

## Support for Education in Epilepsy in Europe

Education is a major activity in the strategy of The Commission for European Affairs (CEA) . This document describes how to apply for support for educational activities.

### 1. Types of Educational Courses:

**1. CEA-Core Courses (CCC)** The CEA takes primary responsibility for developing and organizing these Courses. The CCCs cover topics that have a high priority in the CEA educational agenda and where the need is demonstrated by a high demand for the course from new students.

#### **Examples of CEA Core Courses (CCC):**

- Surgery (EPODES)
- Pharmacology (Eilat Edu)
- Clinical epileptology (Migrating Course)

Translational and paediatric components should be included in all the above courses.

A CCC may include a series of courses over a period of time to complete the topic addressed, e.g. in a basic and subsequent advanced format, or a cycle of topics

**2. CEA-Sponsored Activities (CSA)** A CSA is dependent on new proposals that address unmet needs. Requests for CEA support of CSA are submitted as formal applications following the CEA standard operating procedures (SOPs), as outlined below. CSA could be on any topics in epileptology and could be of pan-European or regional character.

#### **Examples of CEA-sponsored Activities (CSA):**

- Basic and translational science (San Servolo)
- Paediatrics (San Servolo)
- Clinical epileptology (Caucasian and Baltic Sea Summer Schools - BSSSE)
- Stereo-EEG (Lyon)
- VIREPA

The following dimensions are considered in the CEA evaluation of applications for CSA:

- Topic (e.g. neurophysiology, neuropathology)
- Didactic methodology (e.g. course, workshop, VIREPA)
- Geographic distribution (BSSSE, Caucasian Summer School)

**3. Scientific symposia** can only be supported where organized on specific topics, and outputs are outlined to the benefit of the European and wider ILAE community

## 2. Applying for educational support from the CEA

1. CEA can provide both financial support as well as non-financial support in the form of promoting the activity.
2. An application form is available on the CEA website within the ILAE website ([www.ilae.org/](http://www.ilae.org/)).
3. Application should be submitted to the Chair of the educational subcommittee ([h.cross@ucl.ac.uk](mailto:h.cross@ucl.ac.uk)) a minimum of 12 months prior to the dates proposed.
4. Applications will be evaluated by the CEA educational subcommittee. The funding will be allocated to applications dependent on the evaluation

### Application for course sponsorship

1. Applications for financial support of educational courses are encouraged
2. It is encouraged that regions apply to host a 'migrating course' in the event of need for a comprehensive course, or offer to host a summer school
3. Further educational initiatives will be looked upon favourably if complementary to the existing educational initiatives supported,
4. Form for application is to be found on the CEA website (<https://www.ilae.org/about-ilae/regional-commissions/commission-on-european-affairs>); applications should be submitted a minimum of 12m prior to the proposed dates of the course
5. Courses should have international appeal, but address local educational needs. The degree of 'European value' (application to a wider European audience) should be outlined and appropriate consideration given to other courses in existence that provide a similar need. Outline the likely benefits from such a course to be held at this particular time, and how this will address epilepsy care in the future
6. Evidence of support from the host chapter should be provided
7. The application form should be accompanied by a full proposed programme including teachers/lecturers, and budget proposal including number of bursaries to be awarded
8. Budget should include full administrative support and organisation of course, including applications, registration of individuals, administration of finance and consideration of bursaries.
9. Bursary application and selection will be addressed by the local organisers. A list of previous recipients will be held centrally.
10. Local organisers will be expected to notify bursary recipients; a full list should be sent to the central office so a record can be kept.

11. A standard bursary application and evaluation form will be provided for participants to complete
12. Rules for dissemination of course material include obtaining permission from speakers in advance and in what format, checking compliance with copyright rules.
13. The logo of the CEA will be used on all material pertaining to the course where support has been granted

### **Scientific symposia**

1. It is perceived that small select workshops are of value for exchange of ideas in select topics to encourage collaboration, and facilitate research
2. Financial support may be available on application
3. A form requires completion from the CEA website (<https://www.ilae.org/about-ilae/regional-commissions/commission-on-european-affairs/events>) with submission to the chair of the education subcommittee ([h.cross@ucl.ac.uk](mailto:h.cross@ucl.ac.uk)) at least 12m prior to the proposed dates
4. Symposia addressing focused questions with appropriate international faculty will be looked upon favourably, hosted within a European member country
5. The possibility of a resultant publication from the workshop should be addressed.
6. Full budget and programme should be outlined on application.
7. If supported, the ILAE CEA logo should be displayed on all related material

### **Application for non-monetary support of courses/scientific symposia**

1. It is recognised that non-monetary support for courses/symposia may be beneficial to the organisers
2. If granted, the CEA logo can be displayed on written/web material, and promotion of the activity enabled through the CEA web site
3. A request to the Chair of the CEA should be made a minimum of 6m in advance of the event, with full programme, likely outcomes and attendees.
4. Evidence should be provided of added European value
5. The event should be accessible to a range of individuals, both professionally and geographically
6. Evidence should be provided of local chapter support for the activity

## **2. Course Participants**

### **Rules for bursaries:**

1. An individual (<45 years) can be awarded only one bursary per year for a CEA-sponsored course (CCC or CSA).
2. Organizers of CEA-sponsored courses will be asked to ascertain that only new students attend their course (with no repeat) and to submit a priori to the CEA a list of their bursary awardees.
3. No repeated CEA bursary will be awarded for the same course, except for different levels in cyclic courses.
4. No bursary will be awarded for the same course if the individual has previously attended as self-payer.
5. Each bursary applicant will be requested to declare previous bursaries that they have received.
6. An agreement is signed that conditions of bursary will be met.

7. All bursary applicants must report in the application form about the previous courses' attendance/bursaries
8. On attendance at the course, an evaluation form will be completed and submitted to the course organizer
9. Six months after the course the applicant should report about impact of the Course
10. The CEA will establish at the Dublin-ILAE office an archive/repository (provided that it is cost-effective) of all bursary awardees at the CEA sponsored courses starting from 2012

## 7. Guest Professorships

This is a new program from the ILAE Commission for European Affairs seeking to promote and improve the care of persons in European countries living with epilepsy, through education, advocacy and research. It aims specifically to support and expand exchange programs between members of European chapters of the ILAE, in order to significantly impact epilepsy care in resource poor regions.

The application should address program goals. This program supports travel between European Centres to perform at least one of the following activities:

- 1) Education and training of epileptologists, neurologists, neurosurgeons, primary care physicians, health care extenders, and/or other professionals involved in epilepsy care.
- 2) Improve the provision of locally-sustainable patient care. This could include active participation in clinics.
- 3) Education (and advocacy) of local authorities and opinion makers, to enhance community awareness of epilepsy, treatment gap, access to care, cultural and other issues that impact delivery of care
- 4) Initiate and foster sustainable collaborative research related to epilepsy.

The Education Task Force of the ILAE Commission for European Affairs will evaluate applications & support multiple partnerships in 2014. There is no honorarium designated for the faculty member. Reasonable travel and accommodation expenses will be covered up to the maximum of E5,000 (Euros) per partnership.

One award will be reserved for a partnership between a European and an African centre

Application forms can be at the CEA website <https://www.ilae.org/about-ilae/regional-commissions/commission-on-european-affairs/events>