

Guidelines for organising ISoP training courses

Description of the training courses

- Each year for the following year, the outline plan of ISoP mid-year training course(s) (theme and location) is agreed by the Executive Committee, who invite the chair of the Education Training Programme (ETP) and an EC member to co-ordinate its organisation (see Article 2.2 of Statutes) with help of a local organiser.
- Courses are run in parallel, usually two-day of training, and generally taking place on Thursday and Friday (followed by the EC meeting held on Saturday, 12 persons)
- Possibility to have course in parallel for beginners (basic concepts) and an advanced course.
- Time: Jan/Feb/March
- The training courses will be attended by ISoP members and by non-ISoP members. Specific countries may be targeted (according to the venue)

Local organizer

Responsible for choosing a venue and hotel(s) and liaising with the co-ordinator(s) of the courses in term of organization, logistic and scientific sessions (choice of topics & local speakers)

Venue considerations

The course should be held in an attractive area in order to motivate the delegates to come and visit the surroundings over the weekend (and benefit from apex rates etc).

- Investigate venues (preferably universities) and choose venue six months before event
- Accessibility and atmosphere
- Accommodation walking distance to venue, hotel 3 star: Participants booked & paid directly their accommodation with ISoP selected hotel(s) (special rates)
- Rooms for 30 participants (x 2) + faculty
- Lay-out (Possibilities for break-out groups)
- Ventilation and air-conditioning
- Catering Arrangements (4 coffee-breaks and 2 lunches)
- Secretarial support (welcome desk ISoP Administration)
- Audio/Visual availability (OHPs / data projector / microphones) with 1 technician
- Conferencing facilities
- Organisation of dinner for speakers on Thursday evening (sponsored dinner)

Publicity

- Website (isoponline)
- First announcement immediately after confirmation of venue booking and no later than 6 months before the event (and during the ISoP Annual Meeting)
- The number of participants (should ideally be 30-40)
- Members should be contacted by mail and e-mail
- Contacts should be sent flyer by e-mail
- Editorial mentions should be sought
- Adverts – paid and unpaid – could be placed
- Promotion during conferences and within affiliated societies and local organizer

- Mailing to ISoP members/ISoP database an application form with pre- programme and fax back form

In order to respond to queries from interested people, the following details are needed

- Date, time, place of the course
- A timed programme, with confirmed speakers/facilitators
- Aims, objectives and outcomes of the course
- Who the course is aimed at
- Registration fees, and what the fees include/exclude
- Payment methods
- Hotel information/ useful information for travellers
- Travel information
- Where payment and registration should be sent and contact for all enquiries

These details will be available before the first announcement and will be circulated to the Executive Committee and ISoP Administration.

Pricing Structure for delegates

- Existing ISoP members have one price (Industry and Ac-Gvt)
- Non-members have another price, which automatically includes one year of ISoP membership from the date of payment
- Discount prices for speakers co-workers
- Discount prices/free spaces for the local organizers according to agreement
- Emerging countries, Students pay half price and can apply to ISoP Administration for Grants/bursaries

Speakers

- All speakers to be written to 6 months before, all confirmed 3 months before
 - Priority given to use expertise and experience from EC members
 - Prepare speakers' invitation to be sent with an acceptance & procedure/fax-back form
 - After two weeks check that speakers received the invitation letter
 - Plan travel (economic flight only) and accommodation arrangements (hotel 3 star only) that will be offered to speakers
 - Reimbursement to speakers will be arranged by bank transfer after the course(s) upon invoices/receipts (reimbursement to speakers personally and not through their company)
 - Communication by e-mails / Telephone
 - Speakers will not receive fee for their participation
 - Set-up a checklist file
 - Give speakers deadline for submission of papers (1 short biography, 1 abstract and presentation)
 - Give speakers guidelines for technical presentations and timing (if necessary)
 - Ask speakers to send CD/OHPs/Slides or offer assistance to ensure quality presentations (use ISoP logo and possible insertion of some slides as introduction to ISoP)
- Ask speakers if they allow their e-mail addresses to be disclosed to all participants and their presentations to be posted on the ISoP website (password protected), when organizers plan to post the presentations on the website.

Materials

All materials must be consistent with each other. Organizer should agree the preferred specification for:

- letterhead (ISoP)
- invitations / application form / fax-back
- acknowledgement form/fax
- participant pack with abstracts and presentations (handouts)
- badges
- certificates of attendance / accreditation
- evaluation forms
- Publications

Handouts (copies) will be given to participants (basic course).

Sponsorship / Commercial presence

The organisers of the courses may seek or accept funding from commercial sponsors provided that such funding is (i) in accord with these guidelines and (ii) approved by the Executive Committee; Educational grants from commercial sponsors may only be used to fund:

- coffee breaks, meals and other hotel-related costs normally associated with the meeting,
 - speakers' dinner
 - invited plenary speakers, panellists or workshop leaders (including travel, accommodation),
- ISoP will retain full authority and control over the content of the programme for the meeting.

Sponsored activities, plenary sessions shall not be named after the commercial sponsor or any of the sponsor's products;

ISoP shall acknowledge educational grants received from commercial sponsors in an appropriate manner (mention in the programme – no logo)

Organisers should handle relationships with commercial organisations in a transparent and fair way

Acknowledgement

Where the course is held jointly, it should be described as an ISoP course in collaboration with 'Organisation X'.

Finances

- Prepare budget based on 30 participants and 10 speakers – to break-even

To establish smooth communication between the organisers, delegates and the venue:

- 1) Determine specifically the local organising committee/secretariat tasks
- 2) Determine specifically the ISoP Administration office tasks