# Rules for the Lifetime Achievement Award in Epilepsy

**Background**

The Lifetime Achievement Award in Epilepsy is given jointly by the International Bureau for Epilepsy (IBE) and the International League against Epilepsy (ILAE). The Award will be made not more than once every two years. The Award is given to an individual to recognise and honour his or her exceptional and outstanding personal contribution over a long period of time to activities that advance the cause of epilepsy. This contribution and activities should either have been performed at an international level or they should have had an international impact or significance. The Award reflects international peer recognition. It consists of an inscribed trophy to a maximum value of US$500 (inclusive of inscription costs), a financial prize of US$5,000 or €5,000 (whichever is the greater), a scroll and the name of each recipient is added to the Lifetime Achievement Award winners’ Hall of Fame maintained by IBE and ILAE. In the event that the Award winner is not already an Ambassador for Epilepsy, this additional Award will also be given but will not be counted as one of the maximum of 12 Ambassador Awards given to selected candidates that year.

# Nominating Procedure

1. Nominations will be invited only once in any two-year period.
2. Only current members of the Joint Executive Committees (JEC) of IBE and ILAE can nominate candidates for the Lifetime Achievement Award.
3. All IBE and all ILAE Chapters will be informed of the details of the Lifetime Achievement Award. Whilst they cannot nominate candidates themselves, they can bring potential candidates to the attention of the members of JEC for them to nominate if they so wish.
4. An invitation for nominations will be distributed to all members of the JEC at least 3 months prior to the date of decision. The invitation will include a letter that explains the process, an official nomination form and a list of previous Award winners.
5. Previous Award winners cannot be re-nominated.
6. Previously unsuccessful candidates are eligible for re-nomination. However, nominations are not carried over and must be resubmitted at the time of the following call for nominations.
7. To be eligible, candidates must be nominated using an official nomination form. Supporting information can also be supplied but this must be limited to no more than 5 additional pages in total.
8. Completed and signed nomination forms, together with any supporting information, must be sent to the Executive Director, International Bureau for Epilepsy, 7 Priory Office Park, Stillorgan Road, Blackrock, A94 FN26, Co Dublin, Ireland, by the notified closing date.
9. Wherever possible, a nomination must be submitted electronically. Where this is not possible, nominations may be submitted by fax or by post.
10. Nomination forms must bear the name of the person making the nomination.

# Assessment criteria

1. Only eligible nominations will be considered for the Award.
2. This Award is the highest honour in the gift of the IBE and the ILAE. As such candidates will be assessed accordingly and will need to demonstrate a quite exceptional record.
3. As the title of the Award suggests, candidates must be able to demonstrate a long standing personal contribution (either voluntarily or professionally) in any scientific, clinical, educational or psycho-social field of epilepsy that contributes towards the significant development and permanent improvement of epilepsy care and/or the well- being of people with epilepsy in an international context.
4. Measures of a candidate’s worth include but are not limited to the following: -
	* The scale of the impact the candidate has had.
	* The amount of time the candidate has been contributing for. This should be not less than 20 years in total in order to be considered “lifetime”.
	* The success and significance of the activities to which the candidate has contributed.
5. The activity to which the person has contributed must be at an international level or at a national level and be of international impact or significance.

# Method of assessment and decision

1. Candidates will be assessed by the members of the JEC of the IBE and the ILAE.
2. The nomination form and any supporting information supplied for each eligible candidate must be distributed to each member of the JEC.
3. Current members of the Joint Executive Committees (JEC) of the IBE and the ILAE are not eligible to be nominated to receive the Award.
4. Each member of the JEC must have the opportunity to speak on behalf of any candidate before any ballot.
5. When all candidates have been assessed, the members of the JEC will vote by secret ballot to determine who to propose as an Award winner.
6. There shall be parity of voting strengths between representatives of the IBE and the ILAE. If one Executive Committee has more voting members than the other present in person then its number of voting members eligible to vote within the JEC shall be adjusted to achieve equality.
7. Each candidate shall be balloted separately.
8. For each ballot each member of the JEC shall have one vote. The chair or co-chairs of the JEC shall not have a second or casting vote or a veto.
9. A candidate securing at least an 80% majority of the votes of members of the JEC present shall be proposed as an Award winner.
10. If a candidate does not achieve the 80% majority of votes then there may be a second ballot (and if necessary a third ballot)
11. Further ballots after the third one may be held if a majority of the members of the JEC so decide.
12. All nominees who are supported by 80% or more of the JEC members will be an Award winner. If no nominee is supported by 80% or more of the JEC members then no award will be given.
13. Block voting by members of the IBE International Executive Committee or of the ILAE Executive Committee is not permitted.
14. The proposed Award winners will be put to a vote of JEC for ratification. Ratification requires at least an 80% majority of ILAE JEC members in favour and at least an 80% majority of IBE JEC members in favour.
15. The decision of the JEC is final.

# Conflicts of Interest

1. Any member of the JEC who has a personal conflict of interest should declare as such and should excuse themselves from the decision making procedure.

# Announcing and presenting the Award

1. Immediately following the decision, the Award winner and their nominators will be informed.
2. The Award will be announced and presented by the Presidents of the IBE and the ILAE at the International Epilepsy Congress (IEC). The Award winner will be invited to attend the IEC to receive their Award and will be offered the following: -
	* Free and full registration to the Congress.
	* Business class return air travel for one where an intercontinental flight of 5 hours or more is required, otherwise economy/coach class air travel.
	* Free accommodation.
	* One hundred US dollars contribution towards subsistence during the Congress.
	* None of these offers are transferable to anyone else.
3. Information concerning the Award winner will be published by IBE and ILAE in their respective journals, newsletters, magazines and on their websites.

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