

APPLICATION FORM FOR WORLDLEISH 7

Applicants willing to host **Worldleish-7 (2021)** are requested to prepare a dossier and provide information related to each item (1-7) listed below for submission by 31 October 2019:

All applications should be sent electronically to:

Dr. Yusuf ÖZBEL: yusuf.ozbel@gmail.com & yusuf.ozbel@ege.edu.tr

Dr. M. Ziya ALKAN: m.ziya.alkan@gmail.com

[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

(Please provide description under each heading)

[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 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

(Please provide description under each heading)

[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

(Please provide description under each heading)

[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

(Please provide description under each heading)

[8] OTHERS

Describe any other issue not covered in 1-7