

## Proposal Submission Guidelines

### Submitting a proposal

Young scientists are invited to submit proposals for Symposia and Workshops for the 1st ESN Virtual Conference “Future perspectives for European neurochemistry – a young scientists conference” which will take place online on **25-26 May 2021**.

The Programme will consist of parallel sessions (depending on the number of proposals received) of Symposia and Workshops, with the Chairs outlining the scope of the Session and The Speakers presenting and highlighting their research. Workshops are intended to encourage more interaction, often on sharply focused research issues, between the speakers and the audience. There will also be 2 Keynote Lectures. And, of course, there will be Poster sessions, with Blitz presentations to allow interaction between the presenters and audience.

Start of proposal submission period: **now**

Deadline for submission: **15<sup>th</sup> February 2021**

You will have to submit your proposal by sending it to [ESNvirtual2021@neurochemsoc.eu](mailto:ESNvirtual2021@neurochemsoc.eu). Please read the guidelines below for information on both the submission requirements and on the application process. After you submit your proposal, you will receive an email from the ESN-YSSC, confirming the receipt of your application (please allow up to 3 days to get the response). Any specific enquiries about the proposals should be sent to ESN-YSSC members via e-mail the email address mentioned above.

### Important Requirements for all applicants

Membership: ESN membership is not required to submit a proposal.

Career Stage: The submitting applicant must be either a PhD student (2nd year or further) or an early-career Postdoc (under 40 years of age). The applicant must not be a group leader or an associate professor.

Confirmation of all proposed speakers for symposia and workshops: All speakers in your symposium/workshop must confirm their attendance before you submit your proposal. Please contact the potential speakers early and include their confirmation in your proposal.

### Selection Process

The ESN-YSSC, which will also act as the Programme Committee, will review all proposals submitted before the deadline and score them against the criteria of scientific quality, topic relevance, and quality of speakers. Strong criteria for the selection process are also an appropriate gender balance and multi-country/intercontinental distribution of the proposed speakers.

You will be informed by the ESN-YSSC if your proposal has been selected for the meeting as soon as the decision is approved by the Programme Committee and ESN Council (at the latest by the end of March 2021).

### Presentation type

As the meeting will be held entirely online, the applicant will be asked to specify, in their proposals, whether the speakers would prefer to give their presentation in live streaming or as a pre-recorded presentation. In both cases, there will be a live Q&A session at the end of each session/presentation, and all speakers should be available to reply to the questions.

## **Symposia**

Symposia should consist of a maximum 4 speakers (15 minute per presentation) with symposia chairs presenting a brief overview of the topic for the benefit of those not working in that field. Talks in the same symposium should encompass a common theme, with favour given to the sessions presenting contrasting points of view or alternative approaches. The 4 speakers must be either PhD students (2nd year and further) or early-career postdocs (under 40 years of age). If necessary, you can have 1 (but not more) group leader or associate professor as a speaker, as long as they are under 40 years old. When preparing your application please consider the gender balance and multi-country/intercontinental distribution of the speakers.

The proposal must include the following information (combined in one pdf file):

1. Symposium title.
2. Session chair (and when appropriate co-chair) name, title, affiliation, address email and/or phone number, ESN or other learned society membership.
3. Abstract describing the topic of the Symposium and how it relates to the conference focus (up to 1000 characters, spaces included).
4. A list of speakers with the tentative titles of their talks, affiliation, contact addresses, short CVs and their preliminary agreement to participate.
5. The preferred type of presentation (live streaming/pre-recorded presentation/no preference).

*Please note that the organizer of a session can, but is not required to, be a speaker in the Symposium.*

## **Workshops**

A Workshop is intended to encourage discussion, often on sharply focused research issues, between the speakers and the audience. The success of this interactive format is determined by the extent to which lively discussions are generated. Up to 4 speakers/organizers can be listed and should facilitate this, e.g., by listing some contentious issues or discussion points at the beginning of the workshop. The 4 speakers must be either PhD students (2nd year and following) or early-career postdocs (under 40 years of age). The speakers and chair should not be group leaders or associate professors unless their participation is substantiated and approved by the PC. When preparing your application please consider the gender balance and multi-country/intercontinental distribution of the speakers.

The proposal must include the following information (combined in one pdf file):

1. Workshop title.
2. Session chair (and when appropriate co-chair) name, title, affiliation, address email and/or phone number, ESN or other learned society membership.
3. Abstract describing the topic of the Workshop and how it relates to the conference focus (up to 1000 characters, spaces included).
4. A list of speakers, their tentative talk titles, their affiliation, contact addresses, short CVs and their preliminary agreement to participate.
5. The preferred type of presentation (live streaming/pre-recorded presentation/no preference).

*Please note that the organizer of a session should present an overview of the workshop topic, but is not required to, be a speaker in the Workshop.*