



Manual for the Selection of Future ISCBFM Congress Venues - 2021

DEADLINE: MARCH 1, 2017



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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 4 days long* |
| Expected number of participants | 1000-1200 |
| Exhibition (incl. catering) | 2500 - 3000 sqm |
| Posters | 300-350 posters per shift |

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

1.2 Meeting Management Group - TBD

A meeting management group will be appointed by the SOCIETY, and will be 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 Program Committee

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

The chairperson of the Program Committee shall periodically convoke meetings; the Chairman 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.

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 Program 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 4th 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 the Meeting Management Group 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.

The Meeting Management Group 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, the Meeting Management Group 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; the Meeting Management Group 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 the Meeting Management Group 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 **March 1, 2017**.
- Each candidate will have 10 minutes for presentation. (Audio visual aids will be provided upon request). Following the presentations, the Board of Directors will vote for one venue.
- The vote will take place during Brain17, 4 years ahead of the 2021 Congress
- **Bids should be submitted to:**
ISCBFM Administrative Office
E mail: iscbfm@faseb.org

6) SUGGESTED MEETING TIMETABLE

5.1 Dates: May, June or July on uneven years

5.2 Timetable:

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: 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

Day 3

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

Day 4

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) | MEETING MANAGEMENT GROUP |
|--|---|---|
| <ul style="list-style-type: none"> • Scientific Program • Business and Scientific Meetings (with Meeting Management Group) • Approval on the First Announcement, Preliminary Program, Final Program (with LOC and Meeting Management Group) | <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 Meeting Management Group) • Administration of Satellite Symposia (if any) (with Meeting Management Group) | <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 |