

Terms of Reference

BNA2027 Programme Organising Committee (POC)



These Terms of Reference (ToR) are to describe the purpose, scope and authority of the committee. They do not constitute part of the formal governance of the BNA. Instead, they are intended as a tool to help guide the group's activities and help it to generate useful outcomes.

Name: BNA2027 Programme Organising Committee (POC)

Type: Advisory committee for the International BNA2027 International Festival of Neuroscience. scientific programme

Purpose and scope: The POC will support the BNA to review symposia, workshop and poster abstracts for the BNA2027 International Festival of Neuroscience in order to support the BNA's efforts to create a diverse and inclusive scientific programme that is representative of the breadth of neuroscience.

Expected activities: POC members are expected to:

- Review symposia and workshop submissions (June 2026)
- Attend an online POC meeting (July 2026)
- Review poster abstracts (Nov 2026 – Feb 2027)

The POC will review and assess the quality of submitted abstracts using a standardised scoring matrix. All POC member reviews will be taken into consideration.

Authority: The POC will act in an advisory capacity and will not have decision making powers on behalf of the BNA. Final decision to include submissions in the scientific programme will reside with the Meeting Co-Chairs.

Membership: Membership will reflect the breadth of interests and expertise across neuroscience and will abide by the BNA policy on diversity. BNA ECR appointments are decided by open competition.

- Meetings Trustee
- Meeting Co-Chair(s)
- Head of Meetings and Events (BNA staff lead)
- BNA Council and Committee invited members
- Representatives from confirmed Partner Organisations
- 5 x BNA ECR members (by application)

Accountability: All POC members must be familiar with the BNA's Equity, Diversity and Inclusion policy. All POC members must state Conflicts of Interest where relevant.

Meeting arrangements: POC activities will take place virtually. The POC will not meet regularly as a group. The group will meet online in early July to discuss the final programme selection (up to 2 hours).

Reporting: The BNA staff lead will track review progress and report the POC's key progress updates to the BNA Council.

Review: The ToR can be reviewed at any time, but at least every four years.