

# **MANUAL FOR THE SELECTION OF FUTURE ISCBFM CONGRESS VENUES 2015**

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## 1) INTRODUCTION

### 1.1 Meeting Structure

The International Society for Cerebral Blood Flow and Metabolism, Inc (hereafter: the SOCIETY), as represented by its Board of Directors, shall organize biennially a scientific meeting entitled the "International Symposium on Cerebral Blood Flow and Metabolism" and BrainPET or "Brain" (hereafter: BRAIN).

In case the BrainPET meeting is held together with the BRAIN meeting, the conference chairman is also responsible for the integration of the BrainPET meeting (hereafter BrainPET) into the Brain meeting.

Time	May, June or July, uneven years
Length	Usually 5 days long*
Expected number of participants	1000-1200
Exhibition (incl. catering)	2500 - 3000 sqm
Posters	300-350 posters per shift

\*The Board may decide to reduce the length of the congress by one day depending on economic conditions.

### 1.2 Kenes International

Kenes International, organizers of congresses, appointed by the SOCIETY, is responsible for the organization, administration and all financial aspects of BRAIN and BrainPET.

### 1.3 Meeting Chair

The Board of Directors shall appoint a conference Chairman, or Co-Chairmen, normally 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 organizer(s);
- ◆ the place and date of the symposium;
- ◆ the suggested scientific content of the meeting;

- ◆ all other facts thought pertinent.

#### 1.4 Programme Committee

The Chairperson will be aided a Programme Committee, the chairperson and members of which will be appointed by the SOCIETY. The role of the Programme Committee is to liaise with the Chairman on all matters that concern the content and scientific quality of BRAIN.

The chairperson of the Programme Committee shall periodically convoke meetings; the Chairman of BRAIN shall make the necessary travel and accommodation arrangements for the members of the Programme Committee. All costs so incurred will be clearly stated in the meeting budget.

#### 1.5 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 Chairman and the Programme Committee. The Scientific Advisory Board will be responsible for the grading of abstracts.

#### 1.6 Local Advisory Board

Furthermore, the Chairperson may, at his/her discretion, be assisted in any or all of his tasks by a Local Advisory Board.

## 2) PRACTICAL REQUIREMENTS

### 2.1 Venue

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

### 2.2 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
Speakers lounge	1

### *2.3 Exhibition and posters*

Up to 50 sqm net

### *2.4 Posters*

Approximately 300 – 350 posters per shift; 2 shifts in total

### *2.5 Social Events*

The usual scheme for Brain Meetings has been

- ◆ Welcome Reception the first night
- ◆ An afternoon social event
- ◆ Excursion on 4<sup>th</sup> day
- ◆ Gala Dinner the last day or the day before the last day

### *2.6 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.

## **3) FINANCES AND PROFIT DISTRIBUTION**

The SOCIETY together with Kenes International have full executive responsibility for the administrative, financial and overall organization of the meeting, subject only to the wishes as expressed by the Board of Directors.

Kenes International will prepare a budget for the Congress and will be responsible (as per contract) for all financial administration.

The distribution of any potential profits made by the Congress will be decided by the Board of Directors and will be announced at a later stage.

## **4) VARIOUS ACTIVITIES**

### *4.1 Advertising*

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

### *4.2 Bursaries*

The SOCIETY shall contribute to the cost of a certain number of bursaries to permit the attendance of young scientists to BRAIN. The modality of attribution, the amount of the bursary and the number to be awarded will be agreed between the Chairman and the SOCIETY. The cost of the bursaries will be taken into account in the budget of the meeting.

### *4.3 Sponsorship*

The Chairman, with the assistance of Kenes International 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.

## **5) BIDDING INSTRUCTIONS**

- ◆ A letter of intent including requested information on the venue should be received no later than **April 1 , 2011**.
- ◆ Each candidate will have 10 minutes for presentation. (audio visual aides will be provided upon request). Following the presentations, the Board of Directors will vote for one venue.
- ◆ The vote will take place during Brain11, 4 years ahead of the 2015 Congress.
- ◆ **Bids should be submitted in to:  
ISCBFM Administrative Office  
E mail: [info@iscbfm.org](mailto:info@iscbfm.org)**

## **6) SUGGESTED MEETING TIMETABLE**

5.1 *Dates: May, June or July on uneven years*

5.2 *Timetable:*

### **1<sup>st</sup> day**

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

### **2<sup>nd</sup> day**

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  
Evening: Social event

### **3<sup>d</sup> day**

All day: Registration  
Morning: Sessions  
Coffee break, Posters and Exhibition  
Sessions  
Noon: 2 Lunch and Posters & Exhibition  
Afternoon: Sessions  
Coffee break, Posters and Exhibition  
Sessions  
Evening: Social event

### **4<sup>th</sup> day**

All day: Registration  
Morning: Sessions  
1 plenary session  
Coffee break, Posters and Exhibition  
Sessions  
Noon: 3 Lunch and Posters & Exhibition  
Afternoon: Sessions

Coffee break, Posters and Exhibition  
Sessions  
Closing Ceremony  
Evening: Gala Dinner

## DISTRIBUTION OF ASSIGNMENTS

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