

Guidelines to Organizers of the 2027 FESN Scientific Meeting

Program Committee (PC) of FESN scientific meetings

The Program Committee (PC) of FESN scientific meetings decides about the program of the biennial FESN conference. It consists of regular symposia (4 supplementing talks addressing one coherent scientific topic), invited symposia (so-called “colloquia”), poster sessions, keynote lectures, and debates. The work of the PC is based on the abstracts for suggested single contributions (talks, posters) as well as for suggested symposia, both submitted through to the local organization team of the respective FESN conference. The PC consists of:

- 7 members of the FESN Scientific Advisory Board (SAB)
- 2 members of the local conference organization team
- 5 members of the FESN management committee (president, past-president, president-elect, executive secretary, treasurer)

Chairperson of the PC is the chair of the SAB. More members can be added to this committee if the PC or FESN council feel this is helpful. The PC meets annually (e.g., during the annual meeting of the FESN council); the FESN executive secretary invites its members.

Components of FESN conference

Oral sessions and Symposia

Submissions are accepted for both individual oral contributions and symposia. Presentations are organized in sessions lasting 90 minutes and addressing a coherent scientific topic. For oral sessions, the PC selects the speakers from the submitted abstracts for individual oral contributions. Submitted symposium consists of 4 speakers suggested by the organizer of the symposium. A discussion shall follow each individual talk, resulting in 22.5 minutes (talk plus discussion) for each of the 4 speakers. Single-nation symposia shall be prevented. The PC can reject submitted abstracts 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. Abstracts for suggested contributions are submitted via (the website of) the local conference organization team (see below).

Colloquia (=Invited symposia)

The PC 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, and the FESN will cover the relative costs. Travel expenses and accommodation are self-carried by organisers and speakers.

Keynote lectures

The PC 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.

Debates

A debate about a controversial topic is 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 PC 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.

Posters

Submissions are accepted for poster presentations. Poster sessions are organised by the local congress organizing team. The PC can reject 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. Abstracts for suggested contributions are submitted via (the website of) the local conference organization team (see below).

FESN prize lecture

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

Poster Prizes

The possibility of awarding three poster prizes - one for each day of the congress - is to be discussed between the local organisers and the FESN Program Committee.

FESN conference website

All submissions and registrations of the FESN Conference are handled through a dedicated website, which is created specifically for the conference and fully managed by the PCO. The website should be named as follows: www.FESNYEAR.COUNTRYCODE (e.g., www.fesn2027.pl). The FESN logo has to be included and will be provided by the FESN.

Post-Conference Deliverables

After a FESN Conference, the PCO, together with the Local Organizing Committee, is required to submit a full statistical report to the FESN Management Committee (MC).

This report should include:

- The numbers of the Conference (total number of participants (breakdown by nationality), the total number of submissions (type and nationality).
- The financial data of the conference (information on the financial balance in relation to the approved budget plan).
- The results of the evaluation survey as collected from the respondents*

*The PCO is expected to conduct a short survey aimed at evaluating the conference. Through a brief online questionnaire, participants are asked to provide feedback on the conference. This survey is carried out before attendance certificates are issued to participants.

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 is included in the program.