



ICS Children and Young Adults Committee meeting minutes

Wednesday 14th September 2016,

Venue: Tokyo International Forum

Room: G405

Time: 07.00-08.00

Attended: Giovanni Mosiello (Chair), Selcuk Yucel, Kwang Kim, Mauro Cervigni,

Apologies: June Rogers, Stuart Bauer, Mario Patricolo, Pallavi Latthe, Eliane Fonseca, Jian Guo Wen (justified unable to sort out visa),

Also in Attendance: Nelly Faghani (New), Jenny Ellis

1. Picture of the Committee to be taken

Taken and available on the website

2. Approval of Montreal meeting minutes (Attached)

The meeting was not quorate so this will need to be completed on the next call.

- a. Work since Montreal: book on Urodynamic, transitional care, learning disabilities, cic. ICS rules for publication.

2A1: Book on Urodynamics.

GM confirmed that he has received all of the content for the book, 35 chapter. This is currently being reviewed and drafted into the final version by the editor, Springer Verlag. The first draft should be available in October 2016, and book published in the spring of 2017. GM provided the background to the book- invitation from the SIUD (Italian Society of Urodynamics that is affiliated to ICS). GM explained that SIUD and Springer have defined some publications rules that could be different for some aspects by ICS ones. For this reason there is the need to discuss about that with the Board and then with the committee before submitting the final version of the book.

Action: -Committee to cross check ICS procedures before book submission.

-GM to refer CYAC Board decision

2A2 Transitional care book- the proposal for this book is still available on the committee [forum](#). This was provided by GM according to the joined decision with



Stuart Bauer, posted in the forum some months ago for comments by committee members but no responses have been received. This is a joint project with ICCS that approved this proposal in the past meeting in Kyoto in May. GM confirmed that this proposal would be proposed to the Board today to seek approval- concern regarding publishing in Springer over NAU, etc.

Action: GM will provide final Board decision to the Committee

2A3 Paper on CIC and learning disabilities

GM advised that he had posted on the [forum](#) some months ago a proposal for these 2 papers that CYAC decided to prepare as ICS and that have to be published according to ICS rules: catheterization and special needs children. No answers have been received. GM requested that committee members actively use the forums and engage via this channel over emails. JE advised the benefits of using forums- information all in one place, you can re-read discussions etc.

Action: All committee members to engage via committee forum.

These papers would be shared between ICS committees (especially paper on CIC with Nursing Committee.), and ICCS and external expert too. We need committee members feedback in the next month please comment.

GM asked concerns to the committee members. SY stated that he was interested in being involved in this project focused on troubleshooting for patients. GM thanked SY for his interest.

MC joins meeting.

NF is interested in the special needs focus where applicable. KK stated that his government supplied patients for his catheterization project. KK would like to be involved in the project. GM thanked KK and NF for their interest.

Of course SY, NF, KK will be involved in these projects according to their desires.

GM stressed the fact that could be useful to include ICCS in the projects, respecting ICS terms regarding this involvement and publication rules, preferably in NAU.



Action: Committee members to review the catheterization and special needs children paper proposal on the [forum](#) by end of September,

Action: All to contact GM if you are interested in the catheterization and special needs children paper proposal.

Action: GM will ask to experts external to CYAC (ICCS, etc.) to join to the projects.

3. Terms of office & Terms of Reference (Attached); new member and participation of committee members to ICS

3a GM advised that 2 people will leave the committee next year- Pallavi Latthe and June Rodgers. We will need replacement members- please suggest names and encourage people to apply to be on the committee.

Action: Committee members to suggest suitable new members and encourage them to apply.

3b SB is going to finish is co-opted term .GM to ask SB if he would like to extend his co-opted position. GM would like him for other 2-3 years, until the publication of the book on transitional care

Action: GM to contact SB regarding co-opted position. Extension may be required.

3c Eliane Fonseca can renew her position on the committee, JE to contact to confirm.

Action: JE to contact Eliane Fonseca to confirm whether she wishes to renew her position on the committee for another 3 years.

3d GM advised that the committee may look to co-opt suitable people for projects if required.

Action: GM will contact 2-3 valuable experts as co-opted members

4. Budget and plans for 2017

4a GM presented the idea to create a subcommittee or a working group on neuro-urology. There are many concerns in pediatric adolescents and the need to define transitional guidelines, as for CIC.

4b GM received industry proposal for neuro-urology project. This funding was external to ICS. GM advised that he turned down this offer, asking the industry to evaluate a



support with unrestricted grant for philanthropic or educational activities. GM advised that he would discuss possible grants/external funding with the Board for future projects. GM asked the committee their thoughts on this? SY thought a neuro-urology working group would be possible. GM advised that the Board are encourage cross committee projects so we could look into this going forward- we would need Board approval. JE gave SSC examples of similar cross collaborations but advised Board approval should be sought. GM asked for MC's view on this request? MC felt that an official proposal should be sent to the Board.

Action: GM to submit a request to the Board for funding or external involvement with unrestricted grant.

Action: Board to approve a working group on Children and Young adults NeuroUrology (in cooperation between CYAC and Neurourology committees)

4c Group discussed possible areas of involvement: clinical practice, pelvic pain, UTI, Botox in children etc. 2 new areas have been proposed and identified: pelvic pain/UTI and Botox on sphincter. Pelvic pain/UTI group could be lead by MC/NF while Botox by SY.

Action: MC/NF will present a project on pelvic pain while SY on Botox on sphincter

Action: Committee to discuss possible areas of involvement

5 Bladder bowel day in Cagliari request, and other educational activities:

GM presented the Cagliari request for May 2017 that in absence of concerns is approved. Furthermore GM explained that JW is going to organize event with ICS/ICCS. GM asked for other proposal: on the basis of a previous discussion GM asked to KK to organize an event at the end of 2017, in order to have one educational activity in Europe (Cagliari) and other one in Asia. KK will consider possibilities and notify. Other events are encouraged

Action: KK to provide some suggestions to GM. Other members are invited to present proposal

6 New Standard Operational Documents discussion from the ICS office (Attached)

JE explained the overview of the document and its purpose. Should anyone in the committee be interested in producing a document, news article, paper, video etc? Please



refer to the guidelines to adhere to the ICS process.

5. AOB

GM stressed the importance of using the forum. JE advised any issues please contact the office and we will assist you.

Meeting Ends



ICS Children and Young Adults Committee meeting Agenda

Wednesday 14th September 2016,

Venue: Tokyo International Forum

Room: G405

Time: 07.00-08.00

Known Attending: Giovanni Mosiello (Chair), Selcuk Yucel, Kwang Kim,

Apologies: June Rogers, Stuart Bauer, Mario Patricolo, Pallavi Latthe,

Unconfirmed: Eliane Fonseca, Jian Guo Wen (trying to sort out visa),

Also in Attendance: Mauro Cervigni, Nelly Faghani (New), Jenny Ellis

1. Picture of the Committee to be taken
2. Approval of Montreal meeting minutes (Attached)
 - a. Work since Montreal: book on Urodynamic, transitional care, learning disabilities, cic. ICS rules for publication.
 - b. Define other Authors to include to facilitate preparation of papers
3. Terms of office & Terms of Reference (Attached); new member and participation of committee members to ICS
4. Budget for 2017
5. Plan for 2017: Neurourology board or subcommittee, Bladder day in Cagliari request
6. New Standard Operational Documents discussion from the ICS office (Attached)
7. AOB

ICS Children's and Young Adults Committee meeting Minutes

Wednesday 7th October 2015,

Venue: Palais des Congrès

Room: 512D

Time: 07:00-08:00

Attendees: Giovanni Mosiello (Chair), Kwang Kim, Mario Patricolo, Jian Wen, Stuart Bauer

Apologies: June Rogers, Eliane Fonseca, Pallavi Latthe, Selcuk Yucel

Also in Attendance: Nickie Robinson, Mauro Cervigni, Nelly Faghani, Adrian Wagg

First of all GM welcomed Mauro Cervigni (MC) as Trustee Liaison to the committee. GM also asked the committee to attend the AGM on Thursday where possible.

1. Picture of the Committee to be taken - Done

2. Approval of Rio meeting minutes

GM asked for any comments on the Rio minutes. Mario Patricolo (MP) asked if the standards of terminology should be looked at as an individual project. GM suggested this should be undertaken jointly with ICCCS. GM then called for approval of the Rio minutes – minutes approved.

3. Terms of office & Terms of Reference (Attached)

The terms of reference were discussed. GM has received an expression of interest from a Urologist, however as it is felt that the committee has enough urologists, GM has advised him that they are not currently looking for another urologist but the committee will be happy to work with him as a participant on one of their projects as a co-opted member.

Post Script: Kwang Kim and Selcuk Yucel have both confirmed that they wish to renew for a further Term.

Furthermore GM remembers that the past year the CYAC decided to research a new committee member, physiotherapist, possibly from North America .

Different people expressed theoretically an interest, but only one formalised it, Nelly Faghan, who is present here. GM asks the CYAC members to approve Nelly as a new co-opted member.
Approved

Action – Office to add Nelly Faghan as a co-opted member

Other possible disciplines were discussed for potential committee positions: Medical Paediatricians, possibly a psychologist interested in transitional patients?

The decision is to involve other specialists for specific topics, involving other committees. GM noted that there is a lack of Paediatricians and Gastroenterologists within the other committees.

4. Budget for 2016

At the moment there is no specific request

5. Plans for 2015

Paper on Learning disabilities:

GM asked to MP to publish, peer reviewed paper in 2016, the great work that MP and JR produced on Downs / Cerebral Palsy / Williams Syndrome. MP and JR have worked for a long time on this hot topic . MP advised they had a small poster in Barcelona presented by JR. JR & MP created a brochure and JR published in Nursing, guidelines for people with disabilities and target magazine (Neurorehab & Physical Development).

GM noted that an open paper could be useful, and ICS may support it for the cost.

Action - MP and JR will publish with the help of CYAC a paper for next summer on children with learning disabilities

GM - Book of Urodynamics – Children and Adolescents. Due to be published next spring. Good project with vision. This will be a joint project with the Urodynamics committee and Italian society of urodynamics.

JW & GM are editors of a Urodynamics book, which will be done by December.

Action – Committee to publish the Urodynamics book for the next spring (2016)

GM – Best practice recommendation on urodynamics (as AUA have done in the past) asked Jian Wen (JW) to be the guide in this project. JW agreed and will define at a later date.

Action – JW to define the Best Practice project

Transitional Care Book (ICS with ICCCS) (GM and SB). There are interesting aspects to this project, and this needs to be decided on together. From an economic point of view the royalties percentage needs to be agreed - they have proposed 10% but we may be asked for something more. Need to define a summary of the book and look for people to work on project both

inside committees and ICS members. There is also a need to determine members from ICCS of course.

Action – Committee to define a summary of the transitional care book

Action – Committee to find members to work on the transitional care book project with a deadline of 2017/2018

There is someone who has published a book based on his experience but this more from surgery perspective and does not include incontinence. This needs to be worked on from a multi-disciplinary point of view.

Overall opinion – this could be useful for us to join efforts and resources. GM – could we aim for this for a 2017? MP agrees, SB thought that achievable, but 2018 more realistic to aim for.

MC wants to propose Chronic Pelvic Pain etc. (bladder pain syndrome) as a topic to include too. Has been speaking to others and there is a grey area with recurrent UTI / Pelvic pain – MC sees a few young patients with BPPS – this committee / book could include a chapter on this as this will be the first time a group has looked at this.

Action – Transitional care book to include chapter on CPP

SB sees a lot of older teens incapacitated. Paper on incontinence in older girls – acrobats / gymnasts frequently – who are bothered as it limits their participation. This could be included. Sexual function & incontinence also. GM felt that the outline should be drafted, then the committee could get the opinion from members of ICS and ICCCS, then get the agreement to proceed.

Action – Committee to obtain agreement by ICS Board of Trustees and ICCS

Action – Committee to draft an outline for the transitional care book

Action – Committee to poll members of ICS & ICCS regarding the outline of the transitional care book

GM noted interesting discussion suggested by the Lancet commission on global surgery, paper published in the last April and reported by the fistula committee. The need for surgical procedures, and evidences and solutions for achieving welfare and health assistance in limited resource countries. Then GM suggested to consider – How to treat clean intermittent catheterization in places with limited resources. There are very few guidelines on how to re-use catheters. Suggest the committee could create some minimum standards for re-using catheters. Other suggestions – how to treat the channels which is different from western and limited resource countries. What to do with adolescents and how to use catheterisation. GM

suggests that the committee chooses two of these to present / publish the document. In his opinion should start with the re-use of catheters and channels. MP asked if this should include stomas? – Yes.

Action – Committee to select 2 topics for catheter guidelines

SB noted that there is a paper by Julian Wan on how to use a microwave to sterilise catheters – we should approach him. GM noted that the re-use of catheters is not only in limited resource countries. There is a percentage in western countries who also re-use and in these economic times this is going to increase. Milton solution / chlorine / boil are current options. GM wants to ask a committee member to guide this project – SB can help, MP will help with guidance from SB.

Action – SB & MP to work on a re-use of catheters project.

MP advised that this is not just money but preference. Also many don't have good insurance, cover not sufficient. He was in Cardiff at a meeting with/for patients with Spina Bifida and found they don't like the lubricated catheters, so culture is also an issue. GM presented at ICCS in London and the Olympic athletes found there was a problem of culture in different countries. KK has experience with re-use as 3 years ago the Korean government provided people that needed them with 6 catheters.

Adrian Wagg commented that these are encouraging discussions and reminded that the committee can also use non-committee members, being led by the committee, for tasks/projects. The committee should look at increasing scholarly output, and the Board would be keen to support this.

Action - Committee to finalise 2 topics and to work in these: catheter reuse and stoma?

GM suggested that the committee form groups of 2-3 people to create a document then share with the committee to publish as a group. To be finished by end of next year. Invite committee to choose field of work in next 2 months.

Action – Committee to advise office who will be part of the groups.

Paediatric Bladder Day – Neurogenic Bladder day from children to adults. GM advised that this committee is not just educational but there is a great request in education. He referred to the experimental pediatric bladder day number zero in Rome, which has been a great success, with more than 100 people. On the basis of this preliminary experience maybe the Education Committee could help to support an official pediatric bladder day in 2016.

Action – GM to contact Ervin Kocjancic on the Education Committee for possible support of a pediatric bladder day

Question of which subjects was raised and Dysfunctional Voiding and Pelvic Floor Dysfunction were suggested by MP. GM confirmed that this would need an organiser from the committee with support from the Education committee, looking at having 1-2 meetings each year in other countries. AW commented that there is a choice, this could be either at the ICS Annual Meeting or outside of it, and the committee would need to liaise with Ervin Kocjancic (Education Committee chair). GM noted that this could be run as an add-on course at the end of the Annual Meeting. SB advised that the ICCCS meeting for 2016 coincides with Enuresis week so the committee could add an extra day to this event – either before or after. MP also advised that he is the Chair of the scientific committee and GS for another congress. He could include this within this meeting in Abu-Dhabi and it would be ICS branded. He could bring 1 speaker and speak himself to reduce costs. They would not be able to afford to bring more than 1 speaker. GM advised that would need to define what the course should be about before deciding on the when aspect.

Action – Committee to define a possible course

Action – Committee to decide when to run the course and if to add it to another event.

6. AOB

GM noted that this year the committee have a long workshop with good speakers at the Annual Meeting.

GM raised the ICS & ICI in Tokyo 2016. The committee need to organise workshop for the meeting.

Action – Committee to organise 2016 workshop

Meeting Ends

Children's Committee Terms of office

Member	Role	Term Start	Term End	Term Yrs	Elected	Term details	Additional Information
Giovanni Mosiello	Chair	29-Aug-13	05-Sep-19	6	Y	6 year term will finish is 2019 - CANNOT RENEW	Successful re-election in 2016
Pallavi Latthe	Committee Member	01-Sep-11	14-Sep-17	6	N	6 year term will finish in 2017- cannot renew	
June Rodgers	Committee Member	01-Sep-11	14-Sep-17	6	N	6 year term will finish in 2017- cannot renew	
Eliane Fonseca	Committee Member	23-Oct-14	14-Sep-17	3	N	3 year term will finish in 2017- can renew	
Stuart Bauer	Co-opted member	23-Oct-14	14-Sep-17	3	N	Co-opted position	
Jian Guo Wen	Committee Member- Paediatric urologist	18-Oct-12	30-Aug-18	6	N	6 year term will finish is 2018- CANNOT RENEW	
Mario Patricolo	Committee Member- Paediatric urologist	18-Oct-12	30-Aug-18	6	N	6 year term will finish is 2018- CANNOT RENEW	
Selcuk Yucel	Committee Member	29-Aug-13	05-Sep-19	6	N	6 year term will finish in 2019- CANNOT renew	
Kwang Myung Kim	Committee Member	29-Aug-13	05-Sep-19	6	N	6 year term will finish in 2019- CANNOT renew	
Nelly Faghani	Committee Member	16-Sep-16	05-Sep-19	3	N	3 year term will finish in 2019- can renew	
Mauro Cervigni	Ex-officio	27-Mar-15	14-Sep-17	2	N	Ex-officio	

Quorate No=4

Nominations 2017

Pallavi and June will step down in Florence- 2 positions to be advertised.

GM to confirm whether Stuart's co-opted position needs to be renewed? Eliane to advise if renewing position.

Key	
Colour	Meaning
	Stepping down in Tokyo
	Stepping down in Florence
	Elect position- will need to re-apply
	Will need to confirm if renewing/ positions will need to be advertised after Tokyo
	New member/position
	No action

ICS Children and Young Adults' Committee Terms of reference

1. PURPOSE: The ICS Children and Young Adults' Committee is responsible for supervising workshops and sessions at the annual ICS meeting relating to continence in children, adolescents and young adults. The specific action of the Committee is focused on transitional from pediatric age to adult service for continence care in order to produce guidelines, standards of terminology between children and adults, working with International Children's Continence Society but with a specific role for transitional needs.

2. FUNCTIONS:

- monitoring and meeting the needs of members for educational updates, topic reviews, and clinical mentoring;
- promoting research initiatives that bridge the child-adult interface;
- actively seeking to work together with International Children's Continence Society to promote high quality care for children and young adults with bladder and bowel dysfunction who are seen by ICS members.

3. RESPONSIBLE TO: ICS Board of Trustees and ICS General Secretary

4. COMPOSITION:

Total Members	Method of Appointment	Name	Term of Office
ICS General Secretary	Ex officio	See Membership Page	3 years
Chair:	Elected. A member must sign his/her agreement to stand. This nomination is signed by nominator and seconder, all being current ICS members. The nominee for Chair would be a current or recent member (past 5 years) of the Children's Committee. If no one is nominated the ICS Nominations committee may suggest a suitable candidate. Nominations received by 1st March for current members all other applications by 1 st April. Voting regulations as stated.		Term of office: 3 years, renewable once by Chair/committee approval. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees.
Membership	All members of ICS committees must be active ICS members (paid for current membership year) (By-law 2.3.2)		3 years, renewable once by Chair/committee approval. Further

		terms could be approved in exceptional circumstances and by referral to the ICS Trustees.
Subcommittees (if any)		
Updated February 2016		

5. MEETINGS: One face-to-face meeting during the Annual Scientific meeting; other deliberations normally by email.

6. QUORUM: One third of committee membership plus one. For example, a committee of ten will have a quorum of four members.

7. MINUTES: Minutes are recorded at each meeting and posted on the ICS and CPC website in accordance to 2009 ICS Bylaw 6.1-6.4). Extract from the 2009 ICS Bylaws:

8. REPORTING & ROLES:

The Chair of each committee is required to prepare an annual report to the Board of Trustees outlining achieved goals/budget requests and future objectives and strategies. The Chair is also required to be present at the Annual General Meeting should the membership have any questions over committee activities.

The committee Chair is also responsible for submitting an interim report to the Board of Trustees' mid term meeting. The date that this report will be required will be given in advance each year.

For Terms of Office Information please see [Membership Page](#)

Dear Committee Members,

Please review the standard operating procedure for producing an “ICS Educational Module”. Please note that this is still a working document and if you have any comments please direct them to Jenny or Avicia in the office. It is hoped that Educational Modules will be the gold standard of online educational content that the ICS produces. Over the next few months other types of online content will also have a procedure created so that any content that is placed on ICS TV will have followed the process of authorisation.

If you have not already we encourage you to view and review the content already on ICS TV <http://www.ics.org/tv> We require your feedback before this takes a prominent position on the ICS website.

ICS Educational Module Standard Operating Procedure

The ICS strategy over the next 5 years is to increase scientific and educational output and to become the go to society for scientific content. In addition to standardisation reports the ICS committees have been creating educational modules. Educational modules are central to the ICS strategy of facilitating the exchange of knowledge and experience among interdisciplinary health programmes. The ICS is seeking to develop and distribute high quality global health educational modules; define standards and competencies in health education; and address the needs of students, educators, and trainees as they seek to gain the skills and knowledge necessary to become healthcare leaders.

These modules consist of a PowerPoint available for download, a video and a peer reviewed published article. The outcome of these modules is that educators around the world can download the ICS module and present this to their students/colleagues. It is also expected that when an ICS speaker is invited to speak at an educational course or guest lecture the educational modules are used to provide the standardised educational content. The paper sent to NUU should be a systematic review of the content and should be in accordance to the 'PRISMA -checklist/guidelines'.

This document has been created to assist those Working /Committee groups who wish to create a module for the ICS and to ensure adherence with the approved process.

Vision for final product:

1. Has clearly outlined learning objectives at the beginning.
2. Peer reviewed paper published in NeuroUrology & Urodynamics
3. Video demonstrating/explaining key issues and/or techniques—goes beyond paper to increase depth of learning.
4. PowerPoint presentation.
5. The entire module could be used by an individual over the web or as part of a course for students directed by a mentor.

Working/Committees General Information

- The composition needs to be ICS members, multi-disciplinary, multinational and representing the most important stakeholders where appropriate. However if content is clearly for one discipline then sole disciplined groups are acceptable.
- Non ICS members can be part of a working group as experts or representatives of specific stakeholders but they must become an ICS member for the duration of their time on the project.
- Each group should choose a lead established at the outset who will also be the first or last author on the published paper. All members of the group will be responsible for the entire content of the module as a group. Note the lead of the group does not need to be the person who records the video. The presenter must have a clear speech, free of strong accent – see the guidelines document for preparing the module content (INSERT LINK WHEN READY).
- It is recommended that the module is presented to an audience at the annual meeting before it is recorded and where possible before the manuscript is sent for publication. This will provide valuable feedback.
- The module cannot be sponsored in any way and no bias should be given towards one particular product, pharmaceutical or equipment. Best practices must be followed in avoiding brand names. When there is any mention of specific product a disclaimer should

be added to the start of the document advising that ICS does not endorse this product over other products on the market.

- The ICS will not provide financial budget for face to face meetings of any group but will consider budget proposals for videoing the content.
- The ICS office will assist with setting up a forum for the group to exchange ideas and content for review. The office can also offer facilities for teleconference or WebEx, upon approval of a budget request.
- It is expected that a module should take no longer than 6 months to prepare.

Educational Module creation procedure

Stage	Action	Comment
Proposal Stage	Creation of committee/working group to prepare proposal.	This can be a committee who have decided to prepare a module or a group of ICS members.
Proposal Stage	Budget and proposal is sent to ICS office. Proposal should explain the module in no more than 2 pages outlining the aims and objectives, learning outcomes, target audience and requirement for module. Budget will only cover the costs of filming and editing costs. Budget can be prepared in conjunction with ICS Office who can assist with the best way to record the module.	ICS Office ensure no overlap with other working groups and will advise the appropriate committee. ICS office to notify Education, Standardisation committee of proposal in progress. Budget to be approved by Board of Trustees
Preparatory Stage	Working group reviews the literature, and prepares the manuscript.	Office will assist with creating online forums for easy discussion and monitoring/chasing if required.
Review Stage	Manuscript is sent to Education and Standardisation Steering Committees and Board of Trustees who review for educational value and standardisation adherence.	These committees are not commenting on the content of the module. The committees should respond within 2 weeks.
Publication Stage	Once approved the review paper can be sent for publication in the ICS journal, Neurourology & Urodynamics. The PowerPoint slides are then to be prepared and video recording will be completed in conjunction with the ICS office.	Article submitted to NUU should clearly reference International Continence Society (ICS) Educational Module. Discussion with the ICS office concerning best way to record content.
Implementation Stage	Once completed the ICS office will disseminate the content via the ICS website, social media and other outlets.	

Checklist:

- ☐ Working group created and chair appointed

- ☐ Budget and proposal sent to ICS Office
- ☐ Budget and proposal are reviewed and approved by Board of Trustees
- ☐ Working group prepares review paper
- ☐ Content reviewed by relevant Education, Standardisation Committees and Board of Trustees
- ☐ Paper submission to NUU
- ☐ PowerPoint and ideally video manuscript is prepared
- ☐ Video is recorded
- ☐ Video is edited
- ☐ Module is added to ICS website and advertised