



# Welcome to the Young Epilepsy Section!

## *On-Boarding Package for YES National Liaisons*

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#### **Attachments**

YES Terms Of Reference

Modifiable Power Point presentation (content: YES overview)

YES introduction video

# 1. Introduction to YES

## **Overview**

The Young Epilepsy Section (YES) of the International League Against Epilepsy (ILAE) is a world-wide organisation of young people in the early stages of a career focused on the care of people with epilepsy, and/or epilepsy research. This includes clinical and basic scientists, nurses, physicians, students, psychologists, dietitians, pharmacologists, physicists, mathematicians, and other allied health professionals.

All ILAE junior, student, or trainee members (i.e., age < 40 years) qualify as Regular YES members with a right to vote on the direction and governance of YES. This gives them the opportunity to actively influence and participate in our agenda for young people in epilepsy. YES also welcomes people who do not qualify as Regular members to contribute to our work as Affiliated members, although of note, Affiliated members cannot vote in elections held at general assembly meetings and cannot be elected to leadership positions.

## **Goals**

Our goals are to improve the professional development of young people in epilepsy, and to deepen the participation of young people in the ILAE, for their mutual benefit. This includes fostering meaningful peer and mentoring relationships, providing networking and educational opportunities tailored to young people in epilepsy, working to increase their involvement in epilepsy conferences, as well as supporting the development of future leaders of the ILAE and its chapters to help facilitate succession planning.

It seeks to achieve this using a grassroots-style organisation to effect change at the local, regional, and international levels of epilepsy care and research.

Examples of YES activities include organising youth-focused scientific and social activities at regional and international ILAE congresses, co-ordinating mentoring programmes, collaborating with ILAE task forces to provide them with our perspective and unique skills, and compiling databases of educational and professional development opportunities relevant to YES members.

## **Aims**

- To promote the involvement of young people from all nations in epileptology and the ILAE;
- Attract young people to epileptology;
- Establish regional networks of young people involved in epileptology with a global reach;
- Increase the number of Junior Members of the ILAE and provide incentives for Junior ILAE membership;
- Encourage the participation of young people in ILAE conferences;
- Promote the education of young people in epileptology;
- Develop a worldwide network of young epileptologists and promote equal representation of all regions;
- Improve networking and communication of young epileptologists;
- Facilitate the involvement of young people in ILAE committees and task forces.

## **Organisational Structure**

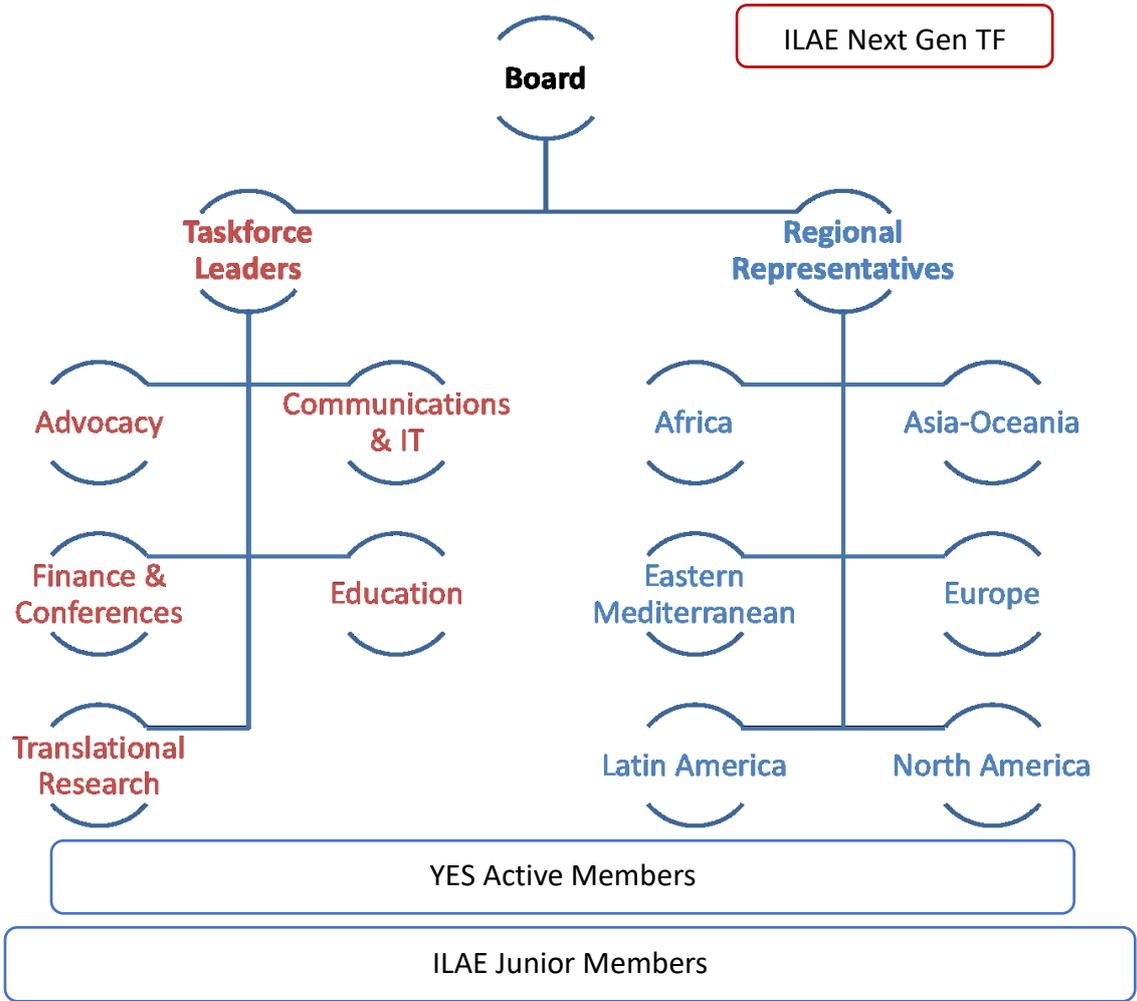
**Regular Members:** All junior members of the ILAE are automatically considered a Regular member of YES. As such, YES does not collect any dues from its members. All Regular members are eligible to vote in YES elections held at the YES general meeting occurring biennially at the ILAE's International Epilepsy Congress (IEC). All Regular YES members are encouraged to become Active members (see next). YES

Regular members can stay updated of all news and activities relating to YES by subscribing to our mailing list via our website, and following our social media accounts.

**Active Members** are Regular Members who directly support the activities of YES, and take on responsibilities co-ordinated by the ILAE Leadership Team e.g., helping with tasks set out by a Task Force or Region they are interested in. All Active YES members are encouraged to apply to join any Task Force where they feel that they can make a contribution, and participate in YES-related discussions held via our online, internal communication platform, Slack. See Section 3 for guidance on becoming an Active member.

**YES Leadership Team:** The broader YES leadership team comprises the YES Board (see below), a representative from each of the six ILAE global regions (Regional Representatives), as well as the leaders of its current task forces. These committees are elected at a biennial general assembly meeting. The YES Leadership Team convenes remotely at least once per month.<sup>1</sup>

**YES Board:** YES is presided by a Board, incorporating a Chair, Vice-Chair, Secretary, and Treasurer, also elected biennially. At least three members of the YES Board are also members of the ILAE Next Generation Task Force, so that the views and needs of YES are overtly represented at the level of the ILAE. The ILAE-accorded budget for YES is processed via the Next Generation Task Force.



**Figure 1. YES organisational structure as of April 2019**

<sup>1</sup> Please note, in the Terms of Reference document, the Leadership Team is referred to as the Core Group

## 2. Terms of reference

**Relevant attachment:** YES Terms of Reference

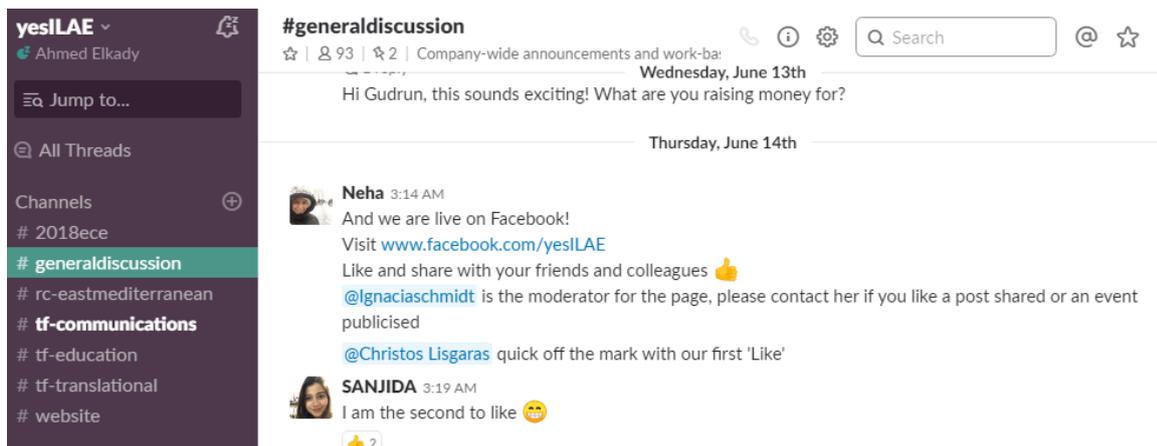
The formal YES Terms of Reference outlines our name, purpose, organisational structure, working methods, impact and reporting, and resourcing. All active members of YES are encouraged to read this document to familiarise themselves with the mission and operational methods of YES.

## 3. How to register as an active member

An Active member of YES is considered to be a person that meaningfully engages with the discussions that take place on our Slack workspace (see below), contributes to our regional and international activities where possible, and/or undertakes tasks related to one or more of the YES Task Forces.

All internal communication relating to YES, its Task Forces, and Regions takes place on Slack. As outlined above, any active member may sign up to help with tasks related to their region or a Task Force that aligns with their interests and expertise by getting in touch with that group via Slack.

### How to use Slack



**Figure 2.** Screen grab of the yesILAE work space on Slack

Slack is an online project management tool. It allows for sharing of documents, an online forum, and topic-specific discussion boards. All of the members in the Slack workspace are members of the community – so say YES and join the **yesILAE** Slack workspace (see Figure 2)! Slack is Internet-based and can be used via web browser, as well as desktop and smart phone versions of the Slack app.

Within the yesILAE Slack workspace, there are topic-specific “Channels”, often organised by region, upcoming conference, scientific interest, or Task Force. For example, the Asian-Oceania regional channel is at *#rc-asiaoceania*, while those interested in contributing to YES social media might join *#socialmedia*. Everyone is automatically a member of the *#generaldiscussion* channel, for communications and announcements to all members. Those wanting to become Active members of YES are encouraged to join the channels of personal interest and directly contribute to the discussion in that channel. Commonly used channels are detailed in Table 1 (p. 5).

**To join the discussions on Slack**, visit [yesilae.slack.com](https://yesilae.slack.com), then click **create an account**; Set up your profile with your username, and then simply follow the prompts to finish.

To join a channel of interest, click on “Channels” in the far left panel on screen (see Figure 2), browse through our many channels, click on one that interests you, then click “join channel”. Major channels are listed in Table 1.

**Table 1. List of the most commonly subscribed Channels on the yesILAE Slack platform**

Topic	Channels
<b>Regions</b>	#rc-europe #rc-asiaoceania #rc-africa #rc-latinamerica #rc-northamerica #rc-easternmediterrean
<b>Task Forces</b>	#tf-communications #tf-advocacy #tf-education #tf-finance #tf-translational
<b>Conferences<sup>a</sup></b>	#2019iec (International Epilepsy Congress, Bangkok) #2019aes (American Epilepsy Society Annual Meeting, Baltimore) #2020aoec (Asian-Oceania Epilepsy Congress, Fukuoka) #2020ece (European Congress on Epileptology, Geneva)

<sup>a</sup> = examples correct as of April 2019

Direct message “Slackbot” if you need help using Slack, Google wikis for using Slack, or else contact the YES Secretary at [yes@ilae.org](mailto:yes@ilae.org) for any other assistance or feedback.

#### **4. How to follow us on social media**

**Website:** [www.ilae.org/yes](http://www.ilae.org/yes)

**Facebook:** [/yesILAE](https://www.facebook.com/yesILAE)

**Twitter:** [@yesILAE](https://twitter.com/yesILAE)

**Email:** [yes@ilae.org](mailto:yes@ilae.org)

#### **5. Purpose and requirements of YES National Liaisons**

A YES National Liaison is a representative of YES to that country<sup>2</sup> for a two year term, whose main task is to facilitate bilateral communication between the global YES organisation and their national ILAE chapter or similar organisations, and to disseminate information about YES and our activities that might be of interest to their peers in that country.

<sup>2</sup>. In some cases, rather than representing a single country, global regions might consider first establishing sub-regional Liaisons. For instance, rather than having 54 National Liaisons in Africa, in the first instance it might make more sense to have a Liaison for (e.g.,) West Africa that represents the 16 nations in this region.

The YES Regional Representative co-ordinates the nomination or election of National Liaisons. The Regional Representative can choose to hold formally minuted nominations and elections at their relevant biennial ILAE regional congress (recommended), or else oversee the nomination of National Representatives at the each national chapter meeting. To establish a YES presence in a particular country, a Regional Representative may also choose to invite an appropriate person to serve as Acting National Liaison until formal nominations can be held.

National Liaison are welcome to assemble a small, informal group of peers to help with the role although these “helpers” will not be officially recognised as YES National Liaisons themselves. The roles of the National Liaisons include, but are not limited to:

- Facilitate bilateral communication between the global YES organisation and that national chapter or similar organisations
- Promoting YES and our activities on a national level at scientific meetings, courses, and via local epilepsy-related institutions
  - This includes encouraging local junior ILAE members to become active YES members
- Collaborating with existing national “Young Neurologists/Epileptologists/Psychologists” or similar to promote the mission and activities of YES, and to help more widely disseminate YES’ and the ILAE’s educational courses, conferences, bursaries, etc
  - Efforts should be made to collaborate with both basic science and clinical organisations, regardless of the personal background of the National Liaison
- Partake in regional teleconferences at least twice per year, as convened and chaired by the YES Regional Representative. In these teleconferences, the National Liaison will share news, opportunities, and activities relevant to YES occurring in their country, and discuss roles for the National Liaison that are in line with YES’ goals and activities for that region and globally
- Actively contribute to the tasks and activities organised by the Regional Representative where relevant

The National Liaison reports directly to their Regional Representative on all matters, and can only use YES branding (e.g., logos) with explicit approval of the YES Secretary ([yes@ilae.org](mailto:yes@ilae.org)).

***National Chapters of YES.*** The role of a National Liaison is distinct from the role of a leader of a national chapter of YES. The formal establishment of a national YES chapter may be suitable if a national organisation of young epileptologists is not yet available. However, this undertaking requires a clear plan, high level of personal involvement and expertise from Active YES members, a sizeable national team, and support from the national ILAE chapter. Countries with a strong rationale for establishing a national chapter of YES are advised to first speak to their Regional Representative, who can then make a case for this to the YES Board. Suitable countries approved by the YES Board will then be provided with a specialised kit for the task of establishing a national chapter, although of note, ratification of the national chapter is not guaranteed unless the formal case submitted to the YES Leadership Team is suitably robust and sophisticated.

### **Requirements**

The elected National Liaison will:

- be aged **no more than 40 years of age**, and will remain under 40 for the duration of their term. People still undertaking traineeships, doctorates et cetera are eligible
- be a **registered and active member of YES**
  - this includes being an active contributor on Slack to the *General Discussion* channel and relevant Regional channel at a minimum

- have a **collaborative, sensitive leadership style**, and **adequate time** in their schedule to properly undertake the role and tasks asked of them by the Regional Representative
- be an **engaging and enthusiastic communicator**
- be a **member of their relevant ILAE national chapter**
  - Please consult the YES Board if an exemption is required

## 6. Introducing YES to your peers in your national ILAE chapter

**Relevant attachments:** Modifiable Power Point presentation (content: YES Overview)

YES introduction video (also embedded in the PowerPoint)

Based on our previous experience, we suggest that YES National Liaisons respectfully approach their national ILAE chapter to outline the role of a YES National Liaison, and how you would like to work with their organisation, to your mutual benefit. Ideally the YES National Liaison should have the expressed blessing of the national chapter to proceed.

Once a cordial relationship is established, we recommend asking the national chapter for help in facilitating an ‘Introduction to YES’ session at your next national chapter meeting. Depending on the level of support able to be provided by your local chapter, this might take the form of a morning tea, a formal session in the scientific programme, or a more casual session over wine in a room at the conference hotel if PowerPoint facilities are available.

We recommend modifying the provided “YES Overview” PowerPoint presentation to suit your language and time requirements. For more information or resources, please consult with your Regional Representative or the YES Communications Task Force Leader.

### **Communication**

**National Liaisons are respectfully asked not to create country-specific social media and other communication accounts** i.e., a national YES Facebook page or Twitter account. This helps YES to monitor what is being communicated in our name, and avoids spamming YES members.

Instead, National Liaisons should direct all communication to take place in threads within their region’s Slack channel on the YES Slack platform.

Any communiques about YES via other online platforms specific to your country (e.g., advertisements or feature stories disseminated via the national ILAE chapter’s communication platforms) should be approved by the Regional Representative to ensure that the message is in line with the broader YES brand/goals, and to avoid typos and other errors!

See also the ILAE’s social media policy at <https://www.ilae.org/about-ilae/committees-task-forces-and-advisory-commissions/commission-procedures/ilae-social-media-policy/ilae-social-media-policy>

*If you have any questions, or require any further information, please do not hesitate to ask your Regional Representative or the YES Secretary. The latter can be contacted via Slack, or at [yes@ilae.org](mailto:yes@ilae.org)*