

Canadian League Against Epilepsy Call for Proposals

Dear CLAE members and friends,

You are invited to submit proposals for a plenary session or workshop for the CLAE Scientific Meeting to be held in Winnipeg, Manitoba from September 20-22, 2019.

The deadline for submission is March 11, 2019.

The CLAE would like to encourage and give priority to submissions that include a junior speaker, which includes early career clinicians and investigators, as well as clinical or research trainees. The CLAE encourages the session Chairs to consider this when preparing session proposals.

The proposal should be organized under the following headings:

1. Session outline (maximum 250 words)
2. Learning objectives (maximum 5)
3. Target audience
4. Learning format: lectures or workshops
5. Name of the session Chair(s) (including affiliation and contact information)
6. Name of each speaker, their academic affiliation, along with a 2-3 sentence bio, and the title of their talk

Please note the following:

- Session Chairs and speakers will be offered a discounted rate for registration. Registration is required to participate.
- Speakers and chairs will **not** be provided with travel or accommodation expense reimbursement.
- Sessions are limited to a **maximum of 5 speakers** and are 1 hour 45 minutes in duration, which must include a **dedicated 25-minute (minimum) question/answer period**. These requirements will be strictly enforced.
- Preference will be given to topics relevant to the broader community that include multidisciplinary speakers from different Canadian regions/centres.
- The CLAE Education Committee will review all proposals and send decision notifications the week of April 8, 2019.

Document submission requirements:

- Please do not use text with ALL CAPS in the proposal document.
- Please submit your proposal in a Microsoft Word document format.
- Objectives must be developed using Royal College guidelines and preferred verbs, further instructions can be found **here**.
- Please note that the primary language at the meeting is English. We ask that submissions are also in English.

Please submit your proposals electronically to:

Dr. Mark Keezer

c/o CLAE Secretariat

events@secretariatcentral.com

If you do not receive an email acknowledgement of your submission within 3 days, please contact me at the email address listed above.

We hope that you will all consider contributing to what promises to be an outstanding meeting.

Sincerely,

Dr. Mark Keezer
Director of Education, CLAE

