



9<sup>th</sup> October, 2013

## 31<sup>st</sup> International Epilepsy Congress (IEC), Istanbul - Session Proposals

Preparations are now underway for the 31<sup>st</sup> International Epilepsy Congress, which will take place in Istanbul, between 6<sup>th</sup> and 10<sup>th</sup> September 2015.

The Organising Committee would like to provide you with the opportunity to submit proposal(s) for up to two 90-minute session(s) to form part of the scientific programme.

Full proposal(s) including names of speakers and suggested titles should be submitted, using the template provided, to [istanbul@epilepsycongress.org](mailto:istanbul@epilepsycongress.org) no later than **Friday 22<sup>nd</sup> November 2013**. Please refer to the recommendations at the end of this letter before submitting a proposal.

The aim of the Organising Committee is to create a comprehensive programme which will encompass topical and varied themes. Please note that the Organising Committee will be responsible for the final selection of sessions and that chairs, speakers and talks may be changed or amended whenever it is deemed appropriate.

If you have any questions or require further details about the submission procedure, please do not hesitate to contact the secretariat at: [istanbul@epilepsycongress.org](mailto:istanbul@epilepsycongress.org).

We hope that you will all consider contributing to what promises to be a truly outstanding congress, and we look forward to welcoming you to Istanbul in 2015.

With best regards,

**Athanasios Covanis**  
President of IBE

**Emilio Perucca**  
President of ILAE

**31<sup>st</sup> IEC, Congress Co-Chairs**

### **Congress Secretariat**

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## **-RECOMMENDATIONS-**



Please consider the following important points when preparing your session proposal:

1. The International Organising Committee encourages presentations by eminent young people in the field.
2. All proposals should include the name and contact details of the person making the proposal.
3. Individuals making proposals do not have to be included in the programme proposed.
4. In order to facilitate discussion and interaction with the audience, the presentations in a session should be strictly limited to 60 minutes. The maximum duration of a session will be **90 minutes**, including discussion.
5. Please provide a list of **one proposed Chair and a maximum of 4 suggested speakers**. The Chair of the session can also be a speaker in the session.
6. Individuals preparing and organising sessions should have substantial experience in the proposed topic.
7. With a few exceptions, during the congress sessions each individual may only appear twice as a speaker and/or a Chair (not including satellite symposia).
8. Whenever appropriate, sessions should cover both paediatric and adult aspects of a specific topic or even reflect the evolution of the specific problem throughout the lifetime. Where applicable, the inclusion of complementary presentations addressing clinical and basic science is encouraged.
9. Please provide a short summary (200-300 words) for the proposed session including:
  - a) Objectives
  - b) Reason for choosing the topic
  - c) Anticipated tuition value for the audience
10. Please use the official submission form when preparing your proposal.
11. The deadline for submission of proposals to [istanbul@epilepsycongress.org](mailto:istanbul@epilepsycongress.org) is: **Friday November 22<sup>nd</sup> 2013.**

### **Please note:**

- The submission of proposals does not guarantee approval by the International Organising Committee (IOC). All proposals will, however, be given due consideration.
- The IOC will review all proposals and the most suitable will be included in the final programme.
- Notification of the IOC's decision will be made in early 2014.

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