

2025 Annual Meeting SIG Proposal Guidelines

The Call for SIG Proposals for the 2025 Annual Meeting is now open. Please keep these proposal submission and faculty guidelines in mind when developing proposals. SIG Chairs will be notified of decisions in mid-March 2025.

DEADLINE: Monday, January 13th at 12:00 PM PT

SIG Proposal Submission: SIGs undergo a competitive application process for education sessions at the AES Annual Meeting and must apply and be approved annually by the AES SIG Oversight Committee. All SIG proposals must include complete proposal information and will be reviewed based on the merit of the proposal. Late or incomplete SIG proposals will not be considered for the 2025 Annual Meeting.

- **SIG Oversight Committee:** The SIG Oversight Committee is charged with the maintenance of the AES SIG education program. This committee supports the SIG submission and selection and presentation of content at the Annual Meeting. They oversee SIG guideline policy development, implementation, and are charged with ensuring that SIG chairs and speakers reflect the diversity of the AES membership.

- **SIG Leadership Terms and Responsibilities:** SIG leaders are responsible for overseeing the SIG and serve a 2-year term. SIGs are required to have a Vice-Chair, and Chair, who may only oversee one SIG at a time and are required to be AES members. The SIG leadership terms and responsibilities include the following:
 - **SIG Vice-Chair:** The Vice-Chair actively participates and assists the Chair in planning the SIG session, completing the application, and working on the session details with the Chair.

 - **SIG Chair:** This is the second and final year in SIG leadership. They assume responsibility for the SIG application process, which includes working with Vice-Chair on completing the application, inviting speakers, and setting the session agenda. The Chair provides mentorship to the Vice-Chair, so they understand how to plan and coordinate the SIG session.

- **SIG Leadership Succession:** The Chair and Vice Chair identify someone to become Vice Chair for the following year. Following the Annual Meeting the past year's SIG Chair rotates off, the Vice-Chair becomes the Chair, and the identified individual becomes the Vice Chair.

Proposal Submissions Application Information

SIG Proposal Applications will include the following questions. *All applications must be submitted in the online SIG Proposal Submission System.*

- **SIG Topic** (e.g., Genetics, SUDEP, Nursing, Children's Hour, Temporal Lobe Club, etc.)

- **2025 SIG Leadership Names** (must be AES members)
 - **Chair's Name, Credentials (MD, PhD, etc.) and email**

- **Vice-Chair's Name, Credentials (MD, PhD, etc.) and email**
- **2025 SIG Title** (proposed session title for this year's SIG session.) The session title should be engaging and spark the attendees interest in the session. **Please do not list your SIG topic as your session title.**
- **2025 SIG Overview**
 - Provide a brief narrative paragraph describing your session and format (e.g., debate, interactive case discussion, moderated panel) that will be presented to the audience if your SIG is selected. **The overview should be concise and no more than 100 words. This overview will be included in the AES Program Book, Annual Meeting website, and in the Annual Meeting app Do not outline individual talks here or include speaker names in the overview.**
- **2025 SIG Learning Objectives** (three measurable learning objectives)
 - These are key takeaways from the session that learners will be able to do upon completion of attending this SIG session.
- **2025 SIG Problem Statement**
 - What is the problem that this session addresses? How will this this session address this problem? Please make sure this is not the same as the description in the Overview.
- **Proposed Speakers**
 - Name, Credentials (MD, PhD, etc.), and email
- **Do you want to offer CME/CE for your SIG?**
 - Note that CME/CE accreditation will require you and your speakers to adhere to additional requirements.
 - Please see **Applying for CME/CE** in the faculty guidelines below.
 - Please complete the [Online CME Planning Form](#) for the Education Department. If your SIG is accepted, then the Planning Form will be submitted to the CME Review Committee. Use the information from your proposal to complete this planning form.
- **Target Audience, Career Stage, Demographics, and Faculty Recruitment Questions**
 - Select target audience, career stage, and demographics applicable to the session content.
 - Review the AES Faculty Recruitment Policy and complete required questions.

Faculty Guidelines

- The SIG Chair invites prospective speakers and confirms their ability to participate before submitting the SIG application. *Speakers who are named in the proposal must have*

confirmed that they are willing and able to participate. All faculty at the AES Annual Meeting are required to follow the [Faculty Compliance Policy](#).

- Each SIG must have **no more than seven faculty members (this includes the chair and vice chair whether or not they plan to speak in the session)**, with no more than one faculty member being a non-member.
- AES allows individuals to give only one talk per Annual Meeting. Faculty may only present in either *one symposia or investigators workshop* (if invited, faculty may also present in one special interest group). Please note, someone may chair/moderate in another session, but may only give a presentation in one session. If a faculty member who you have proposed is accepted to speak in another session, you will need to find a replacement speaker.
- Once a SIG is accepted, the SIG Chair is responsible for notifying speakers of acceptance, including the final date and time of their presentations. Only one non-member speaker may present.
- **Compensation:** SIG chairs and SIG speakers (including non-member speakers), do not receive complimentary registration for the Annual Meeting and do not receive travel reimbursement. **ALL SIG coordinators and speakers must register for the meeting.** SIGs that offer CME/CE are eligible for some faculty support. Please review the [AES Faculty and Honorarium Policy](#) for additional information.
- **Faculty Recruitment:** Faculty should be chosen for their expertise, credentials, interest, and abilities as an educator. The AES ensures the principles of diversity, equity, and inclusion are incorporated into all education planning processes and operations. **Please review the [AES Faculty Recruitment Policy](#) prior to submitting your session proposal.**
- **Applying for CME/CE on SIGs:** The SIG Chair may apply for CME/CE if they are interested and believe their proposed topic meets the [Accreditation Council for Continuing Medical Education \(ACCME\) definition of CME](#). The <https://www.accme.org/accreditation-rules/policies/cme-content-definition-and-examples> ACCME definition of CME includes continuing education activities that have direct bearing on a physician's ability to deliver patient care. You may indicate your request to apply for CME on the SIG application and should complete the online [CME Planning Form](#). AES works with another accrediting body to provide CE credit (nursing and pharmacy credit).
 - If your SIG is selected for the 2025 Annual Meeting, and you opt to be accredited for CME then you will be required to complete the online CME Planning Form.
 - All faculty on CME SIGs are required to complete a disclosure form in the AES disclosure system.
 - The AES staff liaison will provide you with further details about the CME Planning Form and disclosure form if your SIG is selected and you have chosen to have it accredited for CME.
 - All CME planning forms and disclosures are reviewed by the CME Review Committee, and AES staff to determine eligibility for CME.

- All CME SIGs are required to submit their slides for CME Review **by October 15, 2025**, in the AES Speaker Management System. Further details on the AES Speaker Management System will be shared prior to registration opening for the 2024 AES Annual Meeting.

- **Speaker orientation:** The SIG Chair is responsible for ensuring that speakers meet expectations for their session, including communicating date and time of their presentation. You may wish to arrange a telephone/web discussion prior to the meeting to plan your SIG, and you may wish to ask your speakers to submit their slides in advance to you for review to check their quality and minimize overlap. It is recommended you combine presentations into a single PowerPoint file for quicker and easier speaker transitions at the Annual Meeting.

- **SIG Format and Content:** The SIG Chairs may choose the format of their SIGs; however, purely lecture-based SIGs are strongly discouraged. Creative ideas are welcome. Successful formats have included brief lectures followed by moderated discussions, pro/con debates, and case presentations that integrate audience participation.

- **SIG Scheduling:** Each year, scheduling may need to be adjusted to minimize overlap with similar topical sessions, avoid speaker conflicts, or dependent on meeting room space availability. The AES team will do their best to provide each SIG with an equitable schedule.

- **Conflict of Interest:** All speakers must include a disclosure slide after the title slide. The disclosure slide must acknowledge any conflicts of interest or indicate there is nothing to disclose. Any type of marketing or commercial presentation may lead to exclusion of the SIG from the program. SIGs accredited for CME must follow separate guidelines ([see CME primer](#)).

- **Speaker Management System:** To ensure that SIGs run efficiently onsite at the Annual Meeting, all SIG faculty (**which includes chairs, vice chairs, and presenters**) are required to complete the online faculty forms in the AES Speaker Management System.

New SIG Applications

Applications for new SIGs will be considered during the SIG Call for Proposals. New SIG applications consist of a proposal for the new SIG including the names of confirmed speakers, a rationale for a new SIG, an explanation of why this is an enduring topic warranting discussion over several years, and why this topic cannot adequately be covered by an existing SIG. Please review the [Special Interest Group Session Proposal Policy](#) for additional information.