

Regulatory for organization of School of Advanced Studies (SAS)

1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe the administrative process and provide instructions for the preparation, organization, approval and distribution of SAS Meetings

2. Scope

This SOP applies to organizers/administrators (further called "Unit") and the Scientific Program Committee (the SPC consists of the director of SAS, President of EHF and 2 members of the EHF Board) responsible for specified SAS meetings. The members of the SPC shall be assigned from the Council for a term of 2 years, but shall, if willing to act, be eligible for re-assignment for a maximum of two consecutive terms of office.

The Unit is responsible for the organization, sponsorship/funds, content and performing the evaluation of conflicts of interests declared by the board of EHF. The final program and organization have to be approved by the SPC.

3. SOP

1. SAS has to be organized at least once a year.
2. If no member state is willing to organize a SAS in a year, EHF enters into this commitment of point 1 of the SOP.
3. Candidates of the SAS are selected from the online application list by the director of SAS. Candidates must present the right qualification as advanced young physicians and researchers to enhance the complex knowledge of headache disorders.
4. The Unit in charge and the SPC agree on meeting dates and location and publish the dates on the EHF website. In the case of EHF, this is done for a full calendar year.
5. The Unit in charge is responsible for the content of the SAS, the draft agenda and shares it with the SPC. Following approval by the Director of SAS the invitation must be sent out at least 30, but preferably 90, calendar days before the start of the meeting.
6. The Unit in charge is responsible for all costs according to the SAS. These costs include costs for meeting room, transfer, stay and catering of participants and speakers to be invited to the SAS. A speaker's fee is not intended. For these purposes the Unit in charge is responsible to identify possible sponsors (e.g. pharmaceutical companies, universities, societies and health organization and Foundations) in their country.
7. EHF supports each SAS if needed with a max. amount of 20.000 €.

8. The Unit in charge agrees to send a financial report to the director and SPC of SAS, which him(her)self reports to the EHF Board. However, a surplus should not be intended but invested in the SAS meeting directly by inviting more participants.
9. Each SAS should be followed by preparation of at least one review paper, that has to be submitted to the JHP. The content of the review shall be determined by the SPC. The participation is voluntary. If the manuscript is accepted for publication in JHP the Article Processing Charges (APC) of € 2.690,00 (plus VAT each) will be covered by the EHF.