

# GUIDELINES FOR ORGANISING AN ERS RESEARCH SEMINAR

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## What are ERS Research Seminars?

Research Seminars are two-day seminars, to be located in easily accessible European cities in low-cost venues. They are designed as scientific seminars including newly-published work and research in progress.

## Purpose of a Research Seminar

To gather a limited number of well-established and preferably young investigators (up to 100 participants maximum, incl. faculty) with a view to address scientific topics in-depth, and to break new ground.

## Format

- Scientific programme: Research Seminars are scientific seminars including newly published work, work published in abstracts, and research in progress. These seminars are not at postgraduate level.
- Layout: few plenary sessions, and a majority of break-out sessions (may be left to the discretion of the organisers)
- Venue: in well targeted border cities to ensure easy access by a maximum number of European nationals and in low cost venues
- Duration: 2 days minimum
- Language: English only

## Chairs and organisation

Chair and co-chair: Can be any ERS members

Logistics coordinator: ERS Headquarters or a local organisation under the control of the ERS office

## ERS administrative and logistical support

The ERS Headquarters can provide Research Seminar chairs with administrative and logistical support to organise the Research Seminar. This support includes help with travel, catering and accommodation arrangements as well as for production of formal invitations, hand-outs, plus on-site support during the seminar if required.

## Announcement

The ERS Research Seminar will be announced in the ERS Newsletter, on the ERS website and the ERJ.

## Report

A report on the Meeting is compulsory (2-4 pages) for publication in an ERS publication; it is to be submitted to the relevant ERS Assembly Head within 6 months of the Seminar. Proposals for publication in the Journal (possibly paid by industry) and/or proposals of session at the ERS Annual Congress (Assembly or hot topic symposium) should be made in advance.

## How to apply

Application forms can either be obtained from the ERS office or downloaded from the ERS website. Application forms (duly filled in, including appendixes) should be sent to the ERS headquarters, Scientific Department, by e-mail at [scientific@ersnet.org](mailto:scientific@ersnet.org) by October 15. Please note that the reviewing process of a Research Seminar can take up to three months. If approved by the Committee, the Research Seminar can take place as of six months following the application deadline.

# RULES AND PROCEDURES

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Research Seminar chair and co-chair are expected to comply with these rules and to follow the below procedures.

## Selection Procedure

The Research Seminar Proposal will be reviewed by 3 reviewers appointed by the relevant Assembly Head. Upon completion of the reviewing process, the application will be submitted to the Scientific Committee by the relevant Assembly Head for recognition and approval of the Seminar. The Research Seminar chairs will be notified of the Scientific Committee's decision and comments on their application in due time.

## Faculty

A limited number (10 faculty members maximum) of well-established speakers, to introduce subjects and chair the workshop.

## Participants

- Number of participants to Research Seminars can be up to 100 participants, including faculty (the maximum will depend on the budget), with at least 50% participation by ERS Members.
- Attendance must be representative of 4 countries at least.
- Participation in the seminar should be
  - Fully covered for faculty
  - Fully covered for bursars, selected from the pool of applicants. Selection will be made by the Research Seminar organisers, based on the submission of a CV and a one-page personal statement explaining how the applicant would apply the knowledge gained from the seminar.
  - Partially covered participants (hotel + meals on-site, but not travel)
  - Self-sponsored participants, whose travel and hotel booking is settled by themselves
- Attendance recruitment should be 50% selected and invited by the Research Seminar chairs (names to be provided in the application form), plus 50% applications received following announcements made in the ERJ, ERS Newsletter and website.

## Budget policy

Organisers are requested to mention on the application their requested budget, as well as the number of participants (divided into the categories: fully covered, partially covered and self-funded) they estimate will attend the Seminar. This information will be used by ERS Office to prepare a provisional budget. The information needed by the ERS to prepare the budget is listed on the Application Form.

To reduce the budget and/or to allow more fully-covered participants to take part in the Research Seminar, collaboration with another society can be envisaged (to be found by the organisers).

No registration fee to attend a Research Seminar will be requested regardless of whether the participant is self funded, partially or fully covered.

- The budget is intended to cover the logistical expenses such as meeting room location, audiovisual, as well as lunch, coffee breaks, breakfast and material shipment.

- If the budget allows, the funds left can be used to cover group dinners or the welcome cocktail. The budget can not be used for entertainment or tours.
- The budget is under the responsibility of the ERS office which will liaise with the Research Seminar chairs to decide on the best options to ensure the scientific quality and a smooth running of the meeting. Handouts and promotion will be provided by the ERS. No secretarial costs will be reimbursed to the Research Seminar chairs.
- The ERS requires that participants and faculty take advantage of economy fares to attend meetings. The ERS requires participants and faculty to use the travel agency recommended by the office. Tickets bought through other agencies will not be reimbursed unless approved by the office.
- Private transportation to the nearest train station or airport will be reimbursed on a basis of €0.45 per kilometre. If participants wish to travel by car to the destination, they will not be reimbursed per kilometre. Instead the cost of a return train ticket will be refunded.
- Where possible, hotel accommodation and breakfast will be prepaid by the ERS directly. Expenses such as mini-bar, room service, cleaning and laundry will not be paid by the ERS.
- The ERS will not cover the cost of any personal telephone calls, only those related to the meetings.
- If meals are not provided by the ERS, expenses cannot exceed €20 per meal. Reimbursement will only be allowed on supplying original receipts. A missed organized meal will not be reimbursed.
- All expenses should be reported and all original receipts and bills sent with the appropriate Travel Expense Form.

### **Commercial Sponsoring**

These seminars are essentially funded by the ERS. However Faculty travel expenses and the printing of the proceedings in the Review may be sponsored, pending neither the Faculty nor the Review content is biased by this funding. Screening for sponsorship is done individually by the Organisers via ERS office. Approval by the Scientific Committee may be requested.

The ERS will not accept sponsoring from industry sources via Exhibition nor Satellite symposia, social events or advertising.

### **Publication Procedure**

After the end of the Research Seminar, a report will be sent by the Organisers to the relevant Assembly Head (with a copy to the ERS office) for reporting to the Scientific and Executive Committees.

This report must be sent within 6 months of the seminar being held. The relevant Assembly Head and Group Chairman will serve as liaison between the Research Seminar chairs and the Scientific and Executive Committees.

It is implicit that concerning publications in the ERJ or other ERS publications: if the document is small, it will be published free of charge in the ERJ (10 printed pages or 30 manuscript pages double spaced), and if the document is large, the funding will have to be found.

The Editors reserve the right to review the submitted manuscripts as with any other scientific publication. Final decision for publication is the sole responsibility of the relevant Editorial Board.

If the Research Seminar chairs wish to present the results of the seminar in a Symposium at the ERS Annual Congress, the final decision will be the sole responsibility of the Programme Committee. Formal symposia application should be sent to the relevant Assembly Head with copy to the ERS office.

### **Publication on the ERS Website of the material presented**

The ERS also wishes to see ERS members who cannot attend Research Seminar benefit from these events. Therefore, the ERS insists on having presentations made during Research Seminars published on the ERS website. Speakers will be individually requested for their approval to produce their presentations on the ERS website. The Research Seminar chairs will be jointly responsible with the ERS to collect electronic copies of these documents.

### **Web conference**

Organisers are encouraged to setup, with the help of the ERS office, a web conference prior to the Seminar, in order to give all participants a short introduction and the information to prepare in advance (references, literature, etc.).

### **Handouts**

The ERS wishes to provide the best possible scientific support to Research Seminar participants. Therefore, the ERS strongly suggests that handouts of presentations made during the Seminar are distributed to participants during the Seminar.

### **Conflict of Interests**

The ERS requires Research Seminar chairs and co-chairs, speakers, session chairs and participants to disclose all relationships that could be viewed as presenting a potential conflict of interest. Conflicts of interest exist when a Research Seminar chair and co-chair, speaker, session chair or participant has financial or personal relationships that inappropriately influence (bias) his or her actions. Examples of conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications and travel grants, all within 5 years previous to the Research Seminar is taking place.

Financial or personal relationships with the tobacco industry are also considered as a conflict of interest and hence must be declared.

Research Seminar chair and co-chair will be requested to sign a conflict interest form (included in application) and will have to submit these forms along with their Research Seminar application.

Speakers, sessions chairs and participants will also be required to fill in and sign similar conflict of interest forms prior to the Research Seminar is taking place.