

Travel Award Guidelines

Award Details

Travel Awards are offered to participants in the 32nd Annual Meeting of the Japan Neuroscience Society who come from Asian nations or developing countries in the neighborhood of Japan, and who will give a presentation at the meeting. Details of the Travel Awards are as set out below.

- A certificate will be conferred at an award ceremony to be held during the meeting.
- The meeting registration fee will be waived.
- Recipients will be invited to attend a reception to be held during the meeting.
- The cost of publication in the English volume of abstracts (*Neuroscience Research Supplement*) will be half price (2,000 yen).
- Recipients will be awarded a prize money. This prize money will be given as a partial support for the traveling expenses (the airfare from the recipient's country of residence to Japan, and domestic transportation in Japan). Refer the attached file "the table of the amount of the prize money" about the classification by countries. The amount will not be increased under any circumstances. Each one must bear the shortfall. The prize money will be paid at the meeting venue, in Japanese yen.
- Accommodation will be provided during the period of the meeting (the four nights of September 15–18, 2009). The meeting organizers will not pay any costs of accommodation elsewhere, or outside the period of the meeting. Nor will they make any arrangements or act as intermediary in these cases.
- An advance meeting and welcome reception will be held on the day before the conference opens (September 15, 2009). At this meeting, recipients will give a poster presentation of the research they intend to present at the meeting.
- Persons who do not attend the meeting or the above-mentioned advance meeting will have their award revoked.

How to Apply

1. Complete advance registration
 - Complete advance registration (for travel award applicants) on the Internet Advance Registration (For Travel Award Applicants) Web page.
 - Once you have completed advance registration, you will be issued with a Registration ID Number and password. Please keep a secure record of these, as

they are important information (required for registering your presentation).

2. Register your presentation's abstract

- Register your presentation's abstract (for travel award applicants) on the Internet Presentation Registration (For Travel Award Applicants) Web page.
- You will need the Registration ID Number and password you were issued when you completed advance registration.
- You must set your own password when registering your abstract.
- Once you have completed registering your abstract, you will be issued with an Abstract Submission Number.
- Your Abstract Submission password and Abstract Submission Number are used when changing or confirming your registration details.

3. Submit your application documents

Send the following six documents to the Convention Secretariat (neuroscience2009@jnss.org) as e-mail attachments.

Deadline: Must be received by February 28, 2009

- A) Travel Award Application Form
- B) CV
- C) List of papers
- D) Copy of passport (only the page where the photograph of your face is recorded)
- E) Letter of recommendation from supervisor (see note below)
- F) Letter of recommendation from referee (see note below)

Note: Items E and F above must be sent as e-mail attachments directly from the supervisor and referee themselves. Send letters as Word documents no more than a single A4 page in length, as e-mail attachments.

4. Send the original application form by post

Send the original of the Travel Award Application Form by post (airmail, FedEx, etc.).

Deadline: Must be received by March 14, 2009

Note: It is a good idea to include an application form for membership of the Japan Neuroscience Society, in case your application is accepted.

Important Points

Neuroscience2009 Web site:

<http://www.jnss.org/neurosci2009/>

Submission of application documents by e-mail

Starting date: January 15, 2009

Deadline: Must arrive by February 28, 2009

Send to: neuroscience2009@jnss.org

Submission of original Travel Award Application Form by post

Deadline: Must arrive by March 14, 2009

Send to: Congress Corporation

Sakae-Daiichiseimei Bldg., 2-13 Shinsakaemachi, Naka-ku,

Nagoya 460-0004, Japan

Japan Neuroscience Society Web site

http://www.jnss.org/english/index_e.html

Schedule

March 2009	Rating, selection, screening, decision on acceptance/rejection
April 2009	Notification of acceptance/rejection, confirmation of intention to attend
May 2009	Completion of procedures for joining the Japan Neuroscience Society (only those who intend to participate in the meeting)
June 2009	Notification of presentation date and format
September 2009	Meeting held

Other points to note

- Only one application for a Travel Award may be made per person.
- If a single presentation has multiple authors, only one main author may apply.
- An individual may give only one presentation at the meeting as a main author.
- (If an application is accepted) Participants who require a visa to enter Japan must obtain this for themselves. The meeting organizers will provide documents required for visa applications on request.
- The meeting registration fee will be waived for rejected applicants who still decide to attend the meeting.
- Main presenters must be members of the Japan Neuroscience Society. Those who are not yet members must join the society as soon as their participation and presentation have been decided.

How to join the Japan Neuroscience Society

Please see the "How to Join the Japan Neuroscience Society" page on the JNSS Web site. A system is in place to waive the admission fee and annual membership fee for meeting

participants from overseas.

JNSS membership: <http://www.jnss.org/english/info/asowb/formE.html>

Main JNSS Web site: http://www.jnss.org/english/index_e.html

Applications for membership of the JNSS must be sponsored by a referee. Applicants for Travel Awards must provide a referee who meets any of the following conditions.

- 1: A member of JNSS.
- 2: A representative of a society that belongs to IBRO or FAONS whose name can be confirmed on that society's website (in English).
- 3: Recipient of a Travel Award whose name is recorded in JNSS files as a past Travel Award Recipient.
- 4: A representative (president, director, dean, or chair) of the university, institute, or department that the applicant belongs to, whose name is able to be confirmed on the official website (in English).