



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

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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

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- [Edit Account Information](#)
- [Applicants List](#)
- [Members List](#)
- **[Edit Laboratory Information](#)**
- [Journal of Sleep Research \(TPS access\)](#)

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 menu items: Basic Data, Address Data, Image Upload, Detailed Information, Other laboratory Members, Publications, Grants, and Collaborations. The 'Collaborations' menu item is selected and expanded, showing a form with the following fields and options:

- Title: BSc, BA, MSc, MA, PhD, MD
- First Name*: Any First Name Collaborator
- Middle Name: [Empty field]
- Last Name*: Any Last Name Collaborator
- Institution: [Empty field]
- Position: [Empty field]
- E-Mail*: any.collaborator@email.com

At the bottom of the form, there is a 'Save Member' button and navigation icons: a plus sign (+), a cross (x), an up arrow (^), and a down arrow (v).

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 public website following the link “European Sleep Research Laboratories” in the section “Membership & Services”.

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.