



Worldleish

An International Congress on Leishmania & Leishmaniasis

www.worldleish.org

LOCAL ORGANIZER'S RESPONSIBILITIES

1. Form a local committee to prepare operational schemes for fund raising, venue selection, setup of on-line programs for announcements of information to participants, registration and abstract submission, etc.
2. Organize a site-visit for three days by WL representatives 6-12 months before the meeting, e.g. June-September 2020. WL representatives include a member in the international SC committee and 2 WL founders. Site-visit agenda include:
 - i. Brief representatives by the local organizers for the progress made/potential problems for resolution
 - ii. Visit the venue to assess the availability/suitability of conference rooms for verbal/poster sessions and other facilities needed to ascertain their quality
 - iii. Discuss and review all issues itemized in the original application submitted
3. Schedule time & date for monthly communication by phone or skype with WL/SC for discussing progress, assistance, problem solving.
4. Draw up a plan with timeline for abstract submission/reviews, Scientific programs setup, finalization of all logistic issues outlined as follows (see details below):
 - i. Call for on-line abstract submission with template provided in the website
 - ii. Allow 1-2 months for completing the abstract submission with a firm deadline
 - iii. Set up on-line abstract review programs (to be administered by the WL7 organizers and/or assisted by the Co-chairs of the International SC).
 - iv. Finalize the scientific programs by grouping accepted abstracts according to the subject matters for both verbal and poster sessions with appropriate descriptive headings.
 - v. Post-meeting programs on-line. Wrap up all logistic loose ends.

Abstract submission/review:

- 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 submissions from individual labs to no more than 3 each
 - ii. No editing of submitted abstracts
 - iii. Leishmaniacs who propose sessions of special interest are asked to ascertain submission of abstracts by their intended speakers for evaluation

- c. Distribute on-line submitted abstracts by organizers to SC committee members/ Leishmaniacs for review with comments for verbal or poster presentations. Reviewers are asked to evaluate abstracts by keeping in mind that verbal presentations will be limited by time maximally to no more than 300-400, depending on the duration of the meeting (Considering that no more than 100 verbal presentations in 3 concurrent sessions at 15' each for 8 hours/day. Namely, 300 and 400 talks are maximal for meetings of 4 day and 5 day long, respectively.)
- d. Announce the review outcome in the website/notify all participants

Setting up the final scientific programs

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

Finalizing scientific programs/abstract digital booklet

- a. Number each talk in the scientific programs for easy reference to the abstract book
- b. Post scientific programs in the website and inform all participants
- c. Print hard copies of 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 electronic files in flash drives for distribution