



Annex 9 of the EPS Bylaws

Organization of the EPS Symposium:

Responsibilities of the Chairperson and Relationship with the Executive Committee

As the Society's most prominent activity, the biennial Symposium requires careful planning and organization by its Chairperson(s), assisted by the EPS Executive Committee. The present guidelines aim to ensure that those features of the event deemed essential and distinctive by the Society are maintained from one edition to the next, without unduly limiting initiative and originality on the Chairperson's side. To this end, this Annex outlines the various issues to be addressed and the corresponding roles of both parties (Chairperson, Executive Committee) in such regard. To further assist each party, a summary of the respective duties is included at the end, in the form of a checklist (§11).

1. In agreeing to undertake a major task such as hosting the EPS Symposium, the Chairperson(s) is (are) primarily responsible for the successful outcome of the event, including the raising of necessary funds and the provision of adequate local and scientific support.
2. The EPS Symposium Chairperson(s) will choose a local organizing committee to assist in all organizational aspects of the symposium, including selection of the venue, as well as economic matters. No financial obligation with respect to the symposium will fall on the EPS other than that established in the final agreement (see §4 below).
3. The Symposium Chairperson(s) will also choose a program committee, made up of knowledgeable, representative members of the international peptide community, to assist in scientific matters, including topic, speaker and abstract selection. The Society will collaborate with the Chairperson(s) in such areas, by commissioning at least the Scientific Affairs Officer of the EPS as ex-officio member of the program committee.
4. About 2 years ahead of the Symposium, a draft setting out the terms of agreement will be prepared by the Secretary of the EPS and submitted to the consideration of the Chairperson(s). The final form of this agreement will be signed by the Symposium Chairperson(s), on the one hand, and by the EPS President and Secretary, on the other hand, as representatives of both interested parties.
5. Given its long-standing relationship with Wiley in publishing matters, the EPS strongly advises the Chairperson(s) to publish the Symposium abstracts as an issue of the Journal of Peptide Science. However, the matter is exclusively to be dealt with by the Chairperson(s) and Wiley through an *ad hoc* contract.
6. After the symposium, the Chairperson(s) is (are) responsible for transferring to the EPS central fund a sum that will be specified in the agreement (§4) and calculated as indicated in §9 below.
7. Activities within the purview of the Society:

- In accepting the proposal of a Chairperson(s) to organize a Symposium on behalf of the EPS, the Executive Committee will make sure the Chairperson(s) is fully aware, hence accept(s) in writing, the responsibilities undertaken and the terms of operation herewith detailed.
- The EPS will closely collaborate with the Chairperson(s) in devising the scientific program of the Symposium, as specified above (§3).
- In the context of its financial dealings with the Symposium organization (see §4 above and §9b below), the EPS will determine the sum to be transferred from its central fund to the organizer(s) in concept of bursaries (preferably in the form of reduced or waived registrations).
- Also, through its Scientific Affairs Subcommittee, the EPS will devise guidelines for allotting bursaries to young applicants and notify the organizer(s) the names of the selected recipients well in advance of the opening of the Symposium.
- The EPS, through the Scientific Affairs Subcommittee, will oversee the nominations to the Josef Rudinger Lecture, the Leonidas Zervas and the Miklos Bodanszy Awards, and will organize through the Secretary the deciding votes on these awards by the General Assembly.
- The EPS will invite the Chairperson(s) to attend Executive Committee meetings prior to the Symposium in order to deliver progress reports on all matters relating to the Symposium.
- The EPS Secretary is responsible for the agenda and content of all Society-related business meetings (General Assembly, Executive Committee, International Liaison Committee) taking place during the Symposium, and will liaise with the Chairperson(s), who in turn assume(s) responsibility for the logistics of these events.
- The EPS Executive Committee shall accrue experiences from successive Symposium editions and, based on those, develop, approve and update guidelines to assist organizers in the smooth running of future Symposia.

8. Activities within the purview of the organizing Chairperson(s):

- Planning and execution of the Symposium scientific program, with the assistance of the EPS scientific affairs officer and the program committee (see §3 above). This must include premium timeframe for the Society's-sponsored Josef Rudinger Lecture, Leonidas Zervas and Miklos Bodanszky Awards. Representatives of the Awards sponsors should be cordially invited to, in willing, attend the ceremony and co-deliver the award together with the President of the EPS. Participation in the full event will, however, require them to register and pay the corresponding fee.
- Devising the Symposium economic framework (registration, exhibitor, sponsorship fees, etc.), including a budget in tune with the financial arrangements between the organizer(s) and the EPS (§6, §7c above).
- Providing a booth for the Society and coordinating the activities of the Young Testimonials to be nominated by the Executive Committee upon suggestion of the General Assembly.
- Setting up appropriate timeframe and logistics for Society-related business meetings during with the Symposium, avoiding conflict with scientific sessions. These activities (see §7g above) consist of the General Assembly (ca. 2 h, followed by dinner), an EPS Executive Committee meeting (ca. 1.5 h, buffet lunch provided), and the International Liaison Committee meeting (ca. 1.5 h, also with buffet lunch provided).
- Setting up appropriate timeframe and logistics for Escom Science Foundation (ESF)-sponsored events during the Symposium, as outlined in the specific agreement signed between the EPS and ESF.
- Organize a time and venue for networking mixer for early-stage researchers, primarily PhD students and postdocs, if there is a sponsor for such an event.

- Coordinating with the Scientific Affairs Officer/Subcommittee of the EPS the reviewing and selection of bursary applications, and their implementation in the form of reduced registration.
- Waiving registrations of winners of the Rudinger, Zervas and Bodanszky awards and inviting them to both Speakers and Gala Dinners. Also, providing free travel (economic class) and above-standard accommodation to winner(s) of the Rudinger award.
- Providing adequate time and venue for the presentation of ESF-sponsored (Young Investigator Mini Symposium, Best Poster) and Journal of Peptide Science (best article) awards, usually during the Symposium dinner.
- Editing and publishing relevant Symposium scientific materials (abstract book and proceedings volume), and ensuring these publications are properly indexed and referenced in Web of Science, Scopus and similar databases.
- Waiving registration for the EPS executive committee and for the Editor-in-Chief of Journal of Peptide Science. The European Peptide Society will cover the travel (economy) expenses to the Symposium as well as accommodation for the EPS executive committee as well as for the Editor-in-Chief of Journal of Peptide Science.
- Preparing a real-time update on Symposium preparations for the EPS Executive Committee meeting (end of March) prior to the Symposium (see §7f above). This report should include, among other things, information about “satellite” meetings held prior, following or concurrently with the EPS Symposium, plans for editing and publishing the Symposium proceedings, and/or any other activities with possible bearing on subsequent EPS events or the image of the Society.

9. Financial issues, to be incorporated in the agreement between EPS and Symposium organizer(s):

- *Financial obligation for the Symposium is exclusively on the organizer. In this connection, Chairperson(s) should consider whether it is advisable to take out insurance against any legal claims that might be made by participants or others suffering loss or damage in connection with the Symposium.*
- *As indicated in §6 above, the Symposium organizer is expected to transfer to the EPS, within 6 months after the Symposium, a sum calculated on the number of participants, amounting to 10% of the registration fee per participant if such fee is under 500 Euro, or to 15% if above that amount. This provision stands valid until amended by the EPS General Assembly.*

10. Symposium Organizers Checklists (2 pages)

Before and during the event

- Signed agreement returned to the EPS Secretary (2 years ahead)
- Communicating the composition of relevant (organizing, scientific) committees and scientific program to the Society’s Executive Committee (**12 months ahead**)
- Launching of the Symposium’s website with detailed information about the (i) venue, travel and accommodation, (ii) scientific and organizing committees, (iii) scientific and social programs, (iv) registration fees, (v) registration and abstract submission deadlines, (vi) rules and guidelines for travel grant applications, and (vii) information on Dr. Bert and Elizabeth Schram Young Investigator Mini-Symposium (YIMS) and Oral/Poster
- Communications Awards (**6 months ahead**)
- Incorporation and activation, within the Symposium website, of the online registration/abstract

submission platform, which should include, in addition to the usual fields and checkboxes for poster/oral communication selection, three checkboxes where young scientists can select (a) being considered as YIMS speakers, and/or (b) entrants in the poster competition, and/or (c) networking mixer attendees, if there is sponsor for the event (**6 months ahead**).

- Inform the Society, through its Scientific Affairs Officer, on (a) number of submitted abstracts that have been selected for both YIMS and Poster Awards; (b) names of the 30 selected senior scientists invited to participate in the mixer (**4 weeks ahead**)
- Organization, in liaison with the EPS Secretary, of all logistics for Society related events taking place during the Symposium, namely (timing orientative):
 - Zervas, Rudinger and Bodanszky Awards Ceremony and Lectures (Sunday, after welcome from the Symposium Chair(s))
- General Assembly Meeting (typically Monday, after last session):
 - meeting room and buffet dinner for about 40 people
- Executive Committee Meeting (typically Monday, at lunch break):
 - meeting room and buffet lunch required for 8-10 people
- International Liaison Committee Meeting (at the best convenient lunch break):
 - meeting room and buffet lunch required for about 15 people
- Preparation of the EPS Booth and coordination of the activities to be promoted by the Young Testimonials at the Booth
- Organize a time and venue for networking mixer for early-stage researchers, primarily PhD students and postdocs, if there is a sponsor for such an event.
- YIMS, by setting aside appropriate time (~3.5 hour) and auditorium space for this to take place as part of the Symposium program, preferably at the beginning
- YIMS awards ceremony, by planning the appropriate time during the Symposium dinner for delivery of certificates and prizes to winners, who get free invitations to the Gala Dinner
- Take charge of all logistics and waive registration for (i) Society Executive Committee members, (ii) two ESCOM representatives, (iii) Editor-in-Chief of the Journal of Peptide Science, and (iv) Rudinger Awardee(s)

After the event

- Produce a report about the Symposium, including (a) statistics about number of participants of the symposium and geographical breakdown, and (b) financial statement (within 6 months).
- Transfer a sum calculated and agreed in the agreement on the basis of the number of participants using 10 % of the registration fee per participant if such fee is under 500 Euro or 15% if above (valid until amendment by the General Assembly) (**within 6 months**)
- Promote, edit and publish the Symposium Proceedings volume, and submit it to proper indexing in Web of Science, Scopus, and similar databases (**within 6 months**).