

## GUIDELINES FOR SYMPOSIA SUBMISSION

**Don't miss the chance to present your symposium proposal at the Spanish Neuroscience Meeting! Call open from July 13<sup>th</sup> to November, 15<sup>th</sup> 2020**

The Spanish Society for Neuroscience (SENC) Meeting is the premier event for neuroscientists to present emerging science. The Organizing Committee aims to establish a high-quality, well-balanced scientific program, where Symposia play a major role in shaping the scientific direction of the Society's meeting by focusing on timely, relevant research across the field. The Organizing Committee invites you to contribute by submitting a proposal for a symposium in any of the fields of Neuroscience. The following guidelines have been established to clarify the procedures for symposium proposals.

### **YOUR SYMPOSIUM PROPOSAL SHOULD INCLUDE:**

- The symposium title.
- The SENC scientific topic in which your proposal fits best
- Name and affiliation of 4 speakers.
- The organizer/s of the symposium must be part of the 4 speakers.
- The organizer/s must act also as chairperson/s of the symposium and will be responsible of the correct timing of the event.
- The organizer must be a member of SENC (in case of two co-organizers, at least one of them has to be a member). The rest of the speakers do not need to be member of SENC, although they are kindly invited and encouraged to join our society.
- A brief description of the relevance and timeliness of the topic, including the issues to be discussed by each speaker. Please, include 3 recent published references for each speaker.
- The verbal acceptance of participation from the proposed speakers.
- ☉ English is the official language of the Meeting.
- After the **symposium acceptance, each speaker will submit** and Abstract following the **Template for Abstract submission (Symposium)**
- Each organizer/s of the symposium will select 3 poster abstracts from groups unrelated from the speakers of the symposium, to present a short oral poster teaser presentation. The Program Committee will decide the final designation of the 3 short presentations.
- All symposia will have exactly the same structure and duration. Each Symposium will last 2 h. Each of the 4 speakers will have 20 minutes talk + 5 minutes of discussion. In addition, the 3 short poster teasers oral presentations will have duration of 4 min. To control timing during the session also corresponds to the chairperson.

## SELECTION CRITERIA:

- All Symposia will be selected by the SENC Program Committee.
- Unless recent and exciting developments have occurred within the past two years, themes covered on the program of the last SENC meeting (<https://www.congresosenc.es/index.php/scientific-information/symposia>) will be less favorably considered.
- Scientific quality, future impact and recent scientific breakthroughs.
- Transdisciplinary proposals will be positively considered.
- The global structure of the scientific program of the meeting and the spread over the topics to be covered.
- Symposia are encouraged to tackle a topic from various angles and aim to present different views and opinions rather than presenting the work of collaborating groups.
- Symposia with an equilibrated distribution of chairman/speakers in terms of **gender, geography and seniority** are highly recommended. The participation of international speakers is strongly advised.
- Eligibility of proposals for symposia and technical workshops is depending on the inclusion of both genders in the list of speakers. **The single-gender symposia will not be considered by the Programme Committee unless the proposers can give convincing arguments why only male or only female speakers are included .**

## FUNDING:

Benefits for symposia selected by the SENC Program Committee include complimentary registration for the **4 participants** in each symposium. **Furthermore, SENC will contribute with 1,000 euros to each selected symposium.**

## COMMUNICATION:

The SENC Technical Secretariat will confirm receipt of your submission by e-mail. If you have not received a confirmation within 2 days of submitting your proposal, please, contact the SENC secretariat at the e-mail: [\*\*secretaria.tecnica@senc.es\*\*](mailto:secretaria.tecnica@senc.es).

You will be informed about the decision of the SENC Program Committee **by the end of January 2021.**

## PLEASE, REMEMBER THAT:

- Submission period is from **July 13<sup>th</sup> to November, 15<sup>th</sup> 2020**
- All Symposia must have 4 speakers.
- The organizer of the symposium must be a SENC member.
- The organizer of the symposium must be one of the 4 speakers.
  
- Each SENC member can participate in only one symposium proposal. If a speaker has been proposed for more than one accepted symposia, the speaker should select only one for his/her participation. The organizer of the other symposium should provide an alternative speaker/talk and the change has to be approved by the Program Committee.
- The proposal must not include speakers who have participated as such in lectures or symposia at the SENC 2019 Meeting (Santiago de Compostela). Members of the board of directors of the Program Committee cannot be speakers

at a Symposium. [Check the complete list of the speakers at the SENC 2019 Meeting](#)

- Eligibility of proposals for symposia and technical workshops is depending on the inclusion of both genders in the list of speakers. **The single-gender symposia will not be considered by the Programme Committee unless the proposers can give convincing arguments why only male or only female speakers are included .**
- English is the official language of the Meeting.
- Each Chair of the approved symposium will choose 3 short oral presentations from the Abstracts approved for posters presentation from other groups different from the speakers of the symposium.
- The chairperson's responsibility includes entering submission requirements for the entire session, and for making sure that all speakers have returned necessary logistical and programming information (i.e., forms, audiovisual needs) to SENC.
- **Rigorous timing control during the session is required.**