

ANS Policies and Procedures

ANS Terms of reference for the Program committee

Purpose

This document describes the policy and procedures for selecting the ANS Program Committee membership and their role in developing the program for the ANS Annual Meeting.

Scope

The policy applies to the ANS Executive, Past-President or President-Elect, Local Organising Committee (LOC), ANS Secretariat and ANS membership.

Background

The ANS Program Committee was established by the ANS Council in 2019 to facilitate the selection of plenary lectures and symposia for the ANS Annual Meeting.

Policy Statement

1. ANS Program Committee Membership

- 1.1 The ANS Program Committee shall be comprised of approximately 8 ANS members, selected to ensure gender equity and representation of a broad range of sub-disciplines and geographical regions.
- 1.2 The committee shall include at least one early-mid career researcher.
- 1.3 The committee shall also include at least one member of the ANS Equity and Diversity committee.
- 1.4 The committee will include the CEC.

2. ANS Program Committee Responsibilities

- 2.1 An initial task will be to review symposia from the past few years to look for commonalities (strengths) and gaps to inform subsequent years.
- 2.2. Conference Symposia Selection: The committee will receive symposium scores from the Council voting. It will then obtain additional symposium proposals to fill gaps as needed to cover the breadth of neuroscience (and aligned societies), through contacting relevant ANS members and Council members. Gender balance amongst the speakers will be a priority (the number of symposia selected in total will be based on the advice of the CEC, LOC and ANS Executive as determined by room

availability and the confines of the preliminary conference program).

- 2.3 Plenary Speaker Selection: The committee will manage the plenary selection process. It will receive scores from the Council and determine whether more nominations are needed and if so, request these from Council members. It will make final recommendations on the plenary speakers to the ANS executive for sign-off. Gender balance amongst speakers will be a priority.
- 2.4 The committee will review future dates of competing meetings and give input to decision makers for future meeting dates.

3. Aligned activities of the Program Committee

- 3.1 The LOC will assess free abstract submissions and then allocate them into oral vs poster sessions, as part of the overall program schedule. The LOC will run this program by the Program committee and Executive, for ratification.
- 3.2 The Program Committee can be called upon to provide assistance and advice on program content for additional ANS events, such as special anniversary scientific or other program events, and will report to the CEC and LOC on a regular basis to ensure a coherent programme is developed.

Related Material

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Version Information

- Version 5 written on 22nd March 2019. Approved at ANS Council Meeting ...
- Current amended version (6) edited by Kaylene Young and Anthony Hannan and approved in ANS Council Meeting 19 June 2020