

## OHBM EDUCATIONAL COURSE AND SYMPOSIA GUIDELINES

We are inviting interested members of the brain mapping community to submit proposals for Educational Courses or Symposia to be presented at the 2021 OHBM Annual Meeting that will be held virtually.

### 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:
  - a. Please make sure to adapt the content of the course to an online, virtual format. Two specific formats will be possible: pre-recorded videos with a separate, live interactive session featuring audience questions and panel discussions, or a fully live session integrating the presentations together with interactive components. Please indicate which specific format is preferred.
  - b. List the specific activities you will integrate into your Educational Course to ensure audience engagement. Examples include, but are not limited to:
    - i. The use of polls and panel discussions during the interactive session.
    - ii. The use of hands-on training environments such as notebooks.

### 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 key learning objectives for course attendees. We also require audience engagement within Educational Courses so they are more hands-on and interactive in nature. Education committee reviewer scores from submitted proposals are used to assist in the selection process.
  - b. For Symposia, presentations should discuss major themes and applications in neuroimaging science 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 reviewers score submitted proposals; these scores are used to assist in the selection process.

2. Diversity of topics across proposals is taken into consideration. (If two proposals on a similar topic are received, even if both are scored very highly, 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 engagement across our membership.

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 expected 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 Symposium.

5. Individuals selected as Talairach or Keynote presenters are not eligible to speak at or organize a Symposium. (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 across the Educational Courses and Scientific Program. Multiple presenters and proposals by an individual will not be accepted unless they concern scientifically distinct topics. A single individual will not be selected to speak at more than one Educational Course and one Symposium. If more than one proposal featuring a single individual was selected for either the Educational Courses or Symposia, the proposals will need to be altered so this individual only participates in one Educational Course and one Symposium.

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:** Symposia will be held virtually between June 21 – June 25, 2021 (inclusive) and sessions will most likely be parallel. Because scheduling cannot be guaranteed, organizers and presenters must commit to availability for this entire period. Educational Courses will take place between May 31 – June 4, 2021. Organizers and presenters must be available at any point during this timeframe. 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:** All accepted submissions will be published under a [Creative Commons Attribution \(CCA\) License](#). Under this license, submitting author will maintain copyright of their content, but are able to share, copy, and redistribute their content after the appropriate embargo period. Under the CCA license, individuals accessing the submissions are able to adapt and build upon the work provided credit is given to the original author(s).

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The authors will grant the Organization for Human Brain Mapping (OHBM) a license to publish the work in any format including video, audio, print, and electronic text through OHBM OnDemand, social media channels or other electronic publications and media, and on the OHBM website.

**Embargo Policy:** Content presented at OHBM meetings including conferences and webinars as well as any other form of education is embargoed until the time that the meeting, conference or other form of education has concluded in its entirety and should not be released in advance. Taking or sharing photos of posters, figures, slides or other related materials before the presenter's session time is not allowed.

**ACCME Guidelines:** 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'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 OHBM 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.
- **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 21 – June 25, 2021) with four presenters maximum; [Educational Courses](#) are presented outside of the Annual Meeting

(May 31 – June 4, 2021) with 6 presenters, approximately 4 hours total for a half-day course. Courses using pre-recorded videos should schedule a one hour live interactive session as part of the 4 hours. Fully live and interactive courses should include 15-minute breaks every hour. Full day courses will be organized as two linked half-day courses with interactive sessions taking place on different days.

**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. 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 in January 2021. The Program Committee will review and select Symposia and oral sessions in early March 2021. 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)