

ISN Conference Committee - Member Guidelines

October 2019, Andrew Lawrence (chair)

General principle for both schemes:

Conflicts of Interest

ISN Conference Committee (CC) members are **not** permitted to apply for funding to the ISN Conference Committee.

CC members who are listed as speakers which are under consideration for financial support by the ISN CC, or who have professional or personal relationships with applicants to the ISN-CC should declare these relationships at the beginning of each round.

Where an actual or perceived conflict exists members should then recuse themselves from assessing or commenting on those applications. In the absence of a member undertaking to recuse themselves where an actual or perceived conflict of interest exists, the final arbitration rests with the Conference Committee Chair who will discuss the potential Col with the ISN Officers.

If a CC member is listed on a successful proposal, that member cannot access funds from the ISN-CC payment to the organiser, they should receive financial support via a different (non-ISN) mechanism. This has to be clearly stated in the report on the ISN supported event and the financial budget.

1. **Small Conferences:**

a). General Rules

Support for small conferences on neurochemical topics

- ISN-CC provides financial support for the organisation of small conferences on specialised neurochemical topics. The conference supported should deal with an important and up-to-date topic of neurochemistry.
- ISN-CC provides support of up to 25,000 USD for a small neurochemistry conference.
- At least 60% of the money granted must be used for Young ISN Neurochemistry Awards to facilitate the attendance of young neurochemists (postdocs and students) at small neurochemical conferences. The name and institutional affiliation of the ISN awardees should be listed in the meeting's brochure and the post-meeting report.
- Speakers must have committed to attend the conference.
- Funds should be used to cover travel, registration and accommodation expenses. Expenses for honoraria, food, social events will not be funded.
- ISN secretariat will provide promotional material. The awardee is required to make a 5 minute presentation at the beginning of the conference to acknowledge the substantial financial contribution from ISN to the conference, to introduce ISN to the audience, to highlight the benefits of ISN membership and to publicly announce the availability of application forms for ISN membership on the ISN Portal (<http://www.neurochem.org>).
- Applications for support of a small neurochemistry conference falling on dates which collide with those of an ISN biennial meeting / Flagship School will not be considered for funding.

b). Things for CC members to consider while reviewing applications

- The conference is actually on a topic of neurochemistry!
- Applicants are preferably members of ISN (or at least a sister society)
- The conference is topical/timely and includes a broad range of speakers (not just a group of local scientists) that fit within the scientific theme
- Some of the speakers are leading scientists, others are early career researchers
- There is a clear commitment to use at least 60% of funds to support young scientists
- The speaker list has good geographic and gender balance, while taking into consideration the scientific theme of the meeting and the scientific merit of the speakers (quality is critical)
- The speakers have committed to be part of the conference
- A complete and realistic budget is provided that shows the overall conference budget plus how ISN funds will be disbursed
- For repeat applicants they should justify how their previous funding was successful and of benefit to ISN (such as recruitment of new ISN members, publications in J Neurochem) or to ISN members & provide a rationale for a subsequent meeting

2. Symposia:

a). General Rules

- The ISN Symposium should deal with an important and up-to-date topic of neurochemistry.
- A symposium is a *single session* within a meeting. The symposium normally consists of 3 to 5 presentations. No other format will be considered for funding via this scheme.
- The application should list the title of the symposium, the names of the speakers, the titles of the presentations and three recent publications of each speaker that are relevant to the topic of the symposium.
- If appropriate the speaker list includes an up & coming early career researcher
- The applicant should clearly state whether the speakers have confirmed their agreement to take part in the session. Only proposals with confirmed speakers will be evaluated by ISN-CC.
- Applicants can apply for up to 8,000 USD for an ISN Symposium.
- Funds should be used to cover travel, registration and accommodation expenses of speakers. Travel will only be supported at the level of economy rates. Expenses for honoraria, food, social events will not be funded.
- Only one ISN symposium per conference will be supported by ISN-CC.
- A symposium supported by ISN in a meeting of another society or scientific group must be designated as an ISN Symposium and advertised in the conference material.
- ISN secretariat will provide promotional material. The awardee is required to make a 5 minute presentation at the beginning of the symposium to acknowledge the financial support by ISN for the symposium, to introduce ISN to the audience, to highlight the benefits of ISN membership and to publicly announce the availability of application forms for ISN membership on ISN Portal (<http://www.neurochem.org>).
- A letter of support from the chairperson of the Organizing Committee of the conference should be submitted with the application. This letter should state that the ISN-Symposium will be included in the overall conference program and badged as an ISN-Symposium if the application is successful. In addition, the letter should state that the successful applicant will be allowed to introduce at the beginning of the symposium ISN and the benefits of ISN membership to the audience.
- Any modification in the ISN symposium after ISN approval (change of date of the main conference, replacement of speaker, etc.) has to be approved, in advance, by the Chair of ISN-CC. If the modification is not approved, the funds will not be available, and any previously transferred money must be returned to ISN.

b). Things for CC members to consider while reviewing applications

- The symposium is actually on the topic of neurochemistry!
- Applicants are preferably members of ISN (or at least of a sister society)
- The symposium is topical/timely and includes a broad range of speakers (not just a group of local scientists) that fit within the scientific theme
- The speaker list has good geographic and gender balance, while taking into consideration the scientific theme of the session and the scientific merit of the speakers (quality is critical)
- The speakers have committed to be part of the symposium

- If appropriate the speaker list includes an up & coming early career researcher
- A complete and realistic budget is provided for disbursement of funds between the speakers
- If the chair is not a speaker they should not receive financial support
- For repeat applicants they should justify how their previous funding was successful (such as recruitment of new ISN members, publications in J Neurochem) & provide a rationale for subsequent funding