

PLEASE ALSO CONSULT THE GRANT APPLICATION GUIDELINES

PROPOSAL FOR AN ENMC WORKSHOP ON

<insert workshop title>

The workshop title should reflect the main topic of the workshop. If this workshop follows on a previous workshop, the title should also state this.

WORKSHOP ORGANIZERS

<insert the names of the workshop organizers and a rationale for involvement>

The CV's of the workshop organizers in ENMC format should separately accompany the proposal. A brief (max 100 words) outline of each organizers' background in relation to the scope of the workshop is desirable. Organizers should have the capacity to write the workshop publication in a timely manner, that is within 6 months after the workshop date. The maximum number of organizers is four. Organizers from a mixture of institutions and countries is a prerequisite.

WORKSHOP JUSTIFICATION

- BACKGROUND AND AIMS FOR THE WORKSHOP (max. 1000 words excluding references)

<insert information on background, aims and objectives of the workshop>

Concise and clear background information on the proposed topic / area of research should be provided leading quickly to the problem statement and resulting aim(s) of the workshop. Applicants are asked to state whether their application is merely basic research, clinical or translational. Focus on one theme is more efficient than trying to cover all themes in one workshop.

Describe how the workshop relates to ongoing collaborations and research in participating- or other centres. It should be described in this section why representatives from these known initiatives/ networks are invited or not.

There is a prerequisite for applicants to provide either the submitted or the published full report of previous ENMC workshop(s) from the same consortium or dealing with a similar topic.

- WORKSHOP DELIVERABLES

<insert information on expected deliverables of the workshop>

Provide in a bullet style the expected deliverables following this workshop.

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Deliverables need to be realistic, focused and concrete. They should be written as measurable outcomes of the workshop, with a reflection to their usefulness for the patients with neuromuscular conditions.

Applicants need to think ahead about successful follow up and implementation of the deliverables in the field (e.g. financial and human resources to follow up on the workshop deliverables). The lay and full reports should not be listed as workshop deliverables, they are grant obligations.

- TIMING OF THE WORKSHOP

<insert 2-3 preliminary dates for your workshop within 1-2 years' time after date of submission and a rationale for the justification of the timing of the workshop>

Describe why it is requested for the workshop to be conducted in this period. You need to propose possible workshop dates in your application and check with all participants *before* the application is submitted. Please indicate with an asterisk (*) in the list of participants if they have tentatively accepted your invitation.

- DISSEMINATION OR PUBLICATION PLAN

<insert with bullets the ways of dissemination of the results of the workshop and their planning>

By the workshop report in NMD, by additional publications anticipated to derive from the workshop, by care guidelines or hospital protocols, by study protocols, and/or by presentation at international conferences etc.

PROPOSED WORKSHOP PROGRAM

<insert a detailed working program, listing at least 15-minutes timeslots per session, including session topic, chair and presenter names>

A major aim of an ENMC workshop is to foster discussion, so leave plenty discussion time after each presentation in the program and avoid lengthy didactic lectures. Please make sure that every participant has an active role at the workshop; as presenter, chair, reporter etc.

The timetable for a 3-days' workshop is as follows:

Friday	14.00 - 18.00 hrs (lunch from 12.00 to 14.00; dinner starts at 19.00 hrs)
Saturday	09.00 - 18.00 hrs (lunch is from 13.00 to 14.00; dinner starts at 19.00 hrs)
Sunday	09.00 - 12.00 hrs

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The guidelines of a one-and-a-half day workshop is as follows:

The timetable:

Friday 12.00 - 18.00 hrs

Saturday 09.00 - 15.00 hrs

People fly in on Friday morning and depart on Saturday afternoon.

Maximum number of participants is 15.

Location of a one-and-a-half day workshop is in the Courtyard Marriott in Hoofddorp, The Netherlands.

The guidelines of a one day workshop is as follows:

The timetable:

Friday 12.00 - 18.00 hrs

Maximum number of participants is 10.

People fly in on Friday morning and depart on Friday afternoon.

Location of a one day workshop: World Trade Centre at Schiphol airport, Amsterdam, The Netherlands.

After a short welcome (10 min) by a representative from the ENMC, the first session on Friday is normally used to shortly introduce the aims of the Workshop and to set the scene for further detailed discussions. Please try to finalize the workshop programme around 18.00 hrs.

The second session on Saturday usually deals with workshop aims (i.e. scientific matters, protocol definition, disease management) in more depth. It is important to reserve enough discussion time in each session.

The last session on Sunday mainly concerns conclusions, establishing a Consortium for ongoing collaborative research, future activities and funding strategy. Also the pre-final lay summary should be prepared (including who is doing the local translations) and a realistic planning of the full publication for Neuromuscular Disorders should be discussed this morning. These are absolute prerequisites for this last session, since the ENMC office disseminates an agreed lay summary (and its translations) on the ENMC website and to patient associations **within two weeks** after the workshop took place. The final report of the meeting needs to be submitted to Neuromuscular Disorders within 6 months following the workshop.

PROPOSED LIST OF PARTICIPANTS:

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<insert the list of proposed participants, listing names, email addresses, discipline, place of work AND rationale for invitation>

The number of organizers is confined to a maximum of 4. The number of participants is confined to a maximum of 20 participants. Only one participant per institute will receive a travel refund. One local colleague of the chairman will receive a travel refund. It is recommended that every workshop also includes at least one invitee new to the ENMC workshops.

The ENMC aims for a **balanced** group of participants with regards to countries, institutes and stakeholders: i.e. organizers, clinicians with relevant specialism, researchers, patients, patient representatives, young researchers, physiotherapists, psychologists and if needed representatives from pharma, regulatory authorities, health economics. Please refer to the application guidelines for detailed instructions.

CO-SPONSORSHIP

< If co-funding is required to cover the flights for participants from non-ENMC member countries, organizers should indicate in their proposal which organizations are committed to help support the travel costs and follow up activities, and also list any relevant grant-supported work currently being carried out by the applicant (maximum ½ page).

PREPARATORY ACTIVITIES

<insert the contact details of the persons/resources consulted for preparatory work, as well as a very brief summary of the discussion>

<provide outline of materials/information that will be shared with the participants prior to the meeting>

REFERENCES

<list here only the relevant articles or reviews up to a maximum of 25 references. In addition, include the previous ENMC workshop report(s) either in published or submitted format>

REVIEW STIPULATIONS

Incomplete applications will not be processed. If the application should be checked for completeness, it should be sent to the ENMC office at least two weeks before the deadline, i.e. before 1 March or 1 September. Applications submitted after the deadline will not be included in the review round.

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