



# Worldleish

An International Congress on Leishmania & Leishmaniasis

www.worldleish.org

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

Application (3 months)		Selection (45 days)	
1 August 2019	31 October 2019	1 November 2019	15 December 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
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 <b>“How to apply for organizing WL”</b>  See Note 1	Acknowledge the receipt of applications submitted – webpage announcements	Contact SC members beforehand for their agreement to assist WL for service in this and other capacities, i. e.  Provide reviewers with evaluation form to score and comment	a. Rank applications according to reviewers’ scores and comments b. Post the outcome plus scores and comments <b><i>anonymously</i></b> in the WL website c. Notify the applicants and all Leishmaniacs/previous WL participants  See Note 2

## 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