Organization for Human Brain Mapping
Advancing Understanding of the Human Brain

OHBM EDUCATIONAL COURSE AND SYMPOSIA GUIDELINES

We are inviting interested members of the brain mapping community to submit proposals for an Educational Course or a Symposium to be presented at the 2022 OHBM Annual Meeting that will be held in Glasgow, Scotland, June 19 - 23, 2022.

IMPORTANT NOTE: It is preferred that speakers be on-site if possible. This, however, will not be required, due to the continuing uncertainty of future events due to COVID-19. As a contingency, OHBM will require all speakers to *pre-record their content* in advance in case a shift in planning is needed. We appreciate your flexibility and understanding.

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 statement on presenter diversity
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.

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. The Education Committee members score submitted proposals, these scores 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 the most important factors. The Program Committee members score 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. Science, especially human brain imaging at the cutting-edge in the 21st century, relies heavily on team science and thinking ‘out of the box’. Successful team science, in turn, relies on diversity not only in scientific discipline, but also from the varied perspectives of people from different ethnic, racial, gender, cultural and geographical backgrounds.

   Diversity of scientific presenters is also key to fulfilling OHBM’s mission of diversity and inclusivity. Hence, we expect all proposals to be balanced in terms of the speakers’ gender and geographic region (e.g. Europe, Australasia, the Americas). Proposals not meeting these criteria are likely to be rejected. Diversity in race/ethnicity, career stage (e.g., early career researchers) and inclusion of speakers from traditionally under-represented groups/nations is also strongly encouraged. If, in exceptional circumstances, a balanced lineup

of presenters is impossible to achieve, the organizers should provide a justification for their choices.

For educational courses, a diversity of scientific perspectives or topics is also essential. Proposals focused on a single piece of software or a method developed by one group will not be considered. Proposals that include talks discussing various software packages or alternative analytic perspectives, or which cover different elements of a broad approach (e.g., a course on machine learning for neuroimaging that covers different aspects of machine learning) are appropriate.

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 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 for our scientific program and educational courses. 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.

Important Note: Scientific programs will be held between June 19 and June 23 (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 Sunday, June 19, 2022 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.

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.

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- **Symposium Speakers:** Symposium presenters and organizers do not receive reimbursement.

Should I submit a proposal for 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 to attendees.

What are the format differences between the different session types?
Symposia are presented in a 75-minute window during the main meeting (June 20 – June 23) with four presenters maximum; Educational Courses are presented on the Sunday before the meeting (June 19) 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.

When will the proposal review take place?
The Education Committee will review and select educational courses before December 1st. The Program Committee will review and select symposia and oral sessions in late February 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.