



## **Guidelines and specifications for the FENS Forum Programme Committee I. General guidelines**

### **Note**

The present guidelines are valid for the FENS Forum 2022 in Paris

They will have to be amended if and when new rules are accepted for the organization of future Forums. This concerns specific dates, the participation of the Host Society Committee in the scientific content of the Forum, and possible amendments to the composition of the Programme Committee.

### **References**

The present Guidelines are based on:

- FENS Articles of Association
- FENS Regulations

They are completed by the:

- Guidelines and specifications for proposals and selection of plenary lectures (PL)
- Guidelines and specifications for special lectures (SL)
- Guidelines and specifications for special interest events (SIE)
- Guidelines and specifications for evaluation of symposium and technical workshop proposals
- List of scientific themes for proposals and abstracts
- Distribution of abstracts per poster session - Posters scheduling
- Guidelines and specifications for satellite events
- Guidelines and specifications for networking events (NE)
- Guidelines and specifications for Bridging the Knowledge Sessions (BKS)

Other references:

- Instructions for elections to the Programme Committee
- Job descriptions for elections to the Programme Committee
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## Overview

The present guidelines conform to the Articles of Association and Regulations (article VII.2) of July 11, 2008, revised July 2014.

The Executive Committee decides on the nature and number of scientific sessions (plenary lectures, symposia, technical workshops, poster sessions, special lectures, special and satellite events), as well as the general layout of the programme of the FENS Forum.

The Programme Committee is in charge of preparing and overseeing independently the content of the scientific programme of the FENS Forum. The Programme Committee's decisions shall conform to the rules established by the Executive Committee.

FENS administration is in charge of ensuring that rooms and technical facilities are provided in conformity with the type of scientific session, their technical requirements and their expected attendance.

Briefly, immediately after the last Forum, held on an even year:

- The Executive Committee sets the rules for the forthcoming FENS Forum before the next Governing Council meeting in the autumn of the same year
- The new Programme committee is composed during and takes office immediately after the Governing Council meeting held in the autumn of even years.
- Calls for symposia and technical workshops proposals will be open in March on preceding year of the Forum
- Organisers of the Special lectures will be contacted around November on even year (the year of presiding Forum) to confirm that their lecture will take place and provide the name of the speakers, if available.
- The proposal of plenary lecture speakers by the members of the Programme committee takes place at the beginning of the odd year (presiding year of the Forum)
- The Programme Committee will evaluate, score, select or approve proposals for the different types of scientific sessions at the end of the first trimester of the next calendar year (odd year)
- A preliminary programme of all oral presentations will be established before the end of the 3rd trimester of the same year, to be published on the FENS Forum website.
- Registration of participants and abstract submission will be open in December of the same year (odd year), until the February of the next calendar year (year of the Forum).
- The Programme committee chair will then establish the daily planning of poster sessions, and the final programme will be posted in May, before the Forum.

Until the day of the Forum, the Programme Committee through its chairperson shall monitor, approve or refuse any update or modification of the scientific programme.

## Schedule

The *general timeline* indicated below shall be detailed with exact dates at every Forum.

(See appendix IV.1 for the upcoming Forum)

As a rule, for a Forum held in July of even years (Year 0):

<b>Year -2</b>	
September - November	Executive Committee establishes layout, rules and timeline for the next Forum
October	Call for proposals for symposia and technical workshops announcement on the Forum website
End of October - Early November	Nominations and candidatures to the Programme Committee
November - December	Election to the Programme Committee Final constitution of the Programme Committee
<b>Year -1</b>	
Mid-January – Mid February	PL and SL speakers' proposal submission
Beginning of March	1 <sup>st</sup> Meeting of the Programme Committee: selection of plenary lecturers. Approval of special lectures and special interest events
March - April	Contacting selected PL and SL speakers for confirmation and lecture details, conditions, etc
Mid-March	Call for submission of symposia and workshop proposals (online submission)
End of May	Deadline for submission of proposals for symposia and technical workshops (procedures published on the Forum website)
June	Evaluation of proposals by PC members (online procedure)
Beginning of July	2 <sup>nd</sup> Meeting of the Programme Committee: selection of symposia and technical workshops. Daily distribution of sessions. Scientific programme layout.
July - August	Contacting the selected SW chairs and speakers for agreement with FENS conditions, updates, timelines, etc.
Beginning of September	Finalising daily programme
October	Preliminary programme posted on the FENS website
December	Registration, abstract submission & travel grants application (online submission of proposals)
<b>Year 0</b>	
End of February	Registration, abstract submission & travel grants application deadline
March/April	3 <sup>rd</sup> Meeting of selected PC members: Poster review and scheduling by PC
Mid-May	Final programme posted on the FENS website (including poster scheduling)
July	FENS Forum

## **I. Composition and designation of the programme committee**

### **I.1 Composition**

The composition and rules for eligibility are specified in article VII.2 of the Regulations.

The Programme Committee is composed of 17 members:

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

As a rule, all candidates are required to commit themselves, if elected or designated, to be present at the Programme Committee meetings.

### **I.2. Election and designation**

#### *I.2.1. Nominations, candidatures and designations: overview and schedule*

The entire committee is renewed every 2 years for the next Forum. A call for nominations of candidates shall be sent to all members of the Governing Council and of the Executive Committee before the meeting of the Governing Council in the autumn of even years, following the last FENS Forum. Nominations shall be made online, using the forms provided by the FENS office, according to the electoral rules described in the Regulations, and the *Instructions for elections to the Programme Committee*. The final list of candidates will be sent to the members of the Governing Council and of the Executive Committee two weeks before the meeting.

Schedule (for a precise schedule, see appendix I, *Schedule for the forthcoming Forum*)

Autumn of even years, 5-6 weeks before the Governing Council meeting:

- Call for nominations
- Submission of candidatures

Autumn of even years, 2 weeks before the Governing Council meeting:

- List of candidates available to the Governing Council members

Autumn of even years, Governing Council meeting:

- Elections
- 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 (by rotation).

#### *I.2.2. Chairperson*

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

Requirements for candidature and election:

- 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 reviewing committee
- The candidate should be a scientist working in an institution in one of the countries of the FENS member societies
- According to FENS Regulations, the candidate should preferably be proposed from among the eligible members of the outgoing Programme Committee, on recommendation by its chairperson, after approval by the Executive Committee at its spring meeting in even years, prior to the Forum. The Governing Council shall approve the proposed candidate during its meeting at the Forum. If a candidate for chair is not approved, then at the time of nominations to the Programme Committee in the autumn, each society with full or associate membership status and each member of the Executive Committee is entitled to nominate a candidate for chair either from one eligible member of the outgoing Programme Committee or a new candidate.

- The outgoing chairperson cannot be proposed as chairperson.
- Members of the current Programme Committee serving a second term cannot be proposed as chairperson.

Election of the chairperson shall be made by the Governing Council by using the uninominal voting procedure.

### *1.2.3. Elected ordinary members*

Requirements for candidature and election:

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

- 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 reviewing committee
- The candidate should be a scientist working in an institution of one of the countries of the member societies of the FENS
- Ordinary members of the PC may be elected for a second term, at the end of their first term
- Candidates shall commit themselves, if elected, to attend the Programme Committee meetings
- The outgoing chairperson cannot be proposed as an ordinary member. Members of the current Programme Committee serving a second term cannot be proposed as ordinary members

Election of the ordinary members will be carried out domain by domain, to ensure a geographical and disciplinary spread of representation in the Programme Committee as the voting proceeds. No more than 4 outgoing members may be re-elected for a second term in the Committee. Each candidate is elected using the uninominal voting procedure.

The list of domains for the election of ordinary members of the Programme Committee is organised as follows:

- Domain 1: Development and Stem Cells + Neurons and Glia: Intrinsic Properties, Cell Biology and Cell Types
- Domain 2: Synapses and Plasticity
- Domain 3: Sensory and Motor systems
- Domain 4: Cognition and Behaviour
- Domain 5: Internal States and Homeostasis
- Domain 6: Disorders of the Nervous System
- Domain 7: Circuit Dynamics and Oscillations
- Domain 8: Computational and Theoretical Neuroscience

### *1.2.4. Designated ordinary members*

- The chairperson of the Host Society Committee becomes ex officio ordinary member of the Programme Committee.
- Once elected, the chairperson of the Programme Committee shall nominate 5 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 fields of science in the final committee.
- Exclusion rules: the outgoing chairperson and members of the outgoing Programme Committee serving a second term cannot be nominated as ordinary members. Designations shall conform to the rule whereby no more than 4 outgoing members may serve for a second term in the Committee.
- In collaboration with the Secretary General, the chairperson shall ensure that the SfN (American Society for Neuroscience) designates a SfN representative in the Programme Committee. The SfN representative cannot serve on the PC more than two terms in a row.
- The chairperson shall ensure that one of the Asian-Pacific Neuroscience Societies designates a representative in the Programme Committee. The representative cannot serve on the PC more than two terms in a row.

All designated members are required to commit themselves to be present at all three scheduled Programme Committee meetings.

### **I.3. Tasks**

#### ***I.3.1. Tasks of the Programme Committee chairperson***

##### *I.3.1.1 Final constitution of the Programme Committee*

- Once elected, the chairperson shall nominate 5 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 fields of science in the final committee.
- The chairperson shall ensure that the SfN designates a SfN representative in the Programme Committee.
- The chairperson shall ensure that one of the Asian-Pacific Neuroscience Societies designates their representative in the Programme Committee.
- The chairperson shall ensure that all designated members commit themselves to be present at the Programme Committee meetings.

##### *I.3.1.2 Evaluation of proposals for technical workshops and symposia*

Proposals are made by scientists through the online application over a period from March till May (uneven year) following the constitution of the Programme Committee. Shortly after, the members of the Programme Committee, including the chairperson, will receive a printed book listing all the proposals that they have to evaluate and score through the online scoring application during 3 scheduled weeks in June.

##### *I.3.1.3 Proposals for plenary lectures*

All members of the Programme Committee, including the chairperson, may propose plenary lecturers. This procedure is done through the online application during the period from mid-January till mid-February.

##### *I.3.1.4 Programme Committee meetings*

The Programme Committee meetings take place in March and in July (uneven year) and April of the following year (even year), at dates established by the Programme committee chair.

During the three Programme Committees meetings, it is the responsibility of the Programme Committee chairperson to establish the scientific programme of the FENS Forum, in accordance with the *Guidelines and Specifications for the FENS Forum*.

At the 1<sup>st</sup> Programme committee meeting (March):

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

At the 2<sup>nd</sup> Programme committee meeting (July):

- The selection of workshop and symposium proposals

At the 3<sup>rd</sup> Programme committee meeting (April):

- Reorganisation and thematic distribution of poster sessions based on submitted abstracts

In case some decisions are pending after the Programme Committee meetings, the chairperson must ensure a rapid decision process.

##### *I.3.1.5 Scientific programme*

- Preliminary programme: Daily layout of sessions

Distribution of sessions throughout the Forum is done according to FENS rules, under the responsibility of the chairperson, to establish the preliminary programme early September at the latest.

- Final programme: Posters scheduling



Distribution of poster sessions is done under the responsibility of the Programme Committee during a meeting with selected members of the Programme Committee, to establish the final programme in April of the year of the Forum at the latest.

- Final programme: Changes

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 events and satellite events. The chairperson may refuse the change proposed and cancel the event if it does not conform to the Programme Committee decisions or to FENS rules.

*1.3.1.6 FENS travel grants*

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

*1.3.1.7 Reports and proposals*

The chairperson of the Programme Committee shall prepare progress reports and a final report on the scientific programme to be presented at the Executive Committee and Governing Council meetings. He/she shall also make proposals for improvements for future Forums.

*1.3.1.8 Nomination of a candidate for the position of chairperson in the next PC*

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 the next election at the Governing Council.

*1.3.1.9 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 discussion and vote on any decision.

*1.3.1.10 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 FRM.

**1.3.2. Tasks of the Programme Committee ordinary members**

*1.3.2.1 Solicit 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 will be evaluated as any other proposal by the Programme Committee.

*1.3.2.2 Evaluation of proposals for technical workshops and symposia*

Proposals are submitted by scientists via an online application from March till May of odd years. Shortly after the deadline for submission, the members of the Programme Committee will receive a printed book listing all the proposals that they have to evaluate and score through the online scoring application during 3 scheduled weeks in June.

*1.3.2.3 Proposals for plenary lectures*

Members of the programme committee shall propose three plenary lecture speakers, at least one of whom shall be female. Proposals are submitted via online application during the period from mid-January to mid-February.

#### *1.3.2.4 Selection of the preliminary programme: Programme Committee meeting*

The three Programme Committee meetings take place in March and in July in the uneven year and in April of the following year, at dates established by the Programme committee chair. Candidates shall agree, if elected, to be present at these meetings. Absent members cannot be represented. Only members being present can express their opinion and vote.

Under the authority of the chairperson of the Programme Committee, 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:

- The selection of workshops and symposia from proposals
- The selection of plenary lectures
- The approval of special lectures, and special interest events

In case some decisions are pending after the meeting of the Programme Committees, the chairperson may entrust one or several members of the PC to obtain a prompt 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.

#### *1.3.2.5 Final programme: Poster scheduling*

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

#### *1.3.2.6 FENS Regional Meeting (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 (Regulations, article VII.5).

#### *1.3.2.7 Other tasks*

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

### **1.4. Programme Committee advisors**

The chairperson of the Programme Committee may designate advisors from among the outgoing members of the past Programme Committee to help scientists establish a proposal that conforms to the Regulations of the FENS.

Their advices entail no commitment to the success of the proposal, but is intended to help younger colleagues, particularly from countries where the representation of neuroscientists is low, to propose symposia and/or technical workshops.

Advisors are not FENS officers, they do not participate in the evaluation of proposals, nor in the PC meetings. They are not subjected to any restriction as candidate for scientific sessions.

## **II. Scientific Programme**

The nature and number of scientific sessions (plenary lectures, symposia, technical workshops, poster sessions, special lectures, special events and satellite events), as well as the general layout of the programme of the FENS Forum are decided by the Executive Committee (Appendix IV.2). The Programme Committee is in charge of preparing and overseeing independently the content of the scientific programme of the FENS Forum. The Programme Committee's decisions shall conform to the rules established by the Executive Committee.

### **Definitions of FENS Forum sessions**

#### **Plenary Lectures (PL)**

Core activity of the programme and are the highlights of the scientific programme of the Forum. The speakers are selected by FENS Programme Committee for their outstanding achievements and their international reputation.

Plenary Lectures last 50 min (in a one-hour time slot, allowing a short presentation by "introducer" and leaving a small time margin). They are held in the morning and late afternoon, with no other competing events organised at the same time slot.

#### **Special Lectures (SL)**

Core activity of the programme. Special Lectures are proposed by FENS partners on invitation by FENS. Programme committee (or its chair) must approve the proposals, and ensure as much as possible that they comply with FENS aim at diversity and quality. Take place at "noon" time, partly infringing on the poster sessions slot, and last for 45min if one speaker or up to 1h30 if 3 speakers. If there are many Special Lectures organised at the same time, they are programmed in parallel.

#### **Symposia (S)**

Core activity of the programme. Proposed by scientists worldwide during a public call organised by FENS and selected by the Programme Committee. Symposia deal exclusively with up-to-date scientific topics and results. There are 7 sessions run in parallel.

#### **Technical workshops (W)**

Core activity of the programme. Proposed by scientists worldwide during a public call organised by FENS and selected by the Programme Committee. Technical workshops deal with top-level emerging technical issues rather than with results.

#### **Special Interest Events (SIE)**

Core activity of the programme. Special Interest Events allow FENS to label under FENS name sessions that do not fall strictly under the format and content of purely scientific sessions (symposia, workshops, and plenary/special lectures). Proposed by FENS on its own initiative (SIE by FENS committees) or by invitation to external partners. No public call is organised, but partners and FENS committees are approached to submit a proposal via online application.

Special Interest Events deal with issues of general interest to the scientific community (ethics, administration and funding of research, advocacy, etc.) or are prompted by opportunity (anniversary or particular celebration, etc.). Must not be symposia or workshops in disguise, bypassing the selection procedure of the core scientific sessions.

The format is highly variable, from a series of formal presentations to round-table format, etc. May be followed by a get-together (but not encouraged for organisational and financial reasons).

#### **Bridging the Knowledge sessions (BKS)**

Opportunity for Pharma companies and research centers to engage and 'brainstorm' with the Neuroscientists Community. BKSs represent a format where discussions are not confined to any particular goal or end result. The BKIs are an opportunity for companies to present questions and challenges and get different point of view from the leading neuroscientist in the world as well as up and coming young creative brains. This is a rare meeting point between two ends of research, on one end, the beginning of the process, research lab, exploring new paths or behaviors and the one of Pharma companies, representing the disease, the patient and the potential cure.

#### **Poster sessions**

Core activity of the programme. In the scientific programme, "nothing is sacred except the posters".

Poster Sessions are organized throughout the meeting in 7 half-day presentations, each on display for half a day, during which a time slot of 1h30 is reserved for presentation and discussion at the posters. Apart from the Special lecture and a few exceptions, this time slot should not be used for events that would compete unfairly with the poster sessions. The attractiveness of the Forum is linked to the organisation of the poster sessions.

### **Networking events (NE)**

Networking Events are a get-together activity meant to promote socio-scientific interactions, in a manner rather specific to one group or organisation (e.g. Social for a member society). The Networking may comprise some formal presentation (conference, etc.), but should not be a session bypassing the selection procedure of the core activities of the Forum programme. Networking events may be organised by FENS (presidential dinner, Jump the FENS, specific socials) or any group/organisation related to neuroscience research. Submitted during a public call organised by FENS and approved by the Programme Committee.

#### **II.1. Proposals for symposia and technical workshops**

- Call for proposals: The call for proposals is announced in January on the FENS and FENS Forum websites of the odd year, with regular updates until submission is open in March of the odd year.
- Submissions: the online submission is open during two months from March till May following the establishment of the new Programme Committee. Scientists from any country, members of FENS or not, are entitled to propose symposia and technical workshops according to the *Guidelines for submission of symposium and technical workshop proposals*.
- Evaluation: a week after the closing date for proposal submissions, every member of the Programme Committee will have access to all the valid proposals made by scientists
- The members of the Programme Committee including the PC chairperson, will evaluate and score each proposal according to a grid of scores proposed in the *Guidelines and specifications for evaluation of symposium and technical workshop proposals*. A summary of scores will be provided to the PC members at the Programme Committee meeting.

#### **II.2. Proposals for plenary lectures**

Proposals for plenary lectures are made by the members of the Programme Committee and the FENS President via an online proposal system (3 proposed candidates per person among which one speaker should be female. Only proposals submitted online will be accepted. No proposal will be allowed after the deadline for submission or during the programme committee meeting. See *Guidelines and specifications for proposal and evaluation of plenary lectures*.

#### **II.3. Proposals for special lectures**

Special Lectures are proposed on invitation by FENS by particular organizations and institutions. One Special Lecture is reserved for the Host Society.

Special Lectures must have the approval of the Programme Committee or of its chairperson and shall conform to FENS rules.

*See Guidelines for Special Lectures, special events and satellite events for further details.*

#### **II.4. Proposals for special interest events**

An individual request for special interest events proposals addressing the FENS committees and invited societies will be launched in September (odd year). The application and speakers must be approved by the Programme committee chairperson.

#### **II. 5. Proposals for networking events, satellite events**

An open call for business meetings, networking and satellite events will be launched in the autumn in the year preceding the Forum. Satellite events must have the approval of the Programme Committee or of its chairperson and shall conform to FENS rules for satellite events.

*See Guidelines and specifications for Special Lectures, special events and satellite events for further details.*

#### **II.6. Selection of plenary lectures, symposia and technical workshops**

##### *II.6.1. Programme Committee meetings*

At a date and a place established by the FENS Secretary General (during month of March), the Programme Committee shall meet to approve proposed Special Lectures and special interest events, and selecting plenary lecturers. At a date in July the Programme Committee shall meet to approve proposed symposia and technical workshops.

#### *II.6.2. Attendance at the meetings*

In addition to the members of the Programme Committee, the following persons may participate to the meetings with no right to intervene in the scientific discussion and no right to vote:

- FENS Secretary General, in charge of overseeing the adherence to FENS rules
- FENS Executive Director
- and one or more administrative staff

Decisions within the Programme Committee should preferably be reached by consensus or by open ballot at a simple majority vote. Only members present at the meeting may vote and each member has a single vote. Members cannot be represented by another person or in writing. Voting by electronic means is not allowed.

#### *II.6.3. Meeting agenda*

##### *II.6.3.1. Approval of special lectures and special events*

Whenever possible, these have to be discussed and approved first to avoid redundancy with the rest of the programme.

See *Guidelines and specifications for special lectures, special interest events and satellite events.*

##### *II.6.3.2. Selection of symposia and technical workshops*

See *Guidelines and specifications for evaluation of symposium and technical workshop proposals*

##### *II.6.3.3. Selection of plenary lecturers*

See *Guidelines and specifications for proposals and selection of FENS plenary lectures.*

## **II.7. Poster sessions**

Poster abstracts are submitted by individual scientists. A call for abstract submission is announced in October of the year preceding the Forum, and abstract submission is open in the following months of December until February.

Abstracts are checked for conformity with typographic rules and ethical content, and may be rejected if they do not conform to these rules.

However, there is no formal selection of abstracts. Abstracts content is checked by selected members of the Programme committee to ensure the appropriateness of the theme and subtheme under which the abstract was submitted. It is then decided if the abstract should be moved or grouped within a more suitable theme and subtheme before the poster scheduling takes place. The role of the Programme committee is to dispatch abstracts into appropriate sessions throughout the Forum (see *Guidelines and specifications for abstract scheduling*).

Once abstracts are distributed through the poster sessions, the final programme, including poster schedule, is posted on the website in May.

## **II.8. Follow-up**

The chairperson of the Programme Committee is responsible for the follow-up of the scientific programme until the end of the Forum. Any change in the scientific programme must have his/her approval, and he/she is entitled to refuse a change, or cancel an event if the proposed change does not conform any more to the decisions of the Programme Committee or to FENS rules.

It concerns:

- Plenary lectures, symposia, technical workshops
- Special lectures, special interest events, bridging the knowledge sessions, business meetings and satellite events
- Posters and abstracts

### **III. Expenses**

The Programme Committee meetings will be organised by the FENS office under the responsibility of the Programme Committee chair. Costs for the meeting, including travel, accommodation and meals of the participants, will be administered by FENS and considered part of the Forum budget.

Travel expenses paid by participants will be reimbursed in accordance to the *Guidelines & Specifications for FENS committee expenses*.

Other expenses incurred by the chairperson of the Programme Committee, or other officers, or administrative staff, in relation with the organisation of the programme will be covered by FENS in accordance to the *Guidelines & Specifications for FENS committee expenses*, and considered to be part of the Forum budget.

The chairperson of the Programme Committee is entitled to a free registration at the FENS Forum, and expenses for his/her travel, accommodation and meals will be covered by FENS, and considered as part of the Forum budget.

The other members of the Programme Committee are entitled to free registration at the FENS Forum. FENS will not cover any other expenses for their participation to the Forum.

#### IV. Appendices

##### IV.1. Schedule for preparation of the FENS Forum 2022 Scientific Programme:

2020	
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
2021	
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: <ul style="list-style-type: none"> <li>- Selection of SW proposals</li> <li>- Scheduling of main sessions (daily programming)</li> </ul>
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)
2022	
15 February	Deadline for: <ul style="list-style-type: none"> <li>- Registration</li> <li>- FENS travel grant application</li> <li>- Abstract submission</li> </ul>
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

#### **IV.2. Daily structure of the FENS Forum programme**

- All (changes in) other organisational matters must conform to the rules and lay-out established by FENS. Any change must be approved by the Secretary General.

#### **IV.3. Nomination of candidates and elections to the Programme Committee**

See instructions for elections to the Programme Committee:

- *Job description file*, which contains the requirements and tasks for each position
- *Nomination help file*, which contains the instructions for nomination of candidates

#### **IV.4. Symposia and technical workshops proposals**

- see *Guidelines and specifications for submission of symposia and technical workshops proposals*
- see *Guidelines and specifications for evaluation of symposium and technical workshop proposals*
- see *List of scientific themes for proposals and abstracts*

#### **IV.5. Plenary lectures**

- see *Guidelines and specifications for proposals and selection of FENS plenary lectures.*

#### **IV.6. Special lectures, events and satellite events**

- see *Guidelines and specifications for Special lectures, special events and satellite events.*

#### **IV.7. Scientific themes**

- see *Guidelines and specifications: List of scientific themes for proposals and abstracts.*