



Guidelines for organization of joint FEPS congresses (as of January 2015)

This brief document is designed to provide help for local organizers of joint FEPS congresses. It applies to future FEPS congresses organized in conjunction with a single, national society as was the case for Turkey (2011) and Spain (2012).

The philosophy is that the combined energies of the two institutions will result in the highest quality meeting. It is therefore important that an effective combined administration is set up. A good model is to establish the following committees: (i) Scientific Programme Committee chaired by a representative of the national society with the co-Chair appointed by FEPS and 2 other representatives from FEPS. This committee has responsibility for the scientific programme. (ii) Organizing Committee to include two representatives of FEPS with responsibility for all other aspects of the organization. (iii) Finance or Budget Committee to include the Treasurer of FEPS with the responsibility for setting the budget, coordinating seeking sponsorship, booking facilities. (iv) Organizing Committee for the European Young Physiologists Symposium (EYPS) with at least two members from FEPS.

Financial arrangements

The financial liability for the congress is the sole responsibility of the local organizers. FEPS will make a contribution of up to 10,000 EUR to support the FEPS lecture, the European Young Physiologists Symposium and poster prizes. Any financial surplus or loss will remain with the national society.

Timeline

Proposals to hold a joint FEPS congress should be made to the Secretary General at least two years before the proposed congress. This should include approximate dates, venue, details of hotels and an indication of the likely registration fee. The exact dates and venue should be agreed by the Council of FEPS at the time of the FEPS congress two years before.

The organizers should draw up a financial budget two years before the congress including registration fee. The Finance or Budget Committee should update this budget every 6 months.

In order to help with planning, the organizer (national society representative(s)) of a FEPS congress is expected to attend the annual FEPS congress in the two years before the congress s/he is organizing, beginning two years before the congress.

Eighteen months before the congress, the FEPS Executive Committee will select a FEPS key note lecturer. The Scientific Programme Committee should select any other plenary lecturers at the same time. When selecting these speakers, as well as taking note of scientific excellence and quality of

presentation, care should be taken to include both male and female speakers as well as ensuring that they are balanced geographically.

Sixteen months before the congress, the Scientific Programme Committee with a deadline for receipt 13 months before, i.e. within 3 months, should make a call for suggestions for symposia.

Twelve months before the congress, the final selection of symposia should be made. This can usefully occur at the previous annual FEPS meeting thereby reducing travel. Again, it is important to make sure that the list of speakers is balanced for both gender and geographic origin. It is also a good idea to ensure that, as far as possible, speakers did not speak at the previous 2 FEPS congresses.

Publication of abstracts and abstract book

Abstracts are published online, in a supplement to *Acta Physiologica*.
For FEPS societies there will be two options:

1. **£5 per published page**, charged to the society:

Congress abstracts are published online, in a supplement to *Acta Physiologica*, based on a print-ready and paginated PDF file sent to Wiley by the society. Wiley will not be responsible for typesetting/layout, but will simply break up the PDF and publish online in appropriate sections. Time from receipt of all material to online publication: approximately **2 weeks**.

2. **£10 per published page**, charged to the society:

Congress abstracts are published online, in a supplement to *Acta Physiologica*, based on a single word document sent to Wiley by the society containing all accepted and numbered abstracts and any other congress information that the society wishes to publish. In this case Wiley will be responsible for typesetting/layout, but will not copyedit the abstracts. The number of abstracts per published page normally varies from two to three, depending on the specifications set by the society (number of words allowed, figures etc.). Time from receipt of all material to online publication: approximately **8 weeks**.

We normally recommend the following format:

1. Abstract number
2. Title of the presentation
3. Name(s) of the author(s)
4. Affiliation(s)
5. Text of the abstract

If requested, Wiley will supply FEPS societies with print-ready journal cover files for local printing of abstract books.

Wiley contact person: Martin Vinding at mvi@wiley.com.

