

# Aging and Sleep 2012

June 28-29, 2012 - Paris, France

## Call for Proposals

## Submitted Symposia

### Introduction

A limited number of submitted symposia are included in the scientific program of the Aging and Sleep 2012 International Meeting, Paris, June 28-29, 2012.

The Scientific Committee invites delegates to submit proposals for symposia to be presented at the congress. First of all, it is recommended to submit a letter of intent by September 30, 2011. **The deadline for complete submission is November 15, 2011.** Decisions about acceptance will be notified in Late November 2011.

The symposia must address scientific issues around a coherent theme of interest to a broad audience.

Each symposium should have three speakers for a total of 60 mn. It is the responsibility of the organizers to select the speakers and identify financial support. All speakers are required to register and pay the registration fee.

Please note that it is imperative to receive the acceptance of every speaker in the session prior to submission. Each proposed participant is committed to participate to the congress in case of acceptance of the proposal.

Symposia involving speakers from more than one country will be particularly welcome. There should not be more than one speaker per institute.

### Instructions for the submission of a symposium proposal

To facilitate the review process, please pay careful attention and complete all application fields. Incomplete applications cannot be processed.

Proposals, only in English, must be submitted by **November 15, 2011**. Proposals must be submitted on or before the closing date. Please note that late submissions will not be considered.

All proposals should be sent in word format by email to [agingandsleep2012-abstracts@univ-lyon1.fr](mailto:agingandsleep2012-abstracts@univ-lyon1.fr)

The proposal should include the following information:

- A symposium title
- A brief description of the session (max. 400 words) must accompany the proposal for evaluation purposes only (it should not be considered as an abstract). The short description should:
  - state the scientific purpose and content of the proposal
  - explain the choice of participants
  - present its novelty and scientific interest in the context of international research
- Three presentation titles
- Three speakers and contact details
- Three to six learning objectives

Submission for participation on symposia (as speaker or organizer) is limited to two per person. Should an individual participate in more than one session, the Scientific Committee does not guarantee that those presentations will be scheduled in non-conflicting time periods. It is assumed that the first author will be the presenter.

By submitting a proposal at Aging and Sleep 2012, authors are assumed to give consent and authorize the organizers to publish or submit for the publication the abstract and paper, and to include them in any congress publications.

### **Review process**

The Scientific Committee will review all proposals submitted on time, within the specified format. The organizers reserve the right to reject any proposals for failure to comply with submission guidelines above mentioned, linked from this page, or communicated via the organizers.

Submitted symposia will be selected based on the scientific interest of the topics, the expected (near) future scientific breakthroughs and/or highlights and the achievements of the speakers in the field.

Proposals may be accepted as they stand. In some cases, the Scientific Committee may accept a proposal provided that the organizers accept modifications necessary to improve the proposal and/or to make it coherent with other selected symposia.

### **Notification of acceptance**

All applicants will be notified of the outcome of their submission by e-mail no later than November 30, 2011. Further details will be sent February 2012, giving the time, session and place of accepted presentations. The proposals will be definitely accepted once the organizers have replied and confirmed their participation.

If e-mail notification is not received by the end of December 2011, please contact the organizing secretariat at [agingandsleep2012-abstracts@univ-lyon1.fr](mailto:agingandsleep2012-abstracts@univ-lyon1.fr)

For administrative purposes, once the different partners have agreed on a proposal, the proposed chair will act as the main organizer. All communication with the congress secretariat will be done exclusively by the main organizer.

Speakers of accepted symposia will be requested to prepare and submit an abstract for publication in the abstract book of the congress - which will be distributed to all participants at the congress. Deadline for authors of accepted symposia sessions to submit conflict of interest information, and a summary of their presentation for Final Program is **January 31, 2012**.

### Registration of presenting authors and chairs

Please note that submitting a proposal for presentation at the Aging and Sleep 2010 does not constitute registration for the congress. Participants attending the congress are required to register and pay the registration fee. This includes all accepted presenting authors, co-authors and session chairs.

All authors accepted for presentation must register for the congress **December 24, 2011** in order to confirm their presentation. Failure to do this could result in losing your presentation slot.

Accommodation and transportation are the responsibility of the participant.

### Withdrawal of a submitted proposal

If you want to withdraw a submitted proposal please contact us at [agingandsleep2012-abstracts@univ-lyon1.fr](mailto:agingandsleep2012-abstracts@univ-lyon1.fr)

### Important dates

September 30, 2011	Deadline to submit Letters of Intent for symposium
November 15, 2011	Deadline for symposium submission
November 30, 2011	Acceptance notifications for symposia sessions are sent via e-mail
December 24, 2011	Deadline for authors of accepted symposia sessions to register
January 31, 2012	Deadline for authors of accepted symposia sessions to submit conflict of interest information, and a summary of their presentation for Final Program

### Agreement and disclosure

All authors are requested to disclose potential conflicts of interest. Speakers are requested to disclose potential conflicts of interest regarding their current presentation in the first slide of their presentation. Session chairs are requested to disclose potential conflict of interest

regarding the topics of the presentations during their session in the first slide of the session. Poster presenters are requested to disclose potential conflicts of interest regarding their current poster presentation at the bottom of their poster. This will allow the audience to take potential conflicts of interest into account when assessing the objectivity of the presentation. Potential conflicts of interest can involve: grants, honoraria, shares, paid positions on advisory boards, etc.

By submitting a proposal, all proposed participants agree that:

- the proposal must comply with ethical guidelines for scientific research in general, and in particular for human and animal research
- the Aging and Sleep 2012 Scientific Committee will not consider incomplete proposals or any proposal including persons who are not eligible (see guidelines above)
- each one of the proposed participants has given his/her consent for the proposal and is committed to participate to the congress in case of acceptance
- in case the proposal is accepted, each speaker accepts the conditions of participation to the congress as defined by the organizers
- the Scientific Committee may require changes in speakers or in topics for the proposal before final acceptance
- the organizers may refuse any change to a proposal after it has been accepted by the Scientific Committee, and therefore may reject a symposium which would no longer correspond to the approved proposal. Any change must have the prior approval of the Scientific Committee
- in no event will the organizers be liable for the content of a proposal with respect to its participants or any other person or institution.