

CAJAL CONFERENCE ORGANIZATION

Aim: The aim of this series of Conferences is to bring together specialists in a Neuroscience area to present their recent data and discuss with international leaders in the field on common interests in an open, informal atmosphere.

Local organizing team: A team composed by 3-5 SENC members will oversee defining the program, contacting the speakers, and select the attendees. Prior experience of the team in meeting organization is recommended.

The local organizing team is expected to secure funding from local sources as well as national or international calls (Ramón Areces Foundation, IBRO, etc), with the support of SENC. The Technical Secretariat will provide support for registration, abstract submission, funding application, and billing. SENC's Program Committee will oversee the selection of speakers and communications.

Application and selection procedure: Teams interested in organizing a Cajal Conference should send a pdf document with the following information before **May 31st** of the odd years. The sender must be an active SENC-member and the proposal will be send through the Private Members Area of the SENC website (<https://www.senc.es/private-area/>).

1. **Title:** Cajal Conferences are focused on specific topics, selected by the local organizers.
2. **Date:** From March to October of even years.
3. **Program:** A 3-day program is recommended, following the suggested schedule below. The program should include leisure and recreational activities, plenary lectures, as well as oral and poster presentations from the attendees.

	Day 1 Topic 1	Day 2 Topic 2	Day 3 Topic 3
Morning		Recreational activities	Recreational activities
12:00-13:30	Professional Development Session		
13:30-15:00	Welcome address and lunch	Lunch	Lunch
15:00-16:30	Plenary Lecture	Plenary Lecture	Plenary Lecture
16:30-17:30	Oral Presentations	Oral Presentations	Oral Presentations
17:30-18:00	Break	Break	Break
18:00-19:30	Plenary Lecture	Plenary Lecture	Plenary Lecture
19:30-21:00	Posters discussion	Posters discussion	Posters discussion
21:30	Dinner	Dinner	Dinner

4. **Plenary lectures:** Plenary lectures by national and international renowned speakers should be proposed, with an equilibrated distribution in terms of gender.
5. **Place, venue, and accommodation:** Indicate city or village (in Spain). SENC encourages choosing small or even secluded locations to foster the interaction between the speakers and the attendees. Ideally, the same venue should be proposed to host the conferences and accommodate the speakers and attendees.

6. **Registration:** Attendance should be limited to 50-100 participants. Registration will be handled by SENC Technical Secretariat. Registration fees are suggested based on prior meetings and should be all-included (registration, housing, food, and recreational activities). In addition, SENC will provide Travel Fellowships for attending the conference.

Early bird Conference fees

Student SENC/FENS members: 100€

Regular SENC/FENS members: 120€

Student nonmembers: 170€

Nonmembers: 220€

Regular Conference fees

Student SENC/FENS members: 150€

Regular SENC/FENS members: 170€

Student nonmembers: 220€

Nonmembers: 300€