



American Clinical Neurophysiology Society (ACNS)

2025 Annual Meeting
February 26 – March 2, 2025
Baltimore, Maryland USA

Call for Scientific Program & Course Proposals

The ACNS Program and Course Committees seek proposals for scientific program sessions and specialized courses for the 2025 ACNS Annual Meeting & Courses, to be held February 26 – March 2, 2025, in Baltimore, Maryland, USA.

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

Please review the following information carefully before submitting a proposal. All proposals must be completed using the online submission system on or before the proposal submission deadline of May 15, 2024. Late or incomplete 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 & Courses will be planned and implemented in accordance with the Essential Areas and Policies 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 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 & Courses.

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 [Gap Analysis and Needs Assessment](#) prior to submitting a scientific program or course proposal. Successful 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. The educational content can be utilized as a refresher or to learn a new skill.

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.

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 disclose all financial relationships with any ineligible company. These relationships must be disclosed to learners in the activity and any conflicts of interest must be resolved prior to the educational activity. Submitters, directors and speakers may NOT be owners/employees of any ineligible company.

Ineligible Companies are any entity whose primary business is producing, marketing, selling, re-selling, or distributing health care products used by or on patients. (Reference: <https://accme.org/faq/what-accmes-definition-ineligible-company>)

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. (Reference: <http://www.accme.org/accreditation-rules/policies/financial-relationships-and-conflicts-interest>)

Relevant Financial Relationships: ACCME focuses on financial relationships with ineligible companies in the 24-month period preceding the time that the individual is being asked to assume a role controlling content of the CME activity. ACCME has not set a minimal dollar amount for relationships to be significant. Inherent in any amount is the incentive to maintain or increase the value of the relationship. The ACCME defines "relevant" financial relationships" as financial relationships in any amount occurring within the past 24 months.

Conflict of Interest exists when an individual has an opportunity to affect CME content about products or services of an ineligible company with which he/she has a financial relationship.

SESSION PROPOSAL – REQUIRED COMPONENTS

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

- **Title**
- **Format** – the following learning formats will be considered by the Program and Course Committees:
 - **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. Interactive proposals are highly desired.
 - **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 are encouraged to include active audience participation and be directed toward difficult or controversial issues in clinical neurophysiology. Format may include any combination of: lectures, panel discussions, debates, audience response sessions, care-based learning, etc. Preference will be given to proposals including active audience participation.
 - **Course** – 1.5 Hours, 3 speakers
In addition to ACNS's flagship courses (NIOM, Stereo EEG, and ICU EEG), as well as foundational core content in areas of clinical neurophysiology, the Course Committee is seeking proposals for other content areas of focus, including less frequently used or novel techniques to deliver intermediate to advanced level content.
 - **Clinical Workshops** – 1.5 or 3 Hours, ≤ 3 speakers
Workshops are forums for clinical demonstrations. The workshops could provide hands-on or slide-based demonstrations and review of a difficult clinical or practical hands-on applications of neurophysiologic issues.

Workshops may utilize case discussions/ vignettes with video and neurophysiologic data and information discussion, demonstration of relevant findings or hands-on performance of techniques. Audience interaction is encouraged. If case review is selected, the chair is expected to ensure the cases are of high-quality and appropriate data for discussion is available. The Course Committee will evaluate and select all workshop proposals. Workshop proposals must:

- Indicate if the workshop should have a maximum capacity limit.
- Indicate if your workshop will require donation of equipment from a pharmaceutical, device or software company.
- Specify shipping needs and the associated cost that will require ACNS assistance.
- Provide a detailed description of any set-up requirements and/or other materials needed for the workshop. (access to a power outlet, rollaway bed, gloves, paper towels, etc.)

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 may be submitted via the proposal website, and submitters are asked to please notify International Relations Committee staff liaison Carrie Grossman (cgrossman@acns.org) when a submission has been completed. The International Relations Committee is pleased to assist partner societies with their submissions, including pre-review and feedback.

- **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. 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; a forum for review and hands-on training are essential to improve and maintain competence in these areas. Similarly, intraoperative monitoring, intensive care unit EEG monitoring, quantitative EEG and stereo EEG for presurgical evaluation are growing areas of clinical neurophysiology with few practicing neurologists having adequate training in these techniques. There is high demand for adult and pediatric neurologists, as well as neurodiagnostic technologists with competence in these areas. Neurologists required additional specialized training to be competent in these types of monitoring.

- 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. These include: new/next generation seizure detection algorithms, Broad band EEG including ultrafast and ultraslow, Neuroplasticity, brain/machine interface, regenerative and rehabilitative strategies, Neurophysiology of the spectrum of consciousness and psychiatric disorders, Machine learning in neurophysiology, Application of Magnetospinography (MSG) and Magnetoneurography (MNG), use of neuromuscular ultrasound in EMG.

- **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 to whom the session would apply.

- **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). Please refer to [Bloom's Taxonomy Action Verbs](#) if needed.

- **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 and no more than 2 session directors. You can add a maximum of 3 speakers for this proposal submission. Only **speakers** with a pre-prepared presentation of at least 25 minutes are eligible for the speaker compensation. See full Speaker Compensation Policy below for more details.

- ACNS anticipates the 2025 Annual Meeting & Courses will be held in-person in Baltimore, Maryland. **All speakers must be present in-person; remote presentation is not permitted.**

- **Speakers will be limited to a maximum of three (3) presentations at the Annual Meeting & Courses, including workshops, courses and symposia.**

**Per ACCME guidelines referenced above, speakers and directors in the Annual Meeting & Courses program may NOT be owners or employees of ACCME-defined Ineligible Companies. Should such a speaker be proposed, ACNS will require an alternate speaker be selected and/or make suggestions of alternate speakers. Sessions proposed by owners or employees of ineligible companies will not be considered for the program.*

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 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
To be eligible for the Speaker Compensation Package outlined below, **a speaker must be giving a pre-prepared talk of 25-minute or more**. Panel discussions are not eligible. Session directors who are not speaking for 25 minutes or more as a designated speaker in the session are ineligible.

● **ABPN Self-Assessment CME (SA-CME) Opportunity**

ACNS is considering applying to offer ABPN Self-Assessment CME (SA-CME) as part of its educational and MOC programs. SA activities are a specific type of CME activity that assist physicians in recognizing their current knowledge base in order to identify specific topics for gaining further knowledge.

In order to participate, selected sessions would need to incorporate and provide one (1) or two (2) multiple choice questions to each of the lectures for a total of approximately five (5) questions per scientific session/course as well as the correct answer and a reference for each. Attendees will be asked to answer the questions via audience response system during the session.

You can learn more about ABPN SA-CME credits here:

<https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fabpn.org%2Fmaintain-certification%2Fmoc-activity-requirements%2Fself-assessment-sa%2F&data=05%7C02%7C%7C3a53592cbcc54104193208dc4c4ae1a7%7Cbe83c4ab2a454e55bf22969048d01d38%7C0%7C0%7C638469131723393321%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&sdata=wEh0LZ7vYhoXWG4hESlyeveqe72qEyduveSWhUwRtE%3D&reserved=0>

Please indicate if you would like your symposium/course to offer SA-CME (questions, answers and references will be required in advanced) and acknowledge that the director(s) and speakers will comply with the additional requirements on the online submission onsite. Thanks a lot for your consideration.

PRIOR TO SUBMITTING A PROPOSAL, SUBMITTERS SHOULD:

- Confirm that all proposed speakers in your proposed session are willing to speak and available to attend the meeting in person.
- Confirm that all of your proposed speakers agree to the ACNS speaker compensation policy outlined below.
- 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 the sessions be accepted by the Program or Course Committees for inclusion in the program:

Wednesday, April 10, 2024	Proposal Submission Opens
Wednesday, May 15, 2024	Proposal and Submitter COI Disclosure Deadline
Wednesday, June 19, 2024	Proposal Acceptance/Rejection Notifications Sent to Submitters
Sunday, June 30, 2024	Acknowledgement of Proposal Acceptance and Agenda Confirmation Due
Monday, July 8, 2024	Speaker Invitations Sent by ACNS Staff
Monday, July 22, 2024	Speaker Invitation Responses, COI Forms and Bios and Headshots Due
Tuesday, October 1, 2024	COI Slide Review Notification to Speakers identified by CME Committee as having disclosed a relevant financial relationship
Tuesday, October 15, 2024	SA-CME Questions Due from Participating Scientific Session/Courses
Sunday, January 26, 2025	Final Slides Due from Identified Speakers for CME Review,
Sunday, February 23, 2025	Final Slides due for Speaker Ready Room and Course Handouts

SPEAKER REQUIREMENTS

Submitters should be aware of the following tasks that will be required of both submitters and speakers in their accepted proposals for inclusion in the program. **It is the responsibility of the session/course directors to ensure requirements are met in a timely manner:**

Monday, July 22, 2024

Speaker Invitation Responses, Conflict of Interest (COI) Disclosure Forms, Bios, Headshots Due

Upon proposal acceptance and confirmation by the submitter, speakers 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 14 days 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.

Speakers are also required to log on to an online speaker management system to complete a Conflict of Interest (COI) Disclosure Form no later than 14 days after having received the invitation.

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.

SPEAKER COMPENSATION POLICY

Complimentary Annual Meeting & Courses registration is available to all eligible Annual Meeting & Course **speakers**. An honorarium of \$200 is available to speakers who meet all deadlines set forth above and any additional deadlines set forth in the speaking invitation.

To be eligible for the compensation package above, a speaker must be giving a pre-prepared talk of 25 minutes or more. Panel discussion participants are not eligible. Session directors not giving a qualifying talk of 25 minutes or more during their session are not eligible.

Travel funding is not available to Annual Meeting & Course speakers or session directors.

**Session Proposal Submission Deadline is
Wednesday, May 15, 2024**

Submit a proposal online at

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

Session Acceptance Notifications will be sent via email by June 19, 2024.

Speaker invitation acceptances are due July 22, 2024.