

Rules for the Lifetime Achievement Award

Background

The Lifetime Achievement Award in Epilepsy is given jointly by the International Bureau for Epilepsy (IBE) and the International League against Epilepsy (ILAE). The Award shall be made not more than twice every two [2] years. The Award is given to individuals to recognise and honour their exceptional and outstanding personal contributions over a long period of time to activities that advance the cause of epilepsy. This contribution and activities should either have been performed at an international level or they should have had an international impact or significance. The Award reflects international peer recognition. It consists of an inscribed trophy to a maximum value of US\$ 500 (inclusive of inscription costs), a financial prize of US\$ 5,000 or €5,000 (whichever is the greater), a scroll and the name of each recipient is added to the Lifetime Achievement Award winners' Hall of Fame maintained by IBE and ILAE. In the event that a recipient of the Award is not already an Ambassador for Epilepsy, this additional Award shall also be given but shall not be counted as one of the maximum of 12 [twelve] Ambassador Awards given to selected nominees that year.

1. Nominating Procedure

- 1.1. Nominations shall be invited only once in any two-year period
- 1.2. Only current members of the Joint Executive Committees (JEC) of IBE and ILAE can nominate an individual for the Lifetime Achievement Award
- 1.3. All IBE and all ILAE Chapters shall be informed of the details of the Lifetime Achievement Award. Whilst they cannot nominate people themselves, they can bring potential nominees to the attention of the members of JEC for them to nominate if they so wish
- 1.4. An invitation for nominations shall be distributed to all members of the JEC at least three [3] months prior to the date of decision. The invitation shall include information on the process, the official nomination form and a list of previous Award winners
- 1.5. Previous Award winners cannot be re-nominated
- 1.6. Previously unsuccessful nominees are eligible for re-nomination. However, nominations are not carried over and must be resubmitted at the time of the following call for nominations
- 1.7. To be eligible, individuals must be nominated using the official online nomination form. Supporting information can also be supplied but this must be limited to no more than five [5] additional pages in total
- 1.8. Nominations must bear the name of the person making the nomination

2. Assessment Criteria

- 2.1. Only eligible nominations shall be considered for the Award
- 2.2. This Award is the highest honour in the gift of the ILAE and the IBE. As such nominees shall be assessed accordingly and must demonstrate a quite exceptional record
- 2.3. As the title of the Award suggests, nominees must have a demonstratable long-standing personal contribution (either voluntarily or professionally) in any scientific, clinical, educational or psycho-social field of epilepsy that contributes towards the significant development and permanent improvement of epilepsy care and/or the wellbeing of people with epilepsy in an international context
- 2.4. Measures of nominee's worth include but are not limited to the following:
 - The scale of the impact the nominee has had
 - The period of time during which the nominee has been contributing. This should be not less than 20 [twenty] years in total in order to be considered "lifetime"
 - The success and significance of the activities to which the nominee has contributed
- 2.5. The activity to which the nominee has contributed must be at an international level or at a national level and be of international impact or significance

3. Method of Assessment and Decision

- 3.1. Nominees shall be assessed by the members of the JEC of IBE and ILAE
- 3.2. The nomination form and any supporting information supplied for each eligible nominee must be distributed to each member of the JEC
- 3.3. Current members of the Joint Executive Committees (JEC) of IBE and ILAE are not eligible to be nominated to receive the Award
- 3.4. Each member of the JEC shall have the opportunity to speak on behalf of any nominee before nominees have been assessed. Contributions must be made before the first ballot and JEC members shall be called on in turn and shall have up to three [3] minutes to speak on behalf of whichever nominees they choose. The chairs shall have the power to further limit the time for contributions if scheduling issues arise.
- 3.5. There shall be parity of voting strengths between representatives of IBE and ILAE
- 3.6. In cases where a member of the JEC cannot be present in person, a proxy may act on their behalf
- 3.7. The JEC members shall vote by secret ballot to determine who to select as an Award winner

- 3.8. Where voting is to be done by way of proxy, the IBE Secretary General, assisted by the Executive Director, will act as the voting proxy for IBE committee members and the ILAE Secretary General, assisted by the Executive Director, will act as the voting proxy for ILAE committee members. The JEC member will provide the IBE or ILAE delegated proxy with a list of all those nominated for the award, ranked in order of preference. Proxies will follow the order of preference when casting ballots on behalf of the JEC member
- 3.9. The nominees shall be voted upon by the members of the JEC through a combined ballot paper. Each member of the JEC shall have the ability to cast up to one [1] vote for each nominee per ballot save for the provisions set out in clause 3.15. The chair or co-chairs of the JEC shall not have a second or casting vote or a veto
- 3.10. All nominees, up to a maximum of two [2], securing at least 80 per cent majority of the votes of members of the JEC present shall be proposed as an Award winner
- 3.11. If after the first ballot, fewer than two [2] nominees have reached the threshold of support to receive the two [2] available Awards, there shall be a second ballot (and if necessary, a third ballot).
- 3.12. Further ballots after the third one may be held if a majority of the members of the JEC agree
- 3.13. If, after all agreed rounds of voting have been conducted, no nominee is supported by at least 80 per cent of the JEC members, then no award shall be given
- 3.14. Block voting by members of the IBE International Executive Committee or of the ILAE Executive Committee is not permitted
- 3.15. In the event that greater than the maximum of two [2] nominees achieve an 80 per cent majority in any round of voting, in the first instance, the nominee/s with the higher percentage of votes shall be deemed the recipient/s of the Award/s. Where a dead heat occurs between two or more nominees, a further ballot including all drawing nominees shall be held. Each member of the JEC shall have as many votes to cast as there are Awards left to assign – either one [1] or two [2].
- 3.16. The proposed Award winners shall be put to a vote of JEC for ratification. Ratification requires a majority of ILAE JEC members in favour and a majority of IBE JEC members in favour
- 3.17. The decision of the JEC is final

4. Conflicts of Interest

- 4.1. Any member of the JEC who has a personal conflict of interest should declare as such and should excuse themselves from the decision-making procedure

5. Announcing and Presenting the Award

- 5.1. The Award winner/s and their nominator/s shall be informed shortly after the decision
- 5.2. The Award/s shall be announced and presented by the Presidents of ILAE and IBE at the International Epilepsy Congress (IEC). The Award winner/s shall be invited to attend the IEC to receive their Award and shall be offered the following:
 - Free and full registration to the Congress
 - Return economy class flights for the Award winner to the IEC host city for the Congress. Return business class flights shall only be provided where an intercontinental flight of more than five [5] hours is required
 - Free accommodation
 - US\$ 100 contribution towards subsistence during the Congress
 - None of these offers are transferable to anyone else
- 5.3. Information concerning the Award winner/s shall be published by IBE and ILAE in their respective journals, newsletters, magazines and on their websites

Note

The Executive Committee of the International League Against Epilepsy meets jointly with the International Executive Committee of the International Bureau for Epilepsy, to consider matters of mutual interest and/or responsibility to both Executive Committees. Such meetings are known in full as a Joint Meeting of the Executive Committees of the IBE and ILAE, and in brief as a JEC.