



SFRR-Europe Annual Meeting Guidelines

Aim: The aim of the annual SFRR-Europe Meeting is to facilitate scientific exchange between the European and intercontinental scientific community in all fields related to radicals, oxidants and antioxidants with relation to their action, effects and function in biological systems. The organizer might highlight a special topic, but the conference has to be open to all scientists in the field.

The official Congress language is English and translation will not be provided.

The annual SFRR-Europe Meeting can be held jointly with a SFRR-International (SFRR-I) meeting. It has been suggested the biennial SFRR-I meetings are held on a rotational basis with the main SFRR-I societies. For example, in November 2010 SFRBM hosted the 15th SFRR-I meeting in Orlando Florida, and in September 2012 SFRR-Europe hosted the 16th SFRR-I in London, UK. In addition to these joint meetings, SFRR-Europe organisers could propose to hold a joint meeting with another related society.

In addition to the annual SFRR-Europe meeting, SFRR sponsors meetings after approval by the Executive (President, President-Elect, Secretary, Treasurer, and Meeting Officers). Sponsorship means that a sponsored meeting can use the official SFRR-Europe logo, the meeting is announced on the SFRR-Europe website, and a call will be circulated by e-mail to all SFRR-Europe members. Depending on the financial status of SFRR-Europe, it may also decide to support one or two young investigator (s) by Poster Award(s) Awards for the sponsored meeting.

Task: It is the task of the Annual SFRR-Europe meeting organizer nominated by the SFRR-Europe Executive to provide the facilities and the environment for a free and fruitful scientific exchange.

Format: The scientific programme, format of the meeting and financing the annual meeting should be discussed and agreed by the organizer and SFRR-Europe Executive and an international scientific committee. The annual meeting should reflect the SFRR-Europe scientific mission and policy and provide a scientific programme of interest to SFRR-Europe members.

Approval by the SFRR-Europe Executive is mandatory. To enhance the attractiveness and transparency of annual meetings and foster the scientific exchange and cross-fertilization with allied disciplines, the Executive will require organisers to place a 'Call for Symposia Proposals' which will be advertised on SFRR-Europe and SFRR-I websites, as well as on the designated conference website. The 'Conference Organizing Committee' and an International Scientific Committee' will evaluate and rank all submitted Symposium Proposals.

The following points need to be addressed specifically in preparing a bid for organizing a SFRR-Europe Meeting:

- An International Scientific Committee, including representatives from SFRR-Europe and other regional SFRR societies affiliated with SFRR-I. This International Scientific Committee should be in balance in terms of scientific fields, geography and gender.
- Honorary lectures (prominent places in the programme)
 - **SFRR-Europe Lecture** (Call for nominations, candidate biosketch and bibliometrics database created by President-Elect with ranking by SFRR-Europe Executive and preferentially members from different regional SFRR societies)
 - **Catherine Pasquier Award Lecture** (Call for nominations, candidate biosketch and bibliometrics database created by President-Elect with ranking by SFRR-Europe Executive and at least 3 of them from different regional SFRR societies).

- **Leopold Flohé Redox Pioneer Young Investigator Award** (Call for nominations, candidate biosketch and bibliometrics database created by President with ranking by SFRR-Europe Executive; sponsored by SFRR-E and Jarrow Formula; for scientists < 45 years with outstanding novel findings in the field of biological redox processes, working already independently, and leading an own group of young scientists having published high quality papers)
 - **SFRR-Europe Basic Science Award Lecture** (Elsevier sponsored, Call for nominations, candidate biosketch and bibliometrics database created by President with ranking of by SFRR-Europe Executive, preferentially members from different regional SFRR societies and an Elsevier representative)
 - **SFRR-Europe Clinical Award Lecture** (DSM sponsored, call for nominations, candidate biosketch and bibliometrics database created by President with ranking by SFRR-Europe Executive, preferentially members from different regional SFRR societies and a DSM representative)
- A special session for Young Investigators has to be scheduled in the programme. Elected Young Investigator Awardees from last year are obliged to present their work in this oral sessions.
 - Conference registration fees have to lower for SFRR-Europe members and especially for young research students and postdocs.
 - SFRR-Europe Meetings officer(s) will play an active role in overseeing all major decisions concerning organization of the scientific programme and conference. All major decisions have to be approved by the SFRR-Europe Executive in liaison with the Organizer.

Steps in the organization:

Any time

Letter of intent to be sent to the SFRR-Europe President and Meeting Officers including: suggested period (year, month), location (city, possible room options), conference topic, preliminary sessions (perhaps proposed names for key speakers), preliminary organising committee, approximately financial planning (what is needed and what potential sources of funding have been considered), travel information, accommodation and key advantages of the venue.

18 months in advance:

- Finalization of an International Scientific Committee
- Finalization of the location and venue
- Proposals for Plenary lectures (to the President and Meetings Officers)
- Advertising of the next year conference on SFRR-Europe website

16 months in advance

- Open 'Call for Symposia Proposals'
- Proposal for Plenary lectures submitted to the SFRR-Europe Executive for ranking/approval

14 month in advance

- Finalization of the Local Organising Committee and International Scientific Committee
- First Tentative Programme
- Creation SFRR-Europe meeting website
- Formal letter sent to the Invited Speakers

12 month in advance (the Annual meeting in the year before):

- Report to the SFRR-Europe Council and/or Executive Committee (Preliminary Programme, including selection of Symposia, Plenary lectures, detailed financial breakdown, and arising/foreseen problems)
- Presentation on the SFRR-Europe meeting to the general public and invitation to the meeting
- Registration/Pre-registration on the website possible available at this time
- Advertising of the subsequent year SFRR-Europe meeting by brochure.

6 month in advance

- Advertising on mailing lists
- E-mail to last year's Young Investigators Award' winners, confirmation of their attendance.
- Invitation of guests to the meeting (regulars: Past President, representative from publisher, upcoming organizers of annual meetings)
- 4 month in advance
- Closure of abstract submission. Selection of Abstract and Oral presentation (International Scientific Committee).

3 month in advance

- Finalization of scientific programme (including selected presentations)
- Just before the meeting:
- Detailed planning of the General Assembly
- Detailed planning of the Council meeting
- Planning of SFRR I meeting (if it will be done)
- Planning of SFRRE and SFRBM Joint meeting (if it will be done)
- Planning of Journals (FRBM and RB board) meetings (if it will be done)

Notes:

The SFRR-E lecture is an honorary lecture; the invitee is a prominent and mature scientist with a track record of publications in the field of free radical research.

Catherine Pasquier award is awarded by a small subcommittee set up by the president elect. The nominators should submit a research recapitulation of the person they nominate, and highlight particular great scientific or organizational achievements. The president elect should perform a bibliographic summary (number of publications, number of citations, 3 max citations, average citation of published papers, Hirsch index), to be included in the evaluation. In particular the subcommittee should pay attention to exclude biased members; therefore the committee should be set up after the nominees are known.

SFRR-Europe Basic Science Award Lecture is sponsored by Elsevier, the invitee is a prominent scientist that not necessary have worked with free radical research but in a field with a potential for "cross-fertilization" with free radical research. An example could be a prominent ageing researcher, and prominent inflammation researcher etc. etc.

SFRR-Europe Clinical Award Lecture is sponsored by DSM, the invitee is a prominent scientist from clinical sciences that not necessary have worked with free radical research but in a field with a potential for "cross-fertilization" with free radical research.

The SFRR-E financially supports (see below also)

- Two main lectures: the **SFRR-E lecture** and the **Catherine Pasquier lecture**. Registration, travel and accommodation are fully covered by the Society;
- The **Leopold Flohé Redox Pioneer Young Investigator Award Lecture** is sponsored by SFRR-E and Jarrow Formula, providing € 1000 each. Registration, travel and accommodation are fully covered by the € 2.000 raised for this Award.
- The participation of the **Young Investigator Award** winners, invited to present their research data in a dedicated session. The maximum SFRR-E contribution is € 800,00/each. Usually, SFRR-E pays their registration to the conference organizer, while the balance is given to the YI to support mobility expenses;
- Elsevier sponsors **SFRR-Europe Basic Science Award Lecture** with £ 2.000. This is paid by the SFRRE to the conference organizer on behalf of Elsevier;
- DSM sponsors **SFRR-Europe Clinical Award Lecture** with € 2.000. This is given directly to the conference organizer, who must contact DSM to arrange payment;

- The participation of the SFRRE Board and Council members, supporting the registration fees (early registration amount).
- The organization of four symposia selected among the proposals submitted in the open call, supporting registration fees of speakers and chairpersons. Contribution to accommodation will depend upon fund raised from additional sponsors.

The SFRR-E is also open to the possibility to support the Congress organizers in the early phase of meeting implementation.

Registration fee

- The Organizing Committee must indicate reliable registration fees, considering reduced rate for SFRR-E members. The students (SFRR members and not members) are eligible for reduced registration fee. The reduced rate only applies to full time students, a copy of the student ID-card must be emailed or faxed to the local organisers.

Abstract submission

- SFRR meeting abstracts are published in a dedicated supplement of the Elsevier FRBM journal. Specific guidelines on format and deadlines will be provided by the publisher. **An author may submit a maximum of one abstract as first author.** The submitted abstract must be presented at the Congress by the first author. **It is possible to appear as co-author on other abstracts.**
- The author can state his preference for the type of presentation (oral or poster). All abstracts will be judged and rated by two independent referees from SFRR-Europe Council with the support of an International review panel, which will make also recommendations as to the type of presentation (oral or poster).

Young Investigator Award Sponsored by SFRR-Europe/SFRR International

Requirements

- SFRR-Europe or SFRR International member
- Under the age of 32 at the time of the Congress or less than 3 years after graduation for a PhD
- PhD student or equivalent
- The applicant has made an independent and reasonable contribution to the work submitted for presentation. Application must be verified by an authorized person in the applicant's department and the verification must be submitted at the Meeting.
- Previous prize winners cannot take part
- Congress registration is required for the first author (only the candidate may present the paper as first author)

June 26th, 2017