The Programme Organising Committee is delighted to invite you to submit proposals for symposia and/or workshops at the 2021 Festival of Neuroscience, being held 11th – 14th April in Brighton, UK.

**General Information**

Proposals should be submitted on the understanding that organisers have already made speakers aware of the meeting date and location, and confirmed their acceptance to attend if the proposal is accepted. Organisers and speakers should be aware that the proposal may be rejected (for example, if the focus of the proposed session is too narrow). The Programme Organising Committee (POC) may want to work with organisers to modify some potentially acceptable proposals so that they can meet with the objectives of the meeting more effectively.

**Session types**

Sessions can be either **Symposia** or **Workshops**:

**Symposia**

Each symposium is 100 minutes in length and consists of four talks; each talk is therefore usually 20-25 minutes long. However, the time can be divided up differently, e.g. four 15-20 minute talks followed by 20 minute panel discussion.

**Two of the speakers should co-chair the session.** Although the symposium organisers can propose a non-speaking Chair-person, if wished, the Chair will not receive a complimentary Festival pass or be entitled to speaker travel expenses.

All speakers’ publications should be recognised for having made an important contribution to their field. During the application process we ask for one recent publication/reference/research output to be stated for each speaker.

At least one speaker should be a leader of the field, and at least one should be an Early Career Researcher (ECR), where ECR is defined as someone who would be eligible for undergraduate, postgraduate or ECR membership of the British Neuroscience Association (BNA): see [https://www.bna.org.uk/about/membership/#membership-categories](https://www.bna.org.uk/about/membership/#membership-categories).

In order to widen opportunity to speak at the Festival as much as possible, **it is expected that none of speakers will have presented a talk at the previous Festival of Neuroscience held in Dublin in April 2019** - see list on page 4. In addition, any individual can only speak in one symposium or session during the 2021 Festival. If an individual’s name appears in more than one proposal, the POC will work with the symposium organiser to seek an alternative speaker.

**Workshops**

Workshops should focus on topics of wide interest (e.g. policy, careers, funding, grant-writing, publishing, reproducibility, short courses, neuroethics etc.)

Each workshop is 100 minutes in length. Their format can include presentations, panel Q&A, small group discussion, worked examples, or other formats. Workshop organisers can also provide materials to attendees prior to the session.
Typically workshops consist of 3-6 participants including a chairperson. It is expected that none of the participants will have presented a talk at the previous BNA Festival of Neuroscience in April 2019 (see page 4). In addition, any individual can only speak in one symposium or session during the 2021 Festival.

Each workshop proposal will be considered individually, and it is expected there will be discussion with the POC and Meetings Secretary on how to create a Festival programme with a good range of workshops.

**Equality and diversity**

It is expected that all proposals will have a gender balance -it is normally recommended that half the invited speakers are male and half female - and all proposals must meet the BNA’s Policy for Equality and Diversity, available online at [bna.org.uk/about/policies/#equality-and-diversity-policy](http://bna.org.uk/about/policies/#equality-and-diversity-policy).

**Geographical spread**

Organisers should ensure all speakers are from different Universities or research institutions to ensure wide-ranging representation.

Unless the session is owned by a Festival Partner, Partner Society, or has additional external funding, sessions cannot include more than one international speaker from outside the EU (see below).

**Finances and Expenses**

**Sponsorship:** Although the BNA will fund sessions that are accepted into the scientific programme, organisers are strongly encouraged to arrange funding from other sources. Acceptance will be based principally on scientific criteria, but, where proposals are of equal merit, proposals are more likely to be successful if they are accompanied by firm commitments from sponsors to meet speaker expenses and to make a contribution of at least £1750+VAT to cover the overhead costs of running the session.

**Speaker expenses:** Proposers should make speakers aware that, if accepted into the Festival Programme, they are entitled to the following:

- For speakers based in UK, Ireland, or other EU countries
  - Full Festival pass
  - One night’s accommodation
  - Travel allowance of up to £125 for UK and Ireland; or up to £250 for other EU countries

- For speakers based in countries outside the EU:
  - Full Festival pass
  - Two nights’ accommodation
  - Travel costs: flights must be approved by the BNA Office prior to ticket purchase by 31st January 2021 at the latest. After this date there is no guarantee BNA will be able to meet ticket costs. Maximum total travel allowance is £1000.

Sessions must not have more than one speaker based outside the EU, unless (1) is a Partner Society or Festival Partner session, or (2) you are able to provide funding for the additional speaker travel costs.

Non-speaking Chairs do not receive complimentary registration or travel expenses.

If a symposium organiser is able to cover speaker expenses from elsewhere they are at liberty to refund their speakers according to their own guidelines. If this is the case then please make sure that the BNA office is aware of any such arrangement made with speakers.

**Expenses for speakers in Partner Society or Festival Partner symposia**

Partner Societies and Festival Partners have ownership of one or more symposia at the Festival, and receive benefits including reduced registration rates for all their members. (If you are interested in finding out more about being a Partner, please contact office@bna.org.uk).

Although Partner Societies are free to choose topics and speakers for their symposia, they must still follow the guidelines on composition etc. stated in these Guidelines, and be subject to review by the POC. The POC may request changes to be made to a symposium proposal submitted by a Partner Society before accepting it for inclusion.

Speakers taking part in a Partner Society/Festival Partner symposium receive complimentary registration from the BNA. Travel expenses for speakers in these sessions are the responsibility of the partnering organisation, not the BNA. If you are submitting a symposium proposal for a Partner Society/Festival Partner session, please ensure your speakers know what travel expenses they are entitled to and any rules/policies that will apply to their travel claims.
Information required for proposals

Please submit your proposal at www.bna.org.uk/symposia/bna2021-submissions. The deadline for submissions is midnight on 1st March 2020.

Please contact the BNA office (office@bna.org.uk) if you have any questions about the scientific programme or submission process.

Details of organiser
The organiser is likely to be one of the co-chairs or speakers in the session but does not have to be. The organiser acts as the first point of contact for all correspondence with the POC, and is responsible for ensuring speakers receive all relevant information.

*Are you submitting for a Partner Society or Festival Partner session?* If so, please state on the form here.

Your proposal
- Session type (symposium/workshop)
- Session title
- Session theme (select from list)
- Brief description (up to 2000 characters describing the area of research; please note that the text will be used in publicity to advertise the session should it be accepted into the programme)
- Justification for inclusion in the BNA2021 scientific programme (up to 2000 characters; please see below for information about criteria used to select proposals for inclusion in the programme)

Speaker details
Symposia should have four speakers only (including two co-chairs). After entering the details for one speaker, click ‘add speaker’ in order to add the next, and continue until all four are included in your application.

Workshops will typically 3-6 speakers; additional speakers can be proposed and these additional speakers will be accommodated should time and space allow.

For each speaker, you will need to provide:
- Title, First Name, Surname
- Institution, City, Country
- Email
- Career stage (At least one speaker should be a leader of the field, and at least one should be an Early Career Researcher (ECR), where ECR is defined as someone who would be eligible for undergraduate, postgraduate or ECR membership of the British Neuroscience Association (BNA): see https://www.bna.org.uk/about/membership/#membership-categories.)
- One recent publication or research output.
- Gender and ethnicity - this is so that the BNA can monitor its progress on widening equality and diversity
- Title of talk
- If they will be a co-chair for the session

Funding
If you have suggestions for how this proposal might be funded, or have already secured funding, please give details. If you are submitting for Partner Society or Festival Partner, please mention again here.

Selection criteria

All proposals will be reviewed by members of the Programme Organising Committee (POC), headed by the POC Co-Chairs Professors Sarah Guthrie and Hugh Piggins. The POC will consider each proposal on its own merits as well as the Festival programme as a whole when deciding whether or not to include: they may also contact the organiser to discuss the proposal before accepting.

Criteria the POC will assess when reviewing proposals include:
- How well it meets the criteria specified in the guidelines, e.g. gender balance, geographical spread etc (see above)
- Importance of the neuroscience research covered in the proposal
- Interest in the ideas and techniques
- Quality of the research and the speakers
- For symposia – relevance and interest level of the topic
- For workshops – likely level of demand by the neuroscience community
- They will also look to see whether the proposal markets a product/service.
Kevin O’Byrne
James Ainge
Schahram Akbarian
Annette Allen
Joaquim Alves da Alves
Maria Ankaarcrona
Johannes Attems
Jaideep Bains
Julie Bakker
Shernaz Bamji
Samuel Barnes
Caswell Barry
Tobias Bast
Anders Bjorklund
Tim Bliss
J. Paul Bolam
Grégoire Borst
Ed Bullmore
Philip Burnet
Simon Butt
Annamaria Cattaneo
Nitzan Censor
Susan Chalmers
Alain Chédotal
Anne-Marie Childs
Graham Collingridge
GinettaCollo
Samuel Cooke
Rosa Cossart
PhilipCowen
Damien Coyle
HelenCross
John Cryan
Robert Cumming
Jeff Dalley
Jeff Dalley
Kurt De Vos
Bert De Smedt
Waljít Dhillo
Ray Dolan
Michael-John Dolan
Eric Downer
Hana D’Souza
Iroise Dumontheil
Rebecca Elliott
Barry Everitt
Elisa Ferre
Laurent Ferron
John Foxe
Paul Frankland
Uta Frith
Elisa Galliano
Alain Gardier
Lisa Genzel
Richard Gilbertson
Claire Gillan
Claire Gizowski
Alfredo Gonzalez-Sulser
Patrick Haggard
Jeremy Hall
Martine Hamann
Su Han
Ileana Hanganu-Opatz,
Michael Hanna
Ora Hardiman
Michael Hasselmo
Mick Hastings
Verena Heise
Lora Heisler
Michael Heneka
Suzana Herculano-Houzel
Megan Holmes
Judith Homberg
Denise Hough
Andrei Ilie
Matthew Jones
Yvonne Jones
John Kealy
Aine Kelly
Nima Khalighinejad
Lisa Kinnavane
Jonny Kohl
John Krystal
Catherine B. Lawrence
Alex Leff
Bigna Lenggenhager
Juan Lerma
Gabriele Lignani
Ming Lim
Madeleine Lowery
Timothy Lynch
Niamh Lynch
Marina Lynch
Giovanna R Mallucci
Nicola Marchi
Eva Marco
Sally Maskell
Dominick McCabe
Ann McKee
Richard Mead
Michael Meaney
Mital Mehta
Gero Meisenboeck
Aine Merwick
Marie-Pierre Moisan
Liad Mudrik
Keith Muir
Marcus Munafo
Therese Murphy
Elaine Murray
Dean Nizetic
Yvonne Nolan
Joseph O’Neill
Nadine J Ortner
Henrik Oster
Tiago Outeiro
Simona Parrinello
Louise Paterson
Gabriela Pavarini
Roger Pertwee
Arturas Petronis
Paola Piccini
Marina Picciotto
Hugh Piggins
Steven Pollard
Sara Pulit
Stefan Reber
Ana Cristina Rego
Mary Reilly
Cristina Reschke
Carlos Ribiero
Marion Rinkel
Michelle Roche
Miriam Rosenberg-Lee
Pia Rotshstein
Tomas Ryan
Nayantara Santhi Melatonin
Paramala Santosh
Anthony HV Schapira
Jonathan Schott
Gerhard Schratt
Jaclyn Schwarz
Emily Sena
Colin Smith
Wolfgang Sommer
Francesca Spiga
Maria G. Spillantini
Kimberly Stachenfeld
Tyler Stevenson
Ella Striem-Amit
Argyris Stringaris
Andre Stydom
John Terry
Sandrine Thuret
Sarah Tibrizi
Marco Tripodi
Elizabeth Tunbridge
Lene Uhrbom
Marianne Van den Bree
Eve Van Cauter
Katharina Vezyrogloú
Essi Viding
Lauren Walker
Colum Walsh
David Wilkinson
Hugh Willson
Bill Wisden
Frances Wiseman
Matthew Wood
Sukhvir Wright
Peter zu Eulenburg