

## Symposium Organisers Checklists

- **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 L. Schram Young Investigator Mini-Symposium (YIMS) and Poster 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 (**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 50 people

- Executive Committee Meeting (typically Tuesday, lunch break): meeting room and buffet lunch required for 8 people

- International Liaison Committee Meeting (at the best convenient lunch break): meeting room and buffet lunch required for about 15 people

Organization, in liaison with the Scientific Affairs Officer of the EPS, of all logistics for ESCOM-sponsored events taking place during the Symposium, namely:

- Dr. Bert L. Schram Networking Mixer, preferably to take place midway through the symposium and consist of a buffet-type lunch with about 15 stand-up tables allowing young scientists (~70) to roam from table to table and interact with the senior scientists attending the event (~30)

- 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, travel and accommodation 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, but in any event with minimum of 20 000 Euro for 2020 on (**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**)