

ESMI Study Groups

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STUDY GROUPS formation and operation

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ESMI Study Groups shall be established to satisfy a scientific community of interest. Study Group topics will generally reflect the interdisciplinary aims of the Society and shall be committed to high scientific relevance.

CREATION of an ESMI STUDY GROUP

- The **scope** and **name** of the Study Group should be defined.
- A **brief abstract** of the scope, the relevance, and envisaged goals has to be provided by the Chair of the Study Group (max. of one page) accompanied by the names of at least **five Study Group founding members**.
- The ESMI Executive Committee shall approve the formation of the study group in accordance with the scientific relevance and in order to ensure there is no conflict of interest among Groups.

LEADERSHIP of STUDY GROUPS

Each Study Group shall be chaired by one or a maximum of two member(-s) of the Society in good standing (**Chair**). Up to two further members (**Co-Chairs**) of the Study Group should be appointed to assist the chairperson of the group. This **leadership** is responsible for the entire activities of the group and serves also as main contact person for the ESMI administration. The administration will support the work of the Study Groups for all intents and purposes.

The leadership of a Study Group shall be responsible for the preparation of the study group meeting minutes, the collection and security of all Study Group related documents, and their delivery to the Society office as part of the records of the Society. The leadership shall each year propose a programme of activities in accordance with the below mentioned Study Group functions and tasks.

STUDY GROUP FUNCTIONS/TASKS

Study Group functions shall include, inter alia:

- The organisation of lectures, workshops, or poster sessions at the ESMI's Annual Meeting **EMIM** in accordance with the EMIM Programme Committee.
- The opportunity to propose topics and speakers for **plenary sessions** to the EMIM Programme Committee.
- Study Groups shall propose a programme outline for a **one- or two-day workshop** on their certain topic. This should also include the definition of target group for the workshop: either with a focus on education or an expert meeting.

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- The duty to encourage the **preparation of papers** for submission to Journals also in order to foster knowledge exchange amongst the disciplines and to raise awareness for the Society's activities.
- Each Study Group should **meet** at least once per year **in person**.
- Each year the leadership shall prepare a **report** detailing all the activities of his/her Group.

STUDY GROUP TENURE

Study Groups shall be established for a period of **two years**. At the end of this time, the **Study Group leadership in accordance with the ESMI Executive Committee and supported by the ESMI Council** shall decide on the **continuance** of the Study Group according to the outcome and the scientific relevance.

Notwithstanding the original commitment by the Society of two years of operation, any Study Group which fails to organise any scientific function within this period shall automatically be terminated.

STUDY GROUP MEMBERSHIP

Any ESMI member may join any selection of Study Groups.

REGULATIONS

No Study Group shall be permitted to have **more than 10% of the total membership** of the Society at any one time. In the event of this limit being exceeded the Study Group leadership in conjunction with the Executive Committee shall recommend how it shall be restructured.

The ESMI Council shall have the right to dissolve any Study Group at any time if they concluded that dissolution is in the best interests of the Society.