



COLLABORATION AGREEMENT BETWEEN THE FUNDACIÓ UNIVERSIDAD-EMPRESA DE VALÈNCIA (CONSELL SOCIAL DE LA UNIVERSITAT DE VALÈNCIA. ESTUDI GENERAL DE VALÈNCIA) OF THE VALENCIAN COMMUNITY, AN ENTITY PROVIDING SERVICES TO THE UNIVERSITAT DE VALÈNCIA, THE SOCIETY FOR INVERTEBRATE PATHOLOGY AND THE IOBC-WPRS INTERNATIONAL ORGANIZATION

Valencia, 11 october 2018

BY AND BETWEEN

Of the first part, the Fundació Universidad-Empresa de València (Consell Social de la Universitat de València. Estudi General de València) of the Valencian Community (hereinafter “**ADEIT**”), whose registered address is Plaza de la Virgen de la Paz, 3 – 46001, Valencia (Spain), with CIF (Tax Identification Code) G46470738, represented herein by Antonio Aracil García, its Managing Director, who is authorized to act herein by virtue of Resolution 1/90, of 5 February 1990, of the Executive Board of the Foundation, notarized as a public deed before the Valencia notary Octavio Talón Martínez, with number 237 in his protocol;

of the second part, the SOCIETY FOR INVERTEBRATE PATHOLOGY (hereinafter “**SIP**”), whose headquarters is at P.O. Box 11, Marceline, MO 64658, USA, E-mail: sip@sipweb.org, for and on behalf of which Dr Zhihong Hu, President of SIP, acts herein;

of the third part, the International Organization for Biological and Integrated Control West Palaearctic Regional Section (hereinafter “**IOBC-WPRS**”), whose headquarters is at the Swiss Federal Institute of Technology (ETH Zürich), Rämistrasse 101, 8092 Zürich, for and on behalf of which Dr Philippe C. Nicot, IOBC-WPRS President acts herein;

and of the fourth part, Juan Ferré, President of the 2019 International Congress on Invertebrate Pathology and Microbial Control & 52nd Annual Meeting of the Society for Invertebrate Pathology & 17th Meeting of the IOBC-WPRS Working Group “Microbial and Nematode Control of Invertebrate Pests”, Director of the Biotechnology and Biomedicine Interdisciplinary Research Structure (ERI), Department of Genetics, Faculty of Biological Sciences, Universitat de València, and Baltasar Escriche, Joint President of the same Congress, Department of Genetics, Faculty of Biological Sciences, Universitat de València.



THEY DECLARE

1. That SIP is an institution with full legal capacity, whose mission is:
 - Promotion of scientific knowledge of pathology of invertebrate animals and of related subjects through discussions, reports and publications
 - Stimulation of scientific investigations and their applications
 - Planning, organization and administration of projects for the advancement of scientific knowledge in invertebrate pathology
 - Improvement of education and of professional qualifications in invertebrate pathology
 - Promotion of international cooperation in achieving the above objectives.

It is the society after which the international conference **2019 International Congress on Invertebrate Pathology and Microbial Control & 52nd Annual Meeting of the Society for Invertebrate Pathology** is named and which has promoted it since it began.

2. That IOBC-WPRS is an institution with full legal capacity, whose mission is:
 - Fostering research and practical application and organizing meetings and symposia
 - Development and standardisation of testing methods for pesticides
 - Pest and disease damage assessment
 - Practical implementation of biological and integrated controls for pests and diseases.

It is the entity after which the international conference **17th Meeting of the IOBC-WPRS Working Group "Microbial and Nematode Control of Invertebrate Pests"** is named.

These two conferences have been merged into a single conference to be called the **2019 International Congress on Invertebrate Pathology and Microbial Control and the 52nd Annual Meeting of the Society for Invertebrate Pathology & 17th Meeting of the IOBC-WPRS Working Group "Microbial and Nematode Control of Invertebrate Pests"**, hereinafter "**the Congress**".

3. That the two entities have agreed to organize the two conferences jointly on the same dates in order to give them added value.
4. That Juan Ferré, Professor of Genetics in the Faculty of Biological Sciences of the Universitat de València, and Baltasar Escriche, Professor of Genetics in the Faculty of Biological Sciences of the Universitat de València, have been appointed by the conference organizers to be in charge of organizing the Congress.



5. That ADEIT is a non-profit organization registered in the Registry of Foundations of the Valencian Community under no. 82-p/f-(V), which carries out activities of general interest in the fields of research, student internships in companies and university employment and self-employment, having the status of a technical service provider to the Universitat de València.
6. That the parties wish to enter into a collaboration agreement for the organization of the above-mentioned Congress, which is in the interest of the institutions within the framework of their inherent competences.
7. That this agreement is executed under the provisions of Article 25 of Act 49/2002, of 23 December 2002, on the Tax Regime for Non-Profit Organizations and Tax Incentives for Patronage, with respect to Business Collaboration Agreements in activities of general interest, and also the stipulations of Chapter III of Act 3/2015, of 23 March 2015, regulating cultural consumption and patronage of culture, science and technological development and establishing tax measures.

CLAUSES

One. – Subject-matter and legal regime

The subject of this agreement is the articulation of the collaboration and agreements between the undersigned for the organization of the **2019 International Congress on Invertebrate Pathology and Microbial Control and the 52nd Annual Meeting of the Society for Invertebrate Pathology & 17th Meeting of the IOBC-WPRS Working Group “Microbial and Nematode Control of Invertebrate Pests”** in Valencia from 28 July to 1 August 2019 in Valencia.

Two. – Obligations and undertakings

1. By SIP:

SIP undertakes to:

- Provide the agreed funds, as a loan or non-refundable subsidy.
- Meet any costs arising in the organization of the Congress in the event of cancellation for reasons not attributable to ADEIT, postponement, or if a deficit has been incurred in the settlement of accounts of the Congress.
- Other undertakings laid down in the Guidelines for Organization of Annual Meetings of the Society for Invertebrate Pathology, attached as Appendix II to this agreement.



2. By IOBC-WRPS

IOBC-WRPS undertakes to:

- Provide the agreed funds.
- Fulfil in general the undertakings set forth in the Guidelines for organizing an IOBC-WRPS meeting, attached as Appendix III.

3. By ADEIT

ADEIT undertakes to:

Conduct the financial and administrative management of the Congress, carrying out the following actions, among others:

- Financial management (receiving the conference fees)
- Logistics (hiring of premises, reservation of accommodation, catering contracts)
- Dissemination and publicity in the media (social media, newsletter, etc.)
- Documentation and administrative management in general.

4. By the Joint Presidents of the Congress

To collaborate actively in the organization of the Congress.

For these purposes, they will be responsible for:

- Proposing dates and schedules
- Selecting the subject areas and design of the image
- Distributing the budget
- In general, all the actions performed by the academic management of the Congress
- Communicating with SIP and IOBC.

Three. – Organizing Committee

The **Organizing Committee** and the **Scientific Program Committee** will be composed of members of both societies. Eustachio Tarasco will be included in the Organizing Committee and other members from the IOBC will form part of the Scientific Committee.

Organizing Committee:

Chair: Juan Ferré

Co-chair and Treasurer: Baltasar Escriche

Program chairs: Eustachio Tarasco, Elisabeth Herniou, Christina Nielsen-Leroux, and Primitivo Caballero



Local Arrangements: Yolanda Bel, C. Sara Hernández-Rodríguez, Patricia Hernández-Martínez, Salvador Herrero, and Joel González-Cabrera

Scientific Program Committee:

Salvador Herrero, Eustachio Tarasco, Elisabeth Herniou, Christina Nielsen-Leroux, Primitivo Caballero, Enrique Quesada, Yolanda Bel, C. Sara Hernández-Rodríguez, Patricia Hernández-Martínez, Joel González-Cabrera and the Chairperson of each SIP Division and IOBC Section.

Four. – Schedule of actions and duration of the activities

The Congress will be held in the Palacio de Congresos of Valencia, located at Avenida de las Cortes Valencianas, number 60, from 28 July to 1 August 2019.

Five. – Confidentiality

In compliance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), all the parties, which are joint data controllers for personal data processing, authorise the incorporation of all the personal data contained in this document into the files of the signatory entities for the purpose of exercising the functions related to the subject of this agreement pertaining to each entity. In any case, the parties undertake to enable the owners of the data to exercise their rights of access, rectification, opposition, erasure or “right to be forgotten”, restriction of processing, data portability, the right not to be subject to individual decision-making and of information, as well as to raise any queries on the processing of their personal data at the addresses included in the heading, by sending a letter including their full name, the specific nature of their request, their address for notice, the date, their signature and a photocopy of their DNI (national identity card) or other valid identity document.

Six. – Term of the agreement

This agreement will come into effect on the day it is signed and will remain in force until the Congress is finished and its accounts settled, which is estimated to be July 2020.

Seven. – Amendment of the agreement

Amendment of this agreement will require the unanimous agreement of the signatories, to be expressed in writing and attached as an appendix to this agreement.



Eight. – Termination of the agreement

This agreement will expire on completion of the actions that constitute its subject-matter or if grounds for its termination arise.

The following shall be grounds for termination of the agreement:

- a) Expiry of the term of validity of the agreement without an extension of that term having been agreed.
- b) Unanimous agreement of all the signatories expressed in writing.
- c) Breach of the obligations and undertakings entered into by one or more of the signatories.

In this case, any of the parties may send the breaching party a demand to comply within a given period with the obligations or undertakings that are considered to have been breached. This demand shall be communicated to the person responsible for the mechanism for monitoring, oversight and control of the performance of the agreement and to the other signatory parties.

If, when the period indicated in the demand has elapsed, the breach persists, the party that sent the demand shall notify the signatory parties that grounds for termination have arisen and the agreement shall be deemed to have been terminated.

- d) By a judicial ruling declaring the agreement void.

Nine. – Settlement and completion of the agreement

Fulfilment and completion of the agreements will lead to their settlement with the object of determining the obligations and undertakings of each of the parties.

In recompense for its financial and administrative management activities, ADEIT will receive the amounts set forth in the congress budget and extra expenses included in footnotes to that budget, as stated in Appendix I (expenses arising from financial and administrative management, management of spaces and technical resources of the Foundation used during the holding of the events).

In the event that the Congress does not take place, SIP undertakes to pay ADEIT all the expenses it may have incurred. The amount for which ADEIT is to be compensated shall be considered as “including IVA (VAT)”. If the Congress produces a deficit, by failing to reach the estimated number of attendees, SIP undertakes to pay the amount necessary to cover the management costs, including IVA (VAT), that ADEIT has incurred as a result of signing this agreement.

Of the revenue from conference fees and the sponsoring organisations, as well as any other income that may be generated:



1. IOBC will receive €90 for each registered participant who is not yet a member of said society and who, during registration, has selected the registration fee that includes a year's membership of IOBC.
2. If the Congress produces a profit, this will be reimbursed in full to SIP.
3. In the event that after settlement of the accounts the Congress has produced a loss, SIP will cover it.

Ten. – Resolution of disputes and jurisdiction

In the event that disputes or conflicts arise on the interpretation, amendment or termination of this agreement or effects resulting from its application, or specific disagreements that cannot be resolved by the Joint Coordination and Monitoring Committee.

Any disputes or conflicts arising as a result of the performance and execution of this agreement that cannot be solved through the Joint Committee shall be resolved before the courts of the city of Valencia, and the parties waive any other forum to which they may be entitled.

Eleven. – Notices

The parties agree that notices arising from this agreement shall be sent by electronic means to the following addresses:

- For SIP: indicate email address for notices
- For IOBC: indicate email address for notices
- For ADEIT: email address
- For the President and Joint President of the Congress: email address



In witness whereof the parties sign this document in identical counterparts, each of which shall be deemed an original, at the place and on the date indicated above.

For the Foundation

For SIP

Dr Zhihong Hu

For IOBC

Philippe C. Nicot

For the President of the Congress

Juan Ferré

For the Joint President of the Congress

Baltasar Escriche



Appendix 1

(ANEXO I)

Annual Meeting of the Society for Invertebrate pathology 2019

29th July 1st August 2019

INCOME **248.125,00 €**

Cód. 3000 REGISTRATION FEES **248.125,00 €**

Early bird

SIP Students	82	350,00 €	28.700,00 €
SIP Members	180	470,00 €	84.600,00 €
SIP Members wishing a one-year IOBC membership	0	560,00 €	0,00 €
Students (non-members)	39	440,00 €	17.160,00 €
General (non-members)	47	560,00 €	26.320,00 €
General (non-members IOBC + 30€)	0	590,00 €	0,00 €

15 abril 2019 *Late bird +15%*

SIP Students	21	402,50 €	8.452,50 €
SIP Members	73	540,50 €	39.456,50 €
Students (non-members)	25	506,00 €	12.650,00 €
General (non-members)	33	644,00 €	21.252,00 €
General (non-members IOBC + 30€)	0	674,00 €	0,00 €

Other fees (early bird)

Excursion	0	30,00 €	0,00 €
Run 5K	0	12,00 €	0,00 €
Companion registration (includes mixer, BBQ and banquet)	48	190,00 €	9.120,00 €
Mixer ticket	0	40,00 €	0,00 €
BBQ ticket	0	65,00 €	0,00 €
Gala dinner	0	85,00 €	0,00 €

15 abril 2019 *Other fees (late bird)*

Excursion	0	35,00 €	0,00 €
Run 5K	30	13,80 €	414,00 €
Companion registration (includes mixer, BBQ and banquet)	0	220,00 €	0,00 €
Mixer ticket	0	47,00 €	0,00 €
BBQ ticket	0	75,00 €	0,00 €
Gala dinner	0	98,00 €	0,00 €
Total participants	500		
Companion registration	48		

Cód. 3041 SUBSIDIES AND SPONSORS **0,00 €**

Organismo la que concede			0,00 €
Nombre patrocinador / factura emitida nº			0,00 €

Cód. 4770 IVA REPERCUTIDO PATROCINIOS **0,00 €**

Nombre patrocinador / factura emitida nº			0,00 €
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EXPENSES **243.258,62 €**

Cod. 3304 FACILITIES, TECHNICAL EQUIPMENT AND STAFF **47.832,21 €**

Venue: Valencian Conference Centre. See attached budget.

28th July 2019 VIP Room

From 29th July 2019 to 1st August 2019

Pack Auditorium A3 (150 pax School Style)

Comision Room SC3+4 (80 pax)

Comision Room SC8+9 (130 pax)

Comision Room SC1+2 (100 pax)

From 29th July 2019 to 29th July 2019

Pack Auditorium A2 (Plenary Lecture 467 pax)

From 29th July 2019 to 1st August 2019

Panel LEVEL 2, Price/unit: 31 €, Quantity: 250

1st August 2019

Change the set-up of A-3 from 150 pax to 200 pax

47.832,21 €

Technical staff and hostesses (See attached budget)

included

Foyer for the poster exhibition (250 panels)

included

Catering Area

included

OTHER EXPENSES FOR FACILITIES USING (according to the Valencian Conference Centre Rates) 3.888,94 €

Comercial Exhibition Area (between 5 and 10 exhibitors)(stand 6m ²)Price/day 334€	0	1670 €*	0,00 €
Furniture for stands (table and two chairs)	0	113,74 €	0,00 €
Extra Hostesses	0	20,57€/hr	0,00 €
Extra Technical Staff	0	32,67 €/hr	0,00 €
1 printer for 4 days	0	48,40 €	0,00 €
Wifi up to 500 pax (without cost)	0	0,00 €	0,00 €

Cartelería

Lona 9x3 en fachada principal			1.270,50 €
Lona interior de 1x5 m impresa digitalmente sobre lona de PVC, a colgar en columnas interiores x 2	2		847,00 €
Cartel mesa de presidencia 2-3 pax Impresión directa sobre Xtralite de 5 mm. 1 unidad 1,80x0,68 m			111,32 €
Área de registro del Auditorio II			347,27 €
Señalización salas (metacrilato en puerta de salas de comisiones)			665,50 €
Realización artes finales			647,35 €

* Mínimo de cartelería sugerida por Palacio de Congresos

Cod. 3100 THECNICAL SECRETARY/MANAGEMENT Units Price/unit 45.034,69 €

Technical Secretary ADEIT 15% on total incomes VAT INCLUDED	1		45.034,69 €
Preparation of personalized sponsorship dossier (VAT excluded) **	1	400,00 €	0,00 €
Contact, attention and follow-up of the sponsoring companies (VAT excluded) **	0	0,00 €	0,00 €
** included in the Tecnichal Secretariat service as long as the billing of the sponsors is included in the total income managed by ADEIT, if these incomes are not included in the total income of the congress, the corresponding fee would apply.			
Handling of materials, assembling bags, accreditations, certificates, signage elaboration, etc ...	1	220,00 €	0,00 €
Management of the Scientific Secretariat (VAT excluded). Support to the Scientific Committee in the management of the Secretariat (management lists, communications with authors, etc.)	0	0,00 €	0,00 €

Other Expenses 3.150,00 €

IOBC annual membership	35	90,00 €	3.150,00 €
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Cod. 3231 OTHER SERVICES Units Price/unit 1.052,70 €

E-CONGRESS Congress Adaptation to the Online Management Platform. Includes: Custom Web portal module and technical secretarial module: registration, hosting web documentation, sending certificates online, etc.	1	272,25 €	272,25 €
E-CONGRESS Adaptation of the scientific secretariat module for the management of the communication process, reception, assignment, evaluation, final review and acceptance or rejection (auto management module by the Committee)	1	163,35 €	163,35 €
Design of the congress brand and adjustments	1	617,10 €	617,10 €

Cod. 3250 MATERIAL Units Price/unit 3.967,07 €

Document holder folder with pad + stick notes + pen Size 34.5 * 28.5 * 2.5cm serigraphy of 1 ink- 1 side of the folder	500	2,87 €	1.433,85 €
Accreditations Support 10x0.9cm and serigrafied landyard with 1 ink 1 side of the landyard	500	0,92 €	459,80 €
Woven bag 80 gr. With long handles 75cm size 40 * 32 * 11cm serigraphied with 1 ink on 1 side	500	1,16 €	580,80 €
Digital layout of the printed program (up to 8 pages layout)	1	115,34 €	115,34 €
Printing program in A4 format, 4 + 4 open hand, cover matte coated paper 250grs, interior pages matte coated paper 150 grs	400	1,21 €	484,00 €
Adjustment, design and printing of a Totem	1	262,11 €	262,11 €
Books of abstracts	500	0,00 €	0,00 €
Accreditation and printing, A4 stamped sheet that includes tickets for different activities	500	0,74 €	369,05 €
Layout of the abstracts book (PDF) up to 100 pages in A4 size with covers. Text provided by the client.	1	262,12 €	262,12 €
Access (via user and password) to the abstracts book on congress web	500	0,00 €	0,00 €
Sending certificates by email	500	0,00 €	0,00 €

Cód. 6283 CATERING SERVICE AT THE VENUE	Units	Price/unit	65.846,00 €
<i>Gourmet Catering* (see attached budget)</i>			
Sunday, 28th July 2019			
Morning Coffee Board Meeting	12	5,50 €	66,00 €
Lunch Board Meeting	12	22,00 €	264,00 €
Afternoon Coffee Board Meeting	12	5,50 €	66,00 €
Mixer (Standing Cocktail-Welcome dinner. Prices starting)	500	23,10 €	11.550,00 €
Monday, 29th July 2019			
Morning Coffee (Coffee corner option B).	500	5,50 €	2.750,00 €
Lunch (Work Type Lunch 1. Prices starting)	500	25,30 €	12.650,00 €
Afternoon Coffee (Coffee corner option B).	500	5,50 €	2.750,00 €
Tuesday, 30th July 2019			
Morning Coffee (Coffee corner option B).	500	5,50 €	2.750,00 €
Lunch (Picnic Type Lunch- middle option)	500	9,35 €	4.675,00 €
Wednesday, 31st July 2019			
Morning Coffee (Coffee corner option B).	500	5,50 €	2.750,00 €
Lunch (Work Type Lunch 1. Prices starting)	500	25,30 €	12.650,00 €
Afternoon Coffee (Coffee corner option B).	500	5,50 €	2.750,00 €
Thursday, 1st August 2019			
Morning Coffee (Coffee corner option B).	500	5,50 €	2.750,00 €
Lunch (Picnic Type Lunch- middle option)	500	9,35 €	4.675,00 €
Afternoon Coffee (Coffee corner option B).	500	5,50 €	2.750,00 €

* Gourmet is the company that works exclusively for the Valencia Conference Centre, offering the catering service

Cód. 6283_SOCIAL ACTIVITIES EXPENSES	Units	Price/unit	56.087,33 €
Tuesday, 30th July 2019			
5K RACE			
5K race (back runners, signage, etc.)	0	0,00 €	0,00 €
T-shirt for the 5K race (150 g cotton short sleeve marking 1 ink 1 position)	100	3,30 €	330,33 €
Bus palacio-rio carrera	1	169,40 €	169,40 €
Optional Excursions			
Excursion to Sagunto	0	33,88 €	0,00 €
Historical Center Tour	0	30,25 €	0,00 €
Excursion to Albufera	0	42,35 €	0,00 €
CAC Excursion	0	31,46 €	0,00 €
BBQ Options (pendiente decidir LCO)			
Cocktail Cena carritos y buffet La HACIENDA	500	38,50 €	19.250,00 €
OPTION 1 Space: La HACIENDA TERRAZA ALICANTE	0	0,00 €	0,00 €
Bus transfer 440 pax (55 plazas) Simarro	8	253,00 €	2.024,00 €
Thursday, 1st August 2019			
Gala Dinner Options (pendiente decidir LCO)			
OPTION 1 Gala Dinner FERRADURA menu 2 congresos	500	51,70 €	25.850,00 €
Bus transfer 440 pax (55 plazas) Simarro	8	253,00 €	2.024,00 €
Dico Movil (Ferradura)	1	550,00 €	550,00 €
Companion registration (includes mixer, BBQ and banquet)	48	122,70 €	5.889,60 €

Cód. 6260_BANKING EXPENSES	Units	Price/unit	3.349,69 €
Bank charges POS (national cards 0.9% rest 1.35%)		1,35%	3.349,69 €

Cod. 6236 ASSISTANCE EXPENSES AND AUXILIARY STAFF	Pax	Day	750,00 €
ADEIT Staff-Outside working hours (Sunday)	5	150,00 €	750,00 €

Cód. 3215 MISCELLANEOUS	Units	Price/unit	12.300,00 €
Contingency (5% expenses)			10.000,00 €
Courier and mail			300,00 €
Taxi for key notes (airport approx)	0	20,00 €	0,00 €
reimbursement expenses meals / dinners / taxis / parking organizers			2.000,00 €

TOTAL 4.866,38 €

Notas al presupuesto

Prices VAT inc. Except for those concepts that are specified. The technical secretariat and management of scientific secretariat are VAT Excluded. At the end of the activity it will be made a transfer from the account of the congress to ADEIT without having to issue invoice.

* The amount of the technical secretariat, 15% of the total revenue, is calculated on the basis of the registration fees and the number of participants specified in this budget. In case of variation of both the registration fees and the number of subscribers, this amount will be reviewed.

The quantities of services detailed in this budget may be modified, subject to agreement of the parties, depending on the variation of the needs, or by the adjustment of the final number of attendees.

In case of cancellation (total or partial) or postponement of the event for any reason, the client agrees to pay those expenses that had been generated up to that moment, as well as the services already hired.

The invoices for the services that have been tendered by ADEIT in compliance with the LCSP and that are not made with the suppliers with which a contractual relationship has been established prior to bidding can not be paid from ADEIT within the congress income received.

Not included (will be separately budgeted)

Journeys, diets and / or lodging of the staff of ADEIT for the organization or coordination of any event outside ADEIT.

In compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, you are hereby informed that your personal data, including your email, will be included in a database owned by the Fundació Universitat-Empresa de València, Medio Propio de la Universitat – ADEIT, and they will be used for the purposes of this form for tasks performed in connection with courses, work experience programmes, grants and other training activities and congresses. Your data may be shared with third parties as necessary for the purpose of this form, among them and according to the case, with the University of Valencia and when required by law. You may exercise your right to access, rectification, erasure or the 'right to be forgotten', restriction of processing, data portability, object and automated individual decision-making, including profiling, by writing to ADEIT at the following address: Plaza Virgen de la Paz, 3, 46001 Valencia, or by sending an email to datos@adeituv.es, attaching a copy of your National Identity Document (DNI) or equivalent identity document. By sending your personal information through this website you consent the processing of your personal data in the terms established in this Privacy Policy and, if accepted, the sending of promotional or advertising communications by any means, including electronic or telematics ones.

Courses and activities of ADEIT:

Responsible: FUNDACIÓ UNIVERSITAT-EMPRESA DE VALÈNCIA, ADEIT - NIF: G46470738 Postal address: PLAZA VIRGEN DE LA PAZ, 3 46001 VALENCIA Telephone: 963262600 E-mail: datos@adeituv.es

In ADEIT we treat the information you provide us with the only purpose to manage the service you have requested. The data provided will be kept as long as it maintains its link with the requested activity (course, scholarship, other training activity or congress) and to comply with legal obligations. Likewise, we inform you that your data, including your image (photographs and video), can be disseminated in ADEIT media and websites for information and promotional purposes of certain events or activities. Your data may be communicated to those third parties necessary for the purposes of this form, including teachers, tutors, companies and entities. You have the right to obtain confirmation of whether we are treating your personal data in ADEIT, therefore you have the right to access and rectify or suppress or limit your treatment, oppose it and request the portability of your data.

I you want to receive information on ADEIT activities

ADEIT has approved an Intellectual Property Policy that has been published in the Transparency Portal at the following link:
<http://portalde transparencia.adeituv.es/portada/informacion-institucional/politica-de-propiedad-intelectual-de-adeit/>

I have read and I consent to the information provided on Intellectual Property Policy.



Appendix 2

Guidelines for Organization of Annual Meetings of the Society for Invertebrate Pathology

In order to have a proposed Meeting considered by the Committee and ultimately approved by the SIP Council, a detailed Meetings Proposal must first be submitted to the Meetings Committee. Please refer to the **Guidelines for the Preparation of a Proposal to Host the Annual Meetings of the Society for Invertebrate Pathology** .

Having had prepared the Meetings Proposal and the meeting approved by Council, the Organizers will already have dealt with many aspects of organizing the meeting, such as venue selection, social programs, drafting a budget etc. The following are guidelines that should facilitate preparation for the Meetings, once the Meetings Proposal has been approved by Council.

Please refer to Appendix 1 for a list of pertinent statements from the Society's Constitution and Bylaws.

Annual Meeting Program Committee

The Proposal will have included a proposed Meeting Program Committee chair and a list of proposed committee members. Normally the Meeting Program Chair will have been approved at the time the Proposal is approved by Council. If there is a change at this time, submit the name(s) for an alternate Meeting Program Chair to the President for nomination and Council approval.

Members of the Meeting Program Committee will include the Chairperson of each Division or a duly appointed Divisional Representative. It is convenient to appoint chairs and members of subcommittees as this greatly facilitates organization. This is at the discretion of the Program Committee Chair. Suggested subcommittees are:

- a) Scientific Program Subcommittee. Such a subcommittee must include the representation from each Division. This committee would be in charge of soliciting and organizing the Symposia and Plenary Sessions, collating the abstracts, scheduling the various symposia, submitted paper sessions, workshops, posters, preparation of the program and abstracts booklet etc. etc. See Appendix II for further suggestions regarding the role of this Committee.
- b) Local Arrangements Subcommittee. Such a subcommittee would be in charge of the non-scientific aspects of the meetings. Consider pre-registration and registration activities, access to athletic facilities, parking, housing, meals, transportation, bookkeeping, the use of credit cards, website, preparation of articles for the Newsletter, arrangement for lecture halls and audiovisual needs, coffee breaks, entertainment, social functions etc.
- c) A 5-k Subcommittee. Because organization of a run is in itself a difficult and unique function, the Program Committee Chair should consider a separate 5-k Subcommittee. The chair of this subcommittee should preferably be someone with experience in running and participating in such

events.

d) A Spousal Events Subcommittee. Depending on the venue, the Program Committee may decide to organize spousal events. Such a sub-committee is best chaired by a spouse of a member of the Program Committee. Consider outings, visits to museums etc.

e) A Local Scientific Tour Subcommittee. Have a few local scientists lined up to serve as a contact person for SIP participants that need a local lab to visit in addition to the conference to justify their trip to the meeting.

Further helpful suggestions and recommendations as provided by the Program Chair of the 2008 meetings, Bryony Bonning are provided as Appendix V.

Reservations and Bookings

Of immediate concern is that firm reservations be made for the meetings venue as well as accommodations. In many instances, “soft” reservations may have been made prior to Council approval. Now is the time to make firm reservations. If deposits are required, arrangements can be made with the Treasurer for an automatic advance of \$5,000. Council can approve larger advances if necessary. Although estimated numbers of registrants will only be known following the registration deadlines, one can use numbers of delegates attending past meetings as a rough guide. These are presented in Appendix III.

a) Reserve lecture room, poster session space, SIP Office and presentation pre-view rooms for the meeting. Check with Scientific Program Subcommittee regarding number and sizes of rooms and dates needed. It is best if all posters can remain up for the duration of the meeting. Arrange for poster boards and ensure that the size of the boards is made known to delegates submitting posters. It is preferable not to have more than 3 concurrent sessions, but safer to book an extra room if its use becomes necessary.

b) Block reserve adequate amount of accommodation. If on a campus, ensure that adequate numbers of rooms are blocked in hotels for those that don't wish to stay in University accommodation. If the venue is at a Hotel, seek cheaper accommodation for students. Ensure that alternate accommodation options are available in the event that blocked rooms are inadequate for numbers of reservations received.

c) Reserve all social activities and decide on vendors. These activities include Mixer, 5 k Run, excursion plus evening BBQ and final evenings Banquet. In addition, arrange for a vendor to provide morning/afternoon refreshments for coffee breaks. Remember to arrange for transportation to meeting activities such as banquet and picnic.

d) Arrange for and book audio-visual equipment. Optimally, a slide projector, overhead projector and a Power Point projector should be available in each lecture room. Alternately, one can announce that only PowerPoint presentations will be accepted, as photo slides and overheads are rarely used these days.

e) Arrange for a meetings organizer. This can sometimes be handled by volunteers, however increasingly such services are made available commercially at a very reasonable price. Meeting organizers should take care of aspects such as 1) Setting up a meetings website 2) Setting up electronic reservations 3) Accepting payments electronically using a secure website and credit card payments 4) Printing of name tags 5) arrangements for social activities and lecture rooms 6) arrangements for Audio visual needs. To keep costs down, some of these can be done by volunteers.

f) Tax Exempt: With meetings held in the United States, when arranging for vendor services, be sure to give them the tax exempt number for the Society. Check with the Treasurer for the tax exempt number for the Society.

Miscellaneous

VISA Requirements

a) Contact your Foreign Affairs Dept and inquire about the requirements for Foreign Nationals to enter your country for the purposes of this Scientific Meeting. Prepare a letter of invitation and ensure that it will meet the needs as far as entry/VISA requirements are concerned. Appoint a person to be in charge of sending these letters and ensure that they can be easily contacted prior to the Meetings. In the past, VISA applications were rejected as foreign Embassy staff were unable to contact the SIP Meetings person in charge of these letters and verify authenticity.

b) Decide on a meeting logo, and arrange for printing of t-shirts and conference bags. If costs are prohibitive, it is not necessary to provide elaborate conference bags or to have a logo printed on these.

c) Investigate possibilities for local sponsors. For instance, it may be possible to get discounts on refreshments if one signs an agreement with vendors such as wine or beer suppliers. Discounts can also sometimes be arranged with airlines.

Budget and Registration fees

SIP Council recommended that local organizers avoid losing money on the meeting. The objective is to break even or have a small profit. Profits are expected to be handed over to the Society. Deficits will be the responsibility of the Society. Revisit the budget at this time and make adjustments as necessary. Estimating the projected number of participants is the most difficult. Appendix III lists the historical number of attendees. Reassess costs of each activity. If at all possible, include costs for all activities, except the 5K run, in the Registration Fee. Set the regular registration fee slightly over projected costs. Provide a 30 - 50% discount for students, even if at a loss. Include a 20% or so "penalty" for late registration or for non-members. Increase the penalty for "walk-ins". These penalties usually cover the loss incurred due to the student discounted rate.

Set the Companion fee at break even cost of the Mixer, BBQ, Excursion and Banquet. Do not

include cost of coffee breaks as companions rarely attend these.

Honorary members are exempt from paying the registration fees. Also, the Program Committee may wish to consider waiving registration fees for some important invited guests. At times Symposium Organizers make such requests when they have difficulties in attracting appropriate speakers. Take these possibilities into account when making the budget. However, take note that in recent years, Council has budgeted monies to support attendance by non-SIP members invited to Symposia. At the very least, the Committee should consider allowing invited, non-member delegates to register at the membership registration fee.

If events must be charged separate from the registration fees, these should be in order 1) the excursion 2) the BBQ. As soon as events involve extra payment, many delegates and especially students tend to opt out. So the more events that are included in the registration fee, the better. Keep in mind that 5-K race awards are presented at the BBQ and the Student Travel and Best Presentation Awards at the Banquet. Therefore every effort should be made that as many delegates as possible attend these functions.

A list of items to consider when preparing the budget is attached as Appendix III. In the 2004 Meetings Questionnaire, members seemed to be satisfied with a registration fee in the vicinity of \$US300. One could factor in an inflation rate in targeting a registration fee for the current meeting.

Advertising

Prepare a report for presentation at the Council Meeting for each meeting prior to the meeting you are hosting, during the meeting you are hosting and a final report to present at Council in the year following your hosted meeting.

Prepare a short Power Point Presentation (10 mins) for the Annual General Meeting at SIP Meetings in the year preceding your meeting. Highlight the venue and social events. Provide estimates of costs such as accommodation and airfares. Be prepared to answer questions.

Prepare a Meetings Website and have it linked from the SIP Website. Make sure to update this website as often as possible. This website will be your primary link to delegates and vice versa.

Prepare an article for January/February SIP Newsletter, describing the meeting activities and general tourist information. Photographs of the meeting area (with photographer's permission or photos which are not copyrighted) should be included. Submit a registration form and call for abstracts with detailed instructions for publication in the Newsletter. Ensure delegates are aware of the type and size of poster boards. It is at this time that your website should become available.

Prepare an additional article for the April/May SIP Newsletter.

Program and Abstracts

Recent meetings have required up to 4 concurrent sessions. Consider restricting the number of oral presentations that can be made by one presenter. This should be prominently displayed in

the abstract submission guidelines. Students should be restricted to either one oral or one poster presentation for the student competition, but not both.

Prepare the program and post on the Meetings Website as soon as possible after the abstract deadline is determined. Some people will not be able to stay for the whole meeting and need to know as soon as possible when their talks are scheduled. Others will need the program to justify their attendance at the meetings.

Prepare the Abstract/Program Book based on abstracts submitted. Be flexible, you will receive late requests. Post the Book on the website as a downloadable pdf file as early as possible. Currently, pdfs of abstracts are available only for members. It has been suggested they be available to all, as the program booklet can be a very useful tool in attracting more people to attend the meeting itself.

. Print adequate numbers to provide one copy to each delegate at registration. For the Colloquia, a Proceedings issue is published in addition to the Program & Abstracts. The Proceedings issue contains Proceedings articles for Symposium and Plenary Presentations.

A 2 hour period must be scheduled for the Society's Annual General Meeting. No concurrent sessions should be scheduled at this time.

Divisional business meetings followed by Division-sponsored Workshops are usually scheduled in the evening. A difficulty has always been that members from most of the non-Microbial Control Divisions are also Members of the Microbial Control Division. Consequently, the Microbial Control Division should not be held concurrent with other Division meetings/workshops if at all possible.

Confirmations

People who pre-register for the meeting should be sent a confirmation e-mail. The confirmation letter should include the payment received and should serve as a receipt for those paying by charge card. In addition, be prepared to send official letters of invitation for those requiring such letters for VISA requirements (See VISA Requirements above).

Registration

Determine status of your bookings, when final numbers must be confirmed (e.g. banquet), when deposits become non-reimbursable and non-reimbursable fixed costs per registrant and set dates whereby cancellations will be reimbursed at a fraction of the fee or when reimbursement is no longer acceptable. Be flexible when handling requests for reimbursement. Family and other emergencies will require reimbursements. In such cases, use your discretion for full reimbursements, even if at a loss. Indicate on the form a date when cancellations will be accepted with a full refund of registration payments. You may have to guarantee rooms, meals, etc. on certain dates. The registrants should be aware that full refunds can not be made after certain dates. It may also cost you to write refund checks.

It works particularly well to have registrants use credit card payments. Credit cards simplify foreign and last minute registrations and reimbursements and can be made via secure websites.

Ask for e-mail and fax numbers on the registration form. Often the registrants forget to give their mailing addresses, give incorrect credit card numbers or forget to complete the forms. The use of e-mail or faxing makes it quick and cheap to contact such registrants. Be sure to put the e-mail address of a contact person on the registration form. There will be quite a few people needing help and this makes taking care of them quick and easy.

Provide a space on the registration for registrants to indicate if special housing requirements are needed - handicap accessibility etc.

Provide a space on the registration for name(s) of accompanying person(s). In this way, you can give them a badge which will identify them as having paid for meeting events.

If possible do not ask the registrants to buy meal tickets. Most people will not pay for tickets in the registration process and will try to buy the meal tickets on site and one at a time.

On-Site Registration

Registration should commence as early as possible, by mid-day on the day of the evening Mixer at the latest. Try to arrange the on-site registration to be as expedient as possible as registrants wish to do some site seeing on this pre-conference day. Realize that many delegates may be arriving very late and will need to register the following day.

Pre-arrange all registration packages in alphabetical order. Provide adequate staff to handle 300 or so delegates wishing a speedy registration in a 4- or 5-hour time frame. This is an excellent time to rely on student and colleague support to save on costs.

Divide “stations” according to groups arranged alphabetically. Provide a station for “on site registration” and another “special” station for those requiring extra effort. Do not disrupt the processing through a station because a delegate needs special attention. Send them to the special desk.

When possible, provide registration personnel who speak foreign languages.

Arrange to deliver the registration packages to members of Council at the Council meeting.

If drink tickets are needed, arrange to have extras available at the mixer for delegates arriving too late to register. Alternatively, arrange to have registration available during the mixer.

The registration materials at the meeting should include:

1. Map of local area
2. Map indicating the location of all meeting rooms. (You cannot count on people bringing a

map provided in the confirmation material)

3. Tickets to events (including drink tickets if bars are not open bars)
4. Name badges for delegate and spouse.
5. Busing schedule for all events during the week
6. Lists of restaurants
7. Changes in the program
8. Activities available in the area
9. Emergency telephone numbers.
10. The program/abstract book. If members wanted a second copy of the program/abstract book, indicate that these will be available after the meeting if extra copies remain. Do not hand out extra copies in case you get an unexpected number of walk-in registrations. Use your discretion regarding charging for these extra copies.
11. A receipt for the registration fee. Be cognizant that delegates will need to use these for reimbursement from their employers. The receipt must clearly indicate what was paid, to whom, and for what reason. Receipts should be signed by an individual of the program committee, preferably the treasurer.
12. Be prepared to provide a "certificate" or letter of participation for participants that attend the meeting to take home to their Institution in order to be reimbursed for their trip. Use SIP letterhead and personalize each letter with an original signature. Thus, it would help if participants were asked to let the chair of the organizing committee know at the beginning of the meeting that they will need such documentation, instead of waiting till the last day of the meeting.

General Meeting Items

Press release:

Prior to the meeting, consider putting together a press release which highlights areas of public interest which will be covered in the program. Newspaper and television coverage may be achieved with very little effort. There may be an interest in doing interviews during the meeting. If possible, people for interviews should be identified and notified prior to the meeting. This is an opportunity to highlight our Society and area of research.

Photography

The Newsletter Editor usually ensures that pertinent photos are taken during the meetings (i.e.

Awards, 5-K run etc) for publication in the SIP Newsletter. The Newsletter Editor welcomes submissions of photos taken by delegates. The Program Committee may wish to appoint a photographer to ensure that all pertinent photos are taken.

Message board

A single site message board system should be set up in the most central location of the meeting. A 2 x 1 m board should be enough for all messages. Include an additional board for schedule and program change announcements. The message board should be available from the time of registration until the end of the meeting.

Central Help Area

There needs to be a Help Desk which is centrally located at the meeting. It can be used for registration during the week, purchasing of extra copies of the program, arranging for travel after the meeting, etc. There needs to be a phone, computer with internet and preferably a fax machine. Also, it would be desirable to be able to make payments with credit cards at the Help Desk. Particularly at the beginning of the meeting, it would be highly desirable to have Help Desk personnel who speak foreign languages.

Badges:

1. Print the names in as large a size as possible. Use two lines if needed. One should not need to strain to read a delegate's name on the badge.
2. Print the Country in smaller letters below the name.
3. Print the name of the person's affiliation in smaller letters on the third line.
4. Print the name of the meeting in an abbreviated style. It is not very important.
5. If possible, print emergency telephone numbers on the back of the name badges.
6. If possible, include function and drink tickets within the badge plastic holder, if secure (i.e. they don't fall out easily).

T-Shirts:

The cost of a meeting t-shirt is usually included in the cost of the 5 K Run. Many non-runners also order shirts. Most T-shirts ordered will be large (1/3) and extra large (2/3). Order extra shirts as once seen by delegates, many will wish to buy extras at the meeting.

Housing:

Depending on venue, generally people want air conditioned rooms.

If you have made arrangements with local hotels, the registrants should deal directly with the hotel. This can be done by providing phone and fax numbers, websites and e-mail addresses for the hotels. You should indicate how long prior to the meeting the hotels will hold the block of rooms for which you have negotiated.

Since Council meets before the regular meeting, consider arranging housing for Council and spouses at a single facility. This would ensure prime facilities and easy access to other Council members before and during the meeting.

Meals:

Ensure that adequate dining establishments are available within easy walking distance of the venue to handle meals for the delegates. Provide delegates with a list of available dining facilities at or close to the meeting facility. Ensure that delegates are able to obtain their lunch during the time allotted for lunches and suppers. If eating facilities are generally unavailable (i.e. on campuses for instance) ensure that delegates are aware of this. Arrange for meals to be taken at the meetings venue (i.e. dorm cafeterias). Unless absolutely not possible, try to arrange to have delegates pay on a per meal basis. Pre-purchasing meal tickets has not been very well accepted by delegates in the past. Dealing with these tickets can be difficult and time consuming and delegates generally resent having to pre-pay for meals that in the end they may not use.

Travel/Special Needs

Travel Assistance:

1. There should be an easily identified means of transportation to the meeting registration site at the airport/train station. You cannot rely on information provided in the Newsletter. If possible, put a sign up at the airport within view of the airline baggage handling facility. This can direct participants to the desk where they could get round-the-clock, cheap transportation to the meeting site. This avoids having a person assigned to the airport and running an SIP transportation system.
2. For people arriving by automobile, if possible put up direction signs at all of the major highway intersections coming into town and throughout the campus. These can be made of water resistant materials. They can be installed the day prior to the first day of registration and removed the second day of the meeting.
3. It is customary to provide transportation to the meeting site to members of Council, dignitaries and special guests. Obtain flight arrival times in advance. This “service” is totally at the discretion of the Program Committee.

Special Transportation:

In order to facilitate the attendance of members with special transportation needs, try to arrange for a van to transport those members to and from the meeting site and housing units. This is particularly important when the distance between the housing and meeting sites is significant. Provide a transportation schedule at the beginning the meeting.

Daily Announcements and Program Changes

Copies of program changes should be posted daily on the message board. Important activities and the program changes for the day can be projected in each lecture room at the beginning and end of each session for the day. Slides acknowledging the commercial sponsors of the meeting can also be projected at these times.

Commercial Displays:

The Society's By-Laws stipulate that Commercial Displays can be accepted during the meetings if consistent with the objectives of the SOCIETY and subject to regulation by the Meetings Committee and Program Committee. According to the 2004 Meetings Survey, over 99% of the respondents disagreed with the statement: "I would welcome exhibitor's displays, especially if they were used to defray meeting costs." Nevertheless, it has been customary to provide a table and poster board whereby books, journals, meeting announcements, job opportunities etc. can be displayed or posted. There also needs to be a special area to place materials advertising the following year's SIP meeting. The committee for the next meeting should be contacted and their needs determined. Such displays have been well received in the past and we recommend that they be continued.

Student Awards

Judging for student awards is performed by the Society's Awards and Student Contest Committee. The Society also provides the prize monies. In order to facilitate the judges' task, student presentations should be scheduled earlier during the meetings to give judges time to do their task and come up with the winners list prior to the Banquet. Student presentations should be dispersed among other presentations. The Program Committee can facilitate student awards by providing cash in local currency for prizes. This can be entered as a debit item in the final budgeting of the meeting. The Program Committee is encouraged to liaise with the Chair of the Awards and Student Contest Committee at the time the program is being prepared and prior to the meeting to discuss scheduling of student presentations, posters and prize monies.

Internet Access

Internet access for delegates should be made available if at all possible.

Social Events

First Evening's Mixer:

The Society holds a Welcome Reception for the registrants on the first evening (usually a Sunday). Most people expect to use this reception as a light dinner. The reception may include an open bar with wine, beer and soda. In order to better control cost overruns, the Program Committee may consider issuing drink tickets and a cash bar once tickets have been used up. Some delegates will arrive too late to attend the reception, however, do count on a voracious crowd. Do not attempt to provide entertainment at this event, because delegates will be keen to get re-acquainted and chat with each other.

Coffee/Tea Breaks:

Provide coffee/tea and a snack for morning breaks and coffee/tea (very little), soda and cookies for the afternoon breaks. Nutritious snacks (fruit, etc.) are a good idea. Try to arrange multiple stations so that the coffee service can be expedient. Try to provide ample time for the break and mingling of delegates. Half an hour is usually adequate.

Excursion:

A half-day excursion is typically held mid-meeting. Attempt to include the excursion cost in registration fee to encourage all delegates to participate. This is an excellent opportunity to mingle and get to know each other better. This is especially important to students. If costs prohibit inclusion in registration fee, try to have a discounted student fare.

BBQ.

The BBQ can be incorporated as part of the excursion at a venue away from the meetings site. If the excursion cost is separate from the registration, but the BBQ is part of the registration fee, ensure that alternate transportation is available for those delegates that have not chosen the excursion. The awards for the 5 K run are presented at the BBQ. Since SIP members have a tradition of dancing, a dance floor and musical entertainment is appreciated. Although not necessary, at times organizers arrange for other types of entertainment at the BBQ function (magicians, comedians, belly dancers, we've had it all!). However, the primary purpose of the Meeting is for delegates and members to meet each other, exchange ideas, socialize, etc. Entertainment that interferes with this should be kept to a minimum or avoided altogether.

Banquet:

The Banquet should be held on the last evening of the meetings. If at all possible, the cost of banquet ticket should be included in the registration fee. This is especially important because Student Awards will be presented. Students tend to avoid functions where extra charges are incurred. If it is too late to accommodate late registrants at the banquet, consider not charging the walk in registration "penalty" if registration cost includes the Banquet. In planning the menu, remember that there will be some with special needs such as vegetarians.

In order to better control cost overruns, the Program Committee may consider issuing drink tickets and a cash bar once tickets have been used up.

SIP tradition includes lots of dancing. Arrange for a dance band/ disc jockey or other form of entertainment.

At the banquet, the following activities take place with the President as Maître D.

1. Presentation of Founder's Lecture Awards to Lecturer and Honoree (awarded by the Chair of the Founder's Lecture Committee). Alternatively the awards may be presented at the end of the lecture as was arranged at the 2005 (Alaska) meeting. Considering the increasing number of

student and travel awards, this would help to shorten the Banquet presentations.

2. Presentation of any other special awards
3. Presentation of Martignoni and Lomer Awards, best Student Poster and Oral Presentation Awards. (Presented by Chair of the Awards and Student Contest Committee)
4. Presentation of Division Sponsored Travel Awards (presented by chairs of the Divisions offering Travel Grants)
5. Acknowledgment of financial assistance from sponsors
6. Acknowledgment of people who helped in organizing and running the meeting

These functions should be kept as short as possible so as not to cut into the dancing time!!

5 K Run

Scheduling the 5-K run can pose difficulties. If possible, the run should be scheduled just prior to the excursion. The 5-K must not interfere with the Scientific Program. If at all possible, the course should be in close proximity to the meeting venue to provide non-runner delegates an opportunity to “participate” by seeing the runners off and welcoming their return! The course needs to be very, very well marked. The runners need to have clear signs or they miss the trail. Water stops must be provided, and it is best to have staff on the trails at different points. Provisions should be made in case of a medical emergency.

The extra charge for the run covers the cost for the T-shirt, signs, water, prizes and other costs associated with the race. It is sometimes possible to solicit prizes “gratis” from local sponsors (e.g. beer companies, hotels, local tourist attractions etc.)

Council Meeting

On the day before the meeting, the Council needs a meeting room for approximately 20 people for the entire day. They also need morning and afternoon refreshments and a luncheon. Projection equipment may be required.

Membership Committee

During registration, a table and chair for a member of the Membership Committee to solicit membership applications is recommended. At the end of the meeting, copies of the registration forms of non-members are to be sent to the membership committee.

Audio Visual:

Each of the meeting areas should be equipped with, a pointer (stick or laser), a projector for PowerPoint presentations and microphone system. The registration form should have a part where delegates can request additional audio visual equipment (e.g. slide or overhead projector)

The projectionists are very important people. Graduate students and technicians can be use for this task. In return for this job, they can be offered free registrations including tickets to the picnic or the banquet.

A projectionist should be assigned to each workshop and symposium. They should be well versed in dealing with the mechanical features of all the projection equipment and most importantly how to change bulbs and reboot the computers.

A peer should be appointed to oversee the projectionists. This person needs to visit each room prior to each session to be sure that all the equipment and staff are present. This person also instructs the projectionists on any special features associated with the lighting and microphone system in each room

An extra projector should be available for emergency use.

A preview room is necessary where presenters can load their presentations and preview their talks.

Provision of timers in each room can be beneficial in helping moderators in keeping things on schedule.

Microphones are only necessary in rooms that hold more than 75 people. Otherwise they often are more of a hindrance than of benefit.

Program Items

Founder Lecturer

The registration fee for the Founder's Lecturer is waived for the meeting. However, costs for housing, meal etc. are not waived. The travel expenses and honorarium paid to the Founder Lecturer are paid by the Society.

Acknowledgements

Thanks are due to past and present meeting organizers who provided many suggestions. This guide was partially adapted from a report prepared by Alan Wood following the 1995 SIP Meetings in Ithaca NY, for which the Committee is very grateful

Brian Federici, Lerry Lacey (Chair), Keli Hoover, and Dave Chandler

SIP Meetings Committee
April, 2009.

Appendix I

The following statements from the Society's Constitution and Bylaws apply to organization of Annual Meetings.

CONSTITUTION

ARTICLE III. MEMBERS, Section 5. Honorary Members

“Honorary Members shall be **exempt from payment** of membership dues and **meeting registration fees** and shall have the rights of Full Members

BY-LAWS

ARTICLE V. DIVISIONS, Section 5. Annual Meeting Program Committee Membership

“The Chairperson of each Division or a duly appointed divisional Representative, shall be a Member of the Program Committee (ART. VII, Sec 4, c)

ARTICLE VI. COMMITTEES, Section 4. Standing Committees.

(c) An Annual Meeting Program Committee (hereinafter referred to as the Program Committee) shall consist of one or more members resident in the area where the specific Annual Meeting is to be held, and the Chairperson (or duly appointed Representative) of each Division of the SOCIETY (ART. VI, Sec. 5). The Chairperson of the Program Committee shall be selected by the President from a list of nominees submitted by the Meetings Committee (ART. VII, Sec. 7, d), and shall be appointed by the President, subject to approval by the Council, at least one year prior to the Annual Meeting for which the Committee will serve. The Program Committee shall have the ultimate responsibility for the organization and details of the pertinent Annual Meeting. It shall accept submitted papers according to rules established by the Program Committee, subject to review by the President, it shall develop a program, and shall make the necessary physical arrangements. It shall cooperate with the Meetings Committee, if possible prior to one year before, in determining the content of scientific sessions of that Annual Meeting. The Program Committee shall serve until the conclusion of business generated by the specific Annual Meeting for which it was appointed.

(e) Meetings Committee

“The promotion of scientific knowledge of pathology of invertebrates and of related subjects through discussions and reports (CONSTIT. ART. II) is a primary objective of the SOCIETY and it shall be governed by the Meetings Committee”

“Specific duties of the Meetings Committee shall be to suggest timely themes for the Annual Meeting in balance with the strengths and interests of the host Institution”

“For each approved Annual Meeting site, the Meetings Committee shall submit to the President a list of one or more nominees for the Chair of the Program Committee. The Committee shall work

closely with each appointed Program Committee in planning particular aspects of the Annual Meeting. The ultimate responsibility for the organization and details of each Annual Meeting rests with the respective Program Committee.”

ARTICLE IX. MEETINGS. Section 1. Annual Meeting

(a) Once each year there shall be a general meeting of the SOCIETY for the presentation and discussion of scientific advances, for exhibits, and for the transaction of the SOCIETY’s business. This shall be known as the Annual Meeting. At approximately four-year intervals the Annual Meeting will be held in conjunction with the International Colloquium on Invertebrate Pathology and Microbial Control. In the event of grave emergency, the Council may suspend an Annual Meeting and the SOCIETY may transact the necessary business by mail, as hereinafter provided.

(b) The place and time for an Annual Meeting shall be studied a sufficient number of years in advance by the Meetings Committee (ART. VII. Sec. 7), and a recommendation shall be made by the Committee Chairperson to the Council.

(c) The Program Committee (ART. VII, Sec. 4, c) shall have ultimate responsibility for the organization, and details of the pertinent Annual Meeting

(d) Submission of papers for the Annual Meeting is governed by rules established by the Program Committee.

(e) The Council shall approve registration fees for Annual Meetings. There shall be a fee for members, a fee for student members, and a fee for nonmembers.

(f) Commercial exhibits may be accepted at Annual Meetings if consistent with the objectives of the SOCIETY and subject to regulation by the Meetings Committee and Program Committee.

Section 2. General Membership Meeting

(a) During each Annual Meeting there shall be a General Membership Meeting presided over by the President of the SOCIETY, to provide members an opportunity to hear reports, to discuss governance of the SOCIETY, and to participate in any other aspect of Society affairs.

ARTICLE X. FINANCES

Section 5. Registration Fees. The Council, in consultation with the Program Committee and the Treasurer, shall approve Registration fees for Annual Meetings (ART. XI, Sec. 1, e).

ARTICLE XI. PUBLICATIONS AND COMMUNICATIONS

Section 7. Proceedings and Abstracts of Annual Meetings and Colloquia. The Chairperson of

each Annual Meeting shall ensure the Society's publication of a Program and Abstracts of the Meeting. The Chairperson of each International Colloquium shall ensure the Society's publication of a Program, Abstracts, and Proceedings of the Colloquium.

Appendix II

Past SIP Meeting attendance¹.

2008: Warwick, United Kingdom

2007: Quebec City, Canada

2006: Wuhan*, China. 400

2005: Anchorage, Alaska, USA 320 (63 Students, 31 companions)

2004: Helsinki, Finland: 330 (66 students, 29 companions)

2003: Burlington, Vermont, USA: 304 delegates (55 students, 26 companions)

2002: Iguassu Falls*, Brazil: 352 (68 students, 39 companions)

2001: Noordwijerhout, The Netherlands: 425 delegates: (81 students, 27 companions)

2000: Guanajuato, Mexico: 317 delegates, (69 students, 41 companions)

1999: Irvine, USA: 320 delegates (44 students, 33 companions)

1998: Sapporo, Japan*: 385 delegates (61 students, 24 companions)

1997: Banff, Canada: 392 delegates (57 students, 61 companions)

1996: Cordoba, Spain: 392 delegates, (72 students, 32 companions)

1995: Ithaca, USA: 374 delegates (50 students)

1994: Montpellier*: France: 600+ (110 students, 90+ companions)

1993: Asheville, USA: 311 delegates, (47 companions)

1992: Heidelberg, Germany: 400 delegates

¹ It is not always clear if in every instance the number of companions is included in the total number of delegates or in addition to total number of delegates

* International Colloquia

Appendix III

Items to Consider when Calculating Projected Meeting Costs:

Abstract/Program Book Costs

First Night Mixer

Food

Drink

Liquor Permit

Tent

Gratuity

Banquet

Food

Drink

Entertainment

Liquor Permit

Gratuity

Transportation

BBQ

Food (dinner and snacks)

Drink

Tent/Tables/Chairs

Liquor Permit

Gratuity

Site Rental Fee

Parking Fee

Transportation

Morning/Afternoon Breaks

Food

Drink

Gratuity

Conference Bags

T-shirts

Design

Production Costs

5 k run

Shirts

Prizes

Signs

Posters

Poster Rental

Table Rental

Setup and Removal

Society Council Meeting (day preceding meeting)

Room Rental

Refreshments/ Luncheon

Other:

Telephone/Fax/ Internet access costs

Information Projection Slides and Overheads

Signs for Roads and Meeting Rooms

Meeting Room Rental

Projection Equipment Rental

Pointer Rental

Projectionist Costs

Microphone Rental

Secretarial Costs

Charge Card Fees

Transportation at Meeting

Website costs

Costs for meetings organizer

Liability Insurance: The Society needs to have liability insurance covering meeting registrants.

Appendix IV

Society for Invertebrate Pathology Honorary Members 2008

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Appendix V

10-3-05

SIP PROGRAM CHAIR GUIDELINES AND RECOMMENDATIONS AS PER EXPERIENCE OF 2005 PROGRAM CHAIR, BRYONY BONNING (with some comments of the Meetings Committee Chair entered in red)

Scientific Program Committee

The scientific program committee for an SIP annual meeting is comprised of the program chair, and the chairs of each division. The scientific program committee is part of the Local Organizing Committee. The Society also has a Meetings Committee, currently chaired by Mark Goettel, which is responsible for reviewing meeting proposals. Members of this committee can provide helpful input on meeting format during the process of meeting organization.

Responsibilities of Division Chairs

The division chairs are responsible for arranging division symposia. Some divisions (e.g. Bacteria) have a symposium chair within the division. Each division can organize a maximum of two symposia (**Currently under revision and at Program Committee's discretion. MG**). Divisions can also arrange cross-divisional symposia over and above the two allowed per division. Each symposium is two hours in length, with four speakers only. Restricting the number of speakers allows for more in depth, quality presentations expected of a symposium. Having a consistent number of speakers in each symposium also allows for attendees to move from one session to another without missing parts of talks. Division chairs must provide the titles of symposia along with speaker names and presentation titles by January 1 for timely posting on the meeting website.

Be sure to ask division chairs / symposium organizers for e-mail addresses for all symposia speakers and chairs, so that you can contact them directly if they fail to submit their abstract. Emphasize that the symposium organizers must keep you informed if there are changes in the speakers in their symposium.

The symposia can be a LOT of trouble to fit into the schedule in a sensible manner because SIP now has SO MANY symposia in comparison to everything else in the program. Make it clear to the symposium organizers from the get-go that they have a fixed block of time (two hours) and that they **MUST** conform to that limit, the speaker limit and tailor their invitations and times allotted accordingly.

You will soon find that some symposium chairs need to be chased. If they are tardy in arranging speakers and miss your deadlines, be sure to reiterate the limit on the number of speakers allowed.

Plenary Sessions

Definition of plenary: full and complete in every respect: as **a** : [ABSOLUTE 1](#) <plenary power> **b** : fully attended or constituted <a plenary session of the legislature> **c** : including all steps in due order <a plenary proceeding>

A plenary session should be scheduled when there are no other competing activities. The plenary session should attempt to create a new viewpoint or a synergy from all of the different

types of expertise represented in the society, a viewpoint or synergy that might not occur in individual symposia or submitted paper sessions because we tend to focus more narrowly in those sessions. A good plenary session can be refreshing, broadening, even re-invigorating. Plenary speakers should be aware of the diversity of their audience and plan their presentation accordingly.

There has not been much consistency in the way plenary sessions are scheduled, or whether they are even scheduled at all, other than that they tend to be scheduled near the beginning of the meeting, usually after the opening ceremonies and Founders' lecture sessions are completed (see Appendix). For the meetings that have plenary sessions, there is usually only one, but in some meetings, there have been multiple plenary sessions. Sometimes, they are not even called plenary sessions (1989, 1993), but they are scheduled at a time when there are no other activities scheduled, and are on topics of general interest. And the structure of the sessions themselves varies. While most of them have a single theme, the Heidelberg program utilized plenary sessions that contained 3 -4 talks on disparate topics. Common topics in the past have included the insect gut, insect immunity and pathogen mode of action, and the impact of molecular genetics on invertebrate pathology, all for fairly obvious reasons.

The decision of the subject of the plenary session has been made in the past by the meeting organizer or the program chair, and has often arisen from one of the cross-divisional symposia proposed by the divisions.

The real trick is to consider a topic that is very topical and of some inherent interest to the largest possible number of attendees. A sense of balance IS necessary so that there is not a seeming lock on that opening plenary spot for viruses and bacteria as the pathogens of major concern. The mycological side of the society for example is very large, and seems to be consistently underrepresented in the initial plenary symposia.

Programs

Contact the local printer as soon as possible during the organization process to establish specific requirements for formatting of the program, and the deadline for receipt of materials by the printer. The early contact with the printer will determine how much time will be absolutely necessary for the preparation of the printed books (and then add a week). Consider the final date for preparation of the files for the printer to generate the book as your Absolute deadline for the compilation of the book. Any changes after that date go into updates for distribution at registration.

“Trying to force a lot of last second changes into the book--and especially into its indexing--is a sure way to turn your book preparer into a snarling, grotesque monster, a shell of a human initiation unfit for cohabitation or social interaction and subject to spontaneous and extended fits of foul language at elevated volumes addressed to any poor souls in earshot but with special vehemence to whomever suggests the latest change. Counter-suggestions for unnatural changes in a person' anatomy or for various exotic travel destinations are highly likely to be offered by the book preparer whether or not embellished by florid and unprintable oaths and utterances.”

Whoever is responsible for the program book should select a model for its organization and typography early on and work consistently as abstracts come in to get them into final format as soon as possible. This task can be simplified considerably by requesting the documents used at previous meetings and using these as a template.

On-line submission of abstracts from the meeting website is highly recommended. The site for the 2008 meeting allowed for:

1. sorting of abstracts by symposium, workshop, and contributed poster and contributed oral presentations by division. Abstracts in each category can easily be exported to a word file for sorting.
2. rapid identification of student presentations within each of the categories listed above
3. Automatic generation of the author index based on abstract number
4. rapid identification of presenting authors
5. searching submitted abstracts with favorite key words
6. changes to be made on-line by the program chair as required.

Now that programs are available as pdf files on the web, programs should only be printed for attendees of the annual meeting.

In 2005, because the SIP council did not have a formal policy regarding this, the complete program was posted on the meeting website. This allowed access by both members and non-members. Although access to the complete program is considered a perk of SIP membership by some, it may also serve to promote the meeting and encourage attendance by additional non-members.

Speaker expenses

The society will provide funding for non-member speakers of plenary sessions to attend the meeting. Divisions can use their own funds to help with speakers in their own and cross-divisional symposia. At present, each division is supplied \$1,000 from the society to help cover these costs. The symposium organizer will only waiver registration fees for the Founders lecturer (costs covered by society), the person being honored, and honorary members of the society (currently 3). In the past, speakers have been provided with \$500 to \$1,000 toward meeting costs, most typically \$500.

There is no set policy on providing funds for invited speakers. In past years, Council has allocated monies to Divisions to support symposia. Organizers were also provided monies to support cross-divisional symposia. It is really up to the Meeting Organizing Committee. At some meetings, the Committee was able to waive registration fees for invited, non-SIP speakers and sometimes they even provided funds to help with travel. The program chair will receive requests from starving students, from soft moneyed countries, and from symposium organizers. Decisions should be made on a case by case basis. At minimum, invited non-members could be offered the membership registration fee vs the non-member fee. Also, registration could be waived for those who give an invited talk, but do not stay for the whole meeting or participate in social events.

The Meeting Organizing Committee is responsible for the overall budget, so the decisions regarding waiver of registrations rests with that committee. Neither the Meetings Committee nor the Society President has any final say in this regard.

Each division has \$1,000 allocated from the society for its own (two) symposia. Additional funding may be requested by the organizer for non-member speakers in cross-divisional symposia. In 2004 \$3,000 was requested by the 05 organizer and approved. This money was held by the president for this purpose.

It is recommended that in future, the program chair oversee allocation of all funds. This approach avoids the situation where one division allocates \$1,000 toward one speaker, while other speakers allocate \$500. Geographical location is also an important consideration. E.g. in 2005, a non-member speaker from British Columbia received \$780 from a division toward

meeting costs, while a student from Poland was unable to attend because she did not receive a travel award.

On-line submission of Abstracts

On-line submission of abstracts is highly recommended. It allows for automatic sorting of abstracts by submission category, automatic counting etc.

A 200 word limit is recommended. This will eliminate unnecessary detail and help to keep the program book concise. It does not matter how much you highlight information on the website, you will still receive abstracts that exceed the 200 word limit, and you will still receive abstracts by e-mail.

The Program

Student Presentations Try to get all of the student oral submissions completed as early in the meeting as you can. This is a HUGE help to the awards committee. Be sure to flag the student paper competition abstracts EARLY, and get them well organized to submit at the earliest possible time to the Awards Committee (via Steve Wraight) and to the Division Chairs (for adjudication of student travel awards, and the early provision of these abstracts for that purpose is VITAL).

Division meetings Division meetings are problematic at best. You have to have Microbial Control unopposed by any other section. There are several folks in the Microsporidia Division with memberships in other Divisions than just Microbial Control, and they might like some slack cut for a change ... there is some natural affinity between the microsporidian and fungal folks, for instance.

Remain ever-vigilant about potential conflicts in times for individuals presenting multiple symposium and oral contributed talks.

Placement of the 2-page short program on the inner covers of the book may be the optimal location for this essential info.

Try to get a clear map of the conference venue and placements of all rooms that will be used as well as their capacities as early in the game as you can. Include maps in the program and/or in the registration packet

Your Job as Program Chair

“As program chair, you MUST be willing to assert your prerogative to do your assigned job and to tolerate no interference from others who may want to override what you are trying to do in organizing the program unless there is a good reason to accommodate the suggested changes. You are about to open a 1000-piece jigsaw for which you do not have the picture of the finished puzzle. The symposia, divisional meetings, and all generally scheduled social or other plenary events may be regarded as the border pieces. The inside pieces are the contributed papers and posters. The picture can be beautiful when you find the right fits! There is an enormous sense of accomplishment and reward in doing the collective jobs of putting the meeting together well.”

Second in Command As long as you have a second person working with you with whom you work well and smoothly, and if there are no communications problems between you (i.e. they must respond promptly to calls and e-mails), then by all means bring in a Co-Chair to help with the load.

The sooner you can assemble a rough program and send it out to the Division Chairs to check for conflicts or problems in scheduling, the better.

Your Time Commitment

DO NOT UNDERESTIMATE THE AMOUNT OF TIME THAT IT WILL TAKE TO ASSEMBLE AND CROSS-CHECK THE PROGRAM. It is advisable not to take on any other tasks that have a large time commitment while you are compiling the program. The printer will typically need the program about 1 month before the meeting.

Try to correct abstracts as they are submitted. As program chair you will receive an e-mail notifying you of each abstract submitted on line, and the link to it.

You HAVE to be working with them as they arrive to make sure that the program chair has the info to schedule sessions, to make sure that the checking for conflicts in the program can occur, to get the needed abstract info to the awards folks, and to have the time to deal with the actual organization, layout, and indexing of the physical program book in time to close off that book and get it into the hands of the printer.

We did NOT cross check abstract submissions with registrations. They are two completely different affairs handled in different places by different people. We figured that people ought to be responsible enough to get themselves registered if they are going to go to the effort of submitting an abstract for presentation.

There is some randomness in papers that are submitted to the Microbial Control Division versus the subject division. Allowing submitters to provide additional information that might help with program organization is helpful in this regard: submitters often stated that their abstract could come under a second division. In order to arrange the content of each oral session in a logical way, it may be necessary to move some papers into or out of the MC division. Another problem with MCD papers is to try to avoid conflicts between MCD sessions and other division sessions that deal with the same pathogen group.

For each session, if there is reason to believe that a speaker may not make it to the meeting (visa issues with a particular country for example), schedule that talk last. If speakers do not show up it is better to have a longer coffee break than a break within the session. Do not put student presentations at the start of a session. People may be slow to show up, and there is a bit of noise in the system. More experienced presenters can better cope with this.

[Pass the draft documents such as budget, and program by the Meetings Committee and the President for review before release.](#)

ASSEMBLY OF THE PROGRAM

1. Did you ever reject any abstracts?

No way! To reject one means that somebody might not register or attend. I figured that if you get a shitty abstract, it's the authors of the abstract who deserve to be embarrassed about it, not you as the person having to process it. Perhaps the most troubling thing about this sort of issue is trying to be sensitive to the discrete possibility that the intended presenter of some abstracts you receive will not finally attend, and that no coauthors on the paper will, either. For

example, if you had a paper coming in from an institute in the outback of Kazakhstan--and especially if you had any indication from the author about uncertainty of being able to attend (you WILL get such concerns from some authors)--you might want to schedule such a paper at the end of a session or right before a break to avoid SOME of the holes that will inevitably open in the schedule as the meeting gets closer.

2. Did you rigorously edit submitted abstracts? Some appear to need a lot of work....

The only editing I did was for formats, line breaks, occasional introduction of hyphenation, and correcting some obvious typos. In many cases where I was unsure about a correction or felt that it was something more than a simple mechanical correction, I tried to confirm with the submitting author if the change was OK. I didn't do a lot of that.

I was left shaking my head about some abstracts, but did not feel like it was my business to try to manicure them. They are not formal publications, are not SUPPOSED to be cited as such by anybody without permission from the author, and are, basically throw aways. Just don't throw any away no matter how much you might want to.

'Quaint' to incompetent English needs to be left precisely as it is. You are a compiler rather than an editor/censor.

3. Did you wait to schedule symposia and contributed paper sessions until you knew how many contributed paper sessions you had? Some people are already asking what will occur when.

You bet! The program was assembled from the symposia we knew about whether or not abstracts were received, and from those contributed paper abstracts being analyzed for content and grouped into the most logical plan we could devise after the submissions deadline had passed.

As much as I thought this would be a terribly hard thing to do, it wound up being one of the most interesting and involving tasks that we got to perform. This is the meat, potatoes, and gravy -- and a goodly portion of dessert, too -- in the job of heading the Program Committee. Keep the fun of it for yourselves, and depend on the unbiased eyes of the division chairs to backstop your program for conflicts and problems.

The only thing you can do about inquiries about the particulars of the program (especially those questions being asked with the intention of trying to figure when a person is going to arrive or leave the meeting) need to be deflected politely. The program has not been set; you have no information to convey, and no guesses are even possible until the whole program has been roughed in.

4. Don't farm out

the task of arranging the papers. That should be kept within the program committee team actually responsible on the ground for the meeting. The division chairs, so far as I am concerned, should be involved in checking the program for any conflicts of their sessions or their speakers with

other sessions, and this includes trying to check for affinity interests that people might normally have that would make them want to attend sessions from pathogen groups that are not normally their major focus. The division chairs should also help to recruit the chairs for the sessions, but this is something that the core members of the Program Committee could also do.

And, just as one last warning when it comes to checking the schedule, once you have the program assembled and in a rough form, I would recommend that you take a very focused, hard look at ALL authors who are presenting more than one paper for careful checking of the placements of each of their presentations to avoid such conflicts as having them presenting two papers simultaneously in different rooms or during the same two-hour block. You need to be sensitive to all of these possible conflict problems -- not just big subject conflicts (e.g., of contributed paper sessions against symposia where many people may want or need to be in both sessions simultaneously), but to anticipate and to head off personal time conflicts for the busiest speakers' presentations.

All of this may seem to make little sense until you are in the thick of the assembly of the program. And then you'll probably forget some of these little points.

Thanks to Mark Goettel, Wendy Gelernter, Richard Humber, Jorgen Eilenberg for advice used in this guide.

LOGISTICS

You will need to create the following e-mail lists:

1. Division chairs, i.e. the rest of the program committee
2. Symposium organizers
3. Symposium organizers and chairs for contributed paper sessions
4. non-member speakers who will receive funding.

A handful of people will miss the deadline and request late submission of abstracts. These should be accommodated wherever possible.

Some students will submit for both oral and poster competitions even though this is not allowed. You will need to find out re. their preference. Some presenters will submit multiple abstracts for the same presentation as they get a handle on the on-line submission process. Some presenters will request to present the same work both as an oral presentation and in poster format.

A preliminary program should be provided for the June newsletter, with a deadline of around June 1. The extent of information presented in the newsletter varies: in 2002 there was just a list of symposia and speakers with no schedule provided at all; in 2004 there were lists of symposia according to the day on which they were scheduled, but no mention of contributed papers. In 2005, the schedule for symposia and contributed papers was provided with a cautionary note that it was "subject to change".

Assembly of the program

Collate abstracts submitted according to division and mark student competitions submissions immediately with **STU**.

Note: Cross check the abstracts submitted for the Student Competition against the student travel award applications in consultation with the Chair of the Student Awards Committee (currently Stephen Wraight). Some students may fail to submit their abstract on line; others will forget to check the student competition box. Cross check that all the abstracts that should be in the student competition are listed as such. There have been problems with this at prior meetings. Remember not to schedule student presentations for the afternoon of the last day, after the student awards committee meets!

Arrange abstracts into sessions of 8 roughly according to subject. There will inevitably be more abstracts than will neatly fit into sessions of 8. This calls for some ingenuity in arranging abstracts together with some common themes. For example, in 2005, we had a session on Immunity, and a session on Nematodes and Symbiotic Bacteria. Wherever possible, respect the wishes of the submitter re. division choice.

The hardest task is to arrange the symposia and contributed paper sessions such that attendees don't want to attend two sessions at the same time. With 20 contributed paper sessions and 12 symposia in 2005, this is virtually impossible. Don't schedule more than 4 simultaneous sessions (symposia and contributed papers).

Arrange lunch time meetings (and rooms) for the JIP editorial board (Brian Federici), Biocontrol Sci Technol editorial board (Mark Goettel), ICTV (David Theilmann) and Student Awards committee (Stephen Wraight). Student award committee should meet at lunch time on the last day, prior to the banquet. **MAKE SURE THAT THERE ARE NO STUDENT COMPETITION PRESENTATIONS IN THE AFTERNOON OF THE LAST DAY!**

Make sure that Workshops end by 9.30 pm. Any later than that is unpopular with more senior pathologists!

In the event that someone petitions to change something in the program, if you cannot resolve it yourself, submit it to the program committee for a vote.

Provide as much detail as you can in the printed program e.g. arrangements to meet buses for excursion, bus schedule for return from banquet etc. This will reduce the amount of information that has to be relayed verbally by the conference organizer at the meeting.

Notes for Moderators of sessions

E-mail moderators of all sessions (contributed paper, symposia and workshops) with something like the following:

First of all, on behalf of the Program Committee, thank you for assisting with co-ordination of the upcoming meeting by organizing and /or agreeing to moderate a session. Following are a few notes to facilitate the task of chairing your session:

1. Check the "Late Changes in the Program" sheet that will be available at registration for changes in your session.
2. If possible, please check that all speakers in your session are in attendance.
3. Check that the computer assistant (there will be one assistant in each room) has files for each of the speakers in your session and that they are in the correct order.

4. Arrive at the session room early to familiarize yourself with room lighting, and to check that the microphone and pointer are operational.
5. Most importantly, please try to keep the sessions on schedule to allow attendees to move from one session to another without missing parts of talks. A timer will be provided.

LIST OF DEADLINES:

List of non-member speakers for funding from divisions January 15

Symposium and workshop speakers from symposium organizers - deadline February 1

Abstract submission deadline April 15

Printer deadline July 15

Meeting start August 7

Additional notes.

Room assignments

In 2005 Mark Goettel based room assignments on the size of the room and the numbers of members in each division as a gauge of relative "popularity". This did not always work. For example, a symposium on marine invertebrate pathology was poorly attended, while a fungus session held at the same time in a smaller room was over full.

The program chair should cross-check logistics with the local arrangements committee, with respect to distances to the coffee / lunch break areas / evening sessions and the amount of time required to allow for participants to get from one place to another.

Also, cross check what equipment will be available in rooms and pass that information along to moderators.

Appendix
SIP Plenary sessions

YEAR	MEETING LOCATION	PLENARY SESSION
2008	Warwick University, UK	Honey bee colony collapse disorder
2007	Quebec City, Canada	Looking back over 40 years of SIP, Chemical ecology and invertebrate pathology
2006	Wuhan, China	Microbial Control in Asia
2005	Anchorage, AK, USA	Invertebrate Pathogens: Evolution and Impact
2004	Helsinki, Finland	SIP- the Past, Present and Future
2003	Burlington VT, USA	Pathogen-Midgut Interactions
2002	Iguassu Falls, Brazil	Baculoviruses and the Bonus of Biotechnology
2001	Noordwijkerhout, Netherlands	1. host/pathogen interactions (Sun 10:30-12:30)
2000	Guanajuato, Mexico	No Plenary
1999	Irvine, CA, USA	Efficacy of Bt Transgenic Crops in the Field
1998	Sapporo, Japan	1. Drug Design Based on Insect Defense Molecules (Mon am) 2. Structure and Function of Bt Toxins and their Receptors (Mon am)
1997	Banff, Canada	No Plenary
1996	Cordoba, Spain	1. Ecology and Diversity of Entomopathogens (Mon) 2. Strategies for the Utilization of Entomopathogens in the Future (Tues) 3. Molecular Genetics of Entomopathogens (Thurs)
1995	Cornell, USA	No Plenary
1994	Montpellier, France (1. Symbionts and endosymbionts 2. molecular genetics of invertebrate pathogens 3. mode of entry of pathogens 4. invertebrate resistance to pathogens 5. strategies for the utilization of pathogens
1993	Asheville, NC*	1. mechanisms of microbial development in the insect gut (Mon. 10:30-12:30) 2. insect immunity (Mon. 1:30-3:30) 3. Bt toxin receptors and mode of action (Tues 8-10:15am) 4. viruses as insect control agents (Thurs 8-10) 5. molecular and biochemical systematics of insect pathogens (Fri 8-10)
1992	Heidelberg, Germany**	1. Mechanisms of fungal invasion; biological control of locusts and grasshoppers; genetically engineered viral insecticides (Mon 11:15-12:30) 2. Peritrophic membrane, entomopathogenic fungi today; entomopathogenic nematodes: current status; inducible antibacterial polypeptides of insects (Tues 8:30-10:10am) 3. Biocontrol of vectors; scarab pathogens; bee pathology; tumor suppressor gene mutations (Thurs. 8:30-10:40am)
1991	Flagstaff, AZ	No plenaries
1990		
1989	University of Maryland*	1. the origins of invertebrate pathogens 2. molluscan pathobiology 3. membrane interactions with insecticidal bacterial proteins 4. bioassay of biological control agents

*In these years, there were no sessions that were titled as "plenary" sessions, but there were symposia scheduled with no simultaneous scheduling of any other sessions. These resemble plenary sessions, so I've listed them here

**In Heidelberg, plenary sessions were 1.5 to 2 hours long and were composed of 3 -4, 40 – 50 minute presentations that were not necessarily related to one another; however, all represented major topics of general interest to attendees

Years in **bold type** are also international colloquia



Appendix 3

Guidelines for organizing an IOBC- WPRS meeting



IOBC-WPRS

**International Organisation for Biological and Integrated Control
West Palaearctic Regional Section**

<http://www.iobc-wprs.org>

Preamble

Once a local organizer has accepted the job of organizing a meeting, there are several things s/he must do. This guideline is intended to help someone who has never organized an international meeting. Bear in mind that the sooner one starts on the meeting organization – preferably at least 1 year in advance – the less pressure one will have when the meeting time approaches. Should questions arise the Local Organizer should seek guidance from the Convenor and if the Convenor has questions, s/he should address their Liaison Officer.

The Local Organizer must choose:

1. A venue for the meeting (will you have concurrent sessions and need multiple rooms?) may have sleeping accommodations associated with it or the Local Organizer will need to arrange accommodations nearby. This should be secured preferably at least 1 year before the meeting, especially in areas where there are many conventions/meetings. Do not associate registration fees with the accommodation. As local organizer, try only to find a list of hotels with which you have to arrange a favorable price. You communicate then this list of hotels with the first announcement. The hotel reservation/cancellation must remain the responsibility of the participant.

2. Appoint someone (or two persons) who is active in the area or country as a **fund-raiser**. Personal contacts achieve better success for getting funding than sending out a lot of “cold” request letters. Start working on this 1 year in advance. Suggest categories for large donations: ‘Reception funded by...’, ‘Dinner sponsored by...’, ‘Abstract book sponsored by...’, etc. Think outside the box – global warming, local agricultural organizations, product producers (wine, olive oil, agricultural producers, etc.), exporters, universities, Ministries.

3. Appoint other people that will *help*, not just sit and expect credit (although you may have to include them on the general committee). Assign tasks to these people and meet frequently, e.g. someone for the cultural aspects, someone for the professional trip, someone for the banquet, etc. How will the registration fees be collected and who will coordinate this? Will you hire a professional company that can accept credit card payment? ***Do not try to do everything yourself*** for the meeting; you will drive yourself crazy worrying about things and you will miss important things.

4. The Convenor and the Scientific Committee coordinate with the Local Organizer any invited speakers – this will depend on how much money is raised to cover these costs. Decide whether you or the Convenor will send the letters of invitation.

More specifics

1. The first announcement should be sent to all potential participants **1 year** before the meeting by the Convenor, but you should be clearly listed as the local contact. The list can include any existing 'membership' list, but should also include notices to local/country-wide colleges, universities and research institutes. Get help from your colleagues for additional names. One could also use Web of Science or other abstracting service to expand the list of potential attendees by including the names of people who are publishing in the field. At this point you need to include in the First Announcement the city/hotel and dates with some information about the meeting – will there be a special theme? What is attractive about the location? etc.

2. Set registration fees – this can be a little tricky and requires thought and patience.

What needs to be covered by the registration fees:

- a. Cost of meeting rooms (will projection and sound equipment be included or will you have to get that independently?), including the morning and afternoon coffee breaks and lunch, daily.
- b. Poster boards and space/room for posters.
- c. Cost of registration kit (will you hire someone or will you get volunteers for every day of the meeting?) – name tag, bags, pens, paper, any additional information, etc.
- d. Cost of any signs, banners, name places for dais, lectern, program book, printed IOBC-WPRS-WPRS Bulletin and mailing charges, etc.

Two important additional points need to be taken into account when establishing your meeting budget:

- (i) The registration fees of the Convenor and of the Liaison officer (representing the IOBC-WPRS Council at the meeting) must be covered in the meeting cost.
- (ii) A difference in registration fees is applied for students and for participants that are members of IOBC-WPRS (see point 3 below about the second announcement).

Options costs: these may be covered by attendees or depend on funds raised:

1. Professional tour (don't forget cost of guide and bus(es))
2. Social, either a welcome mixer or ½ or whole day trip to a local cultural site(s)
3. Farewell dinner/banquet
4. Invited speakers, student support, etc.
5. Items covered in C and D.

Make an approximation of what these costs will be and estimate 15-20% less than the number of expected attendees. Did your last meeting have 100 participants – expect 80-85 for the current meeting when figuring out the cost of registration. This is your base registration fee. Consult with your Convenor on all of these aspects.

3. Second Announcement. This will include more information (where to send abstracts) and the registration fees. **Before the second announcement is sent out or posted on a webpage**, the Convenor will send it to the person from the Council designated as the website administrator (webadmin@iobc-wprs.org) to verify that the proper IOBC-WPRS logo appears and that there is a *minimum 120 €* registration fee reduction for IOBC-WPRS- members and a **reduction of approximately 40%** for the

Guidelines for organizing an IOBC-WPRS meeting

students (calculated on the non-IOBC member fees). The goal is to encourage student participation at our meetings.

Important remark: This fee difference entitles the non-members who pay the full registration to a free one-year membership to IOBC-WPRS. From the full registration fee for each non-member, **90 € shall be transferred to the IOBC-WPRS Treasurer** after the meeting (to cover the one-year membership). More information can be provided by the Convenor or by the Liaison Officer of your WG.

The membership benefit included in the full registration fee and the procedure to claim it should be clearly explained to meeting participants by the Convenor (or the Liaison Officer). A written document describing this procedure is publicly available for download on the IOBC-WPRS website on the page about Membership.

Example of a possible fee structure

<i>Participant Category</i>	<i>Registration fee Early (6 months before the meeting)</i>	<i>Registration fee Late</i>
<i>IOBC-WPRS Member (reduced fee)</i>	<i>€ 300</i>	<i>€ 350</i>
<i>Non-IOBC-WPRS member</i>	<i>€ 420 (or more)</i>	<i>€ 470 (or more)</i>
<i>Participating Student</i>	<i>€ 200</i>	<i>€ 250</i>

Below the final fee structure of your own meeting, please indicate the following:

To become a member of IOBC-WPRS, please go to:

https://www.iobc-wprs.org/members/membership_form_new_member_en.cfm

SAMPLE Registration Form

Surname: _____ First Name: _____ Middle Initial: _____

Affiliation: _____

Address: _____

City: _____ Zip code: _____ Country: _____

e-mail: _____

Are you planning on giving a presentation No _____ Poster _____ Oral _____

Title or subject _____

IOBC-WPRS Membership? _____ No _____ Yes: copy your automatic reply personal membership or give the name of your institution _____

IOBC-WPRS members will receive electronic access to a pdf version of the Bulletin.

4. The Convenor will provide a list of IOBC-WPRS members (member ID, names of members and/or institutions, only) to the Local Organizer and Liaison Officer for use for this meeting only so that they can easily determine who is a member and who is not. **Convenors should check the membership list on the website.**

5. Coordinate with your Convenor – Who will receive the abstracts? Who will set the meeting schedule? Who will organize the program? If you have the Bulletin in time for the meeting, who will handle this? Consult the Publication Commission 6 months before publication. Consult the webpage, http://www.iobc-wprs.org/expert_groups/c_publications.html for the contact with the persons in the Publication Commission.

6. Two to 3 weeks before the meeting, send all registrants information about any local conditions:

1. Weather, what to bring.
2. How to get to the venue – will you be picking people up (invited speakers?)
3. Information about local currency.
4. Remind people to check their passport for expired dates!
5. Program and abstracts and remind them to bring this with them.

7. For the days of the meeting you will need:

1. People working the registration desk
2. Session Moderators
3. If you have a workshop, you will need rapporteurs.
4. Are you going to meet invited speakers?
5. A photographer or someone who takes nice pictures.

8. Very quickly after the meeting, the convenors/local organizers must

- send to the Treasurer (treasurer@iobc-wprs.org) the list of participants with the indication of registration payment as IOBC-WPRS member or non-members. Without this information, the Treasurer is not able to validate the new one-year membership which comes as a benefit for non-member participants who pay the full registration fee.
- transfer to IOBC-WPRS an amount corresponding to (90€ x the number of participants who paid the non-member registration fee).

Ways to save money:

1. Get as many sponsors/donors as possible. Try to get money, although some sponsors will want to give a tangible item.
2. You do not need a glossy program-abstract book. Send this information a week or two before hand and remind attendees to bring it with them (have some photocopies available).
3. If poster boards and room for them cost money, consider not having any posters.
4. You do not need to have an IOBC-WPRS Bulletin printed and mailed, give a CD or other electronic mass storage device (e.g., flash drive, memory stick) of PDFs.
5. Encourage students to share rooms.