



## ESB annual conferences

### **Bid rules approved in ESBiomech Council meeting in January, 2016**

#### **Mandatory requirements**

- The congress fee model should be in accordance with the procedural rules for ESB congress registration policy (App-1).
- Discount for students.
- The organisers are obliged to use the congress website and abstract submission system, registration and reviewing provided by ESB with a cost defined in ESB congress web portal policy (App-2).
- Congress comprises regular podium presentations, poster presentations and perspective talks. The format and evaluation of perspective talks are defined in rules for perspective talks (App-3)
- The proposed date of the Congress must be early July of the year. Abstract submission deadline and date for notification of abstract acceptance should be 31st of January and 31th March respectively.
- Space and time should be allowed for two council meetings (10-15 people) and the ESB General Assembly (GA, up to 200 people). The first council meeting can be during the pre-course. The second council meeting can be during a lunch break, before the banquet. The GA time-slot needs to be discussed with the ESBiomech secretary general and not be in competition with anything else.
- There should be space and time for the five award keynote lectures: Huiskes Medal (on odd years), Perren Research Award (on even years), Clinical Biomechanics Award (on even years), Best doctoral thesis, and Student Awards. Details need to be coordinated with the chairperson of the ESBiomech Awards Committee.
- The organisers should ensure that the corporate members of the ESBiomech receive the benefits that arise from their corporate membership status (20% discount on the booth price and corporate members session).
- There should be space and time for a corporate member's session (parallel session)
- There should be a free ESB booth, possibly next to the registration counter, to be coordinated with the chairperson of the ESBiomech Membership Committee.
- Services to publishers of affiliated journals (as stipulated by agreement between ESBiomech and publisher).



- The organisers should provide a special session for the affiliated societies (i.e. ESBIomat, TERMIS...) to the ESB, as needed, after consultation with the chair of the Meetings committee.

- There should be inclusion of one ESB council member in the local organizing committee. This member, designated by ESB shall act as liaison between the local organisation and the ESBIomech Council.

- The organisers must provide a signed declaration in which the organiser accepts to present a list of all delegates organized by categories (regulars and students attendees), to the ESBIomech Council after the meeting. ESBIomech is entitled to a flat rate of 60 euros per each regular delegate and 40 euros per each student. This flat rate includes the ESB membership fee. In the case of a financial loss, ESBIomech will not be liable.

- At the application time the chairperson of the organising committee must be a ESBIomech member in good standing for at least 2 years.

- The organisers should submit the following documents:

- Meeting provisional budget and fee model
- Composition of the Scientific and Organising committees
- Strategic layout of the scientific program
- Mobility and accommodation
- Description of the venue and of the location
- A declaration in which the organiser agrees that any modification to what is described in the above documents must be approved by the ESBIomech Council

- If required by the council, the organisers should be available for a formal presentation of the bid in front of the council in the July council meeting according to the time frame presented below.

## **Evaluation Criteria**

- Full compliance with the previous rules
- Reduction on fees for students
- International scientific board, with a minority of locals
- Clear and detailed meeting budget and fee structure
- Effective mobility and accommodation plan
- Strategic layout of the scientific program
- Specific actions aimed to broaden the membership base
- Attention to all branches of biomechanics.
- Satellite events such as round tables, workshops, etc. in collaboration with institutions such as the European Commission, the European Science Foundation, COST programs, and in general aiming to improve the institutional visibility of ESBIomech at the European level.



## Services to the organisers

- Use of the ESBiomech brand name, logo, etc.
- ESBiomech will advertise the meeting to all of its members and in all of its public organs including Journal of Biomechanics and Clinical Biomechanics.
- Authorisation to post all call-for-papers and service communications on the ESB web site and in the ESB Newsletter.
- Advisory service on the organisation of the congress and on the balanced composition of the scientific program.
- The ESB society will be providing the required online services (congress web portal) for the abstract submission, registration and reviewing process.

## Time frame of progress of the process

- A... Full bids and proposals to be put to the Chair of the Meetings Committee at least 3 ¼ years (39 months) before the actual event (conference held at Day 0).
- B... The Council discusses the bid and feeds back to the organisers the first verdict, which is either a NO, or an invitation for a presentation in person by the organisers in the form of a PPT file containing documented information on the required submission documents in the July council meeting prior to the next ESB congress (or World Congress of Biomechanics).
- C... Day 0 – 36 months: The organisers present their case before the council in the meeting held during the ESB conference. If there is a strong bid, the winning bid is announced to the bidders. If not, the shortlisted bids are invited to present a stronger bid.
- D... Day 0 –24 months: The winning bid is announced to the members attending the ESB congress.
- E... Day 0 – 18 months: the council visits the place of the chosen conference for an in situ inspection and makes suggestions on the various issues to do with the conference.

	Jan	July	July	Jan	July	Jan	July
	day 0 – 39mo	day 0 – 36 mo	day 0 – 24 mo	day 0 – 18 mo			day-0
A	B	C	D	E			



## Appendix1

### ESB congress fee model

1. The Congress registration fee includes a one-year ESB membership until the end of the following calendar year for all ESB member participants. Non-members registering for the congress will automatically (as part of the congress web portal) be invited to apply for ESB membership. In case the application is approved by the ESB Council, the new membership runs until the end of following calendar year as well.
2. Only (active or student) ESB members who have paid their ESB membership fee for the year of the congress ('members in good standing') can benefit of the reduced congress fee. ESB members who are not in good standing must first pay their membership for the year of the congress in order to benefit of the reduced congress fee.
3. ESB senior and honorary members are excused from paying their ESB membership fee and therefore will have an additional discount on the reduced congress registration fee, equal to the amount of one membership fee.
4. The difference between the reduced congress fee and the fee for non-members must be at least two years of ESB membership (for students as well as active members; for early as well as late registration). The congress fees listed on the congress website must always be 'total fees', i.e. including one year of ESB membership.
5. For every congress participant, the congress organizer will transfer to the ESB Council an amount of 60 euros (for regular attendee) or 40 euros (for student). This flat rate includes the ESB membership fee for ESB member participants and for non-member participants whose membership application is approved by September 30<sup>th</sup> of the year of the congress.
6. Congress participants registering as a student must present a proof of their student status to the congress organisers.

Potential congress organisers will be informed of these rules at the time of the congress bidding. Congress organisers must follow these rules, (this information will be listed on the congress registration site) by implementing these rules in the congress fee structure.



## **Appendix2**

### **Webportal use policy**

1. ESB provides to the organizer a webportal to be used in support of the congress management.
2. This webportal specifically provides a Congress webpage, abstract submission system, registration and abstract evaluation.
3. The webportal must be customized by the organizers to accommodate the information of the current congress. For this task organizers have the support of the ESB system manager and the Chairperson of the ESBiomech webportal committee.
4. The organisers will contribute to support the cost of this system with the amount of 2000 euros.



## Appendix3

### Rules for perspective talks

1. Senior researchers are invited to submit perspective talks (PT) in their area of research. Perspective talks will open the parallel session and should consist of an overview or a key research on a congress topic. Once accepted, the talk must be given by the senior researcher author of the work. The objective is to increase the intergenerational networking offering to young scientists the opportunity to learn from the more experienced ones. Joint PTs with the authorship of an engineer and a clinician are also welcomed.
2. All ESB council members are expected to be on the review panel for PTs unless they are on leave; there is no need to specifically invite ESB council members to that panel.
3. One council member should be the Chair of the PT track. Initially, the role will be taken on by the ESBiomech Chairperson of the Web Portal Committee.
4. Each PT should be reviewed by 3 reviewers
5. Each reviewer will score the PTs on a scale of 0 (worst) to 10 (best) for the abstract and the biography and provide a brief justification for their score.
6. The local organizing committee AND the ESB council have the opportunity to view the ranking and give input before the final list of accepted PTs is decided.
7. There is no fixed number of PTs but the number will depend on the number of parallel sessions and number of good quality submissions. A rough expectation would be between 10-20.
8. Once the final ranking has been made based on scientific quality it should be discussed if there is a fair representation of the diversity of the ESB membership.
9. PTs have their own unique template (provided by the ESB) which clarifies the purpose of the perspectives talk and the information expected in the PT abstract.
10. PTs not accepted for presentation WILL NOT be offered any other form of presentation. Some high scoring talks can be kept on a reserve list in case of authors withdrawing their presentation after acceptance.
11. An author of a PT can also submit an abstract for a standard submission but cannot be presenting author of a standard submission in the same track as the PT, in case of being awarded a PT.
12. If a PT author withdraws their presentation it would be expected that a PT from the reserve list is invited to present instead or the PT cancelled. Only in exceptional circumstance due to last-minute cancellations should a substitute presenter from the same group (e.g. a junior colleague of the author's) become the presenter.
13. Presenting authors of PTs that are presented at one congress should not be a presenting author for the next ESB congress (e.g. someone who presented in 2015 is next eligible only in 2017). A list of presenting authors of PTs should be provided by the organisers to be passed to the next ones.
14. Council members are not eligible to submit a perspectives talk, it is expected that PTs will be single author but if the presenting author chooses to add a council member as the co-author or to the acknowledgements, that is acceptable.
15. PT presenters are regular delegates and their travel or registration shall not be subsidized.