

ANS Symposia Policy and Guidelines

Call for Symposia

- The ANS Executive, via the Editor, will call for symposium proposals no later than 10 months prior to the meeting and submissions will be accepted over the following 6 week period.
- The PCO and ANS secretariat will oversee membership notification of submission dates via emails and on the Society and conference webpages.
- ANS Council will advertise the symposium call on social media and in the newsletter.
- Symposium proposals will be submitted via the online portal on the conference website.
- The Editor will notify the proposers of the success of their application approximately four weeks after submission closure.

Symposia Proposals

- Prior to the submission of a proposal, it is required that the proposer obtain email confirmation from all speakers that they agree to travel to Australia to attend the meeting. If email confirmation is not received, the proposal will be ruled ineligible.
- Proposals will be submitted online and include the following information:
 - research theme
 - symposium title
 - names and contact details of the proposer (must be an ANS member) and chairs
 - a brief synopsis of the topic, its significance with respect to the field and to the ANS membership (500 words max)
 - names and contact details of **four** speakers, the title of their talk and a brief summary of content and significance (200 words max/speaker)
 - citations of up to 5 papers published by the speaker over the past 5 years
 - financial support for symposium proposals is **not** required. However, if applicable, details of confirmed or potential financial support should be detailed under "Additional Information". Sponsorship status will **not** influence the selection of symposia, but will inform the budgeting process.
- In order to maintain program continuity, the number of speakers in each symposium is restricted to **four** (not 3 or 5). Each speaker will have a total of 30 mins for their presentation, including question time.
- The Society wishes to emphasize it is not necessary for symposia to have an overseas speaker. High quality proposals with only Australian and New Zealand speakers are most welcome.
- It is recommended that each symposium:
 - include speakers from across Australia and New Zealand
 - achieve gender balance across speakers/chairs
 - include early career researchers as chair or speaker
- The symposium **chair is excluded** from speaking in the symposium. If a proposal includes the chair as a speaker it will be ruled ineligible.

- **All Australasian proposers, chairs and speakers must be current members of ANS.** It is the responsibility of the proposer to ensure that all are ANS members, although exceptions can be made with appropriate scientific justification.
- It is the responsibility of the proposer to ensure that all speakers register and submit their abstracts by the abstract deadline.

Support for overseas speakers

- ANS will provide support for travel and accommodation costs (\$2500) for **one overseas** speaker in each symposium and additionally pay the costs of **one** registration and one set of social function tickets.
- All financial support will be paid directly to the overseas speaker once in attendance at the conference.
- No Society funding will be available to support the costs of Australian or New Zealand speakers, chairs or proposers.
- Reimbursement for travel and accommodation costs (\$2,500) **will not be provided** to overseas speakers who fail to attend the conference, even where the speaker has incurred travel costs.

Selection Process and Criteria

- Symposia will be selected by the full ANS Council and Chair of the LOC via an anonymous voting system (eg. Doodle Poll).
- Final selection of successful symposia will be determined after Council discussion to ensure that selected research areas are of relevance to the ANS membership, and are of high scientific quality and significance.
- Proposals will be considered primarily on scientific merit. However, the following aspects will be taken into consideration:
 - geographic distribution of speakers
 - gender diversity of the proposed speakers
 - inclusion of early career researchers
 - balance of topics such that all ANS research themes are represented
- Where the same proposer, chair or speaker is associated with multiple symposia, the Council will rule on eligibility and determine whether one or all of the symposia are accepted.
- Proposals will be ruled **ineligible** if:
 - the proposer fails to obtain formal email agreement from **all** speakers that they will travel to Australia to attend the meeting
 - the chair is also a speaker in the symposium
 - if any Australian or New Zealand participant is not an ANS member
 - the submission form is incomplete
- If a speaker withdraws after the symposium has been accepted, the proposer must immediately notify the Editor who will then determine whether the symposium will remain in the program. This decision will be based on the quality of the substitute speaker and the content of their proposed talk.