

Tips for Course Directors

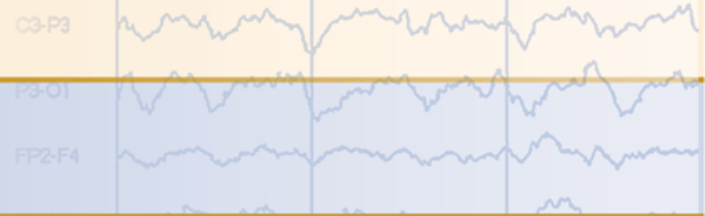
Annual Course 2020

Courtney J. Wusthoff, MD, MS, FAAP

ACNS Course Committee Co-Chair
Stanford University School of Medicine
Division of Child Neurology



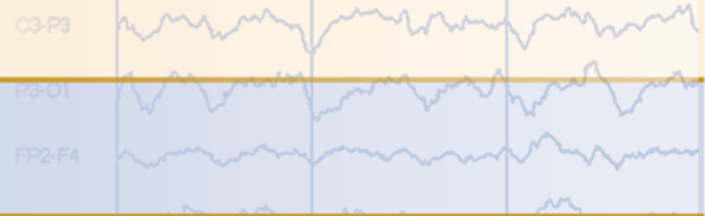
Congratulations!



- Congratulations on your appointment to direct an ACNS Annual Course, and thank you for your contribution.
- This handout gives information specific to Annual course directors.
- Please see the separate slides for “Tips for Speakers”
- For any questions, please contact info@acns.org



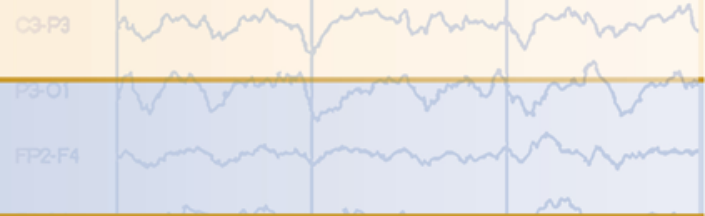
Outline



- Goal of the Courses
- Role of the Course/Session Director
- Selecting Speakers
- CME requirements to know
- Before your program
- On site tips



Goal of the Courses



- Courses are offered twice per year: Fall and Annual Meeting
- Courses teach a core set of skills or information
- Courses attract many novices and non-neurophysiologists
- Annual Meeting typically covers more controversial or emerging topics



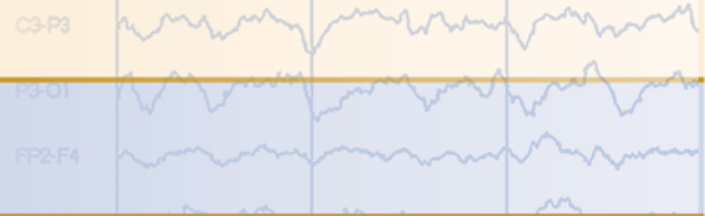
Role of the Director

- Select content/topics for your session
 - Refer to identified gaps from ACNS for guidance
- Identify potential speakers
- Coordinate talks within a session to avoid overlap
- Keep all speakers on track for various deadlines
- Ensure session compliance with CME requirements
- Introduce your speakers at the session
- Step in for last-minute emergencies
 - Speaker illness or flight cancellations
 - Forgotten jump drives
- May or may not speak in session (up to you, though consider reimbursement policy)





Selecting Speakers



- **New ACNS policy:** speakers who violate CME requirements are given a first warning and if repeated, are suspended from speaking at ACNS for 1 year
 - Clear your speaker list with ACNS before inviting speakers
- In choosing speakers, consider content expertise, speaking skills, ACNS member status



Annual Course Speaker Incentive

Speaker Incentive Program - NEW IN 2020!

- Annual Course speakers will receive complimentary registration to any Annual Course (Wednesday - Friday AM). **Speakers must register for any additional Annual Courses and pay for the Annual Meeting if they choose to attend.**
- *Speaker must meet each deadline outlined in the timeline in order to receive the deadline incentive*
- Deadline Incentive = 1 hotel night at the conference hotel per eligible talk[†]
 - [†] Eligible talk – presentations of 15 minutes or less, panel participation not eligible for incentive
- **Travel**

Travel expenses will not be reimbursed and will be at the responsibility of the speaker. Exceptions must be approved by both the Course and Executive Committees.
- **Registration**

Annual Course speakers will receive complimentary registration to any Annual Course (this does not apply to Annual Meeting Sessions which are held Friday-Sunday), which includes the option to claim CME credit, for the course in which they are presenting. **Speakers must register for any additional Annual Courses and pay for the Annual Meeting if they choose to attend.**



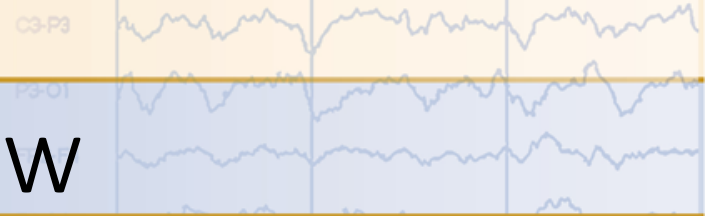
Selecting Speakers



- **New ACNS payment policy for speakers:** speakers who meet all deadlines will receive a comp night at the conference hotel. There is no comp night for those not meeting all deadlines. If speaker slides remain outstanding 15 days prior to the meeting, neither the speaker nor the director (you!) of that speaker's course receive an complimentary night at the conference hotel.
 - If your speakers miss deadlines, they will not receive the comp night incentive
 - All speaker slides must be received in advance for directors to receive the comp night incentive
 - Be sure you communicate this at the time of invitation and as deadlines approach



CME Requirements to Know



- ACNS is accredited to offer CME credits because it complies with ACCME requirements
- ACNS is audited on compliance, and needs to document its process for compliance
- Presentations must be based in scientific evidence, free of commercial bias, and without conflicts of interest
- Speakers **CANNOT** be employees of a commercial interest
- Directors are responsible for keeping their sessions CME-compliant

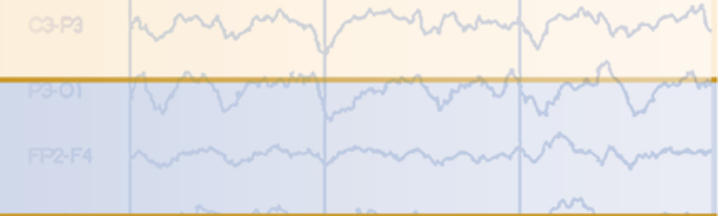


CME Requirements to Know

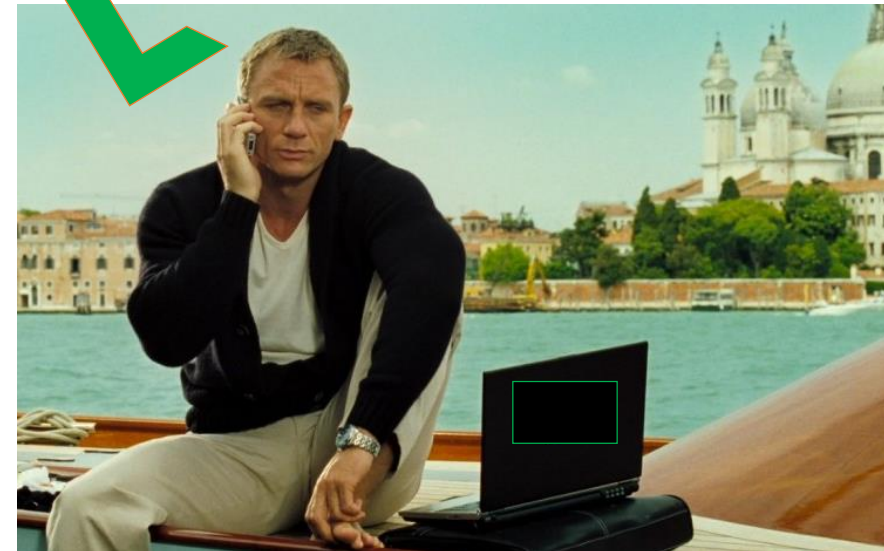
- Presentations must be:
 - based in scientific evidence
 - Cite references
 - free of commercial bias
 - Do not use brand names, logos, images
 - Do not discuss only one product/manufacturer
 - without conflicts of interest (COI)
 - Ensure all speakers complete financial disclosures
- Evaluations reporting any concerns about these require ACNS to document an action in response
- The timeline for advance material submission is to keep ACNS compliant
 - Advance review helps identify and resolve potential CME issues



Commercial Bias

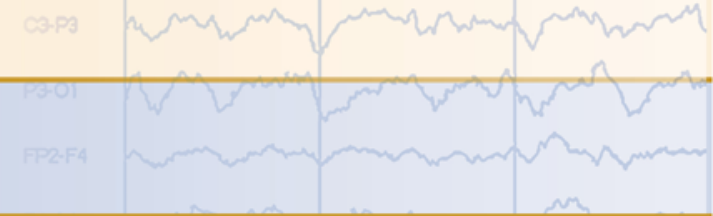


- Do not use brand names or include logos in your slides. Block them out in tracing images and equipment photos.
- Use generic and general names for products you discuss in your talk, list multiple alternatives wherever possible





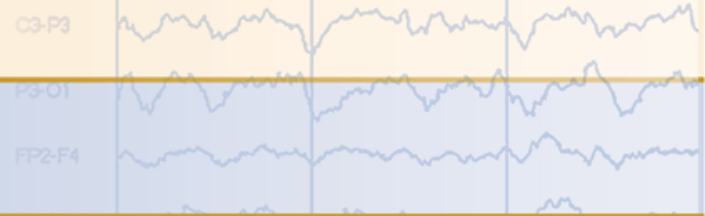
Before Your Program



- Draft the agenda for your session
 - Allow time for intros, questions, and breaks
 - Specify in the schedule whether Q&A will be within each allotted talk time or at the end
 - Timing must match shared coffee/lunch breaks
- You may ask speakers to send you their slides in advance to check for content overlap and CME issues (optional)
- Arrange your flights, confirm your housing dates with ACNS, and register for any other courses you wish to attend
- **New 2019:** Developing an online session dashboard to give Directors an overview speaker task completion (details to follow)
- Send your speakers reminders as deadlines approach



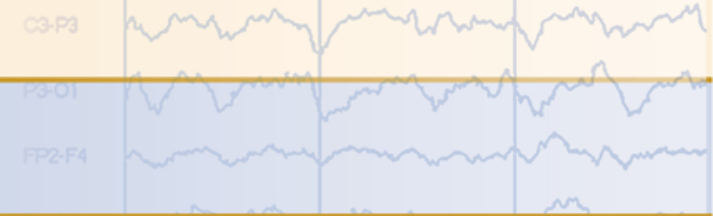
On Site Tips



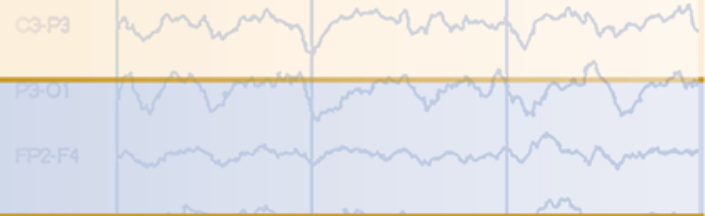
- **New 2019:** working to allow advance submission of slides online, rather than bringing day of course (details forthcoming)
- Consider asking speakers to send you a copy of finalized slides in advance so you can bring all talks on a jump with you on the day of your session just in case.
- Arrive at least 30 minutes before your session to check room, upload slides, test AV, etc.
- Test the wifi to confirm is working
- Have bios ready (if not already done) to introduce your speakers



During Your Session



- Read any housekeeping announcements
- Keep your session on time. Attendees value staying on time.
- Expect to stay throughout the break after your session to answer questions, meet audience members, accept congratulations and praise, etc.



Thank you!

Please contact Course Committee or ACNS staff if you have any questions.