



American Clinical Neurophysiology Society (ACNS)

2024 Annual Meeting

February 28 – March 3, 2024

Orlando, Florida, USA

Call for Scientific Program Session Proposals

The ACNS Program Committee seeks session proposals for the scientific program of the 2024 ACNS Annual Meeting, which will be held February 28 – March 3, 2024 in Orlando, Florida, USA. A selection of sessions will be recorded during in-person presentation and be made available for on-demand viewing by attendees after the meeting. By submitting a proposal, you are consenting to being recorded. Selections for on-demand recordings will be made after acknowledgement of session proposal acceptances.

The Annual Meeting is ACNS's flagship educational program, 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 June 21, 2023. 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 [2022 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. Interactive and hands-on 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.
 - **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 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. As part of the session proposal, workshop submitters must:
 - Indicate if your session should have a maximum capacity limit.
 - Indicate if your session will require donation of equipment from a pharmaceutical, device or software company.
 - Provide a detailed description of any set-up requirements and/or other materials needed for the workshop (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 session 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. 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; 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).

- **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).

- **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 speaker/directors 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.

- The ACNS Program Committee anticipates the 2024 Annual Meeting will be held in-person in Orlando. **All speakers must be present in-person; remote presentation is not permitted.**

**Speakers and directors in Annual Meeting sessions 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.*

- **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
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 not also speaking in the session are not eligible.

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 in person.
- Confirm that all speakers consent to their presentation being recorded and available on-demand.
- 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 those sessions be accepted by the Program Committee for inclusion in the scientific program:

Wednesday, May 10, 2023	Session Proposal Submission Opens
Wednesday, June 21, 2023	Session Proposal Submission Deadline
Monday, July 17, 2023	Session Proposal Acceptance/Rejection Notifications Sent to Submitters
Wednesday, July 26, 2023	Acknowledgement of Session Proposal Acceptance and COI Form Due from Submitters
Tuesday, August 1, 2023	Speaker Invitations Sent by ACNS Staff
Thursday, August 10, 2023	Speaker Invitation Responses, COI Form and Speaker Bio and Pic Due
Friday, September 15, 2023	Speaker Submission of Presentation Outline
Monday, January 29, 2024	Final Slides Due from Speakers for CME Review if Selected for On-Demand Recording
Friday, February 23, 2024	Upload Final Slides for 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. **It is the responsibility of the session directors to ensure requirements are met in a timely manner:**

Thursday, August 10, 2023 Speaker Invitation Responses, Conflict of Interest (COI) Disclosure Form 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 10 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 10 days 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 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.

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.

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.

Monday, January 29, 2024 Slides Due from Speakers for CME Review

Presentations which are selected for on-demand virtual presentation will need to submit presentation slides for CME Committee review in advance of the meeting. These selections will be made at a future date; all speakers should anticipate submitting slides for CME review by this date. Additionally, for all sessions, 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.

SPEAKER COMPENSATION POLICY

Complimentary Annual Meeting registration is available to all eligible Annual Meeting 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 also speaking in the session are not eligible.

Travel funding is not available to Annual Meeting participants.

**Session Proposal Submission Deadline is
Wednesday, June 21, 2023**

Submit a proposal online at

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

Session Acceptance Notifications will be sent via email by July 17, 2023.

Speaker invitation acceptances are due August 10, 2023.