

# Course Chair Agreement – CNSF Congress



**CNSF 54<sup>th</sup> Congress, Montreal QC, June 16-19, 2019**

**Course Chair Agreement – Due December 21, 2018**

**Please read and agree to the policies listed surrounding the development and delivery of a course/session at the CNSF Congress. Email confirmation due December 21, 2018.**

## Course Chair Guidelines

Every session must have a chair. It is preferred that Course Chairs are a member of at least one CNSF Society (CNS, CNSS, CACN, CSCN, CSNR); 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.

This is a volunteer position. No honorarium or expenses are paid except in special conditions listed in course budget below.

Course Chairs are responsible for communicating all CNSF policies to potential speakers.

## Course Overview

All courses are 2.5 hours, except the Clinical Case Studies on Sunday and Hot Topics on Wednesday which are 2 hours, with no coffee break. Morning courses will have coffee available 30 minutes prior to commencement. It is the responsibility of the course chair to maintain the course duration within the allotted time, including any time allotted for discussions / questions and answers. This is very important so that timing of Congress sessions may be coordinated smoothly.

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:

Length of Session	Maximum # Speakers
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.

**Additional Speakers** do not have to be a member of CNSF. However, speakers who are Canadian neurosurgeons, neurologists, or neuroradiologists are encouraged to consider membership.

Each course/session room will be equipped with: a laptop, LCD projector & screen, laser pointer, microphone and speakers. Speakers requiring additional AV must inform the CNSF, by May 13, 2019 to determine if funds are available for additional requests.

If the Chair is also acting as a speaker, this person must be included within the list of speakers.



## Registration

Course Chair and Speakers must register for the Congress, however, the day of their course/session is free and they will be provided with a discount to attend the remainder of the Congress.

**Note: Due to the nature of the Clinical Case Study sessions, the Lunch 'n Learns and the Co-developed Symposia, there is no Congress registration discount available to their chairs and speakers. Chairs and speakers for these sessions must register for the Congress at regular rates.**

Information regarding the official Congress hotel and registration details will be available in February.

## Course Budget

ONLY Chairs and Speakers who are not practicing Canadian neurologists, neurosurgeons or neuroradiologists are provided economy flight and 2 nights' accommodation. 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.

## Evaluations

Courses will be evaluated by Congress delegates and CNSF CPD Auditors to ensure compliance with Royal College MOC Standards.

The CNSF will provide previous Congress Evaluation Summaries for your course, if available, in order to assist with planning. Where Evaluations are not available Chairs are encouraged to dialogue with the program committee members who were responsible for the selection of session topics.

## Accreditation by the Royal College

As the Congress is accredited as a Section 1 Learning Activity with the Royal College, sessions must have at least 25% interactive content. At a minimum, this may take the form of formal question-and-answer periods during the session, which traditionally occurs within the expert lecture format. Congress attendees have strongly indicated their desire for even greater interactivity in Congress course sessions.

Some alternative presentation formats are offered for your consideration on the CNSF Congress web page under 'Chair and Speaker Information' - Audience Response System (Guidebook Live Polling) and other tips to make your lectures more interactive:

<http://congress.cnsfederation.org/congress/chairsspeakers>

SPC Chair, Dr. Alex Henri-Bhargava, would be pleased to discuss your course proposal with you at any time ([alexhb@uvic.ca](mailto:alexhb@uvic.ca))

To ensure the CPD event is in compliance with Royal College Standards refer to:

<http://www.cnsfederation.org/cpd/toolkit>

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## Important Dates:

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

**Please complete and submit the following items to:** [speakers@intertaskconferences.com](mailto:speakers@intertaskconferences.com)

Items	Due Date	Forms/Instructions
Course Chair Agreement – this document.	December 21, 2018	Reply by email that you have read and agree to the policies outlined in this document.
Speaker Contact List	January 18, 2019	<a href="#">Speaker Contact Template</a> Provide contact information for each Speaker.
Course Outline: <ul style="list-style-type: none"> <li>• Description</li> <li>• Objectives</li> <li>• Audience</li> <li>• Learning Level</li> <li>• Learning Format</li> <li>• CanMEDS Roles</li> <li>• Agenda</li> </ul>	January 25, 2019  If full course content is not available, submit what is confirmed.  All session information needs to be entered in order for registration go live late February.	<a href="#">Course Outline Template and Sample</a>  Complete information required in the template.  This content is required for accreditation by the Royal College.
Disclosure Form	May 13, 2019	<a href="#">Disclosure Form</a>
Additional AV Requirements	May 13, 2019	
ARS - Guidebook Live Polling Requests	June 7, 2019	Send ARS request to: <a href="mailto:nicole-rozak@cnsfederation.org">nicole-rozak@cnsfederation.org</a>
Course Notes (PDF)	1 day prior to course/session for inclusion on the CNSF Congress 'Course Notes' web page, accessible by registered Congress delegates.	<a href="#">Course Notes Sample</a>
Speakers' Presentation	PowerPoint presentations need to be loaded at least 3 hours prior to course/session in the Speakers Ready Room onsite.	<a href="#">Disclosure Slide Sample</a>

All the information required for you to plan your course/session can be found on the CNSF Congress web page under 'Chair and Speaker Information' including Congress policies, objectives and documents. We encourage you to save it in your favorites for easy reference.

<http://congress.cnsfederation.org/congress/chairsspeakers>

## Questions on documentation please contact:

Tricia Atkins: [speakers@intertaskconferences.com](mailto:speakers@intertaskconferences.com) 613-238-4075, ext. 277

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**Questions on course scientific content or focus, please contact either:**

Scientific Program Chair, Alex Henri-Bhargava: [alexhb@uvic.ca](mailto:alexhb@uvic.ca) or  
Vice-Chair, Joe Megyesi: [joseph.megyesi@lhsc.on.ca](mailto:joseph.megyesi@lhsc.on.ca)

**Questions on Audience Response System – Guidebook Live Poll through the CNSF Event App please contact:**

Nicole Rozak: [nicole-rozak@cnsfederation.org](mailto:nicole-rozak@cnsfederation.org) 403-229-9544, ext. 104