



ICS Education Committee meeting minutes
Sunday 13th January 2013,
Venue: Courtyard Marriott Magnificent Mile, Chicago
Time: 10.00-17.00

Attending: Adrian Wagg (Interim, interim Chair), Donna Bliss, Elise De, Ervin Kocjancic, Sherif Mourad, Kari Tikkinen, Patrick Woodman

In Attendance: Beth Shelley, Dan Snowdon, Dominic Turner

Apologies: Stavros Charalampous, Andrei Manu-Marin, An-Sofie Goessaert, Pallavi Latthe, Diaa Rizk, Frederico Furriel, Herney Garcia, Marijke Slieker-Ten Hove

1. Choose workshops for ICS 2013

AW clarified some structural annual meeting changes for the committee. The annual meeting will now be held fully within Monday to Friday. A maximum of (approximately) 30 workshops will be approved, with 10 held on Monday and 20 on Tuesday.

DT added notes directly to the workshops database and a copy was shared with all meeting participants following the meeting.

As there were more reviewers this year the score variances were lower. The committee discussed those workshops with a variance score above 7.

Workshops were then considered by category and score. The committee sought a balance of high quality workshops covering a wide number of categories. This would allow the greatest choice of high quality workshops for the annual meeting delegates. This meant that some high scoring workshops were declined this year

A point was made that some future workshops could be delivered online only and viewed at the ICS booth and on the ICS website.

Action: AW to write to Abdul Sultan to ask if he would do a workshop on the prevention of obstetric fistulae for the 2013 programme. This could be a physical or online workshop.

(Sherif left the meeting)

2. Changes to workshops procedure for ICS 2014

The reviewers could not see the profession of the Chair and speakers. DT confirmed that all applicants must declare their professions so there is a glitch in the system for what reviewers see. This will be fixed.

Action: DT to fix website to allow reviewers to see the professions of Chairs and speakers.

EK asked about ICS Education Courses, as some workshops used to be given this status. AW replied that this was on hold until the core syllabus was defined.

The committee discussed having a more interactive workshops programme. ED noted that this would require more investment due to the cost of technology and handheld devices. DB added that interactivity must be tailored to the workshop and it does not apply to every subject.

Word limits for applications and a few options to make application scoring easier discussed. It was agreed that the 'Experience and Qualifications' section of the application form would be revised to read "In 150 words (750 characters) describe how you are qualified to give this talk on this subject. For example, your clinical research/experience". The 150 word limit would be spread across three categories, with a maximum of 50 words for each. The categories were agreed as: Clinical, Publications and Presentations.

Action: DT to update the experience and qualifications section of the workshop application form.

The scoring criteria were also reviewed. It was resolved that DB and KT would undertake a review of these criteria and report back to the committee.

Action: DB and KT will review the scoring criteria for workshop applications. This will be shared with the committee by mid-March 2013.

3. Approve minutes of last meeting and discuss any outstanding actions

The minutes from the Beijing meeting (October 2012) were approved.

Actions points from the meeting were discussed:

Trainee Survey: KT will take forward the trainee survey

Urodynamics Modules: AW summarised the position between the Education and Urodynamic Committees. The Education Committee should make recommendations on quality and format, but not content. DB made a point that committees should collaborate more closely with the Education Committee and each other.

Urodynamic Course Recognition: the whole committee will review future requests for recognition. Due to time sensitivities Sherif's imminent course will be reviewed by the Education Committee Chair only.

4. Education Courses 2013

AW outlined the budget agreed by the Board. This totals £52,500. £21,800 has already been committed for 2013 and £2,500 is earmarked for an AUA guest lecture. A comment was made that the visibility of the ICS at the AUA guest lecture must be increased.

AW explained that it is the Education Committee's decision regarding how the budget is spent. A longer term course strategy needs to be developed. For 2013 a focus on South America is relevant given the ICS annual meeting being in Rio in October, 2014. DB agreed with the need for a strategy and added that this made reviewing applications easier. A strategy would also encourage targeted applications.

ICS office staff should be considered to attend strategically important courses or regions, e.g. South America in 2013.

Repeat courses, such as PACS, were discussed. EK felt that attendance was important but at a reduced level. AW recommended a guest lecture only for 2014.

AW asked that educational course development be placed online to allow the Workshops and Courses Subcommittee (and wider committee) to track progress. DT said this could be scheduled in for April 2013 if all content had been pre-agreed by the committee. Up to this point the committee can track progress via the overview spreadsheet. The overview sheet will be sent to the subcommittee following the meeting as prompt decisions are now needed for 2013 courses.

Action: DT to create online education course tracker in April 2013 (if all content is received before this time)

5. Meet the Experts: format and general discussion

Elise De and Marijke Sliker-ten-Hove are leading on the organisation for ICS 2013. Annual Meeting and Scientific Chair David Castro and Montse Espuna are also assisting.

The committee discussed the format of the sessions. DB noted that a general perception among nurses is that the sessions are surgically-focused. Experts should cater to the multidisciplinary audience.

ED asked if questions from delegates were sent to the experts in advance. DS confirmed that this had definitely happened. The questions will also be sent to moderators as of 2013.

A suggestion was made for a Spanish-language table and a trainees' table.

There was a general concern that a few vocal delegates dominated the discussion on tables of 10. The committee agreed to set a cap of 6 delegates per table and to have fewer tables and

speakers than that arranged in ICS 2012. Registrants should complete a form noting what they want from the session.

Action: 2013 Meet the Experts session changes: cap of 6 delegates per table. Fewer tables and experts. Delegates to complete form noting what they want from the session.

Experts need clearer instructions on what is expected of them. AW agreed to write some house rules.

Action: AW to write house rules for Meet the Experts speakers

6. E-learning update

PW reported that the ICS office had taped five workshops at ICS 2012. Development is currently under way to create e-learning questions and adapt these to the ICS house style.

The committee discussed the production of e-learning questions and difficulties encountered with authors to date. It is clear that a PowerPoint presentation on how to write questions for e-courses is needed. The guide on house style should also be referred to.

E-learning courses can be CME-accredited, although the accreditation is only valid for two years. Accreditation costs are high.

DT explained the office's current focus is on completing one full e-learning course and then share this with the Education Committee. The course will function in multiple formats. The aim for CME-accredited e-learning courses to be available on the ICS website by ICS 2013.

Action: E-learning Subcommittee to choose three ICS 2013 workshops for filming and conversion into e-learning courses. The current list of filmed courses will be circulated before new courses are chosen. Guidelines will be developed and shared with those workshops chosen.

A 3 hour morning workshop on how to craft e-learning questions will be run in ICS 2013. AW will provide this session for up to 20 people.

7. Trainees

A trainee session will be arranged for ICS 2013. The session will be an opportunity for honing skills and networking, ideally including a sponsored evening meal and drinks.

The definition of 'trainee' was discussed. This can be defined in any number of ways depending on the country or profession.

Action: AW to send current ICS definition of trainee to the Physiotherapy and Nursing Committees and consensus to be reached on a working definition for this event

The committee discussed the potential for misrepresentation of 'ICS presentations' when abstracts were presented at the Nurses' Forum or the Physiotherapy Round Tables. This will be discussed with the ICS Board.

Action: AW to lead discussion and present a paper to the Board

8. AOB

The process of allocating speakers to education courses was reviewed. It was agreed that effort should be made to ensure that speakers are always appropriate to the subject. Sometimes costs and logistics will play a factor in these decisions. A process for allocating speakers to subjects needs to be created to avoid this being considered on a case by case basis.

Action: ED to produce a process for allocating speakers to subjects.

In response to a query from Diaa, the speaker overview list was viewed. It was clear that some speakers had presented far more than others. The spread should be balanced and it is the duty of the Workshops and Courses Subcommittee to ensure this occurs.

Action: Workshops and Courses Subcommittee to ensure speaker allocation to courses is balanced and certain speakers do not dominate.

EK recommended an Education Committee stance on the multidisciplinary balance of courses. A definition of each profession would assist ensuring that presentations were delivered by suitably qualified persons.

Action: WACS to produce definitions of each profession

The meeting was adjourned; the next meeting will take place on 26 or 27 August 2013 during ICS 2013.