

How to apply for organizing WL

Applicants are asked to address issues described in the following 7 items:

[1] Location and approximate dates proposed for a period of 4-5 days (must be in an endemic country)

[2] Local organizer(s) (1-3 names, positions, affiliation, brief biosketch, conference functions)

[3] A brief statement of rationale, e. g. leishmaniac history, activities and/or endemicity

[4] Description of available facilities and statements of compliance with prescribed criteria for the meeting, i. e.

A. At least three meeting rooms each with adequate capacity and audio-visual facilities (no more than 3 concurrent sessions)

B. One large room with facilities for poster sessions from late afternoon to evening

C. Keep meeting on schedule and avoid no-shows/session cancellations

D. Ascertain the presence of presenters with their posters during the assigned period.

E. Accept public/private sector-sponsored special scientific sessions, consisting of WL SC-approved abstracts

F. Accept pre- and/or post-WL satellite meetings sponsored by public/private sectors outside of WL review

G. Setup of web-based abstract submission, compilation & sorting for review by Scientific Committees

H. Printing scientific programs/abstract booklet formats

[5] Pre-meeting & meeting logistics, i. e.

A. Registration fee. Rates for pre- and on-site registration/industry and academic/students

B. WL Scientific Committee and local organizer communication schedules

C. Schedules and agenda for site-visit (one from WorldLeish/one from Scientific Committee)

D. E-mail and/or telephone hot line for 24/7 service to assist participants for rapid resolution of their problems in connection with their participation in WL6

E. Time line/format for publicizing the meeting

[6] Financial sources & budget, i. e.

A. Sources with committed and predicted amounts (Local, national and international) in USD

B. Additional plan to apply for financial support

C. Budget for items [4]-[5]

D. Support for site-visit, invited speakers, students/participants from resource-poor countries and poster ward

[7] Traveling/lodging/related services, i. e.

A. Travel agency - International, national and local transportation information and service, Half-day excursion.

B. Lodging facilities and costs (with maps!)

C. Meal & coffee break services in coordination with meeting schedules

D. Internet availability and service

E. Designated registration counter

F. Help desk, travel assistance & bulletin board (throughout the meeting period)

G. Emergency & medical service

H. Welcome/farewell parties

I. Gala dinner

J. Visa information/invitation letter

K. Pre- and post-conference sightseeing tours

L. Pre- and/or post-WL visit to endemic sites and/or institutions

