

## Guidelines for organising an ERS Research Seminar

### **Introduction**

Research seminars are scientific research-oriented events, the programme of which includes **cutting-edge and basic science, unpublished data and research in progress**. The main aim of these seminars is to gather a limited number (40 to 100) of well-established and young investigators, with a view to addressing scientific topics in depth and breaking new grounds. They usually last up to two days.

Research seminars must have well-defined outcomes, such as writing an article for publication in an ERS journal, submission content into ERS Respiratory Channel: including webinars, panel discussions, podcasts, etc. Completion of a grant application or creation of a European network are also potential outcomes.

The ERS provides up to €30,000 of funding for research seminars and provides the organisers with administrative and logistical support.

Research seminar organisers are expected to comply with the following rules and procedures.

### **1. APPLICATION AND SELECTION**

#### **1.1. How to apply**

A proposal can be submitted by an expert in the topic of the research seminar. The ERS Science Council can also identify topics to be covered and suggest an expert to be in charge of the application.

Application form can be downloaded from the ERS website: <http://www.ersnet.org/congresses/research-seminars.html>. Application forms are to be sent to the ERS Headquarters, Scientific department, by e-mail ([scientific@ersnet.org](mailto:scientific@ersnet.org)). The deadline for submitting a research seminar proposal is 15 October of each year. Notification of selection or non-selection will be sent in February of the following year.

#### **1.2. Selection**

Research seminar proposals will be reviewed by a minimum of three reviewers appointed by the ERS Conferences and Seminars Director. Upon completion of the reviewing process, the application will be submitted to the ERS Science Council for selection. The research seminar organisers will be notified of the society's decision and comments on their application will be shared.

#### **1.3. Revised submission**

Research seminar applicants are required to indicate on the application form whether their proposals are revisions of previous unsuccessful applications. Changes made to the revised research seminars will need to be detailed.

#### **1.4. Kick-off teleconference**

Upon approval of the proposal by the Science Council, a kick-off teleconference will be organised with the research seminar organisers, the ERS Conferences and Seminars Director and ERS staff.

## **2. GENERAL ORGANISATION**

### **2.1. Duration and programme structure**

Research seminars are two-day events with scientific plenary sessions and break-out sessions (left to the discretion of the organisers). It is encouraged to include young scientists in the programme with oral and/or poster presentations.

The selection of oral and/or poster presentations will be the responsibility of the research seminar organisers.

### **2.2. Language**

All presentations must be in English.

### **2.3. Promotion**

The ERS research seminars will be announced in the ERS newsletter and advertised on the ERS website and social media. Targeted mailing can also be sent by the ERS office to the members of the assembly related to the topic of the seminar.

The research seminar's organisers are encouraged to provide the ERS office with a list of contacts for the promotion of the seminar (e.g. other societies or research groups).

### **2.4. Programme and presentations' slides**

In order to provide the best possible scientific support to the participants, the ERS office will set-up an event platform that contains the latest version of the programme and summaries of the presentations (based on material provided by speakers). It will be made available online to all participants one week before the start of the seminar.

### **2.5. Online access to material**

The ERS believes that ERS members who cannot attend research seminars should be able to benefit from these events. Therefore, upon approval from the speakers, the ERS will make available to ERS members the presentations given during research seminars. Speakers will be individually requested for approval for their presentations to be posted on the ERS website. Speakers must ensure that they have sought permission from the copyright holder if they have included figures or material from previously published sources in their slides and any other document provided for the research seminar.

### **2.6. Post-seminar report**

Within 6 months of the end of the research seminar, a report should be sent to the relevant Assembly Head and ERS Conferences and Seminars Director (with a copy to the ERS office)

for reporting to the ERS Science Council and Executive Committee. Status of pre-defined outcomes needs to be specified in the report and participants' evaluation should be included.

### 3. PARTICIPANTS

#### 3.1. Faculty

“Faculty” includes the seminars’ organisers and the persons who will make a presentation or chair a session during the seminar (with the exception of young investigators presenters of short talks or posters). The number of faculty members should be limited to 10.

While selecting the faculty, the seminar’s organisers are encouraged to consider a suitable balance in terms of:

- Gender
- Age
- Nationality, the ERS aiming to organise international events

#### 3.2. Participants

- Number of participants of research seminars is limited to 100, with 50% participation by ERS members.
- Attendance must be representative of at least 5 countries.
- Attendance recruitment should be up to 50% selected and invited by the research seminar organisers (names to be provided in the application form), plus 50% applications received by individual online registrations.
- Except for representatives of for-profit companies, participation at the seminar is free, lunches and coffee breaks during the event are provided. Travel to the event needs to be covered by the participant itself.
- According to the budget and to the organisers’ recommendations, participants can either be:
  - **Partially funded:** participant’s accommodation is covered by the ERS.
  - **Self-funded:** participant pays for his/her travel and accommodation.
  - **Travel bursaries** can be allocated to young investigators. Number of bursaries will depend on the research seminar’s budget.

#### 3.3. Industry participants

Representatives of for-profit companies can attend the seminar; however, such participants cannot account for more than 20% of the attendees. For-profit companies’ representatives applying to join the seminar are asked to indicate their status in the online application form. They can only be selected as self-funded participants and an administrative registration fee will apply. Exceptions can be made for representatives of a company supporting the seminar by the means of an unrestricted grant.

## 4. LOGISTICS

### 4.1. Duration

The duration of a research seminar is two days.

### 4.2. Date and location

The organisers can indicate in their application a preferred date for the research seminar. Dates suggestion will be considered by the ERS unless it clashes with other important events or to fulfil the ERS rules. The organisers can also indicate their preference for the location among four destinations suggested by the ERS office: Barcelona, Berlin, Lisbon and Prague. Alternative locations could be suggested by the organisers if justifications are provided (for instance if specific material or resources are only available at the alternative location). The ERS will consider the proposed venue but reserves the right to not consider the location proposed, in order to meet the ERS guidelines and budget for research seminars organisation.

Alternative locations must meet the following three criteria:

- **Accessibility:** a major international airport within a distance of 30 km; the location must have access by public transportation;
- **Price:** affordable and within the budget;
- **Low season:** further confirmation can be provided by the ERS office.

Contracts with the venue are taken care of and signed by the ERS office.

## 5. ERS OFFICE SUPPORT

The ERS office can provide support to organisers of research seminars. As the ERS has its own professional Congress and Events department, appointing an external conference organiser is not permitted.

### 5.1. Support provided by the ERS office

#### **Before the event:**

- Providing reviewers feedback for programme optimisation;
- Organising kick off teleconference;
- Finalising the scientific programme of the seminar in collaboration with the organisers;
- Inviting the faculty;
- Collecting the faculty and participants' conflict of interest forms;
- Collecting the participants' application/registration (through an application form available online on the ERS website) and informing them of their selection/non-selection;
- Ensuring promotion of the seminar;
- Setting up an event platform to access the programme and material provided by the speakers;
- Requesting CME credits and issuing the CME certificates to participants;

- Creating badges, attendance lists, evaluation forms, certificates of participation and certificates of presentation for speakers;
- Sending the invitation for travel and accommodation to the participants according to their status and if applicable (partially funded, self-funded, travel bursaries);
- Organising flights for the faculty/travel bursaries designated by the organisers;
- Negotiating and signing all contracts with the venue;
- Arranging the final bookings of meeting rooms needed, timings, catering, audio-visual (AV) for the event;
- Communicating meeting venue, schedule and agenda to participants, providing practical information;
- Sending hotel confirmations;

#### **During the event:**

- Coordinating and supervising the event onsite: liaising with the hotel, pre-event meeting with the contact person and staff involved, checking signage, catering times and locations, equipment ordered and AV, set up of the room, etc.;
- Welcoming participants and handing out the badges at the beginning of the seminar;
- Checking participants' reimbursement requests for expenses (if applicable);
- Organising a seminar dinner, if requested and if budget allows it;

#### **After the seminar:**

- Arranging the necessary reimbursements
- Checking the accommodation and meeting invoices;
- Distributing CME and attendance certificates
- Producing an evaluation report after the seminar.

## **6. BUDGET AND EXTERNAL FINANCIAL SUPPORT**

### **6.1. Global budget**

1. The maximum budget that can be allocated by the ERS for a research seminar is €30 000.
2. The budget allocated to a seminar is calculated based on the number of faculty members and participants (from 40 to 100). On average the costs below must be budgeted:
  - a. €170: Self-funded (catering only)
  - b. €450: Partially funded Europe (2 nights of hotel + catering)
  - c. €600: Partially funded non-Europe (3 nights of hotel + catering)
  - d. €750: Faculty, fully funded Europe (2 nights of hotel + catering + flight)
  - e. €1600: Faculty, fully funded non-Europe (3 nights of hotel + catering + flight)
3. Other costs (e.g. venue, audio-visual, CME request) are also covered by the research seminar budget.

### **6.2. External support**

Research seminars are, essentially, funded by the ERS, but the organisers are encouraged to find external support from sponsors in the form of an unrestricted grant. In return, the ERS offers recognition of the support in the e-handout (not directly in the programme).

Funds from sponsors can be used to cover faculty travel expenses and/or to allow more participants to take part in the meeting. There is no restriction regarding the maximum number of sponsors. However, to comply with ERS rules, at least two sponsors need to contribute financially. Mono-sponsored events are not permitted. Screening for sponsorship is done by the organisers. Once a sponsor is confirmed by organisers, the ERS office will directly liaise with the sponsor for the establishment of the contract and other administrative matters. Approval by the Treasurer might be requested. The ERS will not accept industry sponsoring via exhibition or satellite symposia.

### **6.3. Budget policy**

The ERS budget policy is settled by the Treasurer and can vary for faculty and participants. Below are a few points for your information:

- The budget is intended to cover the travel and accommodation expenses of faculty and accommodation of partially covered participants, logistical expenses such as meeting room location, audio-visual facilities, local bus transfers. The budget will also cover lunch, coffee breaks and breakfast.
- If the budget allows, remaining funds can be used to cover group dinners, welcome cocktails, networking activities or the costs of a publication of the seminar's outcome in one of the ERS journals. They can also be used to support or further develop the outcomes of the Seminar (see section 7. of these guidelines). The budget cannot however be used for entertainment or tours.

The budget is the responsibility of the ERS office, who will liaise with the research seminar organisers to decide on the best options to ensure the scientific quality and a smooth running of the meeting. Promotion of the seminar will be provided, at no cost, by the ERS. No secretarial costs will be reimbursed to the research seminar organisers who should use the ERS office as support.

## **TRAVEL AND EXPENSE POLICY AND PROCEDURES:**

### **1. General travel arrangements**

- 1.1. Meeting participants (e.g. speakers, Committee Members and course organisers) are required to be present for the entire period of meeting and travel is to be scheduled accordingly.
- 1.2. Any exceptions to all mentioned rules listed in this Travel and Expense Policy should be discussed and approved in advance by ERS or they will not be reimbursed.

### **2. Air travel**

- 2.1. ERS **requires** that participants book their flight tickets via BTA (ERS official travel partner) to attend the above-mentioned events, within two weeks of the date of the invitation.

**BTA First Travel AG**

**Telephone:** +41 (0) 21 644 22 99

**Email:** ERS@btafirst.com

2.2.If BTA is not used, ERS must be notified within two weeks of the date of the invitation.

2.3.For low-cost carriers (EasyJet, Air Berlin, Ryanair, etc.), participants are asked to book their own flights and claim reimbursement.

2.4.ERS covers only the cost of **economy class flights** from the hometown to the meeting destination and return.

For other itineraries, ERS will cover the cost up to the equivalent of the price quoted by BTA for the return flight from the hometown to the meeting destination.

Any cost supplement (flexible ticket, business class, etc) will NOT be covered by ERS.

2.5.In exceptional circumstances (e.g. serious illness, force majeure, etc), once the flight ticket has been issued, any additional costs (flight rebooking, etc) will be covered by ERS. Should it be necessary to change or cancel a flight for any reason, ERS must be contacted beforehand.

### **3. Rail travel**

3.1. If participants wish to travel by train to attend the events, they are requested to book the ticket themselves. Reimbursement will be processed on a basis of the cost of a **first class return train ticket** from the hometown to the event destination.

### **4. Vehicle and taxi transportation**

4.1.Personal vehicle transportation to the nearest train station or airport will be reimbursed on a basis of **€ 0.45** per kilometre (to a maximum of **120 km each way**).

4.2.If personal vehicle transportation to event destination is preferred, ERS will not necessarily refund per kilometre. Reimbursement will be processed up to the equivalent of the price of a first class return train ticket from the hometown to the event destination.

4.3.Parking fees will be reimbursed up to a maximum of **€ 80**.

4.4.Taxi or private hire transport fares will be reimbursed to the nearest train station or airport with a maximum of **€ 80** each way.

### **5. Hotel accommodation and meals**

5.1.Hotel accommodation and daily breakfast in a designated hotel or restaurant will be booked and paid by ERS.

5.2.Only when it is impossible to arrive in time for the meeting or to return home the same day, ERS will cover an extra night.

5.3. Unless the participant is notified that meals are provided by ERS, the expenses for meals cannot exceed **€ 50 per day**. Any missed organised meal will not be reimbursed.

## 6. Other expenses

6.1. ERS will refund internet access costs for the duration of the time the participant is at the meeting.

6.2. NOT covered by ERS:

- Lounge access expenses (airports, train stations, etc).
- Incidental expenses such as mini-bar, other bar bills, room service, room service breakfast, laundry and personal phone calls.

6.3. Any other expenses not mentioned should be discussed in advance with ERS.

## 7. Travel expense report

7.1. Claims can be submitted in the following ways:

- a) **Online** through myERS portal homepage (advised)

A few days after the event, participants will receive an email informing them that the online reimbursement tool is available. If participants encounter any issues with the online tool, they are requested to contact their ERS event organiser to find an alternative.

All original receipts must be scanned and uploaded.

- b) On site: when the Finance team has organised a reimbursement desk.
- c) By regular mail: only when other above-mentioned options (a or b) are not available.

7.2. **Reimbursement will only be actioned when receipts are supplied.**

For fiscal reasons, submission of credit card slips without valid receipts will NOT be recognised.

7.3. In general, claims must be submitted **within three months** following the meeting. In specific cases, and upon request only, an exceptional delay of three months may be considered. Reimbursement requests submitted later than six months following the meeting will not be considered.

7.4. The approval of the Treasurer might have to be foreseen for unusually large claims. If an unusually large expense is anticipated, please contact ERS to discuss it.

7.5. All original receipts and bills must be kept for **12 months** after the event as they may be claimed for audit purposes.

## 7. RESEARCH SEMINAR OUTCOMES



The outcome of the research seminar must be clearly defined at the time of the application. Below is a list of possible outcomes. Combinations of several of the below outcomes can be planned:

**- Publication in an ERS journal**

After a research seminar has taken place, it is recommended that an article is submitted for publication in an ERS journal. The article could either be in the format of an editorial, a perspective paper, a seminar report, a “back-to-basics” or stand-alone review article, or a series of consecutive reviews to be published such as the European Respiratory Journal or the European Respiratory Review, depending on the topic and the discussions between the Editor(s) and the ERS Conferences and Seminars Director. On occasion, it can entail some combination of the preceding options.

The submission of an article does not guarantee publication and the Editor(s) reserve the right to review the submitted manuscripts as for any other scientific publication. Final decision for publication is the sole responsibility of the relevant editorial board. In addition, the format of the related articles, and their dates of publication, will be decided by the relevant Chief Editor(s) and discussed with the main organisers of the seminar.

A copy of the article must be submitted to the ERS Office and at the same time of its submission for publication in an ERS journal.

If a publication is one of the outcomes of the seminar, recognition of the funding and the contribution of the ERS needs to be included to the article acknowledgements.

**- Session on the Respiratory Channel**

Organisers should submit a follow-up webinar for the ERS Respiratory Channel. Submission forms are available under: <https://ers.box.com/s/lvdpws0i0hsq16hbhXu766cud9n4kgvk> approval from the responsible Assembly Head is required.

**- Set up a European network or working group**

The creation of a European network or a working group can result from a research seminar. The objectives of the group/network, and how a research seminar can contribute to its creation, are to be explained in the application.

**- Application for an ERS task force**

Research seminars can result to the submission of proposal for an ERS task force aiming to produce a clinical practice guideline, a statement, or a technical standard assessment. Further information on the type of document that can be developed by a task force and on the application, process is available through the following link: <https://www.ersnet.org/science-and-research/development-programme/>

**- Application for a grant**

A research seminar can aim to gather a group of experts in order to prepare a grant application.

## **8. POST-SEMINAR MEETING**

An onsite post-event session can be organised with key faculty and organisers to decide on the publication plan and authorship as well as other post-event actions needed to keep the momentum of the conclusions reached.

If required for the outcome's completion, a post-seminar meeting can take place at the ERS Headquarters (Lausanne, Switzerland) with the research seminar organisers and a limited number of key faculty (maximum of 8 participants) who attended the seminar. An official request must be submitted to the ERS Conferences and Seminars Director who will assess if the post-seminar meeting is necessary. Financial contribution may be provided by ERS for one post-seminar meeting (not included in the research seminar budget).

A post-seminar meeting can also take place online. ERS office can support the organisation of the meeting via Teams or Zoom.

## **9. CONFLICT OF INTEREST**

The ERS requires that the research seminar organisers, faculty and participants disclose all relationships that could be viewed as presenting a potential conflict of interest. Conflicts of interest exist when research seminar organisers, faculty or participants have financial or personal relationships that may be perceived to bias someone's 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 taking place.

The ERS does not view the existence of these interests or commitments as necessarily implying bias or decreasing the value of the faculty/organiser's participation. It remains for audience members to determine whether the faculty/organisers' interests or relationships may influence the event.

The ERS does not accept faculty who are or who have been, full or part-time, employees of, or paid consultants to, or those with any real or perceived, direct or indirect links, to the tobacco industry, or who have received any financial or in-kind benefit from the tobacco industry, at any time after 1 January 2000. Exclusion will also be applied as of 1 January 2020 to the submission of abstracts/cases from persons who have conflicts of interest relating to alternative nicotine delivery products such as e-cigarette and heated tobacco products.

Faculty will be requested to complete the following Tobacco related COI.

Please complete and tick the following statements as appropriate:

No. I declare that I have not been full or part time employee of, paid consultant or advisor to /received a grant from the tobacco industry at any time after 1.1.2000, for any project or programme nor have I any conflict of interest relating to alternative nicotine delivery products

such as e-cigarette and heated tobacco products after 1.1.2020, nor will a conflict arise before the event for which I am submitting an abstract/case.

Yes. I declare that I have been a full or part time employee of, paid consultant or advisor to/received a grant from the tobacco industry at any time after 1.1.2000, for any project or programme or I have conflicts of interest relating to alternative nicotine delivery products such as e-cigarette and heated tobacco products after 1.1.2020.

*ERS no longer accepts Faculty who has links with the tobacco industry, the ERS will have to cancel this invitation/collaboration and you will be banned for life from all ERS activity.*

If you wish to receive more information or details about a research seminar application, do not hesitate to contact:

**ERS Headquarters**

Scientific Activities Department

4, avenue Ste Luce

1003 Lausanne

SWITZERLAND

Tel: (+41) 21 213 01 01

Fax: (+41) 21 213 01 00

e-mail: [scientific@ersnet.org](mailto:scientific@ersnet.org)

## Annex:

- Programme structure example:

|                      |
|----------------------|
| ERS Research Seminar |
| <i>Event title</i>   |
| Date                 |
| Venue                |

### Day 1

08.00 – 08.30            Registration

#### **Session I – title** (*session structure example*)

##### **Chair:**

08.30 – 08.40            Introduction

08.40 – 09.10            Talk 1 (20min + 10min Q&A)

09.10 – 09.40            Talk 2 (20min + 10min Q&A)

09.40 – 10.10            Coffee break

10.10 – 10.40            talk 3 (20min + 10min Q&A)

10.40 – 11.10            talk 4 (20min + 10min Q&A)

11.10 – 12.00            Plenary discussion

12.00 – 13.30            Lunch

#### **Session II – etc...**

##### **Chair:**

#### **Break out Session            Group breakdown example**

15.00 – 17:00            Breakdown into three groups:

Group 1:

Group 2:

Group 3:

17.00 – 18.00            Groups discussion