

CHECKLIST FESN CONGRESS ORGANISATION

Status November 25th, 2020

Components of FESN conference

- **Symposia / Oral sessions**

Each symposium/session lasts 90 minutes, consists of 4 speakers, and shall address a coherent scientific topic. A discussion shall follow each individual talk, resulting in 22.5 minutes (talk plus discussion) for each of the 4 speakers. The Program Committee of FESN selects the symposia from the submitted proposals for symposia as well as selects the 4 speakers for each oral session from the submitted abstracts for individual oral contributions. Single-nation symposia shall be prevented. Abstracts for suggested contributions are submitted via (the website of) the local conference organization team (see below).

- **Colloquia (=Invited symposia)**

The Program Committee of FESN identifies and selects topics plus organisers for up to 4 invited symposia. Subsequent invitation is performed through the local congress organizing team. The letter of invitation shall explain symposium organisers the structure of each symposium (see above), that single-nation symposia shall be prevented, and shall motivate them to give one of the 4 presentations themselves. All organisation/registration affairs related to the invited speakers and organisers are handled by the local congress organizing team. The registration fee is waived for the organisers as well as for the speakers of these colloquia; the FESN will cover the relative costs. Travel expenses and accommodation are self-carried by organisers and speakers.

- **Keynote lectures**

The Program Committee of FESN identifies and selects up to 4 colleagues to give a one hour presentation (including discussion). Subsequent invitation is performed through the local congress organizing team. The registration fee is waived for the keynote lecturers; their travel expenses and accommodation are covered from the conference budget.

- **Debates**

A debate about a controversial topic may be included in the program. This consists of two invited speakers and a chair. The total time (two talks presenting the conflicting views, discussion led by the chair and conclusions) does not exceed one hour. The Program Committee of FESN identifies and selects potential theme(s) and speakers for the debate. Subsequent invitation of debaters is performed through the local congress organizing team. The registration fee is waived for the debaters; their travel expenses and accommodation are covered from the conference budget.

- **Posters**

Poster sessions are organised by the local congress organizing team. The Program Committee of FESN can exclude submitted abstracts for individual poster presentations if they do not fit with the purpose and content of FESN, do not meet scientific standards, or do not comply with the typical ethical standards.

- **'Cortex' lecture**

A one-hour lecture (including discussion). The lecture is given by the recipient of the Cortex prize. The registration fee is waived for the recipient; travel expenses and accommodation are reimbursed by Cortex.

- **German Neuropsychological Society Prize**

20 minutes slot including laudatio of all three laureates as well as short presentations of the three laureates (the winner of the first place will present his/her work with max. 3 slides; the winner of the 2nd and 3rd place give short oral descriptions of their work).

Structure of FESN conference

- The FESN conference covers at least 3 full days.
- Symposia and colloquia are organized in parallel sessions (not more than 3) and are scheduled as much as possible in such a way that related subjects do not overlap in time.
- The number of subsequent symposia/colloquia sessions shall not exceed 3 per day.
- At least some (if not all) of the poster sessions shall be organized in a way such that there are no other (competing) events taking part in parallel, i.e. shall be organized as 'stand-alone events'.
- There are up to 4 plenary lectures (keynote lectures) during the conference with no parallel sessions.
- A debate about a controversial topic may be included in the program.

Website of FESN conference

The website of the local organization team used to announce the respective forthcoming FESN conference shall offer the possibility to submit

- Suggestion (title, author(s), affiliation of submitting author, abstract) for an individual oral contribution.
- Suggestion (title, author(s), affiliation of submitting author, abstract) for a poster contribution.
- Suggestion for a whole symposium. This shall encompass:
 - a. title of the symposium
 - b. names of organizer and the 4 speakers at this symposium (participants must represent more than one country)
 - c. affiliation of organizer and speakers
 - d. abstract describing the content of the symposium
 - e. preliminary working title and direction of each of the 4 talks of that symposium.

The website should be named as follows: www.FESNYEAR.COUNTRYCODE (e.g., www.fesn2023.gr). The FESN logo has to be included and will be provided by FESN.

Afterwards a FESN conference

After a FESN conference the local Organizing committee is obliged to send statistics of the meeting to the MC, including information on e.g. total number of attendants, separate numbers by nationalities, total number of submissions, separate numbers by nationalities, as well as information on the finances (balance) according to the budget plan, and the evaluation results derived from the attendants.