

Application for endorsement of meeting by the ILAE



Name of meeting:

Type of meeting:

- Closed symposium
- Open topic specific scientific meeting
- Congress

Organizer:

Local chapter involvement Yes No

Dates of meeting:

Date of submission:

Background (including outline of need, and alignment with the strategy of the ILAE)

Proposed faculty (National/international):

Draft program (include outline on separate sheet)

Target audience

Specify ILAE Curriculum Learning Objectives (LO) to be addressed by completing the [attached LO spreadsheet](#)

Specify the student-engagement methods to be used (e.g., think/pair/share, flipped classroom, project presentation)

Budget, including sponsorship (provide on separate sheet)

Bursaries (are they planned, within which budget, to whom available)

Announcement/advertisement (provide on separate sheet)

Likely outputs (including plans for publication)

When the application and [LO spreadsheet](#) is complete, submit by email to Regional Board Chair or Topic Commission chair, or both as appropriate.