



Conference Guidelines

The **Stress, Trauma, Anxiety, and Resilience Society (STAR Society)**; <https://star-society.org/>) is a multidisciplinary, international organization of researchers who share an interest in problems related to stress, trauma, and anxiety, as well as resilience and coping. Its members, from more than 35 countries, meet annually to exchange research findings and clinical applications on a wide range of the above-mentioned phenomena. Previously known as the **Stress and Anxiety Research Society (STAR Society)**, the membership in 2020 decided to modify its name, as specified above.

The annual STAR conferences provide a unique opportunity to form networks, and learn, not just about stress, trauma, and anxiety, but also how psychology and related disciplines are studied and practiced throughout the world. For more than 40 years, the STAR Society has been exceedingly active in providing an opportunity to share research and clinical findings, and establish cooperations for research and practice in an international forum. STAR's first scientific conference was held in Leiden, The Netherlands in 1980.

Since that time, annual meetings have been hosted by STAR members in some of the world's most beautiful cities in Africa, America, Australia, and Europe. These meetings provide a platform for major addresses by internationally known scholars, paper and poster sessions, as well as workshops.

The aim of these Guidelines is to provide future Conference Organizers with the preferred outline for the conference and its satellite requirements, the role of the Board of the STAR Society, as well as reference to the Social Program and other important criteria.

Any variations to these guidelines can be submitted to the STAR Board on an individual basis for approval.

LOCAL ORGANISERS AND THE STAR SOCIETY

STAR conferences are traditionally hosted by local institutions or organizations of the STAR members in their own name and responsibility. The establishment of the STAR Society as a registered association does not change this situation. The STAR Society as a registered association is pleased that the local organizers will operate under the STAR name and logo on their own account. The activities and relations with the STAR Society are laid down by these guidelines based on years of experience.

VENUE

The venue for the conference will be agreed by the STAR Board in consultation with the National Representatives on the basis of a submission by the proposers approximately 2 years prior to the proposed conference. The local Conference Organizers are advised to make sure that the conference venue is accessible for all attendees, especially for people with disabilities.



COMMUNICATION

The local Conference Organizers communicate the conference as their own event, but linked to the STAR Society. They receive a time-limited license to use the name and logo of the STAR Society for use in the usual and well proven framework of external and internal communication. The local Conference Organizers are advised to obtain permission from the participants to be included in recordings and photos taken during the conference.

WEBSITE

The website for the conference with all conference details should be available at least one year prior to the conference – the earlier the better. As soon as the website is online, the local organizers can rely on the newsletter system of the STAR Society to reach out to all members and friends of STAR.

DURATION

The STAR Annual Conference will be held over 2 and a half days, typically in July each year, taking other major conferences into account. It will commence in the morning of the first day (known as Day 1) and end after lunch on the last day (known as Day 3).

PROGRAM CONTENT

The official language of the conference is English. Selected program contents in the language of the host country may complement the English program. The Conference Program has to include

- Brief Opening Ceremony with welcome by host dignitaries and Conference Committee (approx. 20 minutes)
- Presidential Address – at the start of the Program (approx. 45 minutes)
- Distinguished Spielberg Address – the last Keynote on Day 2 (60 minutes)
- Three (3) Keynote Addresses – interspersed (60 minutes each, it is suggested that one presenter will be a representative of the host country/region, another a person from overseas [e.g., Americas, Australia, Asia], and the third presenter from a country [same region] closer to the host county)
- Address of the Early Career Award recipient (45 to 60 minutes)
- Annual General Meeting of the Society (chaired by President)
- National Representatives Meeting (chaired by President Elect)

No other part of the program should run parallel with the above.

*N.B.: The Distinguished Spielberg Address will be delivered by a member of the STAR Society, preferably selected by the National Representatives and/or the former addressees. All Keynote Speakers will be agreed between the Conference Organizing Committee and the STAR Board **BEFORE** invitations are issued to such speakers.*



EXAMPLE of the PROGRAM TIME-TEMPLATE

Day before the Conference

(possibly) Pre-Conference Workshops

(possibly) Casual Evening (get together at own expense – venue recommended)

Day 1

08.30-18.00 Registration
09.00-09.20 Opening Ceremony
09.20-10.00 STAR Presidential Address
10.00-11.30 Parallel Sessions 1
11.30-12.00 Coffee-Break
12.00-13.30 Parallel Sessions 2
13.30-14.30 LUNCH
14.30-15.30 Keynote Speaker
15.30-17.00 Parallel Sessions 3
17.00-18.00 Parallel Sessions 4
19.00 Welcome reception

Day 2

09.00-18.00 Registration
09.00-10.30 Parallel Sessions 5
10.30-11.30 Keynote Address 2
11.30-12.00 Coffee-Break
12.00-13.30 Parallel Sessions 6
13.30-14.30 LUNCH
14.30-15.30 Early Career Award Recipient's Address
15.30-16.30 Keynote Address 3
16.30-18.00 Parallel Sessions 7
18.00-19.00 National Representative Meeting
20.00 Gala Dinner

Day 3

09.00-15.00 Registration
09.00-10.30 Parallel Sessions 8
10.30-11.30 Distinguished Spielberger Address
11.30-12.00 Coffee-Break
12.00-13.00 Closing Ceremony
13.00-14.00 LUNCH

14.00-18.00 *(possibly)* Post-Conference Workshops

The parallel sessions should also include a poster session: e.g., four oral sessions and one poster session (about 8-10 posters) may run in parallel – this will give the poster sessions more standing as an alternative option. The room numbers will be specified for ALL FIVE sessions. In case too few posters are accepted, then some parallel sessions will not include a poster session. Poster presentations are an important part of the conference. Conference organizers might consider offering a poster prize to invited poster presentations.

SOCIAL PROGRAM

The Social Program will normally involve:

- Pre-Conference Evening – casual welcome/get together at a nominated venue at registrants’ own cost
- Evening Day 1: Welcome Reception (Registrants Free; Non-registrants Cost Recovery)
- Evening Day 2: Conference Dinner/Gala (Cost to all attendees)

CONFERENCE ORGANIZING COMMITTEE

The Conference Organizing Committee will normally be constituted of:

- The National Representative of the Country hosting the Conference as Chair
- Other local members appointed by the Chair
- Members of the STAR Board: namely, the President, the Past President, the President-Elect, the Treasurer, and the Secretary.

SCIENTIFIC COMMITTEE

The Scientific Committee will normally involve local members of the Conference Organizing Committee who are active researchers and up to **five** invited STAR members.

SUBMISSION FORMATS FOR THE SCIENTIFIC PROGRAM

The following submission formats should be invited: (1) Individual Oral Presentations, (2) Symposia (usually consisting of 4 to 5 Oral Presentations referring to an overarching topic, followed by a discussion), and (3) Poster Presentations. Besides, the STAR Board encourages the Conference Organizing Committee to offer additional formats, especially for students and young researchers. If the conference adopts an online format, additional formats are also encouraged. If new submission formats are to be included in the scientific program, they will be agreed between the Conference Organizing Committee and the STAR Board **BEFORE** the conference website goes online.

CONFERENCE REGISTRATION FEES

As the STAR Society aims to promote research and its dissemination, especially among researchers, who are young and/or from distant or poorer countries, it is important that the registration fee be maintained at an affordable figure. While each hosting organization should be cognizant of their own expenses and consider course inflation, the STAR Board advises Conference Organizers to refer to the following list of fees as a general guide:

Registration fees All fees include value added tax.	Early Bird fee until March 31, xxxx	Regular fee until June 30, xxxx	Late fee after June 30, xxxx and onsite
Members	220,00 €	260,00 €	300,00 €
Non-Members	320,00 €	360,00 €	400,00 €
Student/Intern (supporting documents required)	120,00 €	140,00 €	160,00 €
Welcome reception (supply date)	Included		
Conference Dinner/Gala (supply date)	Approximately 30.00 € *		



* The STAR Board asks Conference Organizers to make the Conference Dinner fees affordable for all STAR members (including students), with a suggested maximum cost of 30 €. If feasible, the STAR Board encourages the local Conference Organizers to examine whether the fees for the conference dinner can be included in the registration fees.

Final approval for registration fees: Early Bird for Members/Non-Members and for Students as well as Late Registration will be given by the STAR Board **BEFORE** any materials are printed.

Members of STAR receive a discount to the conference fee that has a monetary value greater than the Annual Membership fee in order to encourage membership. For example, if the STAR membership fee is 75 €, the difference between Member and Non-Member Registration should be at least 80 €, preferably 100 €.

As there is usually a two-year lead time for conferences, it is suggested that the Conference Chair liaise with the STAR Board on this and other matters (e.g., Keynote speakers) in the year preceding that leading up to their conference. In circumstances where this is not possible, this consultation timeline will be negotiated.

It is imperative that registrants can use CREDIT CARD facilities (e.g., Visa, Mastercard, Amex) to pay conference fees.

CONFERENCE SUPPORT

The Conference organizers will use their own discretion on the provision of conference support to Members of the Conference and Scientific Committees, although if possible, this would normally be in the form of a complimentary registration and conference dinner.

The local Conference Organizers are asked to bear costs arising from registration fees, travel expenses, and accommodation of all Keynote Speakers invited to the conference. Also, any support negotiated by, or offered to, any other invited persons will be from Conference funds and at the discretion of the Conference Committee – all care shall be taken in this respect not to favor persons nor render STAR open to challenge (see Workshops).

After all conference-related expenses are covered, the STAR Society as a registered association receives 20 percent of the remaining revenues as a royalty for making the logo of the STAR Society available for use at the conference.

CONFERENCE MATERIALS

All conference materials should bear the logo of the STAR Society and carry the names of members of the Conference and Scientific Committees, with the exception of the conference bag/satchel, which may remain unbranded. In addition to the STAR logo, it is permitted for the Hosting Institution (usually a University) to display its logo on the Conference materials in conjunction with that of the STAR Society. However, if the bag/satchel is to carry any branding other than the STAR logo, this must be approved by the STAR Board and then **MUST** also include the STAR logo and reference to the STAR Conference.

The Conference Program Book should include the given name and the family names of presenters as well as their countries; the full names and countries of the National Representatives should also be listed at the rear of the Conference Program.



The Conference Organizers should provide guidelines in communication with the Scientific Committee (a) for submission of abstracts and (b) for presentation of papers and posters. These should advise on content, indicating the essential information that should be presented as well as advising on technical presentation. Abstract review should be obligatory.

The conference material should inform participants how they can become members of the STAR Society, including a link to the website for registering.

WORKSHOPS

Pre- or post-conference workshops are desirable. Many STAR conferences have been preceded or followed by workshops for which attendees, not confined to conference registrants, paid a fee. These workshops will NOT be under the STAR banner but may be offered in parallel with the STAR conference. Conference Organizers are free to pay the Workshop Presenters from their own funds, or agree with a Workshop Presenter to exchange this service for some financial support to attend the conference. The Conference Organizers are responsible for scheduling and arranging the workshops.

ACCOMMODATION

The Host Organization is asked to provide affordable housing opportunities (e.g., dormitories) close to the conference venue (i.e., 15-20 minutes walking distance or 5 minutes by public transport). Furthermore, Conference Organizers are asked to direct registrants to hotels across a range of levels and prices, and/or refer them to a commercial organizer who can provide such assistance and whose details can be linked to the conference website. Again, registrants should be able to pay deposits (or in full) for accommodation using a range of CREDIT CARD facilities (e.g., Visa, Mastercard, AmEx).

CLOSING REMARKS

In conclusion, these Guidelines have been developed to inform and assist future Conference Organizers rather than to restrict them. If you are (or are considering) organizing a conference for STAR, and in your particular situation need to alter any of these Guidelines, please discuss any changes with the STAR Board prior to making any commitment.

In case questions arise, please contact the STAR President or the STAR Secretary.

The last update of these conference guidelines was established on January 18th, 2021.

Tobias Ringeisen	(President/Präsident)
Natasa Jokic Begic	(President Elect/Designierte Präsidentin)
Albert Sesé	(Past President/Vorheriger Präsident)
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