Special Interest Groups - Proposal Guidelines

2027 Annual Meeting Special Interest Group (SIG) Proposal Guide

Proposal Deadline: Wednesday, January 13, 2027 12:00 PM PT | 2:00 PM CT | 3:00 PM ET
Applicants will be notified of proposal decisions in March 2027.

About Special Interest Groups (SIGs)
Special Interest Groups (SIGs) provide a forum for Annual Meeting attendees to engage in focused discussions on emerging issues, clinical practice, research, advocacy, education, and professional development within the epilepsy community.

SIGs are intended to be highly interactive and discussion-based, offering participants the opportunity to exchange ideas, share experiences, and explore topics of common interest.

As part of AES's commitment to a more inclusive and member-driven process, all SIG content will now be selected through an open call for proposals. Submitted proposals will undergo a competitive peer-review process conducted by the SIG Oversight Committee.

SIG Leadership Structure
Each SIG proposal must identify:
Chair

- Must be an AES member.
- Serves as the primary contact with AES.
- Leads session development and faculty coordination.
- Oversees communications and planning activities.
- Cannot serve as a chair on a SIG more than one time

Vice Chair

- Must be an AES member.
- Assists with session planning and execution.

Applicants are encouraged to identify leaders who are engaged in the topic area and committed to fostering meaningful discussion and community engagement.

Faculty Requirements
Faculty Composition
Each SIG may include a maximum of **five faculty members**, including the Chair and Vice Chair.
To support member engagement and leadership development:

- At least four faculty members must be AES members.
- A maximum of one faculty member may be a non-member.
- Faculty should represent diverse experiences, expertise, and perspectives relevant to the proposed topic.
- Faculty participation should be confirmed before proposal submission.

Faculty Participation Limits
AES seeks to provide speaking opportunities to a broad range of members.
Faculty participating in a SIG may also participate in one additional Annual Meeting session. If a proposed faculty member later exceeds participation limits or accepts another conflicting role, the SIG leadership team will be responsible for identifying a replacement speaker.

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Proposal Components
All proposals must be submitted through the online proposal system and include the following information:

1. SIG Topic Area
Select the topic area that best aligns with the focus of the proposed session.

2. Session Title
Provide a concise and compelling title that clearly reflects the proposed content.

3. Learning Objectives
Develop three learning objectives that describe what participants will be able to know, apply, or discuss after attending the session.

4. Rationale
Explain the importance of the topic and why it is relevant to the epilepsy community.

5. Problem Statement
Describe the educational, clinical, research, or professional gap the session will address.

6. Discussion Plan
Outline how attendees will actively participate in discussion and engagement throughout the session.

7. Session Description
Provide a brief summary of the proposed session (100-word maximum). This description may be used in Annual Meeting promotional materials if selected.

8. Faculty Information
Submit the name, credentials, and email address for all proposed faculty members.

9. CME/CE Consideration
Indicate whether the session should be considered for CME/CE accreditation.

Session Design Expectations
SIGs should prioritize participant engagement and meaningful discussion rather than traditional lecture-based presentations.
Successful proposals often incorporate:

- Panel discussions
- Case-based learning
- Moderated conversations
- Debates and point-counterpoint formats
- Audience participation and Q&A
- Interactive problem-solving exercises

Proposals should clearly demonstrate how attendees will contribute to and benefit from the discussion.

Tip for Applicants: Strong proposals clearly identify a need, engage participants in meaningful discussion, and bring together faculty with diverse expertise and perspectives to advance learning and collaboration across the epilepsy community.

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Proposal Review Process

All proposals will be evaluated using a standardized review rubric to ensure a fair and transparent selection process.

Review criteria will include:

- Relevance and timeliness of the topic
- Educational value
- Significance to the epilepsy community
- Quality of the proposed discussion format
- Strength of the faculty team
- Overall proposal quality

Scoring Scale

Proposal Scoring:

Rate each proposal on a scale of 1-5, where 1 = Excellent and 5 = Needs Improvement. Lower scores indicate stronger proposals.

Important Information for Accepted SIGs

If selected, SIG leadership will be responsible for:

- Ensuring faculty complete required AES tasks and deadlines.
- Coordinating session planning and communications.
- Participating in applicable CME/CE accreditation processes.
- Promoting an inclusive, respectful, and interactive learning environment.

All faculty must register for the Annual Meeting. SIG participation does not include complimentary registration, travel reimbursement, or honoraria unless otherwise specified by AES.

Questions?

For questions regarding SIG proposal development or submission requirements, please contact SIG@aesnet.org