



## **GUIDELINES FOR ORGANIZATION OF FAOBMB CONGRESSES AND CONFERENCES**

### **1. GENERAL ASPECTS CONCERNING ORGANIZATION OF CONGRESSES AND CONFERENCES**

- 1.1 FAOBMB Congresses and Conferences are scientific meetings that are sponsored by FAOBMB and organized by a host Constituent Member. It is therefore important that the constituent member maintains close contact with the Executive Committee and the Council of FAOBMB, from the time of approval of the meeting to the end of financial accounting for the meeting. The primary contact with FAOBMB is the Secretary General.
- 1.2 The planning period is three years for a Conference and about five years for a Congress. During this lead up period, the Constituent Member should endeavour to send a delegate to each FAOBMB Council Meeting to provide regular updates on the progress of the organization. Written reports on progress are required for all meetings of FAOBMB Council and Executive Committee each year. A final written report including a financial report is required to be presented at the Council meeting in the year following the Congress or Conference.
- 1.3 When a host society agrees to undertake a Congress or Conference, it is understood that the host society will work with the government of the host country to ensure that there is no restriction of foreign scientists attending the meeting. The Organizers shall also acquire local funding from government and private sectors.
- 1.4 The Organizing Committee should consist of persons with positions of responsibility, with the ability to solve problems quickly, decisively and who are willing to work hard. Perfunctory memberships, referring to persons named on Committees but who do not carry out a specific role, should be avoided. The Organizing Committee should liaise with the FAOBMB Executive Committee and consult them on matters of mutual concern.
- 1.5 Working groups or subcommittees should be established for various aspects of the Congress or Conference, for example: general secretariat/logistics, finance, scientific programme, exhibitions and posters, publications, fellowships, arrivals and accommodation, social activities and entertainment.

- 1.6 The venue should be centrally located and within walking distance of hotels. Many cities have convention centres that can satisfy these needs, but these may be expensive and add to the cost of the registration fee (see below). In some instances, a single large hotel may provide all the facilities needed and it is worthwhile to negotiate to obtain the best possible benefits. University campuses may also serve as venues, provided dates selected are compatible with the university schedules and any university accommodation provided for registrants is at a sufficiently high standard. Whatever the choice, the organizers should consider the expense of lodging and make every effort to accommodate graduate students and fellows at relatively low cost. This is an important consideration since it is highly desirable to have as many young people to participate as possible.
- 1.7 The English language shall be used for all information and announcements about the Congress or Conference and all scientific presentations, including abstracts, talks, posters and electronic files provided for public use, shall be in English.

## **2. SCIENTIFIC PROGRAMME AND SPEAKERS**

- 2.1 In planning the scientific sessions, a realistic attempt should be made to allow time for sight-seeing, cultural activities and free time.
- 2.2 FAOBMB also generally holds a Council Meeting in association with each FAOBMB Congress and Conference, usually the day before the scientific program commences. The host Constituent Member is expected to provide facilities (room, refreshments, internet services, lunch) for conducting this Council Meeting and should host the Council Dinner after the Council Meeting is concluded.
- 2.3 The Scientific Sessions will normally consist of Plenary Lectures delivered by internationally distinguished scientists, lasting 45-50 minutes; Symposia comprising a group of Lectures on Special Topics, each lasting 30-35 minutes (plus 5 minutes for discussion); and Colloquium Sessions comprising a set of shorter Lectures on Specific Topics, each lasting 10-15 minutes (plus 3-5 minutes for discussion). Free communications are often most efficiently presented as posters.
- 2.4 Integrated into the main scientific program of each Congress or Conference is to be a Workshop or Symposium on Education in Biochemistry and Molecular Biology, preferably sponsored jointly by IUBMB, FAOBMB and the host. The person in charge of this Education Workshop or Symposium should liaise with the Chair of the FAOBMB Education Committee as well as the Chair of the IUBMB Education Committee on seeking funds and identifying the theme and getting the best possible speakers.
- 2.5 Since FAOBMB is a regional organization, the FAOBMB Congresses and Conferences should reflect the best research that is being undertaken in the region. Accordingly, a substantial proportion of speakers should be from the

FAOBMB Constituent Member Societies and represent active researchers in the field.

- 2.6 FAOBMB Congresses and Conferences strive to achieve gender balance, in line with the gender balance in our research community. This balance can be achieved through balanced female and male (at least 40% each) representation on the organising committees and as session chairs as well as through invitations to high quality speakers of both sexes. The final selection of distinguished speakers, such as the plenary lecturers should be made jointly between the FAOBMB Executive Committee and the Host Organizing Committee.
- 2.7 Support for speakers should, at most, cover a round-trip economy airfare and a reasonable amount for lodging and meals. IUBMB, through FAOBMB, will support speakers—(Plenary/Invited Lectures) and organizational expenses (only if necessary) to the collective amount of \$15,000. Speakers who attend numerous meetings as invited speakers and demand exorbitant honoraria should be avoided. Careful and thoughtful searching will produce reputable and accomplished speakers.
- 2.8 Speakers should be expected to be in attendance for the duration of the Congress or Conference, since one of the functions of the speaker is to engage in discussions with graduate students and other scientists. A speaker who wishes to arrive the night before his/her talk and leave immediately after should not be invited.
- 2.9 During a Conference or Congress, one or two sessions should be allocated for the recipients of the FAOBMB Award for Research Excellence (annually) and the FAOBMB Education or Entrepreneurship Award (one every alternate 3 years) to make an oral presentation, each lasting 45-50 minutes (plus 5 minutes for discussion).
- 2.10 During a Congress, a session should be allocated for the GN Ramachandran Lecturer and two recipients of the Young Scientist Award to make oral presentations, each lasting 30-35 minutes (plus 5 minutes for discussion). The speaker for the GN Ramachandran Lecture will be proposed by the Society for Biological Chemists India (SBCI) subject to approval by FAOBMB and the Congress organizers.
- 2.11 During a Congress, four named endowed Plenary Lectures and the FAOBMB Lecture delivered by distinguished scientists, each lasting 45-50 minutes, will be included in the scientific programme. The named lectures are Osamu Hayaishi Lecture, Takashi Murachi Memorial Lecture, Kunio Yagi Lecture, Jisnuson Svasti Lecture. Funds to cover speaker costs are provided from the FAOBMB Lectureship Fund (3.6).

2.12 During a Conference where there are a number of regular FAOBMB Travel Fellowship awardees (usually about 6-8), which will be in a year when there is no YSP event (see section 4 below), a session should be allocated for each of the FAOBMB Travel Fellows to present a lecture on their research of about 15 minutes each.

### **3. FINANCIAL ASPECTS**

3.1 The registration fee is a very important determinant of attendance at Congresses or Conferences. It is therefore important that the registration fee is mutually agreed upon jointly by the Council and the Host Organizing Committee.

3.2 In order to keep the registration fee to a minimum, subsidized lunches should be avoided, unless a package at moderate cost can be negotiated with the hotel or other venue.

3.3 Appropriate beverage breaks each morning and afternoon, integrated into the poster session and exhibition, plus one banquet / reception with a cultural function should suffice for social interactions.

3.4 Organizers should apply an early bird registration fee up to a specified date (usually 2 to 3 months before the Congress/Conference), rising thereafter to a higher fee. Special rates for local participants, students and young scientists are recommended to encourage their participation.

3.5 In accordance with FAOBMB Standing Orders 8 & 9, the registration fee is waived for Executive Committee Members and Travel Fellows for Congresses and Conferences, as well as for FAOBMB Award winners. The registration fee is also waived for Council delegates for Congresses. In the case of a Conference, a request shall be made to the organizer and host for exemption of registration fees for the delegates. It shall be the prerogative of the organizer to comply with the request or to require delegates to pay at a full or reduced rate. The organizer or host may provide accommodation for a certain number of nights to EC/Council members during a Congress.

3.6 For the GN Ramachandran Lecturer selected to speak at the Congress, the organizer is requested to provide accommodation over the duration of the Congress and to waive the registration fee. The return airfare of the speaker will be covered by SBC(I).

3.7 FAOBMB will contribute towards the cost of the following items:-

(a) Congresses:

- i. Organizational expenses (only if essential)

- ii. Invited Speakers including plenary and FAOBMB lecturers at the Congress, including the
  - FAOBMB Lecture: \$2,500
  - Plenary & Invited Lectures: \$15,000
- iii. Named plenary lectures: Osamu Hayaishi Lecture, Takashi Murachi Memorial Lecture, Kunio Yagi Lecture, Jisnuson Svasti Lecture
  - Osamu Hayaishi Lecture: \$3,500
  - Takashi Murachi Memorial Lecture: \$3,000
  - Kunio Yagi Lecture: \$2,500
  - Jisnuson Svasti Lecture: \$3,500 (Speaker must be from the FAOBMB region)
- iv. Awardee of FAOBMB Award for Research Excellence (host to exempt registration fee)
- v. Awardee of FAOBMB Young Scientist Awards (one male and one female) (host to exempt registration fee)
- vi. Young Scientist Programme Fellows (host to exempt registration fee)
- vii. Executive Committee Members (host to exempt registration fee)
- viii. Council delegates (host to exempt registration fee)

(b) Conferences:

- i. Plenary & Invited Lectures: \$15,000
- ii. Organizational expenses (only if essential)
- iii. Awardee of FAOBMB Award for Research Excellence (host to exempt registration fee)
- iv. Awardee of FAOBMB Education Award or FAOBMB Entrepreneurship Award, according to the particular year (host to exempt registration fee)
- v. FAOBMB Travel Fellowship awardees or YSP Fellows (host to exempt registration fee)
- vi. Executive Committee Members (host to exempt registration fee)
- vii. Council delegates (organisers are requested to grant an exemption of registration fee or provide a reduced fee)

3.8 As noted in 2.9, 2.10, 2.11, 2.12, 3.5 and 3.6 above, the organisers are requested to waive the registration fee for the following:

(a) Congress

- i. Awardee of FAOBMB Award for Research Excellence
- ii. Awardee of FAOBMB Education Award or FAOBMB Entrepreneurship Award, according to the particular year
- iii. Young Scientist Award recipients
- iv. GN Ramachandran Lecturer
- v. YSP Travel Fellows
- vi. FAOBMB Executive Committee Members

vii. Council delegates

(b) Conference

- i. Awardee of FAOBMB Award for Research Excellence
- ii. Awardee of FAOBMB Education Award or FAOBMB Entrepreneurship Award, according to the particular year
- iii. Travel Fellows
- iv. FAOBMB Executive Committee Members

3.9 The extent of support provided by FAOBMB in the various categories is not fixed and varies between Congresses and Conferences and depends on the financial status of FAOBMB. The Treasurer, with approval from the Executive Committee, may vary the specific amounts stated above for supporting each of the plenary lectures at the Triennial FAOBMB Congress. Typically, FAOBMB contributions are made available at least one month prior to the meeting.

3.10 In order to assist Congress and Conference Organizers meet the costs of waiving or reducing registration fees for Executive Committee Members and FAOBMB Council delegates, FAOBMB will provide funding to underwrite such expenses under the following conditions:-

- The Organizers need to demonstrate to FAOBMB Executive Committee that the budget would have a significant shortfall should the registration for Executive Committee Members and FAOBMB Council delegates be waived;
- The maximum amount provided by FAOBMB for this underwriting purpose does not exceed \$5,000.
- In the case of such additional support, this is a first call on any surplus funds to be returned to FAOBMB, as they are offered by FAOBMB as underwriting, rather than a direct grant to the Congress or Conference Organizing Committee.

3.11 Due to the limited resources of FAOBMB and in recognition of the joint role of the Host Society and the FAOBMB in the success of the Meeting, it is suggested that the meeting organizers return as much as possible of the profits accrued after all the expenses of the meeting have been disbursed.

3.12 A complete Congress/Conference Accounting Report must be submitted to the FAOBMB Treasurer within six months of the conference. Original signed receipts from speakers and other recipients must be retained by the Congress/Conference Organizing Committee for inspection by FAOBMB-appointed auditors.

3.13 FAOBMB receives financial assistance from IUBMB (as noted above) for the holding of Congresses and Conferences. Accordingly, the IUBMB logo, in addition to the FAOBMB logo, must be displayed on all advertising material and publications of the meeting.

3.14 Organizers of the Congresses/Conferences should adhere to the IUBMB guidelines on the use of IUBMB funds.

#### **4. YOUNG SCIENTIST PROGRAMME**

- 4.1 A Young Scientist Programme (YSP) is held in conjunction with an FAOBMB Congress (and may be occasionally held in association with an FAOBMB Conference). This is a 2 to 3 days scientific and networking programme held prior to the Congress (or Conference) and brings together young scientists (with < 10 years post-PhD experience) or registered PhD students from the FAOBMB region.
- 4.2 If the YSP is co-hosted with IUBMB, in association with either an FAOBMB Congress or Conference, the participation is extended to young scientists from IUBMB member countries worldwide, in addition to those from the FAOBMB region.
- 4.3 Participants will make oral and poster presentations during the YSP event and poster presentations during the Congress (or Conference).
- 4.4 Other activities will include cultural and or social events as well as scientific presentations from distinguished speakers.
- 4.5 All participants will be provided with travel fellowships (to cover the costs of full or partial return economy airfare and accommodation during the Congress) provided by FAOBMB (total funds of \$8000 payable to the fellowship recipients). Additional funding may be secured from the host country and or IUBMB. For a YSP held in association with an FAOBMB Conference, funds of \$5000 payable to the fellowship recipients will be provided by FAOBMB.
- 4.6 The host organizing committee is expected to provide accommodation and meals during the YSP event as well as waive the Congress or Conference registration fee for YSP Fellows. The organisers should endeavour to source relatively cheap accommodation for YSP Fellows during the Congress or Conference.
- 4.7 The host organizing committee will work with the FAOBMB Fellowships Chair/Committee to select the recipients of the travel fellowships.
- 4.8 The host organizing committee should refer, for further details, to the following website:  
<http://faobmb.com/fellowships/travel-y-sp-fellowship-to-faobmb-congress/>.
- 4.9 When a YSP is held in association with an FAOBMB Congress, the two winners (male and female) of the FAOBMB Young Scientist Award for that year will participate in the YSP event and be provided with accommodation and meals at the YSP.

- 4.10 The organizers of the YSP event should provide accommodation and meals for the distinguished guest speakers, as well as for a small number of observers being representatives of the host society, FAOBMB and, where relevant, IUBMB.
- 4.11 The host organizing committee should prepare a separate budget for the YSP event, to include all the above activities.
- 4.12 The host organizing committee may seek additional sponsorship for the YSP event to help supplement the YSP budget.
- 4.13 It is recommended that a separate committee, under the leadership of a YSP Chair, be set up to make all the arrangements for the YSP event, maintaining close liaison with the host organizing committee at all times.
- 4.14 A report on the progress of preparations for the YSP event should be included as a separate item within each report made by the host organizing committee to FAOBMB Council and Executive Committee in the period leading up to the Congress of Conference. Where the YSP event involves funding from IUBMB, a progress report should also be sent to IUBMB.
- 4.15 A final report on the YSP event should be included as a separate item within the final written report of the host organizing committee. Where the YSP event involves funding from IUBMB, the final report should also be sent to IUBMB.

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