



Lunch & Learn Policy (LnL) for CNSF Congress

Please sign on page 2 and return by January 15th

The following Standards are to be followed when participating and organizing a Lunch 'n Learn session at the CNSF Congress:

- The LnL is not required to be developed by a physician organization, though it is strongly recommend that the chair be a CNSF member in good standing.
- Learning activities are created based on needs as identified on Continuing Professional Development (CPD) surveys of the target audience; if available.
- The CNSF Secretariat will provide past CNSF Congress Needs Assessments and CPD Evaluations, templates for disclosure forms and statements, templates for Course Notes, and evaluation forms; if and where available.
- Needs assessments from past CNSF CPD Events, related to a specific topic must be utilized by the planning committee, where available.
- Learning objectives should be provided from the learners' perspective.
- Course content is to be presented as educational and not promotional or biased, ensuring no influence or bias of commercial interests and to ensure that content meets the highest standards of academic integrity and balance.
- The LnL must integrate didactic and interactive learning strategies.
- The LnL must utilize 25% interactive learning.
- Content presented must be evidence-informed and meet the highest standards of academic integrity.
- Our on line evaluations will attempt to determine:
 - o Were Learning Objectives met?
 - o Was content perceived as balanced and free from conflict of interest?
 - o Was time to reflect on learning provided?
 - o Was sufficient time for interaction provided?

Number of Chairs & Speakers, guideline

- Chair = 1 chair. In special circumstances 2 chairs may be allowed.
Request to be confirmed in writing by Dan Morin.
- Speakers = 3 speaker maximum, including the chair

Course Write-Up

Please use the course write-up template provided at the end of this document. As registration opens in March, please ensure a write-up (even if draft) is provided by January 31.

Course Notes

To have LnL course notes included in the CNSF Congress Website and available to Congress Delegates, please submit them before June 1. For additional information contact the CNSF.

Evaluation & Audit

The CNSF will create the Lunch 'n Learn evaluation forms to be distributed electronically at the Congress. In addition, a CNSF physician auditor will participate in the course to ensure the Lunch 'n Learn policy is adhered to, specifically evaluating that your session was educational and not promotional in nature. Sample of the evaluation form will be provided prior to the Congress.

Advertising & Signage - Basic signage is provided by the CNSF; including directional.

- Lunch ‘n Learn presented by (organization name or logo).
- Course Title.
- Date, Time, Location.
- If sending invitations to YOUR key contacts, advertising to include that registration is required for the DAY of your Lunch ‘n Learn within Congress website: <http://congress.cnsfederation.org/>
- Contact Dan Morin: dan-morin@cnsfederation.org for additional detail and how, when and where signage and/or other promotions can be used.

Registration Fee

- The sponsoring organization is responsible for the speaking fees of its chairs and speakers.
- If speakers are only participating at the Lunch ‘n Learn they DO NOT need to register and DO NOT go to registration desk. They go straight to the room they are speaking in. Please indicate if the speakers are attending your LnL session only on the Chair & Speaker form provided below.
- If speakers are interested in attending other courses the day they are speaking, or interested in staying for the entire Congress, regular registration fees apply: Details on how to register will be provided at a later date.
- Please note that to participate in Courses at the Congress, as a delegate, Name Badges are required.
- Sponsor’s staff (up to 2) may attend the Lunch ‘n Learn ONLY for free. Please provide the names of the 2 staff at time of submission of chair and speaker names. Sponsor’s staff DO NOT have access to other courses throughout the day. Access to courses during the day, or the remainder of the Congress, will require the purchase of a Congress One-Day or Full registration.

Hotel Accommodations

- The sponsoring organization is responsible for booking accommodations for the chair, speakers, and their staff. Book early as rooms sell out. How and where to book rooms will be provided at a later date.

Room Logistics

- The CNSF strongly encourages, wherever possible, that organizers have/serve their lunch in the room their session is in, if possible, to minimize confusion of delegates not attending that session. Though this may reduce the total capacity for attendance in the room it will provide Congress delegates and your Congress Management Team with a smoother transition between sessions.

Onsite Costs

Costs Covered by CNSF	Costs Covered by Organization
<ul style="list-style-type: none"> • 1 Room for your LnL • Standard AV which includes: Laptop, LCD projector & screen, laser pointer, microphone and speakers 	<ul style="list-style-type: none"> • AV above the standard AV package • Food & Beverage • Breakout or lunch rooms • 24 hour access to room (if available) • Speaker costs • Other costs not mentioned

As a sponsoring organization of a Lunch ‘n Learn at the CNSF Congress, I/we agree to the above terms and conditions:

Signed and dated

Disclosure Forms & Course Notes for Lunch 'n Learn:

Company Name:

Title of Lunch and Learn:

Please have speakers and chairs complete the table below and return to Dan Morin

Please ensure the following information is communicated to your Speakers:

- Please submit the Speaker Contact List & their Disclosures.
- Speaker Maximums:
 Chair =1 chair. In special circumstances, 2 chairs will be allowed. Request to be confirmed in writing by Dan Morin.
 Speakers= 3 speaker maximum, including the chair.
- June 1 - Speaker Notes Due.
- If sponsoring organization wishes to record the session, approvals must be obtained from speakers and the CNSF and provided to Dan Morin
- CNSF does not provide hard copies nor does the CNSF provide photocopying services onsite.

Chair and/or Speakers First & Last Name	Email	Phone	Speaker Providing Course Notes by June 1	Disclosure Statement
			YES or NO	I have nothing to disclose OR I have received the following: insert funds, grants, patents, companies affiliated with
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CNSF Congress - Course Write - Up Maximum 1 Page

Due January 31st

Course Title:

Course Date and time:

Chair(s):

Course Description:

Insert course description. 3-5 sentences.

By the end of this course participants will be able to:

- List a maximum of 4 learning objectives
- Please see the [Online CPD Toolkit](#)

Audience: Delete non-applicable.

Neurologist – Adult | Child Neurologist | Neurosurgeon | Neuro Physiologist | Resident | Fellow | Nurses with interest in topic | Other (please specify)

Learning Level: Delete non-applicable.

Basic (Resident, New Information) | Intermediate (Practicing Physician) | Advanced (SIG, Higher Level Discussion)

Learning Format: Delete non-applicable.

Audience response systems (touch pads), Case studies, Demonstration, Discussion group/ peer exchange/ user groups, Forum/panels, Lecture/plenary method, Question and answer sessions, Role playing, Seminar, Small group discussion, Small Workshop / hands-on demonstration

CanMED Roles: Delete non-applicable.

Medical Expert | Scholar | Communicator | Collaborator | Leader | Health Advocate | Professional

Agenda: A minimum of 25% interaction is required for a Group Learning Activity. Please ensure that your agenda below communicates the level of interaction planned

Time	Description	Name of Presenter
	Evaluation & Wrap Up	

Access the online evaluation for this course via URL

CNSF to insert survey monkey link