

**THE ENMC WORKSHOP APPLICATION  
TEMPLATE NEEDS TO BE FILLED IN ACCORDING TO THESE GUIDELINES**

**INTRODUCTION**

The European Neuromuscular Centre (ENMC) aims to encourage and facilitate collaborative research within the field of neuromuscular diseases (NMD). In order to foster this, the ENMC financially covers the costs of workshops on NMD topics and organises and hosts the workshops.

Workshop proposals should be based on well-focused topics relevant within the neuromuscular field. Workshop organisers are responsible for the scientific content of the programme and for determining the list of invited participants. The list should comply with ENMC requirements, ensuring a balance of specialties, countries, and perspectives.

All workshops are held in the Netherlands and take place over the weekend to enable full participation by invitees.

Within five years of the workshop, organisers will be asked to report on its impact on the neuromuscular research and patient communities.

**1. Workshop format**

**3 days' workshop**

Friday	13.30 - 18.30 hrs
Saturday	08.30 - 18.30 hrs
Sunday	08.30 - 12.00 hrs

Location: Courtyard Marriott Hotel in Hoofddorp, The Netherlands, nearby Schiphol Airport.

Alternative timetables are allowed and should be discussed with the ENMC office **before** submission.

**2. Participants**

**General**

A Regular workshop will host **20–26 participants**, including Early Career Researchers and patient representatives.

A Themed workshop will host **30–35 participants**, including Early Career Researchers and patient representatives.

The participant list should be well balanced in terms of expertise, country of origin, and the diversity of perspectives represented. It is recommended to avoid selecting more than one participant from the same institution, unless there is a clear rationale.

The organisers are required to complete the participants list and ensure that any participant who has an affiliation with a commercial company, in addition to an institutional affiliation, discloses this information to avoid potential conflicts of interest. Participants with a commercial company affiliation may therefore be considered industry representatives.

Whenever possible, at least one participant should be invited from underrepresented regions or continents, such as Eastern Europe, Asia, Africa, and South or Central America.

Participants are expected to attend the workshop for its full duration.

All participants (including Early Career Researchers, patient representatives and industry representatives) **should have an active role** (e.g., as a speaker or session chair) and are indicated in the programme.

### Organisers

Organisers should come from different institutions and countries, unless a clear rationale is provided.

An organiser cannot simultaneously serve as an Early Career Researcher, nor can an organiser be an industry representative.

### Early-Career Researcher(s)

The participation of 1 to 3 Early-Career Researchers (PhD students, postdoctoral researchers, or medical doctor graduates) is **mandatory**, as they are part of the ENMC Early-Career Programme.

Early-Career participants are expected to actively contribute by presenting their research, helping to prepare the lay summary and co-authoring the full workshop report. If their contributions are substantial, they may be listed as co-authors alongside the workshop organisers. Please refer to the application forms available on the ENMC website.

### Patient representative(s)

The participation of at least one, and up to a maximum of four patient representatives is **mandatory**. These should be individuals directly affected by the neuromuscular condition or representatives of a patient association related to the workshop topic.

If no patient representative is included in the participant list, a well-reasoned justification must be provided.

### Industry representative(s)

Industry representatives may be invited to participate in the workshop provided there is a clear rationale for their involvement.

The ENMC requires that, if industry representatives are invited at least two different companies must be represented to avoid potential bias.

Please note: **All travel and accommodation expenses for industry representatives must be fully covered by their respective companies.**

## 3. Confidentiality policy

To enable sharing of unpublished data and create a safe discussion environment, the ENMC confidentiality agreement will be sent before the start of the meeting and needs to be signed by all participants. If someone cannot sign the confidentiality agreement, they will not be allowed to attend the meeting.

In compliance with European data privacy laws, all participants are informed—and must give their consent—that their personal data will be stored in the ENMC registry “Tribe” and that they will become members of the ENMC network.

For more information about your rights under European data protection laws, please refer to the ENMC website.

## 4. Funding policy

The ENMC covers accommodation expenses (including hotel, meals, and venue costs) for all participants, **excluding industry representatives**.

Travel expenses (flight/train tickets) for all participants—including early-career researchers, patient representatives, and their caregivers—are reimbursed by the ENMC up to a maximum of **€300** for participants from Europe and **€1,000** for those traveling from outside Europe.

To receive reimbursement, participants must submit a completed claim form along with the original travel documents to the ENMC office **within two months** of the workshop. Claims submitted after this deadline will not be processed, and it will be assumed that reimbursement is not required.

Although ENMC provides travel reimbursement (up to €300/€1,000), **additional co-funding is often necessary**, especially when a large number of participants are traveling from outside Europe due to limited ENMC resources.

Workshop organisers are therefore expected to propose co-funding opportunities (e.g., from patient organisations and/or industry) in their application. They should also keep the ENMC office informed and collaborate closely on securing such co-funding.

## 5. Submission and deadlines

### Submission

Workshop applications should be submitted to the ENMC office via email at **enmc@enmc.org**. The ENMC office will confirm receipt of your application. If you do not receive a confirmation, please follow up with the office to ensure your application has been received.

### Preview

If you would like the ENMC office to perform an eligibility check, please submit your application at least two weeks before the official submission deadlines of 1 March or 1 September.

### Review Process

Applications are reviewed twice a year by the ENMC Research Committee, typically in April and November.

Please note: Incomplete applications will not be reviewed. Applications are considered incomplete if they include:

- An incomplete programme (e.g., missing titles of presentations, names of speakers or session chairs, or the timeline), and/or
- An incomplete participant list (e.g., missing names or exceeding the maximum of 26 participants).

Applications submitted after the deadline will not be included in the review round.

## Decision and Follow-up

Organisers will be informed of the final decision **within three months** after the submission deadline.

The ENMC office, Research Director, and members of the Research Committee (RC) are available to discuss the content of the application and provide feedback based on the RC's suggestions.

The outcome of the review will be one of the following:

- **Definite approval**
- **Conditional approval** (subject to minor revisions)
- **Re-application required** (major revisions needed)
- **Rejection** (no re-application permitted)

If the application is approved—either outright or following minor revisions—a workshop date will be scheduled. A dedicated ENMC Workshop Coordinator will be appointed to work closely with the organisers, participants, early-career researchers, and patient representatives in preparing and facilitating the workshop.

If the outcome is “**re-application required**,” organisers will be invited to revise and resubmit their application in the next review round, taking into account the Review Committee's feedback.

**Please note:** Applications may be resubmitted only **once**.

## 6. Workshop logistics

The ENMC office sends an official invitation and the workshop programme to each participant of the selected workshop, along with detailed information regarding organisational matters (e.g., hotel arrangements, local transfers, travel reimbursement policy, etc.).

Participants are responsible for booking their own travel to the workshop location.

If any adjustments to the workshop programme are required, the final version must be submitted no later than two weeks before the start of the workshop.

## 7. Mandatory reports

**Lay summary** for dissemination on the website of the ENMC and to its partner patient organisations and Company Forum, co-written with or at least reviewed by the patient (and/or patient representative/advocate) to guarantee their input in the document. This lay summary should be provided to the ENMC office within two weeks following the workshop. Participants are asked to help with translations of the lay report in several languages for a broad dissemination to patients and their families.

**Full report**, should be submitted to Neuromuscular Disorders within 6 months following the workshop.

In agreement with Neuromuscular Disorders, the traditional four authors of the ENMC workshop report can now be extended with maximally three extra names of those Early-Careers who are proactive and efficient contributors to both the workshop and the writing of the full report (see the lay report template and full report guidelines on the ENMC website).