



Worldleish

An International Congress on Leishmania & Leishmaniasis

www.worldleish.org

TIMELINES AND ACTIONS RELATED TO APPLICATION FOR ORGANIZING WL7 and ITS EVALUATION

Application (2 months)		Selection (45 days)	
1 August 2019	30 September 2019	1 October 2019	15 November 2019
WORLDLEISH (WL) website announcement/guidelines for application to organize WL7	Deadline for applications	Reviewing the applications by International Scientific Committee Members	WL website announcement for review scores/comments, ranking of applications
<p>Inform Leishmaniacs (e-mail past WL participants) of the guidelines for preparing the application and the submission deadline in WL website as a link to “How to apply for organizing WL”</p> <p>See Note 1</p>	Acknowledge the receipt of applications submitted – webpage announcements	<p>Contact SC members beforehand for their agreement to assist WL for service in this and other capacities, i. e.</p> <p>Provide reviewers with evaluation form to score and comment</p>	<p>a. Rank applications according to reviewers’ scores and comments</p> <p>b. Post the outcome plus scores and comments <i>anonymously</i> in the WL website</p> <p>c. Notify the applicants and all Leishmaniacs/previous WL participants</p> <p>See Note 2</p>

Note 1

Applicants are asked to provide information listed below:

- [1] **Location** and approximate **dates** proposed for a period of **4-5 days (endemic country much preferred)**
- [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. Oral presentation: At least 5 meeting rooms each with adequate capacity and audio-visual facilities
 - B. Poster session: One large room/hall with facilities for poster sessions from late afternoon to evening (no overlap with oral sessions)
 - C. How to keep meeting on schedule and avoid no-shows/session cancellations
 - D. How to 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. **Set up** web-based abstract submission, compilation & sorting by organizers for review by Scientific Committees
 - H. Digital printing of scientific programs/abstract booklet
- [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 (three delegates from WORLDLEISH)
 - D. E-mail and/or telephone hot line for 24/7 service to assist participants for rapid resolution of their problems
 - E. Timeline/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 best presentation (oral/poster) awards
- [7] **Traveling/lodging/meeting-related services & activities**, i. e.
 - A. Travel agency – Capable of and responsive to inquiries for international, national and local transportation information and service
 - 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 service
 - H. Welcome/farewell parties
 - I. Gala dinner
 - J. Visa information
 - K. Pre- and post-conference tours
 - L. Pre- and/or post-WL visit to endemic sites and/or institutions
 - M. Others

Note 2

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

- A. **Acknowledge the receipt** of applications submitted – webpage announcements
- B. **Review:** Reviewers are the international Scientific Committee members, recruited with their consent to assist WL for application reviews, provision of comments/score for ranking and additional helps in other capacities
- C. **Announcement:**
 - d. Rank applications according to reviewers' scores and comments
 - e. Post the outcome plus scores and comments **anonymously** in the WL website
 - f. Notify the applicants and all Leishmaniacs/previous WL participants
 - g. Allow 1 month after posting for comments from all Leishmaniacs
 - h. Post Leishmaniac comments in the WL website