



Policy on Endorsement of Collaborative Educational Symposia

Approved by Council – February 2019

ACNS recognizes the value of collaboration for educational symposia and acknowledges that ACNS members have expertise in specific neurophysiologic procedures that could benefit our international colleagues who do not have the resources to attend ACNS Annual Courses and Meetings.

Therefore, ACNS offers endorsement of collaborative educational symposia that meet the following guidelines:

Qualifications for Endorsement

1. The co-organizing/host society must be an IFCN member society (or equivalent);
2. The symposium/conference must be open to the general community of neurologists, neuroscientists and others with an interest in Clinical Neurophysiology;
3. The topic of the symposium/conference must be aligned with ACNS's areas of identified educational need;
4. Symposia/conferences must be co-directed by an ACNS member with fellow standing (FACNS) and a member of a recognized international neurophysiology society who are responsible for developing the agenda and selecting speakers;
5. Funding of the symposium/conference (including travel and honoraria of ACNS speakers) will be the responsibility of the co-organizing/host society (though the society may apply for funding via the ACNS Speaker Support Program);
6. Should the co-organizing/host society receive commercial/industry funding/support, the symposium/conference must be supported by more than one company, or an attempt made to secure support from multiple companies;
7. All registration and logistics (venues, housing, etc) will be the responsibility of the hosting society; and
8. The dates of the symposium/conference may not conflict with any ACNS meeting, course or event.

Review Process

1. An endorsement application, along with the symposium/conference agenda and proposed speakers must be submitted to the ACNS International Relations Committee at least three (3) months prior to the date of the symposia. The International Relations Committee chair will review the proposal according to the criteria set forth above and will make a recommendation to the ACNS Council/Executive Committee as to endorsement;
2. The ACNS Council or Executive Committee will review the application and the International Relations Committee's recommendation and will make a final determination regarding endorsement.

Upon approval of the endorsement application:

1. ACNS staff will provide endorsement language and a logo to be featured on the symposium/conference website and in program materials;
2. The symposium/conference will be added to the "Meetings Calendar" section of the ACNS website, including a link to the host society's website); and
3. The symposium/conference will be listed in the "Affiliate News" section of the ACNS quarterly newsletter.

Application for ACNS Endorsement of Collaborative Symposium

Co-Sponsoring/Host Society: _____

Society Contact Name: _____

Email: _____

Symposium Title: _____

Symposium Co-Director (Host Society): _____

Symposium Co-Director (ACNS): _____

Target Audience: _____

Educational Topic Areas: _____

Rationale for symposium (educational gap(s) being addressed): _____

Please attach a complete agenda, including proposed speakers.

Symposium Dates: _____

Venue: _____

City: _____

Country: _____

Funding source(s), including commercial: _____

Registration fees: _____

Speaker honoraria/travel funding policy: _____
