LEARN THE BASICS OF THE CLUB

YPIC FOR DUMMIES



An introductory guide to

EuPA YPIC

YOUNG PROTEOMICS INVESTIGATORS CLUB

1. YPIC Members File

https://docs.google.com/spreadsheets/d/1CKeHi-2whVcwgd_ZoOCgqSe7TSFlfq4-/edit?gid=257034695#gid=257034695
(Link to this file can also be found for the Description of Slack general channels)

★ Core members tab*

List of Core YPIC members, including their contact information, and registry of who has been given credentials to access certain YPIC-managed accounts.
Bitwarden is the password vault where information on all our accounts is stored. All the YPIC board members have access to this information and share the responsibility of handling it safely. Carrying out certain duties in some of the YPIC Teams may require an individual to be given access to a certain account. This kind of cases should be reported here.
A Core YPIC member is expected to fulfill the **minimum activity requirements** listed below:

- Take the leadership on one activity per year / Help in three activities.
- Active participation (camera on, opinions/feedback expressed) in around 50% of the regular YPIC meetings held every two weeks. These meetings are the main forum for the YPIC Team to engage in collaborative discussions and receive updates on the progress of our different activities. If a member can not attend a given meeting, it is strongly encouraged that he checks the meeting minutes afterwards.
  If a YPIC Member is temporarily unavailable to participate in the YPIC meetings, he is encouraged to let a member of the YPIC Board to know about this situation.
  Members on temporary leave will be exempt from attending the YPIC Meeting for a maximum of up to 6 months.

★ National Representatives tab

List of YPIC National Representatives.
National Representatives are the link between YPIC and the different National Societies that are part of EuPA. They are expected to be active members of their national society, representing and promoting YPIC nationally.
A successful National Representative should:

- Ensure fluent communication between YPIC and National Societies. Check relevant communications are shared both ways.
- Represent YPIC spirit within the National Society. For example, promote YPIC within the young community or seek opportunities to represent the interests of the ECR community within the society.
- If possible, try to find some space to advertise/showcase YPIC within national conferences/events.

★ Activities and Responsibilities tab

List of active working groups and their structure.

This is a dynamic list that will be updated regularly based on the season (different activities) or members' availability.

★ No longer members/interested

List of past YPIC members.

★ New Members tab*

List of researchers who have recently joined YPIC or have expressed interest in doing so. Once every three months, prospective members will be invited to attend regular meetings and will receive access to the Slack and Basecamp platforms (see below).
The YPIC Board will regularly assess the activity and engagement of new YPIC members. Following a favourable assessment (carried out twice a year), new members will become Core YPIC Members after proving their membership to their proteomics national society (and for extension EuPA).

***Note: Active in column.** The column “Active in” is a column common to the Core Members tab as well as New Members tab. This column is meant to contain all activities a YPIC member is currently involved in with the aim of facilitating awareness of members' workload. Individual YPIC members are responsible for keeping the information on this column updated.

****Note: YPIC members' affiliation.** While YPIC has historically been composed primarily of members affiliated with academic institutions, the number of YPIC members affiliated with industrial companies has steadily increased over the years, as some members have transitioned from academic positions to industry. YPIC welcomes all young researchers who are willing to contribute to the community, regardless of their affiliation. However, all YPIC members are expected to carry out their YPIC activities solely in their capacity as YPIC members, maintaining neutrality and refraining from actions that could directly or indirectly benefit their affiliated institutions or companies.

2. List of abbreviations (SPF, EuPA)

Abbreviation	For what it stands for	Small explanation
APG	Annual Proteomics Gathering	YPIC's organized conference/meeting (started 2024)
APMA	Austrian Proteomics and Metabolomics Association	
ASMS	American Society for Mass Spectrometry	
BePA	Belgian Proteomics Association	
BSPR	British Society for Proteome Research	
CCC	Conference & Communication Committee	
CROPROT	Croatian Proteomics Society	
CZproteo	Proteomic Section of the Czech Society for Biochemistry and Molecular Biology	
DAPSOC	Danish Proteomics Society	
DGPF	German Society for proteome research	
EC	Executive Committee	EC is from EuPA and coordinators of committees are elected for 3-year terms
ECR	Early career researcher	Someone who is within seven years of the award of the MSc/PhD
EuBIC-MS	European Bioinformatics Community for Mass Spectrometry	

EuPA	European Proteomics Association	EuPA was founded in 2005 and is a federation of 23 European national proteomics societies. It has been established to coordinate and integrate national initiatives within the proteomics field. The main objectives are to strengthen and promote fundamental research and applications, as well as education and training in all areas of proteomics throughout Europe.
FinnProt	Finnish Proteomics Society	
FPS	French Proteomics Society	
GC	General Council	GC is made of the presidents (or a representative when the president is not available or when there is not such structure in the society) of every national society
HPP	Human Proteome Project	
HUPO	Human Proteome Organization	
HPS	Hellenic Proteomics Society	
iMOP	Initiative for Model Organism Proteomics	
ItPA	Italian Proteomics Association	
LS2-SPS	Life Sciences Switzerland-Swiss Proteomics Society	
REDE PROCURA	Portuguese representative of the European Proteomics Association	
RPS	Romanian Proteomics Society	
SEE	Student Exchange Event	
SEProt	Spanish Society for Proteomics	
SPF	Student Proteomics Fund	
SPS	Swedish Proteomics Society	
TUPA	Turkish Proteomics Association	

YPIC	Young Proteomics Investigators Club	YPIC was initiated by EuPA to favour the networking of young European scientists in proteomics. During the 10th Annual EuPA Congress, representatives of YPIC held a meeting to launch the creation of the Club.

3. Slack for Dummies

Slack is a (business) communication platform that allows users to connect through channels, direct messages and app integrations. Slack can be run in your web browser, or as a desktop app, or even a phone app.
We have a YPIC Slack workspace: http://ypic-workspace.slack.com.
To join the YPIC Slack, you need to be invited by an admin.

After signing into the YPIC Slack, you will automatically join a few channels, like #general. We have dedicated channels for each YPIC activity. You can join as many channels as you wish to get updated and participate in each activity. To join a channel, you click on Channels > Browse channels. You will then see a list of all existing channels. Just add those you want to join to your own list. Below is a non-exhaustive list of current channels that might be of interest.

#general - This channel host communications for the whole YPIC team as well as a link to the list of members and active activities/teams
#next_zoom_meeting - This channel hosts communications related to the next regular meeting and a link to the meeting minutes.
#communications - This is the channel where we typically ask the communications team to post any advertisement on social media. The communication team members, board members + activities leads are expected to join this channel.
#like-comment-share - This is the channel where the communication team shares the links to all YPIC social media posts, for YPIC members to like or repost. All YPIC members are expected to join this channel.
#ypicwebinars - This channel includes everything related to our YPIC webinars.
Seasonal channels: Ex: #eupaYYYY-[..]

There are also a few restricted channels (e.g. YPIC board channel) which can only be accessed upon invitation.

Each channel should include a description, with a link to the corresponding Google Drive folder. **Note that YPIC does not currently have a paid Slack subscription, meaning that all messages older than 90 days are automatically deleted.** It is essential to keep track of any activities in the Google Drive (before it is saved to Basecamp).

YPIC Members are strongly encouraged to update their Slack account profile picture. This simple action is very effective in allowing all members to become acquainted with their new YPIC peers in an easier way.

The owner account of the YPIC Slack workspace is the YPIC account, accessible only by board members. It is the only account with all rights to manage the workspace. However, the YPIC President has administrative rights, as well as anyone they choose to give them to (e.g. YPIC Vice-President).

4. Basecamp for Dummies

★ Introduction

Basecamp is a professional project management tool. You could think of it like Slack that you can use to store/share documents and collaborate on them, as well as schedule events. It also has a chat option which people can use but we have Slack for that. If you are new to it, you should watch the short introduction video (https://basecamp.com/#walkthrough-columns).

You can use Basecamp in your browser (just visit https://basecamp.com/) or you can download the desktop or PWA (web app) version (https://3.basecamp-help.com/article/53-apps-overview). For the following examples I will show screenshots from the Desktop version.

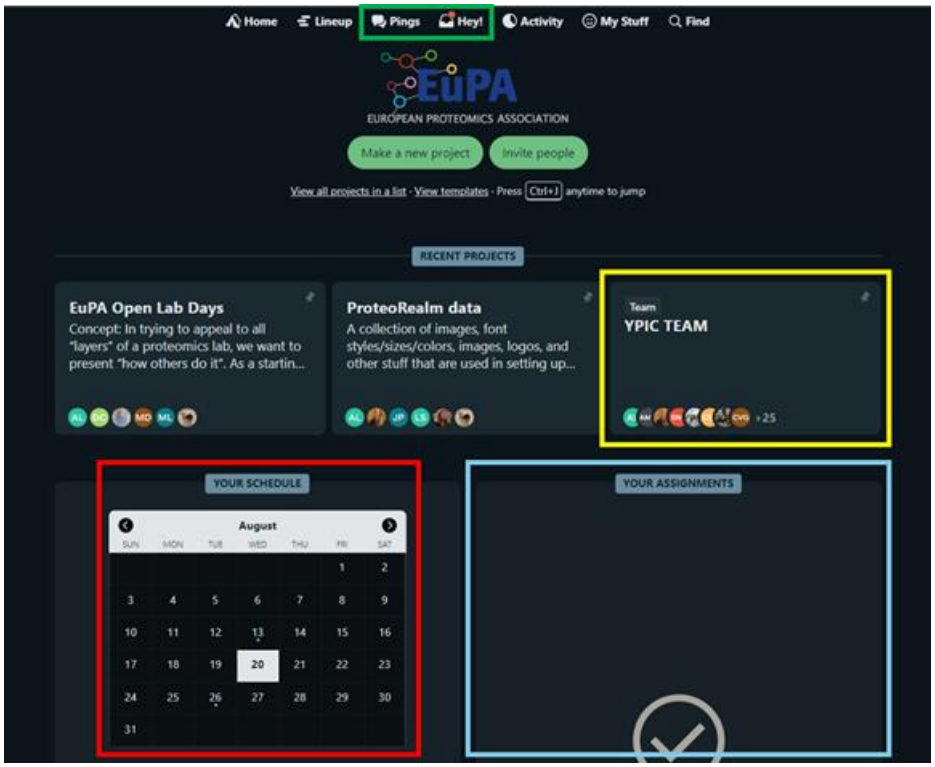
You need to register for Basecamp, but you can always edit/change your profile settings later (e.g. you want to change your associated email address), if you click on your avatar in the top right corner.

★ Overview

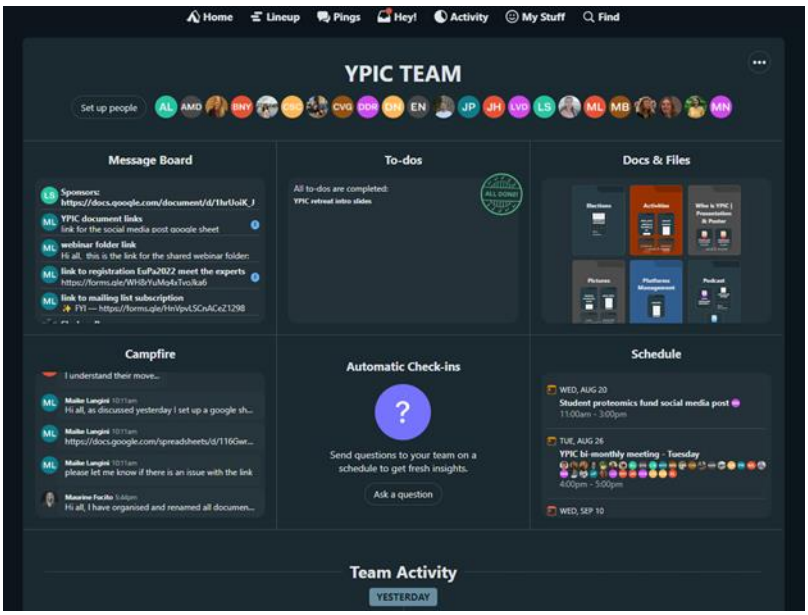
In Basecamp you have Projects. Projects can contain:

- Message Board – to put important information for everyone (e.g. important links)
- To-dos – if you want to give certain people tasks that they can report as finished (we currently do not really use this for the YPIC TEAM)
- Docs & Files – where all documents related to the project can be found (with strictly organized folder structure – more on it later)
- Campfire – It is like the message board, which is however currently not used.
- Schedule – Basically a calendar that contains all activities including YPIC meetings with Zoom links.

If you go to your home page (see Figure 1), you will see all the projects you are involved in (like the YPIC TEAM highlighted in yellow), your schedule (highlighted in red), your assignments (highlighted with light blue), and you can see Pings and Hey! (highlighted green). This schedule and assignments will contain all events and assignments from all your projects. Pings are private messaging, and Hey! is notifications.



Now if you go to the YPIC TEAM project (Figure 2), you can see all the features listed above:

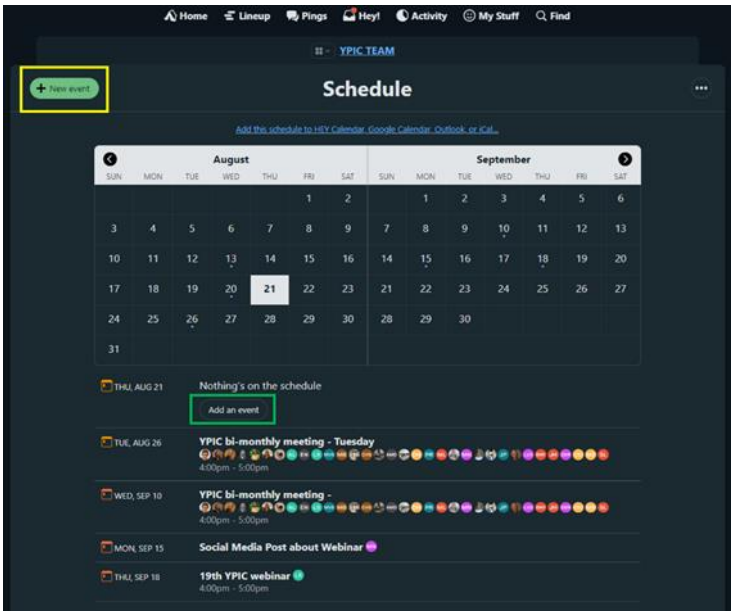


★ YPIC TEAM

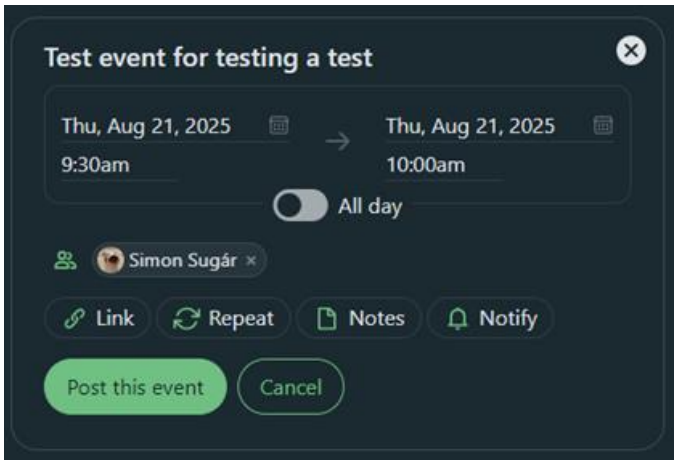
This is where all YPIC related things are located. Most things are very straightforward; Schedule and Docs & Files sections are explained below:.

★ Schedule

This contains all YPIC (bi-monthly meetings, webinars etc.) and YPIC-related activities (next EuPA Conference). You can create a New event using the new event button (highlighted in yellow), or selecting a date in the calendar and using the Add an event (highlighted in green) option (Figure 3). You can also import this calendar to Google/Outlook by clicking the blue link just below “Schedule”.

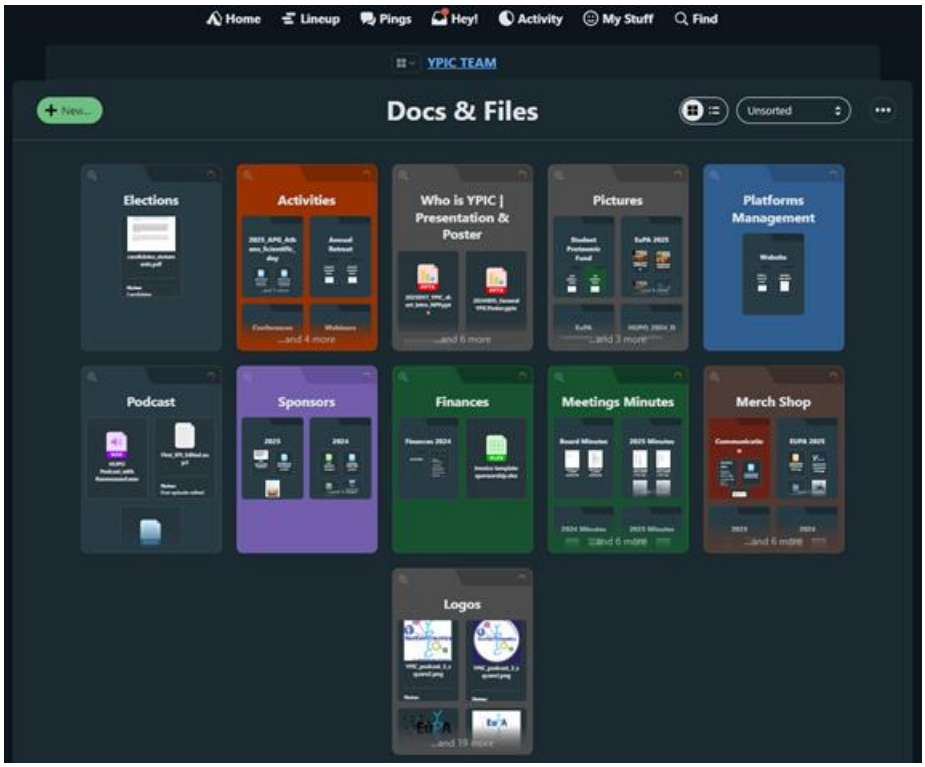


When making an event, make sure to include all the people who are relevant, this way they will get reminders. Also, make sure to add a description using Notes and specify who gets notified for the creation of the event using Notify (Figure 4).

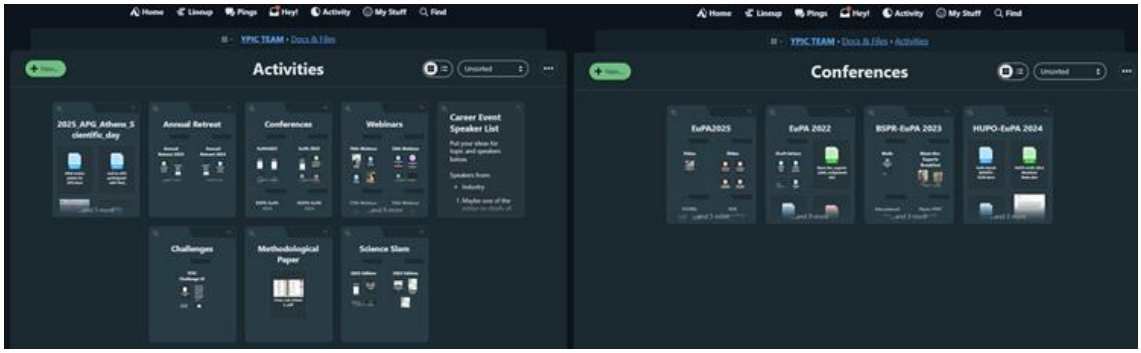


★ Docs & Files

This contains all important YPIC documents, so be sure to edit/add responsibly. Everything is sorted into different folders, so make sure to figure out where a file needs to go before uploading it (Figure 5).



Some folders are smaller and simpler (e.g. Logos only contains YPIC logos), some are very complex with a sub-folder structure. Let's take the Activities folder as an example. This contains sub-folders for different YPIC events, such as the Annual Retreats, Conferences, Webinars etc. Each of these contain sub-folders for the specific events, for example each Conference has their own folder (Figure 6).



Be sure to put files where they belong, happy Basecamping!

5. What should go on Basecamp or Google Drive?

After the great overview of Basecamp and its structure, here's what actually belongs where. Think of Basecamp as our archive and single source of truth: it lets us track everything so no one has to start from zero for the next event.

★ **Google Drive — short-term collaboration**

Use Drive for working drafts and files that multiple people need to edit at the same time (Docs, Sheets, etc.).

Example workflow: Draft the sponsor email in Google Drive → share the link in the Slack channel description and/or a Basecamp doc → collect feedback → once finalized, move the final file to Basecamp.

Rules:

- Keep only drafts and in-progress files.
- When the event wraps or a document is final, upload the final version to Basecamp and remove stray duplicates from Drive.

★ **Basecamp — long-term storage & version history**
Use Basecamp for final versions and event records. It preserves version history and keeps everything accessible to the whole team.

What goes here:

- Final emails/letters, agendas, budgets, contracts, sponsor materials, reports, slide decks, graphics, meeting minutes.
- Any document that should be findable for future events.

After every event:

- Upload everything to the event's dedicated Basecamp folder. Double- and triple-check so nothing gets lost.

Versioning tip:

- Replace older (non-final) files with the new version in Basecamp. Basecamp keeps the history, so no one gets confused—but you can still access prior versions if needed.

6. Board structure

The YPIC Board is an elected body serving a two-year term. Board members are responsible for ensuring continuity of YPIC's organization and activities. The Board is composed of nine members in the following roles:

★ **President:**

The President leads YPIC during their two-year term. They are responsible for overseeing the organization's major developments, chairing YPIC meetings, and representing YPIC within the EuPA Executive Committee (EC).

★ **Vice-President:**

The vice-president assists the president in all major developments of the organization and replaces the president when necessary. The Vice-president also serves as part of the EuPA EC and leads the EuPA awards committee.

★ **Secretary:**

The Secretary is responsible for maintaining official records of YPIC decisions and discussions. This includes preparing meeting agendas and minutes, which must be approved at the following meeting. The Secretary also manages the YPIC calendar and schedules meetings.

★ **Treasurer:**

The Treasurer is responsible for monitoring YPIC's finances, collecting documentation of expenses, and reporting on the association's financial status to EuPA.

★ **Communication Coordinator:**

The communication coordinator is responsible for overseeing the efforts of the communication team. They ensure proper transmission of information outside of YPIC, coordinating the different emails and social media posts required for the organization of all YPIC activities.

★ **Sponsorship Coordinator:**

The sponsorship coordinator is responsible for overseeing the efforts of the sponsoring team. They are in charge of establishing sponsorship documents and, engaging with and establishing agreements with the various sponsors supporting our activities.

★ **Platform Coordinator:**

The Platform coordinator is responsible for overseeing the efforts of the platform team. They manage the various services that YPIC uses and that are not part of the communication such as the website, gathertown, youtube, voting systems etc.

★ Activities Coordinator:

The 2 activities coordinators will oversee the planning and organization of the main YPIC activities during the year.

★ Elections and eligibility:

To be elected to the Board, election candidates need to have completed their last academic degree less than seven years ago. Additionally, the positions of President and Vice-President can only be filled by people who were core YPIC members for a minimum of 1 year.

Elections are carried out every 2 years and organized by the President, Vice-President and Platform coordinator. Only YPIC core members are allowed to vote for the constitution of the new board. Additionally, an independent EuPA observer has to certify the results.

Previous years, the applications were collected online through a Google form, and the voting system was set-up using Balotilo, a secure online voting platform regularly used to conduct anonymous, binding votes on topics where input from the entire group is sought.

7. Roles structure

Most YPIC activities are carried out in groups, with several members contributing to the planning and execution. Depending on the activity's needs, these groups typically follow a similar role structure:

- ★ **Lead**

The Lead is responsible for overseeing the activity, including its overall organization and timeline. While the Lead holds responsibility for the activity's progress, they are not expected to complete all tasks themselves.

- ★ **Co-Lead**

The Co-Lead supports the Lead in the overseeing of the activity. They assist with planning and execution, ensuring continuity and providing updates to the wider YPIC team if the Lead is unavailable.

- ★ **Helpers**

Helpers are members who contribute to specific tasks related to planning or the activity itself. As many activities require preparation well in advance, members can contribute meaningfully even if they are unable to attend the event in person (e.g., assisting with the planning of YPIC sessions at the EuPA conference without attending the conference itself).

- ★ **Commitment and Communication**

Members are not expected to participate in every event at full capacity. Personal and professional obligations may limit involvement at times. To ensure smooth collaboration, members are asked to inform the Lead and Co-Lead if they are temporarily unavailable or if they need assistance with their tasks. Similarly, Leads and Co-Leads should communicate their availability openly to ensure that at least one of them is actively engaged in the activity.

8. Different activities explained in a few lines

★ Student Proteomics Fund (SPF)

Each year (since 2024) we organise the YPIC Student Proteomics Fund (SPF). SPF allows a student's research project to become a reality by awarding 5000 EUR to be spent on proteomics analysis. SPF is open to bachelor's, master's and PhD students who are carrying out research at a European university. The top three awardees will be invited to join the APG, which will allow them to engage directly with the YPIC community and receive feedback on their project proposals. The applications open in autumn so that finalists can join the APG in spring.

★ Sponsoring

To be able to finance the SPF we search for our own sponsors. For this we try to approach sponsors at the conferences and use our social media to do so. We have a brochure which we share also with potential sponsors via email and try this way to reach new sponsors.

★ Annual Proteomics Gathering (APG)

The annual proteomics gathering (APG) is an engaging event held in various vibrant locations across Europe! So far we have been in Hungary, Greece and in 2026 in Spain. This event is specifically organized by early career researchers for their peers. This event connects early career researchers with local scientists and YPIC, fostering networking opportunities, collaboration, and knowledge sharing.

★ Webinars

YPIC organizes engaging webinars focused on essential non-scientific topics for early career researchers (ECR). These sessions cover vital skills such as networking, work-life balance, career development, and mental health, providing valuable insights to support personal and professional growth in academia and beyond. We try to organize one webinar each season (meaning 4 a year).

★ EuPA/HUPO conferences

Each year a EuPA conference is organized, either in collaboration with HUPO (every three years) or with a local proteomics society (for example proteomics forum is organized by EuPA and the German association (DGPF) every two years). YPIC organize various activities at these conferences:

ECR Networking event

We organize an ECR networking event so that young scientists can network in a relaxed environment. Examples include pub quizes or other networking activities, aiming to "break the ice" and get the conversations going.

Meet the expert

These sessions provide young proteomics researchers with opportunities to interact with established experts in the field, gaining insights into their career paths and receiving valuable advice. They are often taking place as round table discussions, where ECR can register upfront to join the session.

Educational day

The educational day takes place before the conferences start and offers an introduction to applied proteomics and bioinformatics for young scientists, or for anyone wanting to acquire/refresh some more basic knowledge. Often various experts in the field give an introductory presentation that covers topics in both applied proteomics and bioinformatics.

Career session

The career session enables young researchers to learn about different career paths in proteomics. Speakers from diverse backgrounds (academia, spin-offs, industry, etc.) share their career journeys. These sessions typically involve presentations by experienced professionals, explaining their career path, followed by Q&A sessions (panel discussion) where attendees can directly interact with the experts.

ECR Booth

To promote YPIC and the networking of the young scientists, we have our own ECR booth at the conference. At the booth we show our different activities and explain other relevant topics related with YPIC. Also, each year we organize merch that can be given away to ECRs. In addition we generally have “limited” edition merch featuring a YPIC-designed logo for each conference that is also generally used as the official event logo.

Some of the **YPIC activities** count on a dedicated Standard Operating Procedure (**SOP**) describing the different tasks and responsibilities that need to be fulfilled for the success of a given activity. These documents are not set in stone; relevant teams are encouraged to update and improve them yearly based on the new experience gained during the last iteration of the event. New YPIC Members are encouraged to read these documents to become more familiar with the different activities, they can be found in Basecamp -> YPIC Team -> Docs & Files -> Introduction to YPIC.

★ Note on the EuPA Awards

Although the YPIC VP is chairing the EuPA Awards Committee, it is not a YPIC activity. It was designed to include the YPIC VP to the EuPA Executive Committee and offer them more responsibility within EuPA. The EuPA Awards Committee works closely with the EuPA

Executive Committee and the EuPA Conferences and Communication Committee. It is responsible for designing the EuPA Awards, overseeing the campaign, evaluating the applications and organise the Awards Ceremony during the EuPA Conference.