

## **Elections of 24-25 November 2020**

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## **I. Programme Committee: election of chairperson and ordinary members**

In conformity with the FENS Articles of Association and FENS Regulations, article VII.2, FENS is electing one chairperson and 8 new Programme Committee members for the FENS Forum 2022 in Paris.

### **I.1. Programme Committee (PC)**

The programme committee is composed of seventeen members:

- A chairperson, elected by the Governing Council in November 2020
- Eight members elected by the Governing Council in November 2020
- Five members nominated by the PC chairperson
- The chairperson of the Host Society Committee (HSC) for the FENS Forum 2022
- One member designated by the American Society for Neuroscience (SfN)
- One member designated by one of the Asian-Pacific Neuroscience Societies

The rules for eligibility are specified in the FENS Regulations

In November 2020, the Governing Council will elect one chairperson and eight ordinary members.

The chairperson of the Programme Committee, once elected, becomes a FENS officer and member of the Executive Committee for a two-year term. He/she will liaise with the Secretary General and will be assisted by the FENS offices for these tasks.

The ordinary members of the Programme Committee, once elected, become FENS officers for a two-year term until July 2020. They will work under the authority of the chairperson of the Programme Committee to establish the scientific programme of the FENS Forum.

### **I.2. Requirements for candidatures for chairperson**

- The candidate should be a scientist of outstanding international scientific reputation
- The candidate should be experienced in reviewing process and should preferably have been a member of a past Forum programme committee or a reviewing committee for a large international scientific meeting
- The candidate should be a scientist working in an institution from any country in the area of the FENS membership
- Each society with full or associate membership status and each voting member of the Executive Committee is entitled to nominate one eligible candidate
- The outgoing chairperson cannot be proposed as chairperson
- Members of the current Programme Committee serving a second term cannot be proposed as chairperson

The candidate should be aware of the structure and organisation of FENS, and of the FENS Strategic plan.

The chairperson is elected by the Governing Council using the uninominal voting procedure.

The chairperson, once elected, is a FENS officer and member of the FENS Executive Committee. He/she shall attend all Executive Committee meetings and Governing Council meetings, and participate in their discussions, with voting rights.

The chairperson elected in November 2020 will take office formally immediately after the elections and will remain in the position until the second Executive Committee meeting in autumn 2022.

#### Tasks of the chairperson of the Programme Committee

Once elected, the chairperson shall assist in setting up the full Programme Committee. This includes the appointment of five scientists as ordinary members of the Programme Committee, taking into account the scientific, geographic and gender diversity necessary to have a fair representation of all relevant fields of science in the final committee. The chairperson shall also ensure that the SfN and one of the Asian/Pacific neuroscience societies designate the SfN and the Asian/Pacific representatives in the Programme Committee.

It is the task of the chairperson of the Programme Committee to elaborate the programme of the FENS Forum 2022, in accordance with the "Guidelines and Specifications for the FENS Forum Programme Committee". This work comprises:

- selection of plenary lectures
- approval of special lectures and special interest events
- input and edits to the themes for the Forum programme

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- selection of workshop and symposium proposals
- reorganisation and thematic distribution of poster sessions based on submitted abstracts
- distribution of sessions and follow-up of the scientific programme

In addition, the chairperson of the Programme Committee has the following responsibilities:

*FENS travel grants*: The Programme Committee chairperson is a member of the FENS IBRO travel grants jury.

*Executive Committee and Governing Council*: As a member of the Executive Committee, the chairperson of the PC shall attend the meetings of the Executive Committee and of the Governing Council, with full rights to participate in any discussion and vote on any decision.

*Reports and proposals*: The chairperson of the Programme Committee shall present progress reports and a final report on the scientific programme at the Executive Committee and Governing Council meetings. He/she shall also make proposals for improvements for future FENS Forums.

*Nomination of a candidate for the position of chairperson in the next PC (Forum 2024)*: The chairperson of the Programme Committee is entitled to propose to the Executive Committee the candidature of an ordinary member serving a first term in the outgoing PC to the position of chairperson in the next PC. If approved, the Executive Committee will propose this nomination for approval at the next election at the Governing Council meeting.

*FENS Regional Meeting (FRM)*: The chairperson of the Programme Committee is a member of the FRM Committee, a Special Committee in charge of evaluating FRM bids prepared and proposed by member societies (Regulations, article VII.5). Further, the chairperson acts on behalf of FENS as advisor to the Local Programme Committee for the following FRM.

For the above tasks, the chairperson shall liaise with the Secretary General and will be assisted by the FENS administration.

### **I.3. Requirements for candidatures for ordinary member**

- The candidate should be a scientist working in an institution from any country in the area covered by FENS membership
- The candidate should be a scientist of outstanding international scientific reputation
- The candidate should be experienced in reviewing processes and should preferably have been a member of a reviewing committee
- The candidate, if elected, shall attend the Programme Committee meetings (**mandatory**)
- The candidate may be an outgoing ordinary member of the PC having served one term only

### **I.4. Tasks of the Programme Committee members**

#### ***I.4.1. Soliciting proposals for technical workshops and symposia***

In their area of expertise, the members of the PC are expected to solicit scientists to submit proposals, which, however, will be evaluated as any other proposal by the Programme Committee.

#### ***I.4.2. Evaluation of proposals for technical workshops and symposia***

Proposals are submitted by scientists via an online application from March until May in off years. Shortly afterwards, the members of the Programme Committee will have access to the proposals that they have to evaluate and score through the online application system during three scheduled weeks in June.

#### ***I.4.3. Proposals for plenary lectures***

Members of the programme committee shall propose up to three plenary lecturers, at least one of whom shall be female. This procedure is done online during the period from mid-January to mid-February.

#### ***I.4.4. Selection of the preliminary programme: Programme Committee meetings***

The three Programme Committee meetings take place in March and in July in the odd year and in April of the following year, at dates to be established by the Programme Committee chairperson. If elected, candidates shall agree to be present at these meetings. Absent members cannot be represented and only members being present can express their opinion and vote.

Under the authority of its chairperson, the PC shall elaborate the programme, in accordance with the Guidelines for evaluation of symposium and technical workshop proposals and the Guidelines for proposals and selection of FENS plenary lectures.

This comprises:

- Selection of workshops and symposia from proposals
- Selection of FENS plenary lectures
- Approval of special lectures and special interest events

In case some decisions are pending after the meetings of the Programme Committee, the chairperson may entrust one or several members of the PC to obtain a rapid decision.

Any change to the scientific programme has to be approved by the chairperson of the Programme Committee, until the end of the Forum. This includes changes in chairpersons and speakers of plenary lectures, special lectures, symposia, workshops, special interest events and satellite events.

#### **1.4.5. Final programme: Scheduling of Poster sessions.**

Distribution of poster sessions is done under the responsibility of the Programme Committee in the spring of the year of the Forum, to establish the final programme shortly thereafter.

#### **1.4.6. FRM**

Ordinary members may be nominated to the FRM Committee, a special committee in charge of selecting the FRM bids prepared and proposed by member societies.

#### **1.4.7. Other tasks**

Members of the PC may be asked for assistance in particular tasks by the chairperson of the PC.

### **1.5. Important dates**

<b>2020</b>	
21-22 September (Brussels)	The Executive Committee confirms guidelines and timeline for the next Forum
29 September – 27 October	Nominations and candidatures for members of the Programme Committee
23 November (Brussels)	Executive committee meeting: Approval of Programme structure
24 - 25 November (Brussels)	Governing Council meeting: Election of PC chair and ordinary members
26 November – 16 December	Following the elections, designation of 5 members by the new PC chairperson, 1 member by the SfN and 1 member by one of the Asian-Pacific Neuroscience Societies.
16 December	Final constitution of the Programme Committee
<b>2021</b>	
15 January – 19 February	Submission of proposals for plenary lecturers. Submission of proposals for special lecturers.
early March (TBD)	1 <sup>st</sup> Meeting of the Programme Committee: selection of plenary lectures, Approval of special lectures, special interest events (if already proposed)
22 February	Call for proposals for symposia and technical workshops (information about the call is published on the FENS Forum website)
26 March – 21 May (one week extension may apply)	Submission of proposals for symposia and technical workshops (public online submission).
3 June – 25 June	Online evaluation of SW proposals by PC members
early July (TBD)	2 <sup>nd</sup> Meeting of the Programme Committee: - Selection of SW proposals - Scheduling of main sessions (daily programming)
July - August	Preliminary scientific programme preparation (agreement of selected candidates, speakers, chairs, etc)
1 October	Scientific programme posted on the FENS website
26 October	Call for abstract submission announcement (procedures published online)
10 December	Abstract submission opens (together with registration and travel grants application)
<b>2022</b>	
15 February	Deadline for: - Registration - FENS travel grant application - Abstract submission
March/April (TBD)	3 <sup>rd</sup> Programme committee meeting: Poster scheduling
mid-May	Final programme posted on the FENS website (including abstracts)
9 – 13 July (Paris)	FENS Forum

## I.6 References

The regulations, articles of association, strategic plan, nominations file, outgoing Programme Committee overview and Programme Committee guidelines can be accessed using the following link:

- <https://www.dropbox.com/sh/a4tm1q715qdebk0/AAAqi6dAtIRrXUqW6nF3P87Wa?dl=0>  
(password: Elections112020)