

WorldLeish (International Congress of Leishmania and Leishmaniasis): Past operation recommended KPC (2/4/15) (3/11/15)

Time 0: -2 years before WorldLeish conference, e. g. WL6

1. (March, 2015) - 2 years before WL6: Website announcement/guidelines for application to organize WL
 2. (Mar-Jun, 2015): +~3 months: Deadline of application/review by WL5 Sci.
 3. (July-Sep. 2015): +~3 months: Review scores/comments, ranking applications and website announcement
- Cumulative: 6 months after announcement (time 0)

WorldLeish website announcement (include the following 3 items)

1. WorldLeish goals

- [1] To re-unite leishmaniacs world-wide to share their research thoughts and discoveries
- [2] To open the forum to all individuals and organizations in public and private sectors
- [3] To promote cross-disciplinary interaction/cooperation from basic research to field work
- [4] To provide impetus for solving the global problems of leishmaniasis

Toward achieving these aims, WorldLeish has been held quadrennially in the endemic countries as follows:

- 1997: Istanbul, Turkey
- 2001: Crete, Greece
- 2005: Palermo, Italy
- 2009: Lucknow, India
- 2013: Recife, Brazil

2. WL topics include, but are not limited to the following subjects:

- Molecular/Cell biology
- Host-parasite cellular and molecular interactions
- Genetics/Taxonomy
- 'Omics'
- Tools and reverse genetics
- Drug development: Conventional and alternative
- Drug resistance/mechanisms
- Diagnostic methodology in practice and under development
- Clinical and experimental immunopathology/pathogenesis
- Clinical and experimental therapy
- Clinical and experimental immunology
- Clinical and experimental prophylactic/therapeutic vaccination
- Epidemiology: Incidence and risk factors
- Asymptomatic infection
- Leishmania-HIV co-infection
- Vector biology and molecular biology
- Reservoir/Canine leishmaniasis
- Animal models/Genetic susceptibility
- Operational health
- Control programs
- National and international funding organizations

3. Open solicitation/evaluation of applications for organizing WL

Step 1: Inform leishmaniacs (e-mail past WL participants) of the guidelines for preparing the application and the submission deadline (**3 months after announcement**) in WorldLeish website as a link to **“How to apply for organizing WL”**, in which applicants are asked to address issues described in the following 7 items:

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- [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. 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 (2-3 no overlap with oral sessions).
- 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, SC 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
- 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)
- 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 award

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

- A. Travel agency - international, national and local transportation information and service, half-day excursion.
- B. Airport reception/assistance for arriving and departing participants
- C. Lodging facilities and costs
- D. Meal & coffee break services in coordination with meeting schedules
- E. Lodging and meal services arranged to optimize the equal accessibility to all participants for optimal interactions
- F. Internet availability and service
- G. Designated registration counter
- H. Help desk, travel assistance & bulletin board (throughout the meeting period)
- I. Emergency service
- J. Welcome/farewell parties
- K. Gala dinner and entertainment
- L. Visa information
- M. Pre- and post-conference tours
- N. Pre- and/or post-WL visit to endemic sites and/or institutions

Step 2: Application review/announcement: (Deadline – 3 months after closing the application phase)

- A. Acknowledge the receipt of applications submitted – webpage announcements
- B. **Review:** Reviewers are the international Scientific Committee members
 - a. Contact SC members beforehand for their agreement to assist WL for service in this and other capacities, i. e.
 - i. Comment and rank applications for organizing WL submitted on-line
 - ii. Advise SC chair to help the local organizers resolve problems
 - iii. Publicize WL to recruit participants
 - iv. Review on-line submitted abstracts
 - v. Grant permission for inclusion as a SC member in support of fund raising efforts/applications
 - vi. Active participation in the meeting
 - b. Provide reviewers with evaluation form to score and comment
- C. Announcement:

- a. Rank applications according to reviewers' scores and comments
- b. Post the outcome plus scores and comments *anonymously* in the WL website
- c. Notify the applicants and all leishmaniacs/previous WL participants
- d. Allow 1 month after posting for comments from all leishmaniacs
- e. Post leishmaniac comments in the WL website

Red, denotes issues that require special attention from past experience

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KPC (2/4/15)

Time +9 months: Local organizer activities after announcing WL location/organizers, e. g. WL6

4. (Sep, 2015-Jun, 2016) +9 months: Local organizer actions: Local committee, fund raising, venue, operational schemes, on-line programs for abstract submission, etc
 5. (Jun, 2016): 3 day site-visit
- Cumulative: 15 months after announcement (time 0)

Local organizers' actions: (9 months)

- a. As detailed in the application files submitted, agreed upon and publicly posted in the website
- b. Communication with WL and SC as scheduled for discussing progress, trouble shooting, etc
- c. Periodic reports by the SC organizer to the Committee about local organizers' progress

Site visit: (at the end of 9 months)

- a. Participants: A member in the SC committee chosen by the organizer and WL
- b. Period of visit: 3 days
- c. Agenda:
 - i. Briefing by the local organizers for the progress made/potential problems for resolution
 - ii. Visit to the meeting location, conference rooms and other sites to ascertain their quality
 - iii. Review and check out item-by-item as written in the application files
- d. Report by the site-visit team to the committee for comments within one month after the visit
- e. Provide local organizers with committee's comments, i. e.
 - i. Progress according to schedule
 - ii. Insufficient progress, but amenable
 - iii. Unlikely to meet the deadline, requiring postponement of the meeting schedules or change to an alternative site (time and place at the discretion of the WL)

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Time +9 months: Post site-visit activities:

Abstract submission/reviews, scientific programs setup, finalizing all logistics

6. (Jul-Sep, 2016)+3 months: Call for abstract submission with a **firm deadline**
 7. (Oct-Dec, 2016)+3 months: Abstract review and finalization of the scientific programs
 8. (Jan-Mar, 2017)+3 month: On-line posting of meeting programs. Wrap up all logistic loose ends.
- Cumulative: 24 months after announcement (time 0)

Abstract submission and review: (6 months)

- a. Use web program set up by the local organizers
- b. Notify leishmaniacs to solicit submission of abstracts on-line according to the instructions provided
 - i. Limit the number of submission from individual labs (**to max 4**)
 - ii. No editing of submitted abstracts
 - iii. Leishmaniacs who propose special sessions are asked to ascertain submission of abstracts by their intended speakers
- c. Distribute on-line submitted abstracts by SC organizers to committee members/leishmaniacs for review with comments for verbal or poster presentations. Reviewers are asked to evaluate abstracts strictly to limit verbal presentations to 300-400, depending on the duration of the meeting. There should be no more than 100 verbal presentations in 3 concurrent sessions at 15 min each for 8 hours/day. Namely, 300 and 400 talks are maximal for meetings of 4 day and 5 day long, respectively, taking into account a half-day excursion and 2-3 no-overlap poster sessions (from late afternoon to late evening)
- d. Verify reviewed abstracts sorted into verbal and poster presentations
- e. Announce the review outcome in the website/notify all participants

Setting up the final scientific programs (3 months)

- a. Group abstracts for verbal and poster presentations separately according to disciplinary areas
- b. SC organizers construct the programs by assembling related talks into individual verbal sessions
- c. Assign 2 Co-chairs for each session, chosen preferably from the session speakers and/or other WL attendants (to make sure their presence to chair the sessions)
- d. Incorporate input from local organizers into the final scientific programs
- e. Fit organized sessions into three concurrent sessions for the duration of the meeting
- f. Avoid concurrent presentations of subjects sharing common interests
- g. Design programs for opening and closing ceremony by the local organizers with input from WL and SC

Finalizing scientific programs/abstract booklet (3 months)

- a. Number each talk in the hard copy scientific programs for easy reference to the abstract book
- b. Print scientific programs as hard copy for distribution to all participants
- c. Print additional programs pages in larger format for posting in front of the assigned meeting room
- d. Include authors' index in alphabetic order with abstract page number at the end of the abstract book
- e. Prepare abstract book as hard copy or electronic files in flash drives for distribution