

I acknowledge that I have read and agree to follow the policies listed below surrounding the development and delivery of a course or session at the CNSF Congress.

Board Policy:

- This is a volunteer position. No honorarium or expenses are paid to Chairs or Speakers*
- Courses Chairs and Speakers must register for the Congress, however, the day of their Course/session is free and they will be provided with a discounted rate to attend the remainder of the Congress.
- It is preferred that Course Chairs are a member of at least one CNSF Society (CNS, CNSS, CACN, CSNR, CSCN); however the CNSF recognizes this is not always the case or in the best interests of the Congress, particularly for chairs from outside of Canada or who are not neurosurgeons, neurologists, or neuroradiologists.
- Course Chairs are responsible for communicating all CNSF policies to potential Speakers.
- If you envision a more traditional format for your session consisting of invited speakers who each lecture on specific topics, please consider maintaining the following ratios:
 - 1-2 hour sessions – 2-3 speakers
 - 2.5 hour sessions – up to 4 speakers.
- Course chairs may consider a more interactive workshop-style format, which could require more speakers. We do not want to encourage having many speakers who are all rushed to give very short talks, but if your format is best suited to a greater number of participants, please do discuss this with the program committee chair.

As the congress is accredited as a Section 1 Learning Activity with the Royal College, **sessions must have at least 25% interactive content. All courses are 2.5 hours with no coffee break. Morning courses will have coffee available 30 minutes prior to commencement.**

***ONLY Chairs and Speakers who are not practicing Canadian neurologists, neurosurgeons or neuroradiologists are provided economy flight and 2 nights' accommodation and registration (one day free/ full Congress at a discounted rate). The Course budgets allow for ONLY one of these Speakers per Course; other special circumstances are considered such as Courses developed by individuals who are not neurologists, neurosurgeons or neuroradiologists. Requests must be made in writing to Dan Morin**

Registration

Eligible chairs and speakers will receive a registration email in February 2018 offering the day of their Course/session free or a discount to attend the entire Congress. Information regarding the official Congress hotel will be available at the same time.

Note: This policy of free registration for the day of your session does not apply to chairs and speakers of Clinical Case Studies, Lunch 'n Learns or Co-developed Symposia where due to the nature of these sessions there is no Congress registration discount available. These chairs and speakers must register for the Congress at regular rates.

Deadline Dates

You will receive an email a few weeks before each item is due; along with additional instructions if appropriate.

***Return all forms, course write-up and course notes to: speakers@intertaskconferences.com**

Item	Deadline	Forms/Instructions
Course Chair Agreement	Friday, December 15, 2017	This document Please Review, then type in name and date on the bottom of this document & submit
Chair & Speaker Contact List	Friday, January 5, 2018	Speaker Contact Template Provide contact information for each speaker
Disclosure Forms	Friday, January 12, 2018	Speaker Disclosure Form

CNSF 53rd Congress, Halifax NS, June 24th-27th, 2018
Course Chair Agreement - Due: December 15, 2017

<p>Course write-up including:</p> <ul style="list-style-type: none"> • Description • Objectives • Audience • Learning Level • Learning Format • CanMEDS Roles • Agenda 	<p>Friday, January 19, 2018 If full course content is not available, submit what is confirmed.</p> <p>Registration will open in February so we need the course content to be complete for registrants to decide what sessions to attend. PLEASE.</p> <p>This content is required for accreditation by the Royal College.</p>	<p>Course Write-up Template & Sample</p> <p>Complete information required in the template</p>
<p>Speaker Notes or PowerPoint Presentations</p>	<p>Monday May 14, 2018</p>	<p>Sample Speaker Notes</p> <p>Create your course notes for inclusion on the Course Notes web page, accessible by registered Congress delegates</p>
<p>Additional AV Requirements</p>	<p>Monday, May 14, 2018</p>	

Type in name and date, save PDF and email to speakers@intertaskconferences.com