

## CAJAL CONFERENCE ORGANIZATION

**Aim:** The purpose of the Cajal Conference series is to provide early career scientists with the opportunity to learn from and engage with international leaders in a specific hot topic within neuroscience. The conference offers an open, informal atmosphere for attendees to present their current work and discuss with peers.

**Local organizing team:** The conference organizing team comprises 3-5 SENC members who will oversee the program, contact the speakers, and select the attendees. The 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. Prior experience of the team in meeting organization is recommended. The Technical Secretariat will provide support for registration, abstract submission, funding application, and billing. The SENC's Program Committee will oversee together with the organizers the selection of speakers and communications.

**Application and selection procedure:** Teams interested in organizing a Cajal Conference should send a document before **May 31<sup>st</sup>** of the odd years with the information listed below. The lead proponent must be an active member of the SENC and submit the proposal through the Private Members' Area (<https://www.senc.es/private-area/>). The document should include the necessary information listed below.

1. **Title:** The selected and specific topic of the conference.
2. **Date:** Proposed dates for the conference, which can be any time between March to October of even years.
3. **Program:** The 3-day program should include plenary lectures, oral and poster presentations from attendees, as well as leisure/recreational activities. Please follow this tentative schedule:

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

4. **Plenary lectures:** should be delivered by national and international renowned speakers with an equilibrated gender distribution.
5. **Place, venue, and accommodation:** should be within Spain and preferably in small/secluded locations to foster the interaction between the speakers and the attendees. Ideally, the conferences and the accommodation should be within the same venue.

6. **Registration:** Attendance should be limited to 50-75 participants. Registrations will be handled by SENC Technical Secretariat. Registration should be all-inclusive (registration, housing, food, and recreational activities). In addition, SENC will provide Travel Fellowships for attending the conference.

The selection of participants will be based on scientific merit, as well as diversity and inclusivity considerations, including gender balance, geographic diversity, and representation of underrepresented groups.