

NEWSLETTER

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Homepage: www.esrs.eu



LETTER FROM THE SECRETARY

Dear ESRS Members, dear Colleagues, dear Friends,

On behalf of the ESRS board, it is my pleasure sending you this intermediate newsletter announcing the novel ESRS website, as promised at our business meeting in Lisbon.

This new ESRS website has a renewed design and has been optimized for a better and easier access. It also includes novel functionalities that you will discover in the member-restricted area after logging in with your identification code and password, sent to you in the past days by surface mail. These functionalities include a database where you can search for other ESRS members and publicize your personal data, information about ESRS activities, more efficient advertising for job positions and announcements of upcoming sleep-related events. It is also now possible to renew your membership by paying online your annual fee. Finally, you will be allowed to present your sleep lab on the website, and search for the laboratories you are interested in. You will find hereafter instructions regarding how to access the functionalities, prepared by Mrs Brigitte Knobl, who must be commended for the work and energy invested in this enterprise.

It is only a start, as of course the success of this website will also depend on the information provided both by you and us, but we sincerely hope that you will enjoy it. We are also looking forward for your comments and suggestions for improvement!

Sincerely yours,

Philippe Peigneux
ESRS Secretary

A handwritten signature in black ink, appearing to be 'PP', is written over a horizontal line. The signature is stylized and cursive.



AT-A-GLANCE GUIDE TO THE NEW ESRS WEBSITE

Online Application

To apply online for ESRS membership, novel applicants must click “Membership & Services”, and then “Join now” in the public section of the ESRS website. They will be asked to complete the online form including the name of their ESRS sponsor member, who will be contacted by email for approval. Thus, there will be no more need (although still possible) to fill in and fax the application form signed by the applicant and the sponsor.

ESRS Members Only Website

To log in, enter your Username and Password into the boxes at the login page and click "Login." Login codes have been sent recently to all members by regular mail.

After login, additional options and services can be selected from the page.

Online Payment

As from now, payment of the ESRS annual fee can be done online via the ESRS website using PayPal. Note that payment is operated on the PayPal website, ensuring the safety of your transaction.

Edit Account Information

Please update here your address data, fill in additional information (such as institutional affiliation, techniques you use etc.), and set your privacy options. By default, ESRS members will receive the ESRS newsletter. If for any reason you are not willing anymore to receive the ESRS newsletter, to unsubscribe unmark the appropriate box.

In the **Members List**, first name, last name, and city of each member are shown. If you would like to make visible to other members more detailed information in this list, tick the corresponding boxes in the “Privacy Options”. The information will again be hidden after unmarking the boxes. Click “Save” to store any changes.

▼ Privacy Options

Publish Additional Information

Show E-Mail in Members List

Show Contact Data (Phone, Address) in Members List

Receive Newsletter

Applicants List

In the future, applicants will be listed in the members' only website in addition to the publication in the ESRS Newsletter.

Edit Laboratory Information

ESRS members can fill in detailed information about their own sleep research laboratory in this area. The submission will be evaluated by the Research Networking Committee. After approval, further changes will be made by the member her/himself except for the box “Basic Data”. Please contact Mrs. Brigitte Knobl (esrs.bk@online.de) for modifications in this regard. Approved laboratories will be included in the list “European Sleep Research Laboratories”. For detailed information, please see the chapters “Presentation of European Sleep Research Laboratories” and “Step by Step: Example Laboratory Submission” in this newsletter.

European Sleep Research Laboratories

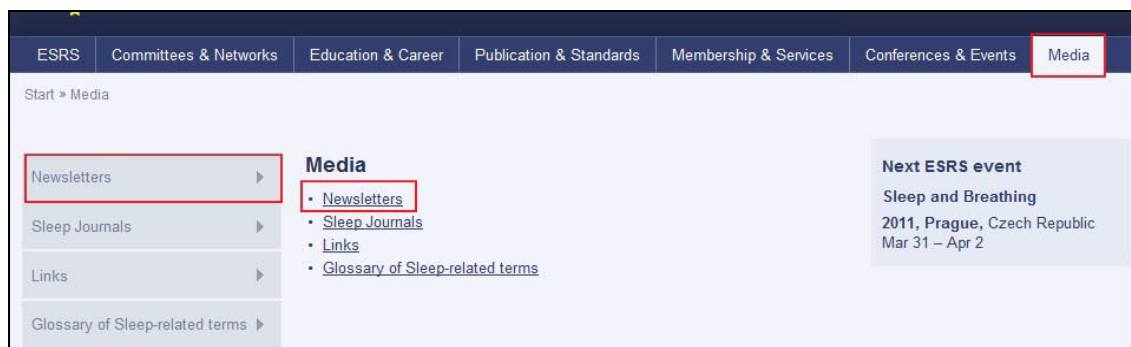
After evaluation by the Research Networking Committee, approved laboratories will appear in the ESRS website. You will be able using this interface to search for sleep laboratories based on Country, City, and/or free keywords. If you want to see the complete list of ESRS sleep laboratories, simply click “Search” without providing any criteria.

Journal of Sleep Research (TPS Access)

Clicking this link will bring you to the Wiley-Blackwell Online Library of the Journal of Sleep Research with full access to articles of current, recent and past issues.

Access to ESRS Newsletters

To view current and past issues of the ESRS newsletter, go to “Media” and click the subfolder “Newsletters”.



Access to Members Only Website

Access to the members' only website with additional services will be blocked in case of outstanding membership fees. In this case, only the “Renew membership” option will be available after login.

Payment can be made online (see above). Please contact Mrs. Maria Wiechmann (maria.wiechmann@esrs.eu) if you prefer other payment methods.



PRESENTATION OF EUROPEAN SLEEP RESEARCH LABORATORIES

The presentation of your sleep research laboratory is important in terms of your visibility and international recognition, and the ESRS is happy to be offering you this opportunity. To be eligible to be published on the ESRS website as a research sleep research laboratory, it should:

1. be located in Europe
2. be headed by an ESRS member
3. demonstrate research activity in the domain of sleep within the past 5 years by at least two relevant refereed publications and/or one research grant.

When your laboratory is created and submitted for the first time to the ESRS, its eligibility will be checked by the ESRS Research Network Committee (RNC; <http://www.esrs.eu/committees-networks/research-networking-committee.html>). You will then be able to modify/update the contents of all fields except for the Basic data (laboratory name and head), without the need for approval. Changes will be implemented automatically. Please note that given the criteria mentioned above you must at least fill in the fields "Publications" and/or "Grants" with relevant information to make your sleep laboratory eligible to be listed on the website.

Please note also that the ESRS Research Network Committee is currently working on a list of criteria for those sleep laboratories that would be willing to be accredited by the ESRS as Sleep Research Teaching and Training Centre. This accreditation will be given by the RNC after careful inspection of the information provided on the sleep research laboratory webpage, complemented by supplementary information fields (currently not available) related to its teaching and training capabilities. It is therefore important to provide detailed information in all fields if you are interested in this option.



STEP BY STEP: EXAMPLE LABORATORY SUBMISSION

This is a step by step guide that you can follow to create your own sleep research laboratory at the ESRS members' only website.

Step 1

Enter your Username and Password into the boxes at the login page (<http://www.esrs.eu/membership-services.html>) and click "Login."

European Sleep Research Society
Sleep Research and Sleep Medicine in Europe

Welcome, Guest! [Login](#)

works | Education & Career | Publication & Standards | **Membership & Services** | Conferences & Events | Media

Membership & Services

- [Membership information](#)
- [Join now](#)

Next ESRS event
Sleep and Breathing
2011, Prague, Czech Republic
Mar 31 – Apr 2

Username:

Password:

Login

Step 2

Click "Edit Laboratory Information".

Membership & Services

- [Membership information](#)
- [Online payment](#)
- [Edit Account Information](#)
- [Applicants List](#)
- [Members List](#)
- [European Sleep Research Laboratories](#)
- **[Edit Laboratory Information](#)**
- [Journal of Sleep Resarch \(TPS access\)](#)

Username: XXXXX

Logout

Step 3

Complete the page “Create New Laboratory”. Mandatory fields (with an *) must be filled in. Tick the “Agree” box to acknowledge that all entered data will be saved and appear in the list of laboratories in the website. Click “Create” to continue.

Create New Laboratory

Please fill in the following information.

Please make sure that you fill in your details for the fields marked *

Laboratory Name *	Any Laboratory
Laboratory Head	
First Name *	John
Middle Name	F.
Last Name *	Smith
Title	<input type="checkbox"/> BSc <input type="checkbox"/> BA <input type="checkbox"/> MSc <input type="checkbox"/> MA <input checked="" type="checkbox"/> PhD <input checked="" type="checkbox"/> MD
Position *	Any Position
Organization/Institution *	Any Institution
Department / Institute *	Any Department
Street / P.O. Box *	Any Street
City *	Any City
Postal Code *	123
Country *	Andorra
Phone *	+44 1234 11111
Fax *	+44 1234 22222
Contact E-Mail *	any.email@hotmail.com
Website (incl. http://)	http://www.any.url/com
<input checked="" type="checkbox"/> I agree that all entered data will be saved and appear in the list of laboratories available on this website. *	
<input type="button" value="Create"/>	

Step 4



The next page allows you to view the entered data. If you would like to make changes, click "Back to form". Please note that you will not be able to change "Basic Data" (laboratory name and head) later. For subsequent changes in this section please contact Mrs. Brigitte Knobl (esrs.bk@online.de).

To continue your submission, click "Create".

Create New Laboratory

Dear John F. Smith,

Please verify that all the information is correct before you continue.

Laboratory Name	Any Laboratory
Laboratory Head	
First Name	John
Middle Name	F.
Last Name	Smith
Title	PhD MD
Position	Any Position
Organization/Institution	Any Institution
Department / Institute	Any Department
Street / P.O. Box	Any Street
City	Any City
Postal Code	123
Country	Andorra
Phone	 +44 1234 11111 
Fax	+44 1234 22222
Contact E-Mail	any.email@hotmail.com
Website (incl. http://)	http://www.any.url/com

[Back to form](#) [Create](#)

Step 5

After clicking “Create”, the creation of your laboratory will be confirmed. To complete the laboratory information, click the link “Edit Laboratory Information” in the confirmation message or the corresponding subfolder in the navigation bar.



A confirmation letter will also be sent to the email address indicated in the field “Contact E-Mail”.

Step 6

A list “Edit Laboratory Information” will show up. Click the items in the list to access the full range of form fields in each section. Fill in more detailed information about your laboratory and / or modify the data (except “Basic Data”).

To preview the presentation, click “Open Profile Page”.

Information can be edited during various logon sessions. After completing all information, click “Send to approve”. Your submission will then be forwarded for evaluation.



This is an example for filling in the section “Collaborations”:

Click “Collaborations” to view the full range of form fields. After filling in the fields, click “Save Member”. To add a new collaboration member, click “+”. To remove a member, click “x”. To change the list sequence, use the arrows “^” and “v” for moving the records up or down.

The screenshot shows a web interface with a sidebar on the left containing several menu items: Basic Data, Address Data, Image Upload, Detailed Information, Other laboratory Members, Publications, Grants, and Collaborations. The 'Collaborations' menu item is highlighted with a red box. The main content area displays a form for adding a collaborator. The form fields are: Title, First Name* (with a dropdown menu containing 'Any First Name Collaborator'), Middle Name, Last Name* (with a dropdown menu containing 'Any Last Name Collaborator'), Institution, Position, and E-Mail* (with the text 'any.collaborator@email.com'). To the right of the Title field are checkboxes for degrees: BSc, MSc, PhD, BA, MA, and MD (which is checked). At the bottom of the form, there is a 'Save Member' button and a set of navigation icons: a plus sign (+), a cross (x), an up arrow (^), and a down arrow (v). The 'Save Member' button and the navigation icons are also highlighted with a red box.

Step 7

Please remember to click the button “Send to approve” when all information has been filled in. Your laboratory will not enter the evaluation process until this step has been taken.

Approved laboratories can be viewed in the website following the link “European Sleep Research Laboratories”.

HTML Tips: Text Attributes and Short URL

To format text elements, use the following tags:

bold `text`: **text**
 italicized `<i>text</i>`: *text*
 underlined `<u>text</u>`: text

To shorten a web address/URL, use the following notation:

`short name`

The URL http://xxx.xxx.xx.xx/xxxxx/xxx_xxxx will be displayed: short name.



APPLICANTS FOR MEMBERSHIP

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