The FENS Communication Committee together with the Press Officer is issuing a **call for 3 Voluntary Press Office Assistants at the FENS Forum 2020 in Glasgow.**

Voluntary Press Office Assistants (VPAs) should be early career neuroscientists with a demonstrable interest in science communications. The VPAs will be present on site in Glasgow from **10 July to 16 July 2020** and will need to be available (working remotely) for approximately 10 hours between early May and 10 July in the lead up to the Forum. Together with the Press Officer, the Communication Committee and the other VPAs, the VPAs will ensure the smooth running of the Forum Press Centre.

The Communication Committee

The FENS Communication Committee works together with FENS Communications Manager to define and implement the communication strategy. The FENS Communication Committee is especially involved in increasing and maintaining the visibility of FENS and information about FENS activities within the neuroscience community.

The Press Centre

Journalists from around the world attend the FENS Forum. The role of the Press Centre is to draw the media’s attention to some of the latest developments in brain research being presented at FENS, and to help raise the profile of FENS. Preparation for the FENS Forum Press Centre starts in May. The Press Centre hosts press conferences, interviews and informal discussions between neuroscientists and journalists, and press releases are distributed to the media. Social media is integral to the publicity for the Forum.

Responsibilities:

Under the supervision of the Chair of the FENS Communication Committee and of the Press Officer and the FENS Communications Manager, the VPAs will ensure the smooth running of the Press Centre in the following ways:

**Before the Forum**
- General tasks: formatting documents, drafting social media content, liaising with Press Officer and Communication Committee

**During the Forum**
- Assist in setting up the Press Centre in Glasgow
- Meet and greet the journalists, check registration and press office credentials, explain the Press Centre facilities, and ensuring the availability of correct information at all times
- Assist with press conferences and interviews
- Assist with the distribution of press releases
- Assist the Communication Committee activities at the Forum, such as the organisation of the **Special interest Event** and other science communication related events at the Forum.
- Support the planning and reviewing of social media content (under the supervision of the Communication Committee) before and during the Forum
- General tasks may also include photocopying, liaising with the Press Registration hosts, and ensuring that no attendee or journalist is left standing/waiting/unattended

Requirements

- The Voluntary Press Office Assistants should be early career neuroscientists with a genuine interest in science communications and the media. Ideally, she/he will have some relevant experience and is keen to learn more.
• Excellent written and spoken English
• Good organisational skills
• Ability to work in a team but also independently
• Actively engaged with social media would be an advantage
• Previous attendance at FENS Forum would be an advantage

Conditions
• **Duration**: 10 July to 16 July 2020 and a commitment to work approximately 10-hours in the lead up to the Forum from early May to 10 July.
• **Location**:
  o From early May to July (10 hours): work remotely
  o From 10 to 16 July 2020: on site at the SEC Centre in Glasgow (Forum venue)
• **Award**: Press Assistants will receive a stipend of £1000. In addition, each Press Assistant’s travel accommodation and associated expenses will be covered, up to £1000.

The FENS Forum Press Centre and the Press Assistants’ positions are made possible thanks to generous support from the Dana Foundation.

This is an ideal opportunity for early career neuroscientists interested in developing skills in writing, science communication and experience in the media.

The VPAs will be selected through a competitive application process, involving the FENS Forum Press Officer, the Chair of the FENS Communication Committee and the FENS Communications Manager.

Please send a cover letter describing why you would like to be a Voluntary Press Office Assistant at the FENS Forum, and include your CV with emphasis of any previous relevant experience in the area of science communications.

Applications should be addressed to [office@fens.org](mailto:office@fens.org) with the following subject: FENS Forum Voluntary Press Office Assistants.

**The deadline for submitting applications is 16th March 2020.**

Selected applicants should be available for a phone interview during the week of 30 March – 3 April 2020.

**About the FENS Forum (11-15 July 2020, Glasgow UK)**
The FENS Forum of Neuroscience is the main international meeting for brain related research in Europe. It facilitates true scientific exchange and inter-disciplinary collaboration between researchers worldwide. The last Forum in Berlin in 2018 attracted more than 7,300 scientists from more than 70 countries.

The upcoming FENS Forum in Glasgow will offer a high quality and wide-ranging scientific and social programme designed to showcase the frontiers of neuroscience. With 56 parallel symposia, more than 3,500 abstracts, and 20 plenary and special lectures, the 12th Forum will provide a great platform to discuss science and learn about new concepts and technological developments.

**About FENS - the Federation of European Neuroscience Societies**
The Federation of European Neuroscience Societies (FENS) is the main organisation for neuroscience in Europe. FENS was founded in 1998 at the first Forum of European Neuroscience. Currently, it represents 44 European national and single discipline neuroscience societies, with 22,000 member scientists from 33 European countries.

Website: [www.fens.org](http://www.fens.org)
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