



Association under the 1901 law, established in 1914, declared to be of public interest

Organisational rules applied to SFBBM thematic group events

The purpose of this note is to inform the heads of the SFBBM's Thematic Groups (TG) about the rules governing the scientific organisation and financial management of meetings organised by the TGs.

Legal note: At the beginning of the conference, the organisers will inform participants that a report of the conference will be posted on the Society's website and/or published in SFBBM News. Speakers who do not wish their results to be disclosed must inform the Society in writing.

SFBBM thematic groups: Archaea, Synthetic Biology, Education, Enzymes, Metabolism, Proteolysis and SifrRNA.

Insofar as the events organised by these TGs are under the auspices of the SFBBM, they must follow the rules adopted by the Society in order to remain separate from the for-profit sector.

1. Scientific organisation

In addition to the Annual Congress, the Society's activities are driven by regular meetings of its TGs. The purpose of these meetings is to bring together the French scientific community around a specific theme in the field of biochemistry and molecular biology. By decision of the Board of Directors (CA), the TGs generally meet every two years to review progress in their field. This meeting is also an opportunity to appoint an executive committee and a TG coordinator. If possible, gender parity will be encouraged.

Potential organisers are invited to contact the Society's Office 10-12 months in advance so that the Board of Directors can make an informed decision. A local organising committee and a scientific committee must be set up, drawing partly on the associated TGs leaders and partly on leading figures in the field, while striving to achieve gender parity.

A more detailed project with a provisional programme should be presented to the SFBBM CA 10-12 months before the conference is held. The dates should be chosen in consultation with the Society's other events in order to avoid overlap or temporary proximity between different conferences, particularly the annual conference.

By decision of the Board of Directors, members of the organising committees must be members of the Society and up to date with their membership fees.

2. Financial organisation of the Thematic Groups (TG)

The SFBBM is a non-profit association governed by the French law of 1901 and declared to be of public utility. Our Society is required to include all its financial activities in its annual accounts. To avoid any penalties, at its meeting on 29 October 2002, the CA decided to comply with the rules for preparing annual accounts imposed on associations.

The organisers draw up a provisional budget, which is presented to the CA at least 10–12 months before the start of the conference. This budget must be balanced at a minimum, or better still, show a surplus,

in order to minimise the risk of a deficit. Depending on the budget available, the organisers choose the conference venue and accommodation/catering.

The organisers are responsible, on behalf of the SFBBM, for applying for public and private grants and for providing reports and financial statements after the conference has ended.

In the event of a grant application to the Ministry of Research, the « *textes ou interventions présentés en langue étrangère doivent être accompagnés au moins d'un résumé en français* » (article 6 de la loi N° 94-665 du 4 août 1994).

Before any commitment is made, quotations issued in the name of the SFBBM are subject to approval by the Society's treasurer.

The organisers set the registration fee, but for practical accounting reasons, they avoid setting identical fees for two conferences held by the Society in the same year.

According to accounting regulations, in order for the SFBBM to pay invoices related to the conference, it is essential that they be made out in its name.

Upon request, in order to justify a subsidy awarded by a public institution, the organisers shall provide the financial statement for the conference.

The conference is organised by the organisers; only the financial aspects relating to the processing of purchase orders and cheques, as well as the preparation and settlement of invoices, are handled by the secretariat.

2.1- Registered participants

In accordance with the 1901 law governing the operation of associations, events organised by an association are reserved for its members. Registration fees are divided into two categories:

- SFBBM members
- non-members.

Registration fees for non-members must be increased (depending on the category) by an amount equivalent to the membership fee for the current year. This membership fee is only valid for the year covering the period of the congress.

To facilitate the accounting of registrations, it is preferable to limit the number of rates to 6 (doctoral students under 30 who are members and non-members of the SFBBM, post-doctoral students under 36 who are members and non-members of the SFBBM, senior members and senior non-members of the SFBBM).

For practical reasons, registrations are made online. As the organisers create a website dedicated to the conference, the Society's secretariat provides the practical information necessary to follow up on the registration (payment procedures, account number, cancellation, etc.).

It is essential to establish coordination between, on the one hand, the members of the organising committee responsible for the registration file, contact with sponsors and monitoring expenditure and, on the other hand, the secretariat, which centralises registration and sponsor payments, as well as the settlement of invoices.

2.2 - Invited participants

Registration for the conference for invited guests is fully covered by the conference. Generally speaking, these guests are speakers invited by the organising committee. It is advisable to limit the number of invited speakers and to select speakers from among those registered to present a poster. Members of the SFBBM CA and Board of Directors who are not part of the organising committee are not considered guests.

2.3 - Coverage of fees

In accordance with the accounting regulations governing associations under the French law of 1901, the SFBBM will reimburse various expenses only upon presentation of documents bearing the name of the person concerned (train or plane tickets, boarding passes, hotel bills, etc.).

Travel expenses

Transportation costs (covering the dates of the conference) for invited guests will be covered by the conference. The organisers will take care of booking tickets if necessary. Only second-class train or economy class air travel expenses will be covered by the conference. For air travel, the boarding pass is essential. Parking, taxi and/or bus expenses will be covered insofar as they facilitate travel.

Travel expenses are subject to a maximum limit. The SFBBM will only reimburse amounts less than or equal to the maximum amount. The maximum amounts are €220 for France, €440 for Europe and North Africa (Algeria, Morocco, Tunisia), €1,000 for the rest of Africa, €600 for the Middle East (Egypt, Israel, Lebanon and Turkey), €800 for the Middle East, €1,200 for Asia, €1,600 for Oceania, €1,000 for North and Central America, and €1,200 for South America (except Argentina: €1,400).

Hotel expenses

The organisers are responsible for booking hotel rooms for invited guests. Hotel expenses are covered only for the duration of the conference. If the invited guest wishes to stay longer, they must cover the costs of their stay themselves. **The SFBBM reimburses a maximum of €150 per night.**

Meal expenses

Only meals included in the registration fee and taken at the conference venue will be covered. Additional meal expenses (alternative restaurants) or hotel extras (telephone, bar, etc.) will not be reimbursed.

Security at the conference venue

Security at the conference venue is provided by the host establishment. If equipment is hired by the organisers, it must be stored in a locked room overnight.

The aim of these formalities is to strike a balance between the regulations imposed on associations and the drive to support research in biochemistry and molecular biology by bringing together the scientific community.



Président de la SFBBM



Secrétaire générale de la SFBBM