/her evaluation of the course too on a special evaluation sheet.