



RECOOP Rules

Management Requirements within Partner Organizations

We believe that the rules below will help team leaders and official representatives of participating institutions within RECOOP to gain a better overview of their groups participating in RECOOP conferences and will also help us better process abstract submission, peer review, and conference preparation.

ABSTRACT SUBMISSION:

All submitted abstracts must be:

1. Formatted and structured according to the abstract guidelines for students or scientists;
2. Edited in English.
3. Official institutional representatives/registered team leaders within RECOOP are responsible for submitting abstracts at once for the entire institution/scientific group.

ABSTRACT PRESENTATION and BOOKLET:

1. Scientists have 10-minute oral ppt presentations;
2. Undergraduate/PhD students have 5-minute oral ppt presentations;
3. There will be no poster presentations;
4. One person can only have one presentation;
5. Due to the different length of presentations for undergraduate/PhD students and scientists:
 - a) An abstract can only be presented by the student who submitted it, or another student co-author, if he/she does not have his/her own presentation;
 - b) An abstract can only be presented by the scientist who submitted it, or a scientist co-author, if he/she does not have his/her own presentation;
6. All selected participants must confirm their attendance at the conference to RECOOP and inform their institutional representative within RECOOP;
7. Only abstracts presented at the conference will be published in the Booklet.

TRAVEL and ACCOMMODATION:

1. Travel plans of participants from one institution should be arranged in groups using recommended means of transportation;
2. The use of any other means of transportation than the recommended ones must be consulted and approved by RECOOP;
3. Sharing rooms or travel by car with family members or friends is not supported;
4. Official institutional representatives/registered team leaders within RECOOP are responsible for arranging travel for their groups and submitting all documents necessary for reimbursement of travel expenses in a timely manner.

PUBLICATIONS:

RECOOP will only cover open access fees for publications resulting from RECOOP grants that will be published in Q1 or Q2 journals (Scimago or WOS).