

CALL FOR PROPOSALS

for the organization of an ISEBTT

World Congress on ELECTROPORATION

Forewords: The International Society for the Electroporation-Based Technologies and Treatments has organized a World Congress on Electroporation every two years since 2015, except in 2021 – postponed to 2022 because of the pandemic. Any group interested in organizing and hosting a World Congress on Electroporation (here below “the WC”) is required to submit a written proposal to the President of the ISEBTT with the information requested in the present Guidelines. Informal consultations with the President of the ISEBTT and/or any of the ISEBTT council members well in advance prior to the submission of the WC organization proposal are welcome and even recommended.

Guidelines to Prepare WC Organization Proposals

The proposal should include the following:

- a. **Host Organization:** The proposal should identify the city, country, host organization(s), with a detailed description of the organizing team and of the skills of each of the team members (scientific, administrative, professional event organizer, etc). The proposal should also identify any local, regional, international supporting individuals or organizations, such as the University, city, region, companies, etc. and the means provided by these supports.
- b. **Venue options:** The proposal should identify the venue options where the proposed WC would take place (university, research center, convention center, hotel, etc.; this venue should be suitable with 4 good rooms, one of them of a large capacity for the plenaries, for 4 to 5 days). The proposal should also identify local hotels for attendees lodging during the WC, for both high and low income brackets. The proposal should articulate the rationale, logistics and justification for the proposed site (costs, location, guided visits to places of professional interest, local accessibility by city transportation, international accessibility by air transport and other transport means).

c. **Tentative dates:** The proposal should provide 2 or 3 options for dates for the WC. It is important to offer flexibility in order to maximize attendance and participation. The proposing organization should make efforts to avoid potential conflicts with other events, holidays, and vacation times occurring in different parts of the world. The proposal should provide a justification for the chosen dates and times. Additionally, deadlines for participants to submit special sessions titles and abstracts for oral and poster communications should be clearly indicated to ensure a maximum quality event.

d. **Budget:** This essential component is necessary to evaluate the feasibility of the proposed WC. This budget should include:

estimates of sponsorship,

registration fees with a clear break-down of what is covered (and pro-rated amounts for students and professionals from academia, industry, and government agencies – the registration fees for all these categories must be approved by the ISEBTT Council),

number of expected participants,

number of invited speakers and the anticipated level of support provided to invited speakers,

facility usage costs (including the costs for audiovisual support, security, and any other service provided in the facility),

cost for the rooms and lunches for the two ISEBTT council meetings,

costs of the welcome reception and the gala dinner, and all other pertinent items (including the cost of the WC awards, for which external financing/donations are not only welcome but also expected,

potential costs for dissemination of the information about the WC (leaflets, brochures, electronic means, ...),

potential costs for cancellation (or postponement) of the event in a case of force majeure.

Additional comments:

- i. All attendees should pay a registration fee, directly or indirectly (e.g. invited plenary lecturers).
- ii. The local host must make all possible efforts not to be at a loss. Any remaining funds will be transferred to the ISEBTT account and will permit the other actions of the ISEBTT (support to ISEBTT sponsored schools, support to future workshops, maintenance of the website, etc).
- iii. All organization items will have to be discussed with the ISEBTT President and/or Secretary, the ISEBTT Treasurer and the International Organizing Committee (see below). Under these premises, ISEBTT will guarantee the coverage of any unexpected financial loss.
- iv. Information about the WC should be disseminated at all times on a dedicated website. Other tools for dissemination should include brochures, booklets, CDs, memory sticks, and the costs should be included in the budget.
- v. The WC should give the opportunity for ample participation of individuals from academia including students; industry, health care suppliers, biological suppliers, food processors, equipment manufacturers, etc. ; and selected government/non-government agencies.

e. **Chair of the WC:** The proposal should identify an overall **lead organizer/chair** that will be responsible for the organization of the WC. The lead WC organizer will serve as the liaison between the **Local Organizing Committee** (identified in the proposal) and the **International Organization Committee** that includes the chairs of the two previous WC and the ISEBTT President, Past-President and President-Elect. The International Organization Committee will help the lead organizer

in setting an **International Advisory Committee** (that will help in evaluating oral and poster communication submissions), in recommending qualified speakers for various sessions, and in reviewing special sessions proposals. An Awards Committee will also be designated by the Local Organizing Committee to judge oral and poster presentations by Early Career Investigators. The Local Organizing Committee may choose to form a separate industry committee for fundraising purposes and reviewing the impact of the scientific program within the industrial sector.

f. **WC duration and format:** The WC shall last preferably from Sunday to Thursday (it is recommended to follow previous WC timetables). WC should include oral and posters presentations, break-out sessions focusing on relevant hot topics, special sessions proposed by ISEBTT members (a specific call must be organized by the Local Organizing Committee), and any other session that would be approved by the International Organizing Committee.

g. **Marketing Strategy:** It is required to indicate how the WC will be promoted and what efforts will be made to secure the expected attendance. The organizers should also provide room for post-WC evaluations on the WC website. The evaluations by the attendants are essential to improve the quality of future WC and to identify the value to the attendees. The summary of the survey should be shared with the International Organizing Committee within two months after the WC.

h. **Educational course:** It is welcome that the Local Organizing Committee will propose educational presentations, preferably on Sunday afternoon (refer to 4th WC schedule).

Timetable for planning and proposing a WC organization submission

At any time: informal contacts with the ISEBTT President or President-Elect for future WCs are welcome and even recommended.

SPECIFICALLY, for the ISEBTT 5th WC on Electroporation in 2024 (specific dates will be provided for 2026, 2028, etc. WCs on due times):

January 18th 2022: Official launch of the Call for 2024 WC proposals.

March 1st 2022: **Informal expressions of interest due.** A brief letter of intent should be submitted to the ISEBTT President and/or President-Elect. Please contact Lluis M. MIR (luis.mir@cnrs.fr) and(or) Javier Raso (jraso@unizar.es).

March 15th 2022: the Council will ask for complete bids to a number of the groups that declared their interest.

May 15th, 2022: DEADLINE for submitting complete Formal Proposals clearly identifying the selected venue, detailed budget, etc. as listed here above. Please contact Lluis M. MIR (luis.mir@cnrs.fr) and(or) Javier Raso (jraso@unizar.es).

By June 1st 2022: ISEBTT evaluates the submitted proposals and ranks them.

Between June 7th and June 19th 2022: Representatives from the selected (ranked 1st) organization will have to meet the members of the ISEBTT Council and the 4th WC International Organizing Committee through a conference call / “Skype-type” meeting.

July 1st 2022: ISEBTT announces the formal acceptance of the proposed WC on ISEBTT website and through the ISEBTT newsletters (this deadline may be delayed if more negotiations are necessary with the best-ranked organizations that submitted a proposal for the 5th WC organization).

October 2022: Representatives from the selected organization will make a presentation of the 5th WC venue during the 4th WC at Copenhagen, to the ISEBTT General Assembly as well as, in more detail, to the ISEBTT council.

After the 4th WC: The hosting organization start interaction with the 5th WC International Organizing Committee. The International Scientific Committee will be formed and the Chair of this Committee designated. The Local Organizing Committee will identify speakers, send invitation letters to speakers and solicit sponsorship from industry and government. It will also establish website and registration procedures, and in due time, open calls for special sessions and abstract submissions. It will also distribute promotional materials, advertisements, and begin registration process in due time.