

## GENERAL INFORMATION ON CALL FOR FORUM EVENTS

In addition to the scientific programme prepared by FENS, the FENS Forum also provides opportunities to host various neuroscience activities. FENS invites other parties to organize several types of special meeting either before, during or after the FENS Forum 2010 in Amsterdam.

The following options are offered: **scientific gatherings, company-organized workshops, socials, small board meetings and satellite events**. Organizations, institutions, agencies and companies, (but never individuals, except for satellite events), can apply for one of these activities.

Guidance for acceptance and information on conditions for all these possibilities are described below.

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### SCIENTIFIC GATHERINGS

Scientific gatherings can be scheduled on the early evenings of July 4 to 6, 2010, starting at 6:45 p.m. and can take 1 to 2 hours. Sessions of any format with neuroscience or neuroscience-related topics can be proposed by any organization as well as by companies. Lecture rooms from 50 up to over 1000 seats are available.

The topic and general objectives of scientific gatherings should be distinct from those selected by the Programme Committee of the FENS Forum (available end of June 2009).

The organization of scientific gatherings by science organizations is subject to a fee of € 1500 (including lecture room and audiovisual equipment). Companies organizing a scientific gathering are charged a fee of € 10,000.

Organizers, chairpersons and speakers will NOT have their registration fee at the Forum waived unless the applying organization or company can be charged for these costs. Additional needs such as food and drinks can be ordered but will entirely be charged to the organizers of the gathering.

Acceptance of the proposal is subject to evaluation and decision by the chair of the Programme Committee. Proposals should be submitted by e-mail to [events@fensforum2010.eu](mailto:events@fensforum2010.eu) with the following information:

- Name of the organization, institute or company
- Name and address of the contact person
- Telephone of the contact person
- E-mail address of the contact person
- Duration of the session (1, 1.5 or 2 hours always starting at 6:45 p.m.)
- Expected attendance (room size)
- Preferred date (Sunday-Tuesday July 4-6, but will be allocated by the LOC)
- Title of scientific gathering
- Short description, topic and purpose (500 words)
- Name(s) of chairperson(s)
- Proposed schedule of speakers with their affiliation and titles of presentation
- Catering requests (coffee & tea, beverages and/or snacks) (optional)
- Special information and requests (e.g. catering and invoice for Forum registration fees of speakers) (optional)

Deadline for application is October 31, 2009.

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## COMPANY-ORGANIZED WORKSHOPS

Companies can apply to organize a workshop during day time on Saturday July 3, 2010. The topic and general objectives of company-organized workshops should be distinct from those selected by the Programme Committee of the FENS Forum (available end of June 2009). Lecture rooms from 50 up to 1000 seats or more are available.

Companies organizing a workshop are charged a fee of € 10,000 (including room rental and audiovisual services).

Organizers, chairpersons and speakers will NOT have their registration fee at the Forum waived unless the applying company can be charged for these costs. Additional needs such as food and drinks can be ordered but will entirely be charged to the organizers of the workshop.

Acceptance of the proposal is subject to evaluation and decision by the chair of the Programme Committee. Proposals should be submitted by e-mail to [events@fensforum2010.eu](mailto:events@fensforum2010.eu) with the following information:

- Name of the company
- Name and address of the contact person
- Telephone of the contact person
- E-mail address of the contact person
- Duration of workshop (workshop should end before 4:00 p.m.)
- Expected attendance (room size)
- Title of workshop
- Short description, topic and purpose (500 words)
- Name(s) of chairperson(s)
- Proposed schedule of speakers with their affiliation and titles of presentation
- Catering requests (coffee & tea, beverages and/or snacks) (optional)
- Special information and requests (e.g. catering and invoice for speakers Forum fee) (optional)

Deadline for application is October 31, 2009.

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## SOCIALS

Organizations, societies, institutions, patient groups, project groups, companies, etc. are invited to organize a get-together during the FENS Forum, either in the RAI Convention Centre or anywhere else in the city of Amsterdam. Such meetings can be announced in the programme only when taking place after the last plenary lecture of each day of the Forum and announcement is subject to approval by FENS.

If socials are to be organized in the RAI Convention Centre, either small rooms or restricted corridor areas (for instance near the garden of the Centre), allowing gatherings of up to 100 persons, are available. A fee of € 500 is required for the space, for companies € 1,000 but exclusive of space rental. All other needs (audio- and audiovisual equipment, reception tables, chairs, food and beverage services) should be applied for and will be charged. Socials in the RAI Convention Centre have to end before 10.00 p.m.

If socials are to be organized outside the RAI Convention Centre, the Forum management (Eurocongress International) can advice on and/or can mediate the organization of the social at any place in Amsterdam. A fee of € 200 is required for announcement in the programme.

Apply for a social with an e-mail to the LOC secretariat ([LOCsecretariat@fensforum2010.eu](mailto:LOCsecretariat@fensforum2010.eu)) with the following information:

- Name of the organization, institute or company
- Name and address of the contact person
- Telephone of contact the person
- E-mail address of the contact person
- Title of the social for the announcement
- Description and purpose
- Location: in the RAI Conference Centre or elsewhere (in the latter case, the items of information below are not relevant except when organizational assistance is required by the Forum management)
- Expected group size
- Preferred date (Sunday-Tuesday July 4-6 always after 6:45 h)
- Catering requests (coffee & tea, beverages, snacks and/or meal services)
- Special information and requests (optional)

Deadline for application is October 31, 2009.

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### **SMALL MEETINGS OF BOARDS AND INTEREST GROUPS**

Facilities for board meetings, editor meetings and small special interest meetings not exceeding 15 persons will be available at the RAI Convention Centre throughout the meeting, except during the hours of the morning and afternoon plenary lectures. Approval by FENS is needed.

Rooms are available at a fee of € 500 per meeting (including audiovisual equipment), but are free of charge for all FENS member societies and organizations with close ties to FENS. Food and beverages can be ordered but will be billed to the organizers.

Requests can be submitted via e-mail to the LOC secretariat ([LOCsecretariat@fensforum2010.eu](mailto:LOCsecretariat@fensforum2010.eu)) with the following information:

- Name of the organization, institute or company
- Name and address of the contact person
- Telephone of the contact person
- E-mail address of the contact person
- Expected meeting duration and time (between 1-3 hours but within day time frame 10:00 a.m.-5:00 p.m., on Wednesday July 7 10:00 a.m.-1:00 p.m.)
- Expected attendance (maximum 15 persons)
- Preferred date (Sunday-Wednesday July 4-7)
- Short description and title for announcement
- Catering requests (coffee & tea, beverages, snacks and/or lunch services) (optional)
- Special information and requests (e.g. catering and invoice for speakers Forum fee) (optional)

Deadline is set at February 1, 2010.

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### **SATELLITE EVENTS**

Satellite events can be advertised on the FENS Forum 2010 website by their title, dates, city of venue and information website. Satellites must be associated temporally and geographically with the FENS Forum but must not overlap with the dates of the Forum.

Approval by the Chairman of the Programme Committee is required, but satellites are not sponsored by FENS. Satellite organizers have their registration fee at the FENS Forum waived (maximum 2 persons). The organization and all costs incurred are under the full responsibility of the organizers of the satellite.

Acceptance of the proposal is subject to evaluation and decision by the chair of the Programme Committee. Proposals should be submitted by e-mail to [events@fensforum2010.eu](mailto:events@fensforum2010.eu) with the

following information:

- Name(s) of the organizer(s)
- Name and address of the contact person
- Telephone of the contact person
- E-mail address of the contact person
- Title of satellite
- Short description, topic and purpose (500 words)
- Dates
- Name and address of venue
- Programme schedule with speakers, speaker affiliations, titles and time table
- Website address (optional)
- Special information and requests (optional)

Deadline is October 31, 2009.

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### **SERVICES BY LOCAL ORGANIZING COMMITTEE**

The Local Organizing Committee will be able to ear-mark special guests for any of the above events (except for the satellite events) who are elected by the event organizers to receive re-imburements of the FENS Forum registration fee and/or travel or accommodation costs. These costs will be billed to the event organizers, but it can be a pleasant gesture by your organization to the people invited for any of the above mentioned events!

Contact the secretariat of the Local organizing Committee for your wishes via [LOCsecretariat@fensforum2010.eu](mailto:LOCsecretariat@fensforum2010.eu).

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