



# Symposium and workshop submission guidelines

The Programme Organising Committee is delighted to invite you to submit proposals for symposia and/or workshops at the 2021 Festival of Neuroscience, being held 11<sup>th</sup> – 14<sup>th</sup> April in Brighton, UK.

## General Information

Proposals should be submitted on the understanding that **organisers have already made speakers aware of the meeting date and location, and confirmed their acceptance to attend if the proposal is accepted.** Organisers and speakers should be aware that the proposal may be rejected (for example, if the focus of the proposed session is too narrow). The Programme Organising Committee (POC) may want to work with organisers to modify some potentially acceptable proposals so that they can meet with the objectives of the meeting more effectively.

## Session types

Sessions can be either **Symposia** or **Workshops**:

### Symposia

Each symposium is 100 minutes in length and consists of four talks; each talk is therefore usually 20-25 minutes long. However, the time can be divided up differently, e.g. four 15-20 minute talks followed by 20 minute panel discussion.

Two of the speakers should co-chair the session. Although the symposium organisers can propose a non-speaking Chair-person, if wished, the Chair will not receive a complimentary Festival pass or be entitled to speaker travel expenses.

All speakers' publications should be recognised for having made an important contribution to their field. During the application process we ask for one recent publication/reference/research output to be stated for each speaker.

At least one speaker should be a leader of the field, and at least one should be an Early Career Researcher (ECR), where ECR is defined as someone who would be eligible for undergraduate, postgraduate or ECR membership of the British Neuroscience Association (BNA): see <https://www.bna.org.uk/about/membership/#membership-categories>.

In order to widen opportunity to speak at the Festival as much as possible, it is expected that none of speakers will have presented a talk at the previous Festival of Neuroscience held in Dublin in April 2019 - see list on [page 4](#). In addition, any individual can only speak in one symposium or session during the 2021 Festival. If an individual's name appears in more than one proposal, the POC will work with the symposium organiser to seek an alternative speaker.

### Workshops

Workshops should focus on topics of wide interest (e.g. policy, careers, funding, grant-writing, publishing, reproducibility, short courses, neuroethics etc.)

Each workshop is 100 minutes in length. Their format can include presentations, panel Q&A, small group discussion, worked examples, or other formats. Workshop organisers can also provide materials to attendees prior to the session.

Typically workshops consist of 3-6 participants including a chairperson. It is expected that none of the participants will have presented a talk at the previous BNA Festival of Neuroscience in April 2019 (see page 4). In addition, any individual can only speak in one symposium or session during the 2021 Festival.

Each workshop proposal will be considered individually, and it is expected there will be discussion with the POC and Meetings Secretary on how to create a Festival programme with a good range of workshops.

## Equality and diversity

It is expected that all proposals will have a gender balance -it is normally recommended that half the invited speakers are male and half female - and all proposals must meet the BNA's Policy for Equality and Diversity, available online at [bna.org.uk/about/policies/#equality-and-diversity-policy](https://bna.org.uk/about/policies/#equality-and-diversity-policy).

## Geographical spread

Organisers should ensure all speakers are from different Universities or research institutions to ensure wide-ranging representation.

Unless the session is owned by a Festival Partner, Partner Society, or has additional external funding, sessions cannot include more than one international speaker from outside the EU (see below).

## Finances and Expenses

**Sponsorship:** Although the BNA will fund sessions that are accepted into the scientific programme, organisers are strongly encouraged to arrange funding from other sources. Acceptance will be based principally on scientific criteria, but, where proposals are of equal merit, proposals are more likely to be successful if they are accompanied by firm commitments from sponsors to meet speaker expenses and to make a contribution of at least £1750+VAT to cover the overhead costs of running the session.

**Speaker expenses:** Proposers should make speakers aware that, if accepted into the Festival Programme, they are entitled to the following:

For speakers based in UK, Ireland, or other EU countries

- Full Festival pass
- One night's accommodation
- Travel allowance of up to £125 for UK and Ireland; or up to £250 for other EU countries

For speakers based in countries outside the EU:

- Full Festival pass
- Two nights' accommodation
- Travel costs: flights must be approved by the BNA Office prior to ticket purchase by 31<sup>st</sup> January 2021 at the latest. After this date there is no guarantee BNA will be able to meet ticket costs. Maximum total travel allowance is £1000.

Sessions must not have more than one speaker based outside the EU, unless (1) is a Partner Society or Festival Partner session, or (2) you are able to provide funding for the additional speaker travel costs.

Non-speaking Chairs do not receive complimentary registration or travel expenses.

If a symposium organiser is able to cover speaker expenses from elsewhere they are at liberty to refund their speakers according to their own guidelines. If this is the case then please make sure that the BNA office is aware of any such arrangement made with speakers.

### Expenses for speakers in Partner Society or Festival Partner symposia

Partner Societies and Festival Partners have ownership of one or more symposia at the Festival, and receive benefits including reduced registration rates for all their members. (If you are interested in finding out more about being a Partner, please contact [office@bna.org.uk](mailto:office@bna.org.uk)).

Although Partner Societies are free to choose topics and speakers for their symposia, they must still follow the guidelines on composition etc. stated in these Guidelines, and be subject to review by the POC. The POC may request changes to be made to a symposium proposal submitted by a Partner Society before accepting it for inclusion.

Speakers taking part in a Partner Society/Festival Partner symposium receive complimentary registration from the BNA. Travel expenses for speakers in these sessions are the responsibility of the partnering organisation, not the BNA. If you are submitting a symposium proposal for a Partner Society/Festival Partner session, please ensure your speakers know what travel expenses they are entitled to and any rules/policies that will apply to their travel claims.

# Information required for proposals

Please submit your proposal at [www.bna.org.uk/symposia/bna2021-submissions](http://www.bna.org.uk/symposia/bna2021-submissions). The deadline for submissions is midnight on 1st March 2020.

Please contact the BNA office ([office@bna.org.uk](mailto:office@bna.org.uk)) if you have any questions about the scientific programme or submission process.

## Details of organiser

The organiser is likely to be one of the co-chairs or speakers in the session but does not have to be. The organiser acts as the first point of contact for all correspondence with the POC, and is responsible for ensuring speakers receive all relevant information.

**\*Are you submitting for a Partner Society or Festival Partner session?\*** If so, please state on the form here.

## Your proposal

Session type (symposium/workshop)

Session title

Session theme (select from list)

Brief description (up to 2000 characters describing the area of research; please note that the text will be used in publicity to advertise the session should it be accepted into the programme)

Justification for inclusion in the BNA2021 scientific programme (up to 2000 characters; please see below for information about criteria used to select proposals for inclusion in the programme)

## Speaker details

Symposia should have four speakers only (including two co-chairs). After entering the details for one speaker, click 'add speaker' in order to add the next, and continue until all four are included in your application.

Workshops will typically 3-6 speakers; additional speakers can be proposed and these additional speakers will be accommodated should time and space allow.

## For each speaker, you will need to provide:

Title, First Name, Surname

Institution, City, Country

Email

Career stage (At least one speaker should be a leader of the field, and at least one should be an Early Career Researcher (ECR), where ECR is defined as someone who would be eligible for undergraduate, postgraduate or ECR membership of the British Neuroscience Association (BNA): see <https://www.bna.org.uk/about/membership/#membership-categories>.)

One recent publication or research output.

Gender and ethnicity - this is so that the BNA can monitor its progress on widening equality and diversity

Title of talk

If they will be a co-chair for the session

## Funding

If you have suggestions for how this proposal might be funded, or have already secured funding, please give details. If you are submitting for Partner Society or Festival Partner, please mention again here.

# Selection criteria

All proposals will be reviewed by members of the Programme Organising Committee (POC), headed by the POC Co-Chairs Professors Sarah Guthrie and Hugh Piggins. The POC will consider each proposal on its own merits as well as the Festival programme as a whole when deciding whether or not to include: they may also contact the organiser to discuss the proposal before accepting.

Criteria the POC will assess when reviewing proposals include:

- How well it meets the criteria specified in the guidelines, e.g. gender balance, geographical spread etc (see above)
- Importance of the neuroscience research covered in the proposal
- Interest in the ideas and techniques
- Quality of the research and the speakers
- For symposia - relevance and interest level of the topic
- For workshops – likely level of demand by the neuroscience community
- They will also look to see whether the proposal markets a product/service.

# BNA2019 Speakers and chairs

Kevin O'Byrne  
James Ainge  
Schahram Akbarian  
Annette Allen  
Joaquim Alves da Alves  
Maria Ankaarcrona  
Johannes Attems  
Jaideep Bains  
Julie Bakker  
Shernaz Bamji  
Samuel Barnes  
Caswell Barry  
Tobias Bast  
Anders Bjorklund  
Tim Bliss  
J. Paul Bolam  
Grégoire Borst  
Ed Bullmore  
Philip Burnet  
Simon Butt  
Annamaria Cattaneo  
Nitzan Censor  
Susan Chalmers  
Alain Chédotal  
Anne-Marie Childs  
Graham Collingridge  
GinettaCollo  
Samuel Cooke  
Rosa Cossart  
PhilipCowen  
Damien Coyle  
HelenCross  
John Cryan  
Robert Cumming  
Jeff Dalley  
Jeff Dalley  
Kurt De Vos  
Bert De Smedt  
Waljit Dhillon  
Ray Dolan  
Michael-John Dolan  
Eric Downer  
Hana D'Souza  
Iroise Dumontheil  
Rebecca Elliott  
Barry Everitt  
Elisa Ferre  
Laurent Ferron  
John Foxe  
Paul Frankland  
Uta Frith  
Elisa Galliano  
Alain Gardier  
Lisa Genzel  
Richard Gilbertson  
Claire Gillan  
Claire Gizowski

Alfredo Gonzalez-Sulser  
Patrick Haggard  
Jeremy Hall  
Martine Hamann  
Su Han  
Ileana Hanganu-Opatz,  
Michael Hanna  
Orla Hardiman  
Michael Hasselmo  
Mick Hastings  
Verena Heise  
Lora Heisler  
Michael Heneka  
Suzana Herculano-Houzel  
Megan Holmes  
Judith Homberg  
Denise Hough  
Andrei Ilie  
Matthew Jones  
Yvonne Jones  
John Kealy  
Aine Kelly  
Nima Khalighinejad  
Lisa Kinnavane  
Jonny Kohl  
John Krystal  
Catherine B. Lawrence  
Alex Leff  
Bigna Lenggenhager  
Juan Lerma  
Gabriele Lignani  
Ming Lim  
Madeleine Lowery  
Timothy Lynch  
Niamh Lynch  
Marina Lynch  
Giovanna R Mallucci  
Nicola Marchi  
Eva Marco  
Sally Maskell  
Dominick McCabe  
Ann McKee  
Richard Mead  
Michael Meaney  
Mitul Mehta  
Gero Meisenboeck  
Áine Merwick  
Marie-Pierre Moisan  
Liad Mudrik  
Keith Muir  
Marcus Munafo  
Therese Murphy  
Elaine Murray  
Dean Nizetic  
Yvonne Nolan  
Joseph O'Neill  
Nadine J Ortner

Henrik Oster  
Tiago Outeiro  
Simona Parrinello  
Louise Paterson  
Gabriela Pavarini  
Roger Pertwee  
Arturas Petronis  
Paola Piccini  
Marina Picciotto  
Hugh Piggins  
Steven Pollard  
Sara Pulit  
Stefan Reber  
Ana Cristina Rego  
Mary Reilly  
Cristina Reschke  
Carlos Ribiero  
Marion Rincel  
Michelle Roche  
Miriam Rosenberg-Lee  
Pia Rotshtein  
Tomas Ryan  
Nayantara Santhi Melatonin  
Paramala Santosh  
Anthony HV Schapira  
Jonathan Schott  
Gerhard Schratt  
Jaclyn Schwarz  
Emily Sena  
Colin Smith  
Wolfgang Sommer  
Francesca Spiga  
Maria G. Spillantini  
Kimberly Stachenfeld  
Tyler Stevenson  
Ella Striem-Amit  
Argyris Stringaris  
Andre Strydom  
John Terry  
Sandrine Thuret  
Sarah Tibrizi  
Marco Tripodi  
Elizabeth Tunbridge  
Lene Uhrbom  
Marianne Van den Bree  
Eve Van Cauter  
Katharina Vezyroglou  
Essi Viding  
Lauren Walker  
Colum Walsh  
David Wilkinson  
Hugh Willison  
Bill Wisden  
Frances Wiseman  
Matthew Wood  
Sukhvir Wright  
Peter zu Eulenburg