



American Clinical Neurophysiology Society (ACNS)

2021 Annual Meeting
February 10-14, 2021
Austin, Texas, USA

Call for Scientific Program Session Proposals

The ACNS Program Committee seeks session proposals for the scientific program of the 2021 ACNS Annual Meeting, which will be held February 10-14, 2021 in Austin, Texas, USA.

The Annual Meeting & Courses are ACNS's flagship educational programs, designed to provide an overview of the latest scientific advances in both "central" and "peripheral" clinical neurophysiology.

Please review the following information carefully before submitting a session proposal. All session proposals must be completed using the online submission system on or before the session proposal submission deadline of Monday, April 20, 2020. Late or incomplete session proposals will not be reviewed or considered.

ACNS EDUCATIONAL MISSION & CME INFORMATION

ACNS is a professional association dedicated to serving patients and society by empowering members to advance the science, practice and profession of clinical neurophysiology. A key component of the Society's overall mission is its educational mission: furthering the understanding of central and peripheral nervous system function in health and disease through education, research, and the provision of a forum for discussion and interaction.

The ACNS Annual Meeting will be planned and implemented in accordance with the Essential Areas and Polices of the Accreditation Criteria of the Accreditation Council for Continuing Medical Education (ACCME) through the sponsorship of ACNS. ACNS is accredited by ACCME to provide continuing medical education for physicians.

Many of the session proposal and speaker requirements outlined below are directly related to ACNS's educational mission outlined above and the Society's ability to provide CME credits to physicians attending the Annual Meeting.

Gap Analysis & Needs Assessment

ACNS is committed to providing continuing medical education to its members and others interested in clinical neurophysiology. In compliance with the updated ACCME Accreditation Criteria, the ACNS Continuing Medical Education (CME) Committee has identified "professional practice gaps." A "professional practice gap" is the difference between what a health professional is doing or accomplishing compared to what is achievable on the basis of current professional knowledge.

Please review the complete 2020 Gap Analysis and Needs Assessment prior to submitting a session proposal. Successful session proposals will address an identified practice gap of the ACNS audience.

Content Validity

Recommendations involving clinical medicine in ACNS CME activities must be based on the highest level of evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients. All scientific research referred to, reported or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis.

Target Audience

The Society's educational activities are directed to clinical neurophysiologists, neurologists, psychiatrists, physiatrists, neurosurgeons, trainees in these disciplines and other physicians and researchers who utilize clinical neurophysiological techniques and knowledge in the diagnosis and management of patients with disorders of the nervous system.

Expected Result

As a result of ACNS CME activities, learners will improve competence in clinical neurophysiology procedures and incorporate new technological advancements into their practice.

SESSION PROPOSAL – REQUIRED COMPONENTS

All session proposals must include the following components. Incomplete session proposals will not be reviewed or considered.

- **Title**
- **Session Format** – the following session formats will be considered by the Program Committee:
 - **Symposium (Scientific)** – 1.5 Hours, 3 speakers
Should be based on a scientific theme expanding cutting-edge knowledge for a topic culminating in a conclusion or summary. Sessions should utilize a lecture style learning format.
 - **Symposium (Clinical)** – 1.5 Hours, 3 speakers.
Should be based on a clinical theme expanding current or new clinical knowledge of a topic relevant to current clinical practice. Sessions should utilize a lecture style learning format but may also encourage active audience participation and be directed toward difficult or controversial issues in clinical neurophysiology.
 - **Clinical Workshops** – 1.5 Hours and ≤ 3 speakers.
Workshops are forums for clinical demonstrations. The workshops could provide hands-on or slide-based demonstrations and review difficult clinical or practical neurophysiologic issues. The workshops may utilize case discussions/ vignettes with video and neurophysiologic data and information discussion or demonstration of relevant findings or techniques. Audience interaction would be encouraged. If case review is selected, then the chair is expected to ensure the cases are of high quality and appropriate data for discussion is available.
 - **Special Interest Groups (SIG)** – 1.5 Hours and 3 speakers
SIGS are an opportunity to present cutting-edge or ongoing research activities in a more informal environment with ample opportunity for discussion and feedback. Some SIGs may be asked to continue for three year terms on a rolling basis, as determined by the Program Committee.

Joint International Symposia Proposal Process

The ACNS International Relations and Program Committees are pleased to consider proposals for Joint International Symposia which should be developed by a clinical neurophysiology-related national society, federation or chapter, in cooperation with the ACNS International Relations Committee.

Proposals for Joint International Symposia should NOT be submitted via the session proposal website, but should be submitted directly to the ACNS International Relations Committee for review and feedback. To submit a Joint International Symposium proposal, please contact the ACNS Executive Office at info@acns.org.

- **Overall Session Description**

- **Topic**

- Within each practice gap above, select the topic that best describes the content of the proposal.

- **ABPN Core Competencies addressed**

- **Professional Practice Gap addressed**

- As noted above, the ACNS CME Committee has identified a number of professional practice gaps among its target audience. Session proposals should directly address one of these practice gaps and submitters are asked to review the complete Gap Analysis & Needs Assessment and to indicate which of the following gaps would be addressed by the session:

- Gap #1 - General Practice of Clinical Neurophysiology

- Clinical neurophysiology procedures are performed by a large proportion of practicing US neurologists, many of whom have little or no formal training in clinical neurophysiology. Many clinical neurophysiology procedures (e.g. evoked potentials, invasive EEG, advanced EMG procedures) are performed at low volume at many centers and a forum for review and hands-on interpretation are essential to improve and maintain competence in these areas.

- Gap #2. Emerging Areas of Practice

- Several emerging areas of clinical neurophysiology have significant practice gaps in which the opportunities for training and mentoring fall short of the need for experienced and trained neurologists. Intraoperative monitoring (IOM), intensive care unit EEG monitoring, Video and Quantitative EEG and invasive evaluation for epilepsy surgery with Stereo EEG are growing areas of clinical neurophysiology with few practicing neurologists having adequate training in these techniques. Adult and pediatric physicians as well as neurodiagnostic technologists with competence in these areas are in great demand. Without additional specialized training, neurologists will not be competent to conduct these types of monitoring.

- **Description of Session**

- Please provide a description of the content and scope of the session as a whole. More detailed descriptions of each speakers' presentations are requested in a later step.

- **Target Audience**

- Please refer to the target audience for ACNS educational activities above and indicate which of these audiences the session would apply to.

- **Learning Objectives**

- Required by ACCME, these objectives provide an overview of the specific improvements in learner competence or changes in learner practice that will result from attendance in the proposed session. Objectives should be written from the perspective of the learner attending the session ("At the conclusion of this session, the learner will be able to..."), be specific, measurable, achievable, realistic and timely (SMART).

- **Speakers**

- Name, institution and email address of proposed session director(s)* - maximum of two session directors

- Names, institutions and email addresses of proposed speakers* - maximum of three speakers

- **NOTE:** The abstract submission site states "You must add at least 1 speaker and no more than 5." **Five (5) is the total number of session directors and speakers allowed. Each session may have a maximum of three (3) speakers.**

- You must add at least 1 session director and no more than 2 session directors. You can add a maximum of 3 speakers for this proposal submission.

**Speakers and moderators in Annual Meeting sessions may NOT be owners or employees of ACCME-defined commercial interests. Should such a speaker be proposed, the ACNS International Relations, Program or CME Committee will require an alternate speaker be selected and/or make suggestions of alternate speakers.*

- **Individual Presentation Titles and Descriptions**, including:
 - **Speakers' presentation titles**
Submitters should include the presentation title as they wish it to appear in program materials. Use title case when entering the title - capitalize the first letter of the first major words of the title, the first word after a colon, and any proper nouns or abbreviations.
 - **Brief (2-3 sentence) descriptions of each presentation**
Submitters must provide a 2-3 sentence outline, describing the scope of each talk. If the session proposal is accepted, presentation outlines will be provided to speakers with their invitations and may be used by the CME Committee to resolve speaker conflicts of interest (see "SESSION SPEAKER REQUIREMENTS" section below).
 - **Time allotted to each presentation**

PRIOR TO SUBMITTING A SESSION PROPOSAL, SUBMITTERS SHOULD:

- Confirm that all proposed speakers in your proposed session are willing to speak and available to attend the meeting.
- Confirm that all of your proposed speakers agree to the ACNS speaker compensation policy. Travel funding and honoraria are not available to speakers in Annual Meeting sessions.
- Confirm that all of your proposed speakers are willing to provide the required materials according to the timeline below, including a conflict of interest disclosure, and presentation slides according to the required timeline.

PLANNING TIMELINE

Session proposal submitters should be aware of the following planning timeline, should those sessions be accepted by the Program Committee for inclusion in the scientific program:

Wednesday, March 11, 2020	Session Proposal Submission Opens
Monday, April 20, 2020	Session Proposal Submission Deadline
Monday, June 1, 2020	Session Proposal Acceptance/Rejection Notifications Sent to Submitters
Monday, June 15, 2020	Acknowledgement of Session Proposal Acceptance Due from Submitters
Wednesday, July 1, 2020	Speaker Invitations Sent by ACNS Staff
Wednesday, July 15, 2020	Speaker Invitation Responses Due
Wednesday, July 22, 2020	Speaker COI Form Due
Tuesday, January 14, 2021	Final Slides Due from Speakers Reporting COI
Sunday, February 7, 2021	Final Slide Due from Speakers w/o COI for Onsite Speaker Ready Room

SESSION SPEAKER REQUIREMENTS

Session proposal submitters should be aware of the following tasks that will be required of both submitters and speakers in their sessions, should those sessions be accepted by the Program Committee for inclusion in the scientific program:

Wednesday, July 15, 2020 Speaker Invitation Responses Due

Upon session proposal acceptance and confirmation by the session submitter, speakers in the session will receive formal invitation communications from the ACNS Executive Office. Speakers are required to log on to an online speaker management system to formally accept the invitation no later than 2 weeks after having received the invitation. Speakers may communicate directly with session organizers to confirm their attendance, but must also formally accept the invitation sent by ACNS staff.

Wednesday, July 22, 2020 Speaker Conflict of Interest (COI) Disclosure Forms Due

Speakers are required to log on to an online speaker management system to complete a Conflict of Interest (COI) Disclosure Form no later than three (3) weeks after having received the invitation.

In accordance with the ACCME's Updated Standards for Commercial Support, ACNS requires that anyone who is in a position to control the content of an educational activity discloses all financial relationships with any commercial interest. These relationships must be disclosed to learners in the activity and any conflicts of interest must be resolved prior to the educational activity.

Commercial Interests are any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. (Reference: <http://www.accme.org/accreditation-rules/policies/definition-commercial-interest>)

Financial Relationships are relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria for promotional speakers' bureau, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ACCME considers relationships of the person involved in the CME activity to include financial relationships of a spouse or partner. (Reference: <http://www.accme.org/accreditation-rules/policies/financial-relationships-and-conflicts-interest>)

Relevant Financial Relationships are 1) financial relationships of any amount which 2) occurred in the 12 month period preceding the time the individual was asked to assume a 3) role controlling content of the CME activity and that 4) relate to the content of the activity. (Reference: <https://www.accme.org/resources/video-resources/accreditation-requirements/what-are-relevant-financial-relationships>)

Conflict of Interest exists when an individual has an opportunity to affect CME content about products or services of a commercial interest with which he/she has a financial relationship. The ACCME considers financial relationships to create actual conflicts of interest in CME when individuals have both a financial relationship with a commercial interest and the opportunity to affect the content of CME about the products or services of that commercial interest. (Reference: <https://www.accme.org/accreditation-rules/policies/financial-relationships-and-conflicts-interest>)

Using the speaker's COI disclosure form, the description of the session, and the outline of the speakers' presentation in the session, the ACNS CME Committee determines whether a financial relationship disclosed by the speaker is a relevant financial relationship (i.e. related to the content of the activity) that creates a conflict of interest that must be resolved by the committee prior to the educational activity.

Failure to provide disclosure information by the specified deadline, refusal to disclose a conflict, or the inability to resolve an identified conflict will result in disqualification from this activity, at the discretion of the ACNS CME Committee.

Tuesday, January 14, 2020 Slides Due from Speakers Reporting COI

If the CME Committee determines that a conflict of interest occurs, based on a speaker's disclosed financial relationship and the content of the speaker's presentation, the CME Committee will seek to resolve the conflict by reviewing a speaker's slides to determine that there is no commercial bias in the presentation. Speakers reporting financial relationships in their COI disclosure will be required to submit their presentation slides for CME Committee review.

**Session Proposal Submission Deadline is
Wednesday, April 15, 2020**

Submit a proposal online at

www.acns.org/meetings/annual-meeting-and-courses/

Session Acceptance Notifications will be sent via email no later than by June 1, 2020

Speaker invitation acceptances are due July 15, 2020