

Elections of 20 November 2018

Job Descriptions

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I. Programme Committee: elected ordinary members

In conformity with FENS Articles of Association and FENS Regulations, article VII.2, FENS is electing its new Programme Committee members in November 2018 for the FENS Forum 2020 in Glasgow.

I.1. Programme committee (PC)

The programme committee is composed of seventeen members:

- A chairperson, elected by the Governing Council in July 2018
- Eight members elected by the Governing Council in November 2018
- Five members nominated by the PC chairperson
- The chairperson of the Host Society Committee (HSC) for the FENS Forum 2020
- One member designated by the American Society for Neuroscience (SfN)
- One member designated by one of the Asian-Pacific Neuroscience Societies

The rules for eligibility are specified in article XI.4 of the Regulations

The Governing Council in November 2018 will elect eight ordinary members.

The ordinary members of the Programme Committee, once elected, become FENS officers for a two-year term until July 2020. They will work under the authority of the chairperson of the Programme Committee to establish the scientific programme of the FENS Forum.

I.2. Requirements for candidatures

- The candidate should be a scientist working in an institution from any country in the area covered by FENS membership
- The candidate should be a scientist of outstanding international scientific reputation
- The candidate should be experienced in reviewing process and should preferably have been a member of a reviewing committee
- The candidate, if elected, shall attend the Programme Committee meetings (**mandatory**)
- The candidate may be an outgoing ordinary member of the PC having served one term only

I.3. Tasks of the Programme Committee members

I.3.1. Soliciting proposals for technical workshops and symposia

In their area of expertise, the members of the PC may solicit scientists to submit proposals, which, however, will be evaluated as any other proposal by the Programme Committee.

I.3.2. Evaluation of proposals for technical workshops and symposia:

Proposals are made by scientists through the online application from March until May 2019. Shortly afterwards, the members of the Programme Committee will have access to the proposals that they have to evaluate, and score through the online application during three scheduled weeks in June 2019.

I.3.3. Proposals for plenary lectures

Members of the programme committee shall propose up to three plenary lecturers. This procedure is done online during the period of mid-January to mid-February 2019.

I.3.4. Selection of the preliminary programme: Programme Committee meetings

Date and venue

The Programme Committee meetings will be held on 5 March 2019 and 8 July 2019.
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It is mandatory for all members of the Programme Committee to be present at these meetings. Absent members cannot be represented by another person or in writing. Only members being present can have their opinion expressed, and vote.

Under the authority of its chairperson, the PC shall elaborate the programme, in accordance with the "Guidelines and Specifications for FENS Forum Programme Committee". This comprises

- Selection of workshops and symposia from proposals
- Selection of FENS plenary lectures
- Approval of special lectures, special events, satellite events

In case some decisions are pending after the meetings of the Programme Committee, the chairperson may entrust one or several members of the PC to obtain a rapid decision.

Any change to the scientific programme has to be approved by the chairperson of the Programme Committee, until the end of the Forum. This includes changes in chairpersons and speakers of lectures, special lectures, symposia, workshops, special events, and satellite events.

1.3.5. Final programme: Scheduling of Poster sessions.

Distribution of poster sessions is done under the responsibility of the chairperson of the Programme Committee, to establish the final programme by mid May 2020 at the latest.

1.3.6. Other tasks

Members of the PC may be asked for assistance in particular tasks or committees by the chairperson of the PC or the Executive Committee.

I.4. Important dates

2018	
September - November	Based on the PC chair proposals, the Executive Committee establishes layout, rules and timeline for the next Forum
10 October – 1 November	Nominations and candidatures to the Programme Committee
19 November (Brussels)	Executive committee meeting: Approval of Programme structure Approval of PC documents
20 - 21 November (Brussels)	Governing Council meeting: Election of PC members
21 November – 15 December	Following the elections, designation of 5 members by the new PC chairperson, 1 member by the SfN and 1 member by one of the Asian-Pacific Neuroscience Societies.
15 December	Final constitution of the Programme Committee
2019	
16 January – 15 February	Submission of proposals for plenary lecturers. Submission of proposals for special lecturers.
22 February	Call for proposals for symposia and technical workshops (information about the call is published on the FENS Forum website)
5 March (Brussels)	1 st Meeting of the Programme Committee: selection of plenary lectures, Approval of special lectures, special interest events (if already proposed)
25 March – 20 May (one week extension may apply)	Submission of proposals for symposia and technical workshops (public online submission).
3 June – 24 June	Online evaluation of SW proposals by PC members
8 July – 9 July (Brussels or Zurich)	2 nd Meeting of the Programme Committee: - Selection of SW proposals - Scheduling of main sessions (daily programming)
July - August	Preliminary scientific programme preparation (agreement of selected candidates, speakers, chairs, etc)
1 October	Scientific programme posted on the FENS website
16 October	Call for abstract submission announcement (procedures published online)
1 December	Abstract submission open (together with registration and travel grants application)
2020	
3 February	Deadline for: - Registration - FENS travel grant application - Abstract submission
March/April	3 rd Programme committee meeting: Poster scheduling
mid-May	Final programme posted on the FENS website (including abstracts)
11 – 15 July (Glasgow)	FENS Forum

III.5. References

Articles of Association	http://elections.fens.org/pdf/FENS_Articles_of_Association.pdf
Regulations	http://elections.fens.org/pdf/FENS_Regulations.pdf

FENS Elections, November 2018: job descriptions

Job descriptions	http://elections.fens.org/pdf/FENS_Jobdescriptions_201811.pdf
Nominations	http://elections.fens.org/pdf/FENS_Nominations_201811.pdf
Outgoing Programme Committee	http://elections.fens.org/pdf/FENS_PC2016_2018.pdf
Strategic plan	http://elections.fens.org/pdf/StrategicPlan_2018.pdf
Guidelines&Specification PC 2020	http://elections.fens.org/pdf/Guidelines_Specifications_PC_2020.pdf