

## OHBM EDUCATIONAL COURSE AND SYMPOSIA GUIDELINES

We are inviting interested members of the brain mapping community to submit proposals for a half-day/full-day Educational Course or Symposia to be presented at the 2020 OHBM Annual Meeting that will be held in Montreal, Canada, June 26-30, 2020. **(PLEASE NOTE THAT THIS IS A FRIDAY THROUGH TUESDAY MEETING PATTERN).**

### All submissions require the following information:

1. Title of Session
2. Name(s) of Organizer(s) – **maximum of 4**
3. Brief paragraph describing the timeliness and importance of the topic and the desired learning outcomes; the desired format and the advantage of addressing the topic in the chosen format; and presenter diversity, if applicable.
4. Name and e-mail for all presenters and organizers.
5. Title and brief summary of each presentation.
6. Speaker release and financial release forms for all speakers and organizers.
7. For Educational Course Submissions:
  - OHBM requires educational courses to incorporate audience engagement. What percentage of time will be allocated to ensure audience engagement occurs in your course?
  - List the specific activities you will integrate into your educational course to ensure audience engagement.
  - Would you like to use OHBM's Audience Response System in your presentation? If so, you will be required to participate in an ARS training session in advance of the meeting.

### Selection Criteria:

1. Scientific quality, the level of interest in the topic and appropriateness for the meeting are the primary selection criteria.
  - a. For Educational Courses, the emphasis is on a clear and well-structured instructional overview of established methods and recent applications. Courses must have a didactic component with defined educational expectations and goals for course attendees. We also require audience engagement within educational courses so they are more hands-on and interactive in nature. Reviewer scores from submitted proposals are used to assist in the selection process.
  - b. For Symposia, presentations discussing major themes in neuroimaging science and applications are covered which are of potential interest to the majority of the OHBM membership. Novelty of the presentations and their general scientific interest are most important factors. The Program Committee scores submitted proposals, these scores are used to assist in the selection process.
2. Diversity of topics across proposals (if two proposals on a similar topic are received, it is likely that only one will be selected). Proposals that address health and disease in order to increase the dialogue between basic and clinical neuroscientists are encouraged, as they increase the diversity of topics.
3. Diversity of presenters: organizers are encouraged to include presenters that support OHBM's mission of diversity and inclusivity including genders, nationalities and under-represented minorities. Applicants are strongly encouraged to invite presenters from other institutions and laboratories.
4. Speakers and/or Organizers will only be permitted to participate in one educational course and one scientific program (workshop/symposia).

5. Individuals selected as Talairach or Keynote presenters are not eligible to speak at or organize a scientific program. (These individuals can, however, speak at and/or organize an Educational Course provided the information being presented is different than that of their Annual Meeting presentation.)
6. The Program and Education Committees seek a variety of perspectives of educational course or scientific program topics. Multiple presenters and proposals by an individual will not be accepted unless they concern scientifically distinct topics. If two or more proposals on a similar topic across these programs are received from a single individual, it is likely that only one will be selected.
7. For Educational Courses, the emphasis is on a clear and well-structured overview of established methods and recent advances, with an eminently didactic purpose. They should NOT be a repetition of material presented elsewhere in the conference.
8. Please see the [OHBM Policy on Annual Meeting Speaker Selection](#) for details on program selection criteria.

**Important Note:** Scientific programs will be held between June 26 and 30 (inclusive) and sessions will be parallel. Because scheduling cannot be guaranteed, organizers and presenters must commit to availability for this entire period. All Educational Courses will take place on Friday, June 26<sup>th</sup>, 2020 either as a half-day or full-day course. Organizers and presenters must be available at any time on this day. Before submitting the proposal, agreement to participate must be obtained from all presenters. The Program and Education Committees reserve the right to independently contact presenters to verify compliance.

**Presentation Release:** By submitting your proposal, you grant permission for the Organization for Human Brain Mapping (OHBM) to distribute the presentation in any format, including video, audio, print and electronic text through OHBM OnDemand, social media channels or other electronic media, and on the OHBM website.

The Program and Education Committees will also abide by ACCME guidelines ensuring that the CME is free from the control of ACCME-defined commercial interests. Organizers and presenters who have a relevant conflict of interest will either not be allowed to present at the Annual Meeting or will be subject to a rigorous review process. Please see [OHBM Policy on Annual Meeting Speaker Selection](#) and [OHBM's Policy of Resolution for Conflicts of Interest](#) for more information.

## Frequently Asked Questions

### *Is there any reimbursement for speakers and organizers for programs?*

The Council has approved the following guidelines related to reimbursement for educational course and scientific program speakers and organizers. Organizers should make these reimbursement policies clear to prospective presenters.

- **Educational Course Speakers:** Educational Course presenters and organizers will receive gratis Education Course registration and 50% off Annual Meeting registration. Reimbursement for travel and lodging are not provided.
- **Symposium Speakers:** Symposium presenters and organizers do not receive reimbursement.

### *Should I submit an educational course or symposia?*

The two types of sessions differ in their goals. The goal of the [Educational Courses](#) is to provide comprehensive instruction on a topic for attendees on established methods, recent applications in the field, and how they may apply them to their own research. These must include audience engagement.

The goal of [Symposia](#) is to present the most recent advances in a topic of general scientific interest.

### *What are the format differences between the different session types?*

[Symposia](#) are presented in a 75-minute window during the main meeting (June 26-29) with four presenters maximum;

Educational Courses are presented on the Thursday before the meeting (June 25) and are either half-day (6 presenters, approx. 3 ½ to 4 hours) or full-day (10 presenters, approx. 7-8 hours).

***Is a Full-Day Educational Course more desirable or prestigious than a Half-Day Course?***

No. The length of the course has little to do with its real or perceived merit, worth, or importance, per se. Indeed, a well-constructed, didactic, interactive, and informative Half-Day Course is likely to rate better than a poorly-organized, lecture-based Full-Day Course with a limited didactic component. Keep in mind that the number of speakers will tend to be larger for a Full Day course than for a Half-Day and will require additional administrative effort on the part of the course organizers. Full Day Courses are best used for themes representing core research methods and applications in use across the entire OHBM community. In each case, the goal is to craft a well-run course, with exciting presenters, serving to educate the course's attendees in unique and creative ways.

***Can I submit more than one proposal for an educational course or symposia or combination thereof?***

The Program and Education Committees work to select a unique but diverse set of educational course or symposia program topics relevant to each year's Annual Meeting. With this in mind, multiple presenters and proposals by an individual will not be accepted unless they concern scientifically distinct topics. In other words, if two or more proposals on a similar topic across these programs are received from a single individual, it is likely that only one proposed session format will be chosen. For Educational Courses, the emphasis is on clear, well-structured, and eminently didactic training concerning established methods and recent advances of broad interest. The Educational Courses, in particular, should be viewed as instructional, not simply mini-symposia or workshops, and they should not comprise a repetition of scientific material presented elsewhere in the annual conference.

Please see the OHBM Policy on Annual Meeting Speaker Selection [OHBM Policy on Annual Meeting Speaker Selection](#) for details on program selection criteria.

***When will the proposal review take place?***

The Education Committee will review and select educational courses before December 1<sup>st</sup>. The Program Committees will review and select symposia and oral sessions in late February 2020. Decisions on acceptance are final and will be sent via email within 2 weeks of selection.

For additional information, please contact the OHBM Executive Office at [info@humanbrainmapping.org](mailto:info@humanbrainmapping.org).