

Golden Tulip
Parkhotel Doorwerth
Doorwerth, NL
31 May-3 June 2005

FOURTH DUTCH ENDO-NEURO-PSYCHO MEETING

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INSTRUCTIONS FOR MODERATORS

The scientific and practical organization of the Endo-Neuro-Psycho Meeting sessions is in the hands of moderators. Below are the guidelines for moderators as set up by the organizing committee of the Dutch Endo-Neuro-Psycho Meeting 2005 (ENP2005), including the conditions under which speakers may be invited.

Moderators are reminded that the organizing committee, apart from **paying for the travel costs and accommodation of one main introductory speaker** from the Netherlands or abroad, specifically welcomes young researchers to speak at the meeting. Please check our website with the history of the Endo-Neuro-Psycho Meeting for more detailed information (www.enpmeeting.nl/enp/history).

Deadlines:

15 December 2004: definitive session proposal with an outline of confirmed speakers handed in

15 February 2005: definitive programs to be handed in (all speakers confirmed)

1 April 2005: abstracts speakers

All moderators please follow these detailed guidelines:

- **You invite the speakers** for your session yourself. Standard length of a session is 90 minutes, into which should fit one 30-minute lecture by a senior scientist and four short presentations, each about 15 minutes, by (young) researchers (all including discussions). In exceptional cases, and only in consultation with the organizing committee, two 30-minute lectures and two 15-minute presentations are possible, or one 45-minute lecture and three 15-minute presentations. **Please note:** in order to enable an exchange between parallel sessions you must adhere to the strict rule of 15- or 30-minute presentation times.
- **Travel costs for Dutch speakers are not reimbursed.** Please note that speakers must register (free of charge) for the day of their presentation. Around 15 April 2005 you will be informed by the organizing committee whether your speakers have registered.
- A travel refund for costs made in the Netherlands is available for **'main speakers' from the Netherlands**.
- You are responsible for the travel schedule of **non-Dutch 'main speakers'**, including their transportation from Schiphol airport to Doorwerth. It is also your duty as moderator to ensure that your speaker has registered for participation. **Non-Dutch main speakers can register free of charge** for any or all of the events (participation, accommodation, dinner), through the registration form on the website (www.enpmeeting.nl) (available from mid-February 2005). Around 15 April 2005 the meeting secretariat will send a reminder should the registration not have been received. Costs of accompanying persons will not be reimbursed.
- **Travel costs of non-Dutch main speakers are reimbursed as follows:**
 - plane tickets (APEX economy class tariff, maximum € 1200).
 - train tickets (Schiphol-Arnhem)
 - private transportation at € 0.30 per kilometer
 - taxi costs Arnhem-Doorwerth
 - restitution is paid on the basis of a reimbursement form (plus submission of tickets and receipts) and the amount due is paid either into your account, or straight into your guest's. There will be reimbursement forms available at the meeting, but the organization will also send one by e-mail.
 - If necessary an extra night's accommodation can be claimed for speakers from

ENP2005 moderator instructions

- continents other than Europe, up to a maximum of € 200.
- Your definitive proposal with regard to the speakers, including the **preliminary titles of their talks**, and a summary of which speakers have confirmed is expected as soon as possible, but at **the latest on 15 December 2004**. Please send this information to your contact in the organizing committee, or to ENPmeeting@neurofederatie.nl
 - **On 15 January 2005 at the latest** your definitive session schedule must be in the hands of the organizing committee. Please include names of speakers, titles of talks, length of talks, and session chairperson (if you are not chairing yourself) and send to ENPmeeting@neurofederatie.nl
 - **On 1 April 2005** at the latest the speakers' abstracts must be in possession of the organizing committee. This is also the day on which abstract submission closes. Instructions for sending the abstract will be published on the website from mid-February 2005. As a **moderator you can register for the day of your session free of charge**. If you have (a) co-moderator(s), this free registration is valid only for the head-moderator, or for the first chairperson of the session.

As moderator you are responsible for a laptop during the session, only a beamer will be made available by the organizers. You are advised to collect the files of the presentations on a single laptop to allow shift and smooth change between presentations. You are also requested to bring in your laser pointer.

The 4th Endo-Neuro-Psycho Meeting will be advertised from 15 January 2005 onwards, through a poster, an e-mail alert to the participants of the previous Endo-Neuro(-Psycho) Meetings, and through simultaneous announcements of the contents on the website www.enpmeeting.nl. **As of 1 March 2005 the definitive program will be published on this website, and prospective participants will be able to register and send their abstracts.**

An indication of the Meeting costs per day are: day program € 60, dinner € 35, single accommodation € 85, double accommodation € 55 per person.

If you have any questions regarding the above, please contact the chairpersons of the scientific preparation committees.

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