



## FEDERATION OF EUROPEAN NEUROSCIENCE SOCIETIES

### Call for proposals FENS Featured Regional Meetings

Following the Governing Council meeting held in Edinburgh in November 2007, FENS has launched a new initiative to promote national or regional neuroscience meetings, the FENS Featured Regional Meetings (FFRM). The purpose of this initiative is to increase the visibility of the national meetings of a member society, or of neighbouring member societies joining together for a regional meeting, and to support the development of local/regional neuroscience research. The first meeting held in 2009 in Warsaw by the Polish Neuroscience Society was a success, and the Governing Council at its meeting in Berlin in November 2009 has adopted this initiative as one of FENS permanent activities, integral part of its *Strategic Plan* and of its *Regulations*.

We are now sending a call for proposals for a FFRM to be held in 2011. FENS would predominantly support societies from countries which lack a large conference centre and cannot host the FENS Forum that is held on even years. The maximum support for a FFRM is 50.000 Euro, for earmarked objectives described in detail in the *Guidelines and Specifications for FFRM*. The candidate societies must present a detailed budget in their application. The major part of the meeting should be in English. For details see the enclosed guidelines. Should you have any question, do not hesitate to contact us.

The deadline for submission of proposals is **March 31<sup>st</sup>, 2010**. Proposals must be submitted to the FENS office in Berlin by e-mail ([gibson@mdc-berlin.de](mailto:gibson@mdc-berlin.de)). The selection committee chaired by the President-Elect will evaluate the proposals and present them together with their evaluation to the Governing Council at its meeting in July 2010 in Amsterdam for final decision.

Sincerely,

Helmut Kettenmann  
*FENS President*



# **FEDERATION OF EUROPEAN NEUROSCIENCE SOCIETIES**

## **Guidelines & Specifications**

### **FENS Featured Regional Meetings**

Last revised: January 4, 2010

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## **A. Overview**

FENS Featured Regional Meetings (FFRM) are national or regional scientific meetings organized by FENS member societies, alone or in partnership between them, with FENS support and label. These are biennial meetings, held on odd years, alternating with the FENS Forums organized every second year on even years.

FENS policy with regard to FFRM is defined in the *FENS Strategic Plan* and in Article VII.5 of the *FENS Regulations* adopted by the Governing Council in November 2009, available on the FENS website.

### **Objectives & eligibility**

The purpose of FENS sponsorship is to contribute to the enhancement of the scientific quality of the meetings, and the reputation and visibility of the organizing national societies. To this effect, FENS provides means to invite speakers internationally renowned, award travel grants to young scientists coming from abroad, and provide a better technical organization. Although internationally oriented, the programme should respect the purposes of national meetings to promote neuroscience research among the local/regional communities and particularly the PhD students and young scientists, and should not be construed as a mini-Forum.

Proposals from societies from countries which have no facilities to host a FENS Forum will be preferentially selected. Societies from neighbouring countries may join together to propose a FFRM, if this brings an added value to the proposal. Biennial meetings of mono-disciplinary member societies are not eligible as FFRM.

### **Support**

FENS financial support will be earmarked for:

- travel and accommodation expenses of lecturers of international reputation coming from abroad;
- travel grants for students from abroad,
- FENS prize lectures (such as the EJM Best Publication Award, the FENS EJM Young Investigator Award) to be given at the FFRM.
- social programme for participants (FENS reception, gala dinner,...)
- public outreach.

FENS will provide additional support by holding a FENS booth at the meeting, having FENS officers to represent the Federation at the meeting, advertising the FFRM via its internet facilities, making available to the organizers its contacts with potential sponsors. Depending on the dates, FENS may also hold its Executive Committee meeting during the FFRM,

### **Proposal**

Member societies wishing to organize a FFRM should apply following the guidelines described in section B. The proposal shall include a preliminary scientific programme and a detailed provisional budget. FENS will provide a maximum financial support of € 50 000.

### **Evaluation**

Proposals will be evaluated by the FFRM committee chaired by FENS President-Elect, as described in *FENS Regulations, Article VII.5*. Together with their evaluation, the proposals will be presented for selection at the Governing Council at the time of the FENS Forum of July 2010 in Amsterdam.

Once a proposal is accepted, the final programme will be established by the scientific committee of the member societies, which will also include, as advisers, the three chairpersons of the FENS Programme, Schools and NENS committees.

### **Deadlines**

The deadline for submission of proposals is March 31<sup>st</sup>, 2010. Proposals must be submitted to the FENS office in Berlin by e-mail ([gibson@mdc-berlin.de](mailto:gibson@mdc-berlin.de)).

Selection of the FFRM 2011: July 2010.

## **B. Proposal content**

### **I. Scientific Programme**

The scientific programme should be internationally oriented and the major part of the meeting should be in English. If already available, the proposal should contain a preliminary programme. If not, the proposed structure should be presented, as well as the timeline of its organization, based on the experience of previous society meetings. Evaluation will be based on previous meetings and on the general structure of the meeting (venue, date, structure of the program).

The following information should be given:

#### ***I.1. Organizing and scientific committee***

The members of the organizing and programme committees (names and affiliation) must be listed. Please add a short CV (max. two A4 pages, max. five publications) of each committee member highlighting previous experience in meeting organisation.

Criteria for selection:

- scientific reputation of members of the programme committee,
- broad range of neuroscience fields represented in the programme committee,
- experience in congress organization.

#### ***I.2. Preliminary programme structure of the meeting***

Please, indicate:

- ⇒ dates, schedule per day, duration of talks, etc.,
- ⇒ duration of slots for poster sessions,
- ⇒ commercial exhibition, if planned.

Please note that, if accepted, the final programme will be established by the scientific committee who will also include, as advisers, the 3 chairpersons of the FENS Programme, Schools and NENS committees.

Criteria for selection:

- broad range of topics in neuroscience represented,
- quality of local speakers,
- quality of international speakers,
- poster sessions (number and duration),
- if symposia, quality of topics and topics.

#### ***I.3. Participants***

The expected participation should be given. The total number of participants of the last three meetings should be given, as well as the number of active participants (i.e. those presenting a scientific communication). A breakdown of the number of national and foreign attendees (international attendance) and of students and non-students/seniors should be given.

Criteria for selection:

- ratio students/senior scientists,
- attendees from abroad.

#### ***I.4. Past meetings***

The detailed programme and a synthetic overview of each of the last three meetings including all information on these meetings should accompany the proposal.

## **II. Technical organization**

### ***II.1. Conference venue***

The proposal should contain a detailed description and a map of the conference venue. Furthermore, information on the audiovisual equipment, the size of the poster boards, the facilities of the conference venue (restaurants, cafés, especially for students) and recreation areas should be listed.

But also,

- ⇒ the size of the rooms for plenary lectures, symposia, workshops etc.,
- ⇒ the space for poster sessions,
- ⇒ the space for commercial exhibition (if planned).

A brochure of the conference site or a link to its website is appreciated.

### ***II.2. Access to the meeting site***

The proposal should contain information on how to access the meeting venue by car, public transportation (flight, train) or *ad hoc* transportation, and what are the low cost possibilities. Transportation facilities from the hotels to the meeting site should be specified.

### **II.3. Accommodation / catering, restaurants**

Availability of hotel rooms should be given with emphasis on low cost accommodation for students. Information on cafeterias, restaurants, etc. should concentrate on the low price category (for students).

### **III. Provisional budget**

Information on the different types of registration fee should be provided in Euro.

The budget should be balanced and not intended to raise income.

The amount asked from FENS must be given. The maximum amount is 50.000 Euro. Items to be specifically funded by FENS should be earmarked.

Grants from other sources should be indicated, giving information on the type of grants and on their earmarking, if any.

Provisional financial support to students/young scientists should be specified.

### **IV. Social and scientific events, public outreach**

#### **IV.1. Social events**

Social events fostering the interaction between senior scientists and students should be planned. Possibilities for FENS-sponsored reception and gala dinner should be given.

#### **IV.2. Special activities for travel grant holders**

These activities should foster the interaction between travel grant holders and the national neuroscience communities. Examples: laboratory visits, possibilities for short-term student exchanges, meetings with post-doctoral researchers, etc...

#### **IV.3. Training schools**

The local neuroscience communities should consider the opportunity to apply to the *FENS schools programme* to organize a neuroscience school. If timely, the proposal should be competitive in comparison with other schools proposed for the Schools programme. This school should be planned directly before or after the meeting and at the meeting site or in the vicinity. Further information may be obtained from the chairperson of the Schools Committee and on the FENS website for Schools activities.

#### **IV.5 Brain Awareness Events**

The scientific programme may be accompanied by Brain Awareness events, i.e. events that inform the general public on brain research at the time of the meeting.

- ⇒ list of Brain Awareness events to be held during the meeting
- ⇒ description of events
- ⇒ intended audience
- ⇒ estimated costs

### **V. Motives for FENS sponsorship**

It should be outlined

- why FENS should especially support this meeting

- ⇒ foster the development of neuroscience in the region
- ⇒ foster relationships between neuroscience communities of neighbouring countries
- ⇒ give a chance to the neuroscience communities of smaller societies to represent themselves

- that the meeting organizers intend to promote FENS visibility in the local/regional neuroscience communities.