

The application to run a workshop must be completed by the workshop Chair via the ICS website. The online submission will be open from 11th December 2020 and will close **Monday 11th January 2021 at 23:59 GMT** (Greenwich Mean Time). You may amend your workshop application at any time up until the deadline even after you have submitted it. On successful submission of your application you will receive an e-mail acknowledging receipt of your application. All applications are then graded and selected by the ICS Education Committee by the end of February 2021.

ICS invites Basic Science and Clinical Abstracts and Workshops in:

Anatomy / Biomechanics	Overactive Bladder
Anorectal / Bowel Dysfunction	Paediatrics
Conservative Management	Pelvic Organ Prolapse
Continence Care Products / Devices / Technologies	Pelvic Pain Syndromes / Sexual Dysfunction
Ethics	Pharmacology
Female Lower Urinary Tract Symptoms / Voiding Dysfunction	Prevention and Public Health
Female Stress Urinary Incontinence (SUI)	Prostate Clinical / Surgical
Geriatrics / Gerontology	Quality of Life / Patient and Caregiver Experiences
Health Services Delivery	Rehabilitation
Imaging	Research Methods /Techniques
Male Lower Urinary Tract Symptoms / Incontinence	Transgender Health *NEW for 2021!*
Neurourology	Urethra Male / Female
Nocturia	Urodynamics

The ICS is encouraging international, multidisciplinary applications in 60 and 90 minute formats. The Education Committee would expect to see all workshops having an element of interaction with the delegates. If you are preparing a technical hands on workshop then a 180 minute workshop may be considered.

New questions have been added to the workshop application so that handouts can be generated automatically from the information provided. You will be asked to provide 500 words from each speaker by 1st June 2021.

Workshops are scientific activities (seminars, debates, discussion groups, forums and updates) proposed by ICS members. Workshops are not officially controlled by, nor is the content approved by the ICS. These activities do not necessarily reflect the opinions of the ICS, although the use of ICS terminology and standardisation is required.

The chances of a successful workshop application **will increase** if it contains the following elements:

- Multidisciplinary faculty with qualifications to deliver on the subject at hand (if a multidiscipline faculty is not relevant to the workshop this should be clarified in the application form)
- International representation (if international representatives are not relevant to the workshop this should be clarified in the application form)
- Is 60 or 90 minutes in length
- Relevant content and topics to the mission of the ICS and the educational needs of its members
- Clear objectives and means by which to meet the objectives

- Plan for audience participation

Workshops should not promote a single product or procedure. In general, the subject matter should be generic, broadly covered and unbiased. If not, applications will be rejected or adjusted accordingly. If you or any of your speakers will be presenting any of your own products, further details must be added to the application form. As with scientific sessions, presentations and state of the art lectures, disclosures of competing interests and potential conflicts of interest must be made by all speakers before they speak. Slides created for the workshop should be free of industry and Institution logos. Individual workshops cannot be sponsored directly by industry.

The ICS Education Committee may select some workshops to be upgraded to core curriculum education courses, which are representing state of the art methods/theories and present accepted ICS standards, representing approved ICS content.

In making this application the Chair is agreeing to take full responsibility to coordinate this workshop and confirms to comply with the following:

1. Rules for workshops chairs and speakers –

- a. **Workshops can only have one Chairperson, who must be an ICS member.**
- b. **All workshops must have a minimum of 2 speakers**
- c. **Speakers do not need to be ICS members.**
- d. **The maximum number of allowed speakers is determined by the length of the workshop**
 60 minutes (Chair + Max 2 speakers)
 90 minutes (Chair + Max 3 speakers)
 180 minutes (Chair + Max 4 speakers) Note for hands on/technical workshops only
- e. **As Chair of your workshop you cannot Chair another workshop. You can submit more than one workshop but only one will be accepted. It is therefore discouraged to submit more than one workshop.**
- f. **As Chair of your workshop you should also present in the workshop.**
- g. **Speakers and Chairs can only speak in a maximum of TWO workshops. Speakers can only be on a maximum of 4 submissions and therefore as Chair you must approach the speaker in advance that that they are aware of which submissions they have been added to.**
- h. **A workshop Chair cannot be a paid employee of a company in a related industry, full or part time.**

2. Chairs responsibilities

- a. **All speakers and Chairs must complete a Disclosure form.** It is the Chair's responsibility to ensure that these are all completed and sent to the ICS office in due time.
- b. **It is the Chair's responsibility to keep the speakers and the ICS office informed of any changes.** Significant late changes may lead to cancellation of the workshop
- c. **It is the responsibility of the Chair to invite all speakers and to organise them.** Please check speaker availability before placing their name on the application form to avoid any changes – note rule 1g. Should your application be accepted, the ICS office will require confirmation by all the speakers that they are willing to speak. This will be done via e-mail directly to the speakers requesting their confirmation of involvement. A deadline for confirmation will be given and speakers who do not confirm their involvement will not be included in the programme, and the workshop may be cancelled.
- d. **All speakers and Chairs need to register for the annual meeting** but do not need to pay to attend their workshop. Please advise your speakers accordingly.

3. A workshop will not be accepted if it has run two years in a row. Exceptions to this are well attended workshops and ICS Core Curriculum workshops. A variation of the workshop may be

accepted and in this case changes should be outlined in detail in the application.

4. **The ICS Education Committee reserves the right to amend your application** and choose the length for your workshop or suggest changes to speakers in order to maintain the scientific merit and diversity of the workshops and meeting. The Chair maintains the right to refuse the amendments and suggestions; however that may result in the workshop not being accepted for presentation.
5. **All workshops are evaluated by the delegates who attend and by members of the ICS Education Committee.** Please leave 5 minutes in your schedule to allow for delegates to complete the feedback with the ICS app. These evaluations are then reviewed in detail after the Annual Meeting and are used when future applications are made. Copies of the evaluations are sent to the workshop chairs after the Annual Meeting. It is the Chair's responsibility to then send this evaluation to the workshop speakers.
6. **Workshops which involve special requirements must be outlined in the application form** i.e. additional computers, live surgery, anatomical specimens and anything required for practical demonstrations. Any requests not specifically detailed on the application may not be approved and may therefore reduce the overall educational quality of your workshop. These workshops may be subject to a higher registration fee to cover costs.
7. **Chairs and speakers at workshops will not be paid an honorarium or travel expenses.** However, individuals whose areas of expertise are not represented by ICS disciplines and would not normally be expected to attend the Annual Meeting and are not ICS members can be paid expenses when the Education Committee considers their contribution to be particularly important. **These expenses need to be approved by the ICS in advance and therefore must be noted on the application form in the Special Requirements section.** If you have any speakers that you think are in this category then please advise on the application and give the reasons why expenses should be covered. Requests for expenses will not be considered after approval of the workshop. Special registration rates are available for speakers who will attend the workshop only and not attend the annual meeting. Please advise in the application if any speaker fits into this category.

You will be notified by e-mail whether your application has been accepted normally by mid-February.

Elise De

ICS Education Chair on behalf of the ICS Education Committee

International Continence Society

Workshop Application Questions

1. Workshop Title
2. Research Type – *select from Clinical or Basic Science/Translational*
3. Workshop Category – select from following

Anatomy / Biomechanics

Anorectal / Bowel Dysfunction

Conservative Management

Continence Care Products / Devices / Technologies

Ethics

Female Lower Urinary Tract Symptoms / Voiding Dysfunction

Female Stress Urinary Incontinence (SUI)
Geriatrics / Gerontology
Health Services Delivery
Imaging
Male Lower Urinary Tract Symptoms / Incontinence
Neurourology
Nocturia
Overactive Bladder
Paediatrics
Pelvic Organ Prolapse
Pelvic Pain Syndromes / Sexual Dysfunction
Pharmacology
Prevention and Public Health
Prostate Clinical / Surgical
Quality of Life / Patient and Caregiver Experiences
Rehabilitation
Research Methods /Techniques
Transgender Health
Urethra Male / Female
Urodynamics

4. Length – *Select from 60/90 or 180. Only select 3 hours for technical or hands on workshops*
5. Level – *Select from Advanced/Intermediate/Basic*
6. Target Audience – *Select all that apply from Urology/Urogynaecology/Bowel Dysfunction/Basic Science/Conservative Management*
7. Keywords - *Please enter all 3 keywords. A keyword is a search phrase and can be multiple words e.g. "indwelling catheter" is a keyword.*
8. Maximum Delegates - **Optional** *Please indicate the maximum number of delegates for an effective workshop - for example if the workshop is hands on/interactive it may be suggested to limit the workshop to 35 delegates. If no maximum then leave as zero and the number of delegates will be determined by the room size which is normally 100 delegates.*
9. Repeat Workshop - **Optional** *Please select your workshop if it was previously accepted for ICS 2020 . If your workshop has been accepted in the last two years please indicate changes made to format for the education committee to review in Step 4 Description.*
10. Aims and Objectives - **Provide a maximum of 100 words** *about the course to assist delegates in deciding on which workshop to attend. This wording, unless changed by the Education Committee, will be used to advertise the workshop.*
11. Learning Objectives - *Please enter 3 simple learning objectives*
12. Suggested prior reading/learning - *Please provide references for literature reading and any webcast/videos that would assist the delegates etc*
13. Multidisciplinary & International Faculty – *Please tick to confirm that you have considered international faculty and from all disciplines. If no the please explain the reasons.*
14. Description - *Describe your workshop in detail so that the Education Committee can assess and score your proposal.*
 - *Include background information, key learning points and take home messages.*
 - *If your workshop is not multidisciplinary or multi-national please give the reasons why.*
 - *If you have run your workshop before please detail any changes you have made.*
 - *If you do not wish to have your workshop filmed/webcast please state your reasons why.*

Please provide a minimum of 250 words to describe the workshop (1000 words max).

15. Special Requirements – Select from

STANDARD ROOM SETUP ONLY

- *Standard room set up is theatre style with a head table for all speakers.*
- *Standard AV supplied is microphones; laptop; pointer; projection screen.*

Or

ADDITIONAL SPECIAL REQUIREMENTS

- *Please enter any additional requirements you may have.*
- *Any specialist items must be approved prior to the application being accepted.*
- *Please indicate any companies and their products that are being used during this workshop.*
- *Should you require expenses for any speaker who fits within the guidelines or just requires entrance to the workshop please indicate here with full reasons.*
- *Late requests will not be considered.*

16. Speaker and Chair – Select chairs and speakers to the programme. *The chair of the workshop is also a speaker. You can make another speaker the chair by moving them to the top using the arrow buttons.*

To add a speaker - *Search for your Speaker and click on them to add.*

For each speaker provide the following –

Experience & Qualifications Please provide details why this speaker is able to present on this topic (include their degree).

*Speakers Own Products - **Optional** - if speaker is presenting their own products please give details.*

Publications of each speaker – up to 3 optional.

17. Schedule - *Please complete the schedule of your workshop by adding the length/title of talk/speaker*

18. Confirmation – tick all

- ✓ *I HAVE READ THE WORKSHOP GUIDELINES AND AGREE TO FOLLOW THEM*
- ✓ *I AGREE TO KEEP THE ICS OFFICE INFORMED OF ANY CHANGES TO THE WORKSHOP SPEAKERS/PROGRAMME*
- ✓ *I HAVE CONTACTED THE SPEAKERS FOR MY WORKSHOP AND THEY HAVE AGREED TO PARTICIPATE*
- ✓ *IF ACCEPTED, MY SPEAKERS AND I WILL COMPLETE OUR DISCLOSURES BY 1 APRIL AND WILL FOLLOW THE CME GUIDELINES WHEN PREPARING OUR SLIDES*
- ✓ *IF ACCEPTED, MY SPEAKERS AND I WILL SUBMIT OUR HANDOUTS BY 1 JUNE*
- ✓ *IF ACCEPTED, MY SPEAKERS AND I WILL BE REQUIRED TO REGISTER AND PAY FOR THE ANNUAL MEETING REGISTRATION (THEY ARE NOT REQUIRED TO REGISTER FOR THE WORKSHOP)*
- ✓ *ALL THE SPEAKERS GIVE PERMISSION TO BE FILMED FOR WEBCAST ON ICS TV*
- ✓ *I HAVE DISCLOSED ALL FUNDING / SPECIAL REQUIREMENTS IN THE APPLICATION*

