

Nomination Form for the Asian and Oceanian Outstanding Achievement Epilepsy Award (AOEA) - 2012

Introduction

The Asian and Oceanian Outstanding Achievement Epilepsy Award (AOEA) was introduced by the Commission of Asian and Oceanian Affairs (CAOA) of the ILAE in 2010.

The purpose of the Award is to recognise and pay tribute to medical or non-medical professionals for their extraordinary contributions to Epilepsy Care. It is our highest honour, and is given for the lifetime of the recipient.

Recipients will be invited to attend the 9th Asian and Oceanian Epilepsy Congress in Manila 2012 to receive the Award, a plaque and a small gift.

Whilst the Award does not carry monetary value or provide travel or accommodation expenses, recipients will be offered free (non-transferable) registration to the Congress.

Who can nominate

All ILAE and IBE chapters in the Asia-Oceanian Region, and any member of the CAOAA, ASEPA and Task Force Teams (TFTs) may each nominate a maximum of 3 candidates. An authorised officer of the nominating association must submit nominations from ILAE or IBE Chapters. Nominees should not previously have received the ILAE-IBE Ambassador for Epilepsy Award or the AOEA Award. The purpose of the AOEA is to honour those who deserve the highest recognition and who have not had the opportunity to be recognised.

Nomination process

Be sure to submit all nominations well in advance of the deadline - late submissions will not be considered. Do not submit any more than 3 nominations for this award. Please refer to the "Rules for the Asian and Oceanian Outstanding Achievement Epilepsy Awards" on the CAOAA website.

Notes

Please type the information requested in each text box. There is a limit of 5000 characters (approximately 500-600 words) each, for information on a nominee's regional, international and other relevant activities. If you wish to keep a copy for your records, please print out the completed form, before submitting the submit button at the bottom of page 4

Name of
Nominee

Address

City

Country

Email

Association affiliation

Profession/Occupation

Description of contributions (5,000 characters maximum)

Please confirm the following:

Nominee has not previously received the AOEA or Ambassador for Epilepsy

Award: **Yes** (Circle)

Note: Previous Award recipients ineligible

Nominee is not an immediate family member of the nominator below:

Yes (Circle)

Note: self-nomination and nomination by immediate relatives not allowed

Contact details of the nominee's advocate

(if different to nominator below):

The advocate may be contacted by a CAO member to provide additional information and discuss the nominee's contributions. This person must have first-hand knowledge of the nominee's contributions.

Name:

Email:

Telephone:

Nominated by

Name

Association Name

Address

Country Position/Title

Email

Phone

Date

IMPORTANT NOTES

The closing date for the receipt of nominations is Saturday 31st December 2011.

All nominations must be received before the closing deadline. Late nominations will not be considered.

It is important to read the *Rules for the Asian and Oceanian Outstanding Achievement Epilepsy Awards* to ensure valid nominations and procedures. If you have any queries, please do not hesitate to contact the CAO secretary (jdunne@cyllene.uwa.edu.au).

Don't forget to print out a copy for your own records prior to pressing the *Submit by Email* button. While electronic submission is preferred, you may print out the completed form and submit it by fax to: 61-8-9224 7020 or by mail to: **Prof John Dunne, CAO Secretary, c/-Neurology Department, Royal Perth Hospital, Box X2213 GPO Perth, Western Australia, 6847.**

Rules for the Asian & Oceanian Outstanding Achievement Epilepsy Award (AOEA) - 2012

Endorsed by the CAO A

Introduction

The Asian and Oceanian Outstanding Achievement Epilepsy Award (AOEA) was introduced by the Commission of Asia-Oceanian Affairs (CAOA) of the ILAE in 2010.

The purpose of the Award is to recognise and pay tribute to medical or non-medical professionals for their extraordinary contributions to Epilepsy Care. It is our highest honour, and is given for the lifetime of the recipient.

The award will be made not more than once every two years, and may be bestowed on up to five individuals for their contributions in any of the 3 areas of Epilepsy Care: Education, Science and Social Spheres.

Recipients will be invited to attend the Asian and Oceanian Epilepsy Congress to receive the Award, with a plaque and a small gift. Whilst the Award does not carry monetary value or provide travel or accommodation expense, recipients will be offered free (non-transferable) registration to the Congress.

Nomination Procedure

1. All ILAE and IBE chapters in the Asia-Oceanian Region and any member of the CAO A, ASEPA, and Task Force Teams (TFTs) are eligible to nominate up to three suitable candidates once every 2 years.
2. An invitation for nominations will be distributed at least 3 months prior to adjudication.
3. The invitation will include an official Nomination Form, Rules explaining the Award process, and a list of previous Award winners.
4. Nomination Forms must be submitted by an authorised representative of an ILAE or IBE chapter in the Asia-Oceanian region, and must bear the name of the authorised representative.
5. Self-nomination or nomination of immediate family members is not allowed.
6. An official Nomination Form must be used for each nomination. Supporting information can also be supplied, but this must be limited to no more than 3 additional pages in total.
7. Completed nomination forms, together with any supporting information, must be sent to the Secretary of CAO A before the closing date, usually 2-3 months prior to the date of decision.
8. Wherever possible, nominations must be submitted electronically. Where this is not possible, nominations may be submitted by fax or by post.
9. Each nomination should include the name and contact details of a person representing the ILAE or IBE chapter who may be contacted by a CAO A member to act as an advocate for the nominee. This person must have first-hand knowledge of the nominee's contributions.

Assessment and Eligibility Criteria

1. The nominee must have made a major contribution in research, education, clinical, and/or psychosocial fields that has a significant impact on the development of epilepsy care and/or the well being of people with epilepsy.
2. The nominee's dedication and personal contribution to the success of the

activity must be clearly demonstrated.

3. The nominee's contribution must be of a scale, impact, longevity and/or uniqueness that is outstanding when compared to the valuable and important contributions made by other people throughout the Asia-Oceanian region.

4. Nominees should not previously have received the ILAE-IBE Ambassador for Epilepsy Award or the AOEA Award. The purpose of the AOEA is to honour those who deserve the highest recognition and who have not had the opportunity to be recognised.

5. Previous unsuccessful AOEA nominees are eligible for re-nomination when nominations are next called for.

Method of Assessment and Decision

1. Up to five awards can be given every two years.

2. Nominees will be assessed by the members of the CAOAO.

3. Nomination forms and any supporting information supplied for each eligible nominee will be distributed to all members of CAOAO.

4. When making this assessment and decisions, members of CAOAO will ensure that the Award reflects the diversity in the type of contributions made and where the contributions are made.

5. Each member of CAOAO will have the opportunity to speak on behalf of any nominee before the ballot.

6. When at least one member of the CAOAO is not personally familiar with a nominee's contributions, then the nominee's advocate will be contacted to provide additional information.

5. When all nominees have been assessed, the members of CAOAO then will vote by secret ballot to determine Award Winners.

6. Each member of the CAOAO may cast up to a maximum of 5 votes.

Nominees gain one vote each time they are ranked in the top five as selected by each CAOAO member.

7. The 5 nominees with the highest number of these votes are successful, but only if these successful nominees have received votes from over half of the nine CAOAO members.

8. In the event of a tied vote that prevents determination all 5 Award recipients, then members of CAOAO will undertake a subsequent ballot in order to determine the recipient/s of the remaining Award/s from those tied nominees.

9. The decision of CAOAO is final.

Conflicts of Interest

1. Any member of the CAOAO who has a conflict of interest should declare this and should excuse themselves from the decision-making procedure for that nominee or nominees.

Announcing and Presenting the Awards

1. Immediately following the decision, the new Award winners and their nominators will be informed.

2. The Awards will be announced and presented individually by the Chairman of CAOAO during the Asian-Oceanian Epilepsy Congress (AOEC), usually during the opening/welcoming ceremony.

3. Award winners will be invited to attend the AOEC to receive their Award and will be offered free registration to the Congress.

4. Award winners will be offered free (non-transferable) registration to the congress, but CAO A is unable to provide travel or accommodation expenses.
5. If Award winners are unable to attend, they will be asked to nominate a person who can receive the Award on their behalf.
6. Information concerning the Outstanding Achievement Award winners will be published by CAO A, ILAE and IBE in their respective journals, newsletters, magazines and/or on their websites.