

# ISAN 2017

Nagoya, Japan  
August 30 – September 2, 2017

## Call for Plenary Speakers, Symposia & Satellites

From: **The International Program Committee**  
July 25th, 2016

Dear Colleague

We are delighted to announce ISAN2017, a joint meeting to be held in Nagoya, Japan, August 30 – September 2, 2017.

The International Program Committee (IPC) invites you to submit proposals for Plenary Speakers, Symposia and Satellite Meetings. All submissions will be considered by the IPC, which has representation from both basic and clinical autonomic neuroscience, from each partnering society and from the local organising committee (LOC).

All submissions must follow the guidelines below and be sent to [conferences@autonomicneuroscience.info](mailto:conferences@autonomicneuroscience.info) October 1st, 2016.

### A) Guidelines for Plenary Speaker Proposals

Please submit a brief CV with your proposed speaker, her/his title and confirmation that the speaker would attend the meeting if invited. Please make sure that the interest of the speaker falls within the theme of the meeting.

### B) Guidelines for Symposium Submissions

1. The IPC's primary objective is to generate the highest quality scientific program. Where possible it is important that proposals have contributions from both basic and clinical scientists as well as contributions from across the Societies. If necessary, the IPC will dovetail symposia to ensure weighting of clinical and basic science as well as quality within a session (i.e., merging symposia if needed).
2. Diversity of speakers with respect to seniority, geographical location and gender together with "hot" topics will be important considerations in the selection process. The most successful topics will summarize advances or present conflicting views in rapidly developing areas.
3. Each symposium will be 2 hours long and may include either 3 or 4 invited speakers allocated 90 min (in total, including discussion). It may have a Chair and co-Chair or just a Chair. Please note that if the Chair or co-Chair gives more than brief introductory remarks, the proposal must list them as a speaker.
4. We plan to include 2 presentations (likely 10 min + 5 min for discussion) related to the theme of the symposium, selected from accepted abstracts in order to permit early career researchers the maximum opportunities to present their work.
5. Please note that the LOC is still in the early stages of obtaining sponsorship so we cannot yet promise financial support for invited speakers although some support will be likely.
6. Prior to proposal submission, please ensure that all speakers have confirmed directly with you that, should your Symposium be selected, they will definitely attend the meeting, noting the limited financial support described above.
7. The person proposing the symposium is responsible for all communication with the speakers, including being a primary contact for speakers during the submission and review process, informing the speakers if the symposium bid was successful or not, ensuring that speakers submit abstracts, complete registration requirements and provide information to audiovisual staff as required.
8. **In your submission please provide:**



- (i) The title of symposium
- (ii) Names and addresses (including email) of proposer, Chair(s) and speakers
- (iii) Tentative titles of individual presentations
- (iv) One recent, full citation of a published work for each speaker
- (v) Confirmation that all speakers and Chairs have agreed to participate
- (vi) Overall objectives of the symposium (limit 1500 characters) and why the proposal is timely (limit 500 characters)
- (vii) Short summary of the symposium (limit 500 characters) to be used for publicity and fundraising purposes.
- (viii) Possibility that the symposium might be sponsored or speaker costs might be shared, defrayed from other sources.
- (ix) Any other information which you consider makes the proposal attractive

### C) Guidelines for Satellites

1. It is essential that those who are interested in organizing satellite meetings will need to find a partner of the LOC who is willing to assist in the local organisation of the satellite.
2. Satellite organizers will need to raise funds to support their satellite and this must be done in consultation with the LOC.
3. The IPC will explore the possibility that a number of symposia on a similar theme become a satellite; this will be proposed to each organizer for their agreement.

Thank you and best wishes

Javier Stern

on behalf of the

**International Programming Committee - ISAN 2017**

**Chair:** Javier Stern (United States)

**Chair of LOC:** Yoshiyuki Kuroiwa (Japan)

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