

GUIDEBOOK FOR HOSTING AN EPRBIODOSE MEETING

September 2018



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Fall 2018



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INTRODUCTION

Thank you for taking on the awesome workload of hosting the next EPRBioDose meeting. These meetings are essential for knowledge transfer within the fields of EPR and Biological Dosimetry and without volunteers like you, these meeting could never happen. This guide has been written by the Executive Council of the International Association of EPR and Biological Dosimetry (IABERD) and is meant to assist in the smooth running of the meeting and to provide guidance on the respective roles of the IABERD committees and the local organizing committees. As each meeting is organized by a different group, this guidance is meant to implement lessons learned from previous conferences. After you complete your conference, IABERD will require feedback from you for information that we should give to the local organizers of the next meeting.

Role of IABERD

The Association (IABERD) is a scientific association, established for the public benefit to advance research, development and education in the biological and EPR dosimetry applied to ionizing radiation. The aim of the IABERD is to stimulate and coordinate biological and EPR radiation dosimetry activities around the world, with two major objectives:

- To hold and arrange courses and meetings on matters connected to these fields;
- To promote the diffusion and exchange of information among people interested in these fields.

To this end, IABERD will provide support to the local organizing committee (LOC) through the following actions:

- IABERD will facilitate the choice of the location of each meeting through the request of proposals, vetting of the proposals and presentation to the Scientific Committee (SC). The location is chosen by vote of the SC at the most recent EPRBioDose meeting.
- The President and Vice-President of IABERD should be members of the LOC and will attend meetings via teleconferencing or web conferencing.
- The IABERD Scientific Committee shall form the base of the meeting scientific committee with the addition of some local scientific committee members.(More details can be found in the Scientific Committee section)
- IABERD may be able to assist with the financial security of the Scientific Meeting in the event of financial loss by supporting the LOC to within pre-set limits as the funds available are limited. Within 6 months of the designation of the host site for the next meeting the executive committee of IABERD will notify the LOC of the amount of back-up funds that can be committed. It is possible that later this amount could increase if the finances of IABERD permit. Funds may be provided after evaluation of the financial report and control/audit of expenses.



- IABERD may be able to provide Start-Up Funds for each Scientific Meeting if requested by the LOC. Funds must be reimbursed within 3 months of the end of the meeting. The amount that can be allocated for this purpose will be determined by the financial status of IABERD at the time of the request.
- IABERD will provide additional assistance, where possible, as requested by the Local Organising Committee.
- IABERD, jointly with the LOC, will agree on the mode of publication, the refereeing standards and the publishers of the Proceedings of each Scientific Meeting. Criteria to be evaluated for journals include: being relevant for both physical and biological, reasonable publication time, availability of electronic publishing, availability of open access (if affordable), quality of journal and publisher, quality of submission platform and cost.
- IABERD may be able to provide limited amounts of support funds to the Local Organisers for the express purpose of assisting young scientists, invited speakers and others to attend the Scientific Meeting, and related activities such as training courses.

Guidelines for Conference Organization

Meeting Scientific Committee

- The IABERD Scientific Committee shall form the base of the meeting scientific committee in collaboration with members designated by the LOC. There should be approximately equal numbers from each group.
- The meeting SC should have equal representation from biological and physical dosimetry.
- This meeting SC will be responsible for choosing the topics of the meeting, assessing the submitted abstracts, choosing invited speakers and providing peer review for submitted manuscripts for publication.

Conference Budget and Finances

- Conference fees should be set to cover the full costs of the conference (See conference fees section).
- The LOC should make all efforts to maintain a balanced budget.
- In the case of a loss of revenue, IABERD can reimburse the LOC up to an amount pre-set by the executive council after examination of the financial report and possibly an audit of expenses.
- Once the LOC has recuperated all of their expenses, if revenue remains, this money shall go to IABERD to continue the ability of IABERD to support future meetings.
- A financial report must be submitted to IABERD within 6 months of the end of the conference.

Funding

- Fundraising by the LOC for the meeting should start as soon as possible. Sources of funds could include: National bodies (eg. NIAID), vendors, other related associations. IABERD will help to the greatest extent possible, but the responsibility for fund raising rests with the LOC. It has been our experience that the most successful sources for fund-raising are through academic and commercial organizations within the host country. Early actions should be taken to attempt to raise funds from other national organizations such as NIH



and the EU based on support of young investigators and teaching activities at the conference. IABERD will provide support to the LOC for fundraising through the provision of names of companies and organizations that have provided support.

Conference fees

- IABERD members should be given a reduced rate. (Fees should be calculated to cover costs and then increased for those who are not members. Members will pay the actual cost. It should be presented as a reduction for IABERD members.)
- The conference fee could be established at a level that would allow for support of scientists or young investigators who cannot afford to attend. IABERD funds could also be used to help pay for scientists or young investigators who cannot afford to attend.
- Travel awards should be advertised by IABERD. There should be a firm date established for the submission of abstracts and letters of intent by those seeking such support funds. The decisions on support should be made by the scientific committee for the conference.
- The conference dinner may either be covered by sponsors (preferred) or the conference fees. No separate fee should be charged to the attendees, only to accompanying persons.

Registration

- A website should be established for registration that allows payment to be made via credit card.
- Options for reduced fee for members should be available.
- A link to the IABERD site to become a member should be available on the registration website, indicating access to member reduced meeting registration fee upon acquisition of IABERD membership.

Website

- A website should be established as soon as possible containing all information about the conference including:
 - Dates and location
 - Venue
 - Travel and Accommodation
 - Conference topics
 - Registration
 - Abstract submission
 - Preliminary program and final program as it becomes available
 - List of organizers and committee members
 - Social Program
 - Information for sponsors and exhibitors

Poster Organization

- If there are to be poster prizes from different organizations, the process of selecting and awarding these poster prizes should be co-ordinated by all parties prior to the meeting.



- Poster prizes should be only for young investigators (under 35 years of age). The criteria must be clear at the time of registration.
- Posters that are eligible for a poster prize should be identified (eg. marking with a star or ribbon)
- A small number of poster judges from both EPR and BD should be selected to evaluate the posters and come to an agreement on the winners.
- The posters should stay up for the whole meeting and be housed close to the lecture hall. Poster sessions are an important opportunity at the conference for scientific exchange. Sufficient room in the program should be left to poster session. Short oral presentation (2-3min) for posters should be organized.
- Coffee breaks should be held in the poster room to encourage attendees to attend the poster sessions and read the posters.

General Assembly Meeting

- The General Assembly meeting should be scheduled in the middle of the conference, not at the end, to avoid attendees leaving the conference early and missing the GA meeting.
- The GA meeting should be held in a room large enough to hold all conference attendees.

Satellite Meetings/Training

- It is strongly encouraged to have satellite meetings before and/or after the conference. Rooms/coffee/lunch should be made available. Common satellite meetings include: WHO, RENE, ISO.
- Workshops for training should be a priority and should be held prior to the meeting. There could also be early morning educational sessions and/or training courses (open to all attendees but aimed at students). For example, a 1 h training course every morning before the conference program can be proposed. IABERD could make a financial contribution to workshops.

General suggestions

- Attach ribbons to the nametags of the attendees indicating President, VP, invited speaker etc.
- Make the names on the tags very large and visible from both sides of the badge
- Ask the participants for their preference on how their name is entered on the name tags
- Encourage the participation of young investigators as speakers (one per scientific session) and as co-chairs at meeting.
- Each session should have two co-chairs—a senior member and a relatively young investigator
- The chairs should be very specifically tasked to keep to the schedule. Timers, preferably with very irritating alarms should be used and made visible to the speaker.
- There should be ample time made available for discussion after each talk. Do not allow the speaker to use that time for continuing their presentation.

