



Journal of Neuroendocrinology

Guidelines for JNE Symposium Support

Deadline: can apply throughout the year

Subject to budgets, the Editor(s)-in-Chief of JNE may award funds to support meetings that come within the BSN's charitable object of advancing education and research in neuroendocrinology for the public benefit.

All applications should be sent to the relevant Editor-in-Chief initially and should meet the following criteria:

1. The fund is intended to support focussed, subject specific, scientifically valuable meetings (usually small meetings) that might otherwise have difficulty covering their costs, or where additional support would facilitate wider community involvement, eg through provision of ECR travel grants.
2. The sum offered should normally not exceed £5k, although larger sums may occasionally be agreed on a case-by-case basis.
3. Funds should be requested and released sufficiently in advance of the meeting to allow the organisers to use it effectively, and to put in place the arrangements needed to attract submission of material intended for publication in the journal.
4. The fund can be used to cover speaker costs, meeting room costs, travel grants etc, with special emphasis on supporting ECRs, but not items such as social activities, alcohol or consumables.
5. The fund will normally be used to support meetings that have sessions from which the Editor(s) would like to commission material for the journal, either to increase content from areas not currently adequately covered, or to further boost areas of current strength. This is likely to include 'core' neuroendocrine meetings where strong relationships have been developed with JNE over many years.
6. In return for this support, the organisers of the meeting must agree to the following:
 - a. To acknowledge the funding on the web site and in all promotional materials for the meeting and, if agreed, on slides at the start of sessions;
 - b. To provide an opportunity for the Editor-in-Chief or other representative of the Journal to present a short report to the meeting attendees on JNE and its importance to the field as a society-based journal. This may also include participation in career development sessions to trainees consistent with JNE support of ECR travel grants.
 - c. To work with the Editor(s) in commissioning material for JNE based on content from the meeting, giving the Editor(s) first refusal on such material. Nonetheless it is acknowledged that this may occasionally not be possible, but the value to the international research community may still justify support of the meeting.
 - d. To publicise the material when it is published in JNE.
 - e. To submit a brief post-meeting report of how the money was used and how the meeting benefited from it.
7. Should the meeting be cancelled, the organisers agree to reimburse the funds to the BSN.

Applications should be submitted on the application form.