

2029 Congress Bid

Manual for Selection of Future Congress



International Society for
Cerebral Blood Flow & Metabolism

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INTRODUCTION

Meeting Structure

The International Society for Cerebral Blood Flow and Metabolism (hereafter: the SOCIETY), as represented by its Board of Directors, shall organize biennially a scientific meeting entitled the "International Symposium on Cerebral Blood Flow, Metabolism and Function" (hereafter: BRAIN or Congress/ Meeting/ Conference/Symposium). Traditionally, the BrainPET meeting ("Conference on Quantification of Brain Function with PET") is held together with the BRAIN meeting, and the conference chair is also responsible for the integration of the BrainPET meeting (hereafter BrainPET) into the BRAIN meeting.

Time of Year	May, June or July Uneven years
Length	Usually 4 days long*
Expected number of participants	700 – 800 (post Pandemic)
Exhibition (incl. catering)	2500 - 3000 sqm
Posters	300-350 posters per shift

* Meeting can extend up to 5 days if so desired.

Team Structure

The conference is managed and organized by three separate and important groups.

The Local Organizing Committee (LOC), assisted by the Professional Conference Organizer (PCO), oversees the logistical and financial management of the conference.

1. Meeting Chair / Local Organizing Committee

The Executive Committee shall appoint a conference Chair, or Co-Chairs, usually four years in advance of a BRAIN meeting. The appointment is based on a submission by a member (or members) of the SOCIETY who, of his/her or their own free will, has proposed to organize a BRAIN symposium and has submitted a bid to the Board of Directors containing:

- The names and professional affiliation(s) of the local organizers.
- The place and date of the symposium.
- All other facts thought pertinent.

The Chair may, at his/her discretion, be assisted in any or all the logistic tasks by a Local Organizing Committee (LOC).

2. Professional Congress Organizer (PCO)

A Professional Congress Organizer, vetted and recommended by the Local Organizing Committee (LOC), will be appointed by the SOCIETY. It is expected that the LOC will have identified a short list of PCOs and have had discussions at the time of application.

The PCO prepares the budget for the conference and will be responsible for the organization, administration, and all financial aspects of BRAIN/BrainPET.

A formal contract will be executed between the SOCIETY and the PCO, once selected.

3. Program Committee (PC)

The President, with input from other society leadership, will appoint a Program Committee Chair (or Chairs) and will communicate the appointment to the Local Organizing Committee soon after the conclusion of the previous meeting.

The Chair(s) will be aided by a Program Committee (PC). The PC chair(s) will recommend to the SOCIETY Program Committee members in consideration of scientific, geographic, gender and career stage balance. The chair(s) and members will be approved/appointed by the Executive Committee. The role of the Program Committee is to liaise with the Chair(s) on all matters that concern the content and scientific quality of BRAIN.

The PC Chair shall periodically convoke meetings. Two meetings are held prior to the conference.

1. The first Virtual PC meeting is held 1 year before the meeting (via Zoom).
2. The second on-site PC meeting is held 4-6 months prior to the conference. The Chair of BRAIN shall make the necessary travel and accommodation arrangements for the members of the Program Committee. All costs so incurred will be clearly stated in the meeting budget (covered by the LOC).

Scientific Advisory Board

In addition, the Program Committee will be assisted by a Scientific Advisory Board which shall consist of scientists deemed essential by the Chair(s) and the Program Committee. The Scientific Advisory Board will be responsible for the grading of abstracts.

PRACTICAL REQUIREMENTS

Venue

Invitations will be considered only from medium to large cities serviced by an international airport.

- Halls and Facilities Required

Plenary Hall	Up to 800 participants
3 Parallel Halls	2: 250 - 300 participants each
	1: up to 150 participants
2 Smaller Meeting Rooms	25 - 50 participants capacity
Offices	2
Speaker's lounge	1

- Exhibition and posters
Up to 50 sqm net
- Posters
Approximately 300 – 350 posters per shift; 2 shifts in total, but if space allows, posters can stay up the entire meeting.
- Social Events
 - ◇ Welcome Reception the first night (included within the registration fees)
 - ◇ Early Career Networking event (optional - additional fee applied during registration). SOCIETY will sponsor a portion of this event upon confirmation of the social event income and expense (traditionally, up to \$5000).
 - ◇ Banquet/Gala Dinner on third (or last) evening (optional - additional fee applied during registration).
- Hotel Rooms
The bidding city should have at least 1,000 – 1,200 hotel rooms of various categories easily accessible to the Congress Center. It is preferable to have a large number of rooms in few hotels.

FINANCES AND PROFIT DISTRIBUTION

The PCO will prepare a proposed budget and tentative contract within 90 days from selection. The PCO will be responsible for all financial administration.

Important Financial Notes:

Presidential and Plenary Lecturer receive waived registration fees. Any airfare, partial hotel accommodations and honorarium is submitted directly to the Society for reimbursement.

Symposia speakers receive waived registration fees; **Education Course speakers** receive waived Education Day registration. Travel support* up to a predetermined amount (depending on country traveling from) is reimbursed by PCO after the conference. Speakers must supply travel receipts (economy airfare and approved number of accommodation nights) and reimbursement request for either the award amount or value of receipts, whichever is less).

*The SOCIETY will support this speaker expense. On the budget, this should be a pass-through amount (income/expense is the same).

ECI Travel Bursaries: The SOCIETY shall support a certain number of Travel bursaries winners to permit the attendance of young scientists to BRAIN. The number and amount of the bursary will be agreed between the PC Chair and the SOCIETY. The PCO will produce bursary checks (approx. 100) of varying amounts (depending on country traveling from) and distribute to travel awardees at registration (with ID and signature confirmation). On the budget, this should be a pass-through amount (income/expense is the same).

Niels Lassen winner: The Program Committee will select 4 finalists from the abstract submissions. The Niels Lassen winner will be selected from the finalist talks during the Niels Lassen session and receive an award plaque and \$1500 directly from SOCIETY. They will also receive a travel bursary.

Traditionally, the distribution of any profits or loss is split 50/50 between the SOCIETY and the PCO/LOC. The PCO must be made aware of the society tradition as to the risk and benefit.

VARIOUS ACTIVITIES

Advertising

The SOCIETY shall have published in its official scientific journal, the Journal of Cerebral Blood Flow and Metabolism, such announcements concerning the BRAIN meeting as are deemed necessary and timely by the Chair. For such announcements, the PCO on behalf of the Chairman will directly contact the Editor-in-Chief of the Journal. Additional announcements shall be published in electronic notifications addressed to members of the SOCIETY; the PCO on behalf of the Chair will contact the Secretary as to such announcements.

Sponsorship

The Chair, with the assistance of the PCO and with or without the support of any officer, director, or member of the SOCIETY, may solicit donations for specific purposes related to the organization of BRAIN; such purposes could include: the award of bursaries; the award of scientific prizes; the hosting of receptions, workshops, seminars, guest lectures; and other purposes of similar nature and intent. Where such donations are intended to provide a recurrent award based on capital interests, then the capital will accrue to the SOCIETY.

BIDDING INSTRUCTIONS

A letter of intent including requested information on the venue should be received by the Executive Director (ExecDir@iscbfm.org) by the deadline date specified on the call.

Representatives from the potential host cities, including the would-be meeting chair, should plan to attend the 2nd BOD meeting, held on the last day of the conference (4 years ahead of the proposed conference). Each candidate will have 10 minutes for presentation. (Audio visual aids will be provided upon request). Following all host presentations, the Board of Directors will vote for one venue.

SUGGESTED MEETING TIMETABLE

Dates: May, June or July on uneven years

Day 1

All day: Arrival of participants, Registration
Morning: Educational courses
Afternoon: Opening ceremony
Evening: Get-together reception, Speakers' dinner

Day 2

All day: Registration
Morning: Opening, Lifetime Achievement Award, Plenary session
Coffee break, Posters and Exhibition Sessions
Noon: Lunch and Posters & Exhibition
Afternoon: Sessions
Coffee break, Posters and Exhibition Sessions
Evening: ECI Network/Social event

Day 3

All day: Registration
Morning: Sessions
Coffee break, Posters and Exhibition Sessions
Noon: Lunch and Posters & Exhibition
Afternoon: Sessions
Coffee break, Posters and Exhibition Sessions
Evening: Conference Dinner/Social event

Day 4

All day: Registration
Morning: Sessions, 1 plenary session
Coffee break, Posters and Exhibition Sessions
Noon: Lunch and Posters & Exhibition
Afternoon: Sessions
Coffee break, Posters and Exhibition Sessions
Closing Ceremony

DISTRIBUTION OF ASSIGNMENTS

ISCBFM (PC)	LOCAL ORGANIZING COMMITTEE (LOC)	PROFESSIONAL CONFERENCE ORGANIZER (PCO)
<ul style="list-style-type: none"> • Scientific Program • Business and Scientific Meetings (with PCO) • Approval on the First Announcement, Preliminary Program, Final Program (with LOC and PCO) 	<ul style="list-style-type: none"> • Local Promotion • Scientific Program (Chairman of LOC is member of Program Committee) • Social Events (with Meeting Management Group) • Advising and approving selection of the Destination Management Company (DMC) • Local Exhibition (with Meeting Management Group) • Local Auspices • Approval on the First Announcement, Preliminary Program, Final Program (with ISCBFM and PCO) • Administration of Satellite Symposia (if any) (with PCO) 	<ul style="list-style-type: none"> • Promotion • Graphic Design (overall graphic concept of the Meeting, logo, stationery, etc) • Printing the First Announcement, Preliminary Program, Final • Registration Processing • Abstract Processing and Technical Assistance in Building the Scientific Program (with ISCBFM and LOC) • Sponsorship Solicitation (with LOC) • Finance and Budget Management • Selection of Local DMC (with full coordination and approval of the LOC) • Social Events (with the LOC) • Exhibition Management • Administration of Satellite Symposia (if any) (with LOC) • Technical Arrangements • Negotiations with Local Airline • Accommodations and Tours • On Site Management, Staff