



IHS Visiting Professors *Plus Programme* Guidelines

Overview

Visiting Professors *Plus Programme* was a new initiative of the IHS Education committee for 2020 with the aim to send headache specialists as representatives of IHS to attend regional meetings, or teach at a headache centre, in countries that might need or want increased headache education and motivation and where, without financial support, attendance of an international specialist would not be possible. Specifically, the *Plus Programme* will allow the specialists to spend 2 to 3 days before or after the meeting to help with extended educational needs of the local attendees. One programme is offered for 2021.

Meetings/Congresses

IHS will fund up to two headache specialists to teach at a national or regional meeting/congress. The host country can select topics and added educational activities, and suggest at least three specialists who will fit in with their programme. The engagement should comprise at least two lectures and one course/workshop by each specialist. The content of the *Plus Programme*, could include for example, more teaching in local clinics or hospital settings if available or possible, and/or more time with individual groups on clinical and educational issues. For this trial programme only one of the two specialists will be present before or after the meeting. The final decision on the choice of specialists will be made by the IHS Education Committee.

Request requirements

Proposals should be submitted using the application form by any local/regional/national institution or scientific society with an interest in headache. The proposal should include:

- 1) proposed meeting/centre name
- 2) proposed dates
- 3) details of the programme (please attach preliminary programme including proposed faculty)
- 4) details of the added *Plus* features of the programme
- 5) estimate of how many delegates will attend
- 6) any specific topic on which the experts are asked to present.

Proposals should be received preferably 3 months in advance of the proposed event.

The best submission received by 30 April 2021 will be selected if the programme meets the criteria.

The Visiting Professor

The Visiting Professors should be of appropriate academic standing in his/her home country.

Funding

The value of the funding is US\$ 10,000, and should be used to cover the following expenses :

- economy airfare
- transfers
- accommodation for the meeting and for additional teaching beyond the meeting.
- food and beverage expenses
- other meeting costs

IHS does not pay honoraria to speakers, and the budget proposal should not include an honorarium for the Visiting Professors. The hosting institution is free to pay an honorarium if they wish.

Payment will be made after the event on receipt of the relevant receipts and report; original receipts must be sent to the IHS office. Pre-event funding is possible if needed – please discuss with IHS.

Application review process

The IHS Education committee will review the applications and make the final decision.

Applications will be handled on the best proposal received by 30 April 2021.

After approval

All liaison with the Visiting Professors will be done by the host country.

Reporting

To evaluate the value of the event, the hosting institution is required to ask all participants to complete a short questionnaire to determine their knowledge base on the subjects being presented, before the meeting, and follow this with a second post-meeting questionnaire to determine whether the event has changed the participant's level of knowledge and current practice. This questionnaire should be designed to ask at least one question on every presentation and possibly up to two questions on group, interactive or case based sessions. Also participants should have an opportunity to assess the venue and the speakers, and provide comments on the programme as to what was good or not, and suggestions for future programmes. Details of the additional *Plus* programme should also be evaluated .

The hosting institution is also required to submit a report after the event to the IHS office within 3 months of the event. This report will be published on the IHS website and in the IHS newsletter.