

AES Investigators Workshops – Proposal Guidelines

Proposals for 2018 Investigators Workshops: DUE December 12, 2017

Overview

These workshops held during the 2018 AES Annual Meeting highlight exciting developments in epilepsy research and are designed to encourage interactive discussion about challenges and opportunities for future advances. The Investigators Workshop Committee reviews proposed workshops and make final selections. Organizers will be notified of decisions in February 2018.

Investigators Workshop Committee Chair (Basic Science): Viji Santhakumar, Ph.D.

Investigators Workshop Committee Chair (Clinical): Edward J. Novotny Jr., M.D.

Investigators Workshop Committee Vice-Chair (Clinical): Tobias Loddenkemper, M.D.

Submission Guidelines

1. The Investigators Workshop Committee welcomes proposals across the full spectrum of epilepsy research, and any individual proposal may include basic, translational, and/or clinical components. Proposals are reviewed as either Basic Science or Clinical workshops depending on the primary focus of the proposal, and up to ten basic and four clinical workshops will be accepted. Because many workshops include a combination of basic, translational, and/or clinical research, workshops are not labeled as either basic or clinical in the AES Annual Meeting Program.
2. The workshop **organizer** must be an AES member and will serve as the main contact for the IW. ***The IW Committee will give preference to proposers who did not organize a session in the previous year.***
3. An organizer may propose more than one workshop, but separate proposals must be submitted for each.
4. Each workshop must have a **moderator**, who may or may not be the organizer. Up to one additional co-moderator may be proposed.
5. Each workshop must have three **speakers**, one of whom is a young investigator (up to five years out of training). A moderator/organizer may also be a speaker.
6. AES allows individuals to give only one major talk per meeting. An individual may be a moderator in an IW and also speak in that IW or in another IW or symposium, but may not speak in more than one IW or symposia. If a speaker in your IW is also invited and chooses to talk at another IW or symposium, you will have to find a replacement speaker.
7. The IW Committee encourages the inclusion of excellent scientists from outside the AES membership in addition to AES member speakers. AES will provide travel support (economy air/train fare and up to two nights hotel) to only one non-member speaker per workshop. Speakers who have previously received travel support as a non-member are not eligible to receive this support again.
8. When preparing proposals and actual workshops, please refer to the **Investigators Workshop format guidelines** below. The **abstract** should be informative about the proposed content and the contributions of the proposed speakers. Each workshop must propose one to three **objectives** that clearly outline the goals to be accomplished during the IW. These objectives should be outlined in the moderator's introduction and explored further in the discussion period.
9. The **rationale** should describe why the proposed workshop would be **exciting and timely** for the epilepsy research community. ***Preference will be given to proposals that do not repeat topics and/or speakers from the past two years***, except when warranted by a significant new development. If the organizer(s), speakers, or content for your proposal overlap with one or more IW from the past two years, please comment on how the information to be presented will be new and different. **You may view a list of previous workshops on the submission site.**
10. Participants in accepted workshops will be asked to provide funding sources for the research to be presented and to complete disclosure forms, if not completed at the time of proposal submission.

Investigators Workshop Format Guidelines

A common criticism of the IWs is that they do not function as true workshops, but have become symposiums or series of polished lectures. The increasing number of participants at IW sessions and the AES meeting in general has made it

difficult to maintain an informal workshop environment. To encourage a more interactive workshop-like approach, the IW Committee has established the following guidelines.

1. Objectives: *Each IW should have one or more stated objectives, which clearly define the purpose of the IW and the goals that should be accomplished during the session.* These are analogous to CME learning objectives required for the clinical forums for physician education.
2. Format/Timetable: The primary goal is to emphasize the discussion period, promoting active audience participation and interaction. *We strongly recommend ensuring that there is at least a 20-minute discussion period, part of which is specifically dedicated to addressing the objectives.* Below are the recommended format and time table for the typical 90 minute/3 speaker IW session:
 - a. Introduction (~5 min): The moderator should explicitly outline the objectives of the IW and provide initial background information about the problems to be addressed in the session.
 - b. Speakers (~60 min total): For the typical IW session involving 3 speakers, the speakers should each be limited to 15 min talks with 5 min for individual Q&A or 20 min talks with no individual Q&A (all Q&A saved for the discussion period). **To keep talks brief, please limit presentations to a maximum of 15 slides.** Having the speakers incorporate the objectives that they address within their talks is very helpful in promoting the workshop format. *Use a timer and strictly enforce the time limits.*
 - c. Discussion period (~20 min): In addition to general Q&A, the moderator should lead an interactive discussion, *focusing on a prepared set of specific questions/unresolved issues* related to the objectives. Audience participation and feedback, as well as additional input from the speakers, is highly encouraged.
 - d. Conclusions (~5 min – optional): Moderator can summarize any conclusions/outcomes from the session, again referring back to the objectives.
3. COI Disclosure: All speakers and moderators will need to complete the AES online Disclosure Form. Speaker and moderators should disclose relevant financial relationships with commercial interests on a Conflict-of-Interest Disclosure slide at the beginning of their presentations. Moderators may disclose COI verbally, if they don't have any slides.
4. "Buddy" system: Each IW will be assigned an IW committee member as an advisor to address any questions or concerns of the organizer about the format and operation of the IW and to promote adherence to the above guidelines.
5. A/V requirements: Each Workshop needs to provide its own laptop computer to run the presentation. **Each workshop organizer is responsible for making sure there is a laptop present.** We recommend collecting the presentations ahead of time and loading them all on one laptop to save time during the workshop. AES will provide the LCD projector, screen, laser pointer, and appropriate wiring.

These guidelines, particularly the recommended timetable, are not meant to be absolute or rigid. Some IWs may benefit from a different format. However, *the IW committee strongly recommends following these guidelines as closely as possible, with the goal of promoting a workshop-like atmosphere.*