



GUIDELINES FOR ORGANIZATION OF FAOBMB CONGRESSES AND CONFERENCES

These Guidelines are derived from the Standing Orders of FAOBMB and are presented here in a form suitable for the use of Organizers (and potential Organizers) of an FAOBMB Congress or Conference. The latest version of the Standing Orders can be found on the FAOBMB webpage at: <https://faobmb.com/about-faobmb/constitution/>

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 normally no less than three years for a Conference and 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. These updates and written reports should include details of the Professional Conference Organizing Company (if any), budgetary arrangements, venue and facilities, scientific program and names of invited speakers and the process of choosing presenters from submitted abstracts, details of accommodation and social events for participants, and the Young Scientist Program (YSP) (if applicable).
- 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 host 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 Specifically, the host Organizing Committee should consist of the Chair, a Secretary who shall keep the records of the planning process and other details of the Congress or Conference, a Treasurer who shall be responsible for managing the financial

aspects of the Congress or Conference, a Convenor of the Scientific Program Committee, together with other Organizing Committee Members with defined responsibilities for various aspects of the planning and delivery of the Congress or Conference.

- 1.6 Working groups or subcommittees should be established for various aspects of the Congress or Conference, for example: general secretariat/logistics, finance, scientific program, exhibitions and posters, publications, fellowships, arrivals and accommodation, social activities, and entertainment.
- 1.7 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.
- 1.8 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.
- 1.9 In the event of disruption to normal international travel or to full or partial travel within the host country, for whatever reason but beyond the control of FAOBMB or the Constituent Member in the host country, the Congress or Conference may be organized as a fully on-line meeting or a hybrid mix of on-line speakers, poster presenters and other participants together with corresponding persons able to physically attend in person at the Congress or Conference. The decision to deliver the Congress or Conference as a fully on-line meeting or a hybrid meeting will be made by the FAOBMB Executive Committee together with the Organizing Committee of the Congress or Conference.
- 1.10 The Congress or Conference Organizing Committee shall provide a detailed interim report to the Council meeting held in association with that Congress or Conference, which shall include not only the information Section 1.2 above but also details such as participant numbers in total and broken down into categories such as country of origin, types of registration, and number of students.
- 1.11 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.

2. SCHEDULING ASPECTS, SCIENTIFIC PROGRAM AND SPEAKERS

- 2.1 In planning the scientific sessions, a realistic attempt should be made to allow time for sightseeing, 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, without financial contribution from FAOBMB.
- 2.3 The Scientific Sessions will normally consist of:
 - Plenary Lectures** delivered by international distinguished scientists, lasting at least 30-35 minutes (plus 5 minutes for discussion) [in special circumstances, these may be Plenary-style, where the Congress or Conference schedule is so limiting that non-concurrent Plenary Lectures are not possible for all the proposed Plenary speakers - note that in such cases, Plenary-style Lectures are to be kept to an absolute minimum, with no more than one other Plenary-style Lecture scheduled concurrently];
 - Symposia** comprising a group of Lectures on Special Topics, each lasting at least 20-25 minutes (plus 5 minutes for discussion);
 - Colloquium Sessions** comprising a set of shorter Lectures on Specific Topics, each lasting 10-15 minutes (plus 3-5 minutes for discussion).Note that 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 and/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, identifying the theme and getting the best possible speakers. The Education session(s) at each Congress or Conference shall include oral presentations by any FAOBMB Education Special Travel Fellows who have been selected to participate for that meeting (up to two maximum, each year). In the year in which there is a winner of the FAOBMB Education Award, it is desirable either to have a Plenary session for that winner scheduled directly before the Education Workshop/Symposium or to include the winner as keynote speaker in the Workshop/Symposium.
- 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 organizing committees and as session chairs as well as through invitations to high quality speakers of both genders.
- 2.7 Careful and thoughtful searching will produce reputable and accomplished speakers. The final selection of distinguished speakers, including each of the Plenary lecturers (except for those receiving FAOBMB Awards – see Section 2.15 below) should be

made by the host Organizing Committee in consultation with the FAOBMB Executive Committee.

- 2.8 Speakers who attend numerous meetings as invited speakers and demand exorbitant honoraria should be avoided. 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 The host Organizing Committee should ensure a wide geographical balance of distinguished speakers, to include international speakers from the FAOBMB region and beyond, and should avoid filling the Plenary Lecture slots and Symposia with an over-emphasis on local scientists or expatriates from the host country.
- 2.10 Support for speakers (Plenary/Invited Lectures) should, at most, cover a round-trip economy airfare and a reasonable amount for lodging and meals; registration fees are to be waived. IUBMB, through FAOBMB, will support speakers (Plenary/Invited Lectures) and organizational expenses (only if necessary) to the collective amount of up to \$15,000.
- 2.11 During each Congress or Conference, a specifically designated plenary session should be allocated for the recipient of the FAOBMB Award for Research Excellence to make an oral presentation, lasting at least 30-35 minutes (plus 5 minutes for discussion). Additionally, during a Conference, a lecture by the recipients of the FAOBMB Education or Entrepreneurship Award (each one is awarded every 3 years: the former in the year after a Congress and the latter, two years after a Congress) shall be allocated preferably to a Plenary session or placed in another suitable forum, the oral presentation lasting at least 30-35 minutes (plus 5 minutes for discussion).
- 2.12 During a Congress, four named endowed Lectures and the FAOBMB Lecture delivered by distinguished scientists, each lasting at least 30-35 minutes (plus 5 minutes for discussion), will be included in the scientific program as Plenary Lectures. The named lectures are Osamu Hayaishi Lecture, Takashi Murachi Memorial Lecture, Kunio Yagi Lecture, and Jisnuson Svasti Lecture. Funds to cover speaker costs are provided from the FAOBMB Lectureship Fund (see Section 3 below). The Murachi Lecturer is preferably to be a younger scientist and the Svasti Lecturer should preferably be from the FAOBMB region. Each of these lecturers will be supported by FAOBMB (see Section 3.7 (a) ii and iii, below).
- 2.13 During a Congress, a designated FAOBMB Symposium session should be allocated for the GN Ramachandran Lecturer and the two recipients of the Young Scientist Award to make oral presentations, each lasting at least 25-30 minutes (plus 5 minutes for discussion).
- 2.14 During a Conference where there are a number of regular FAOBMB Travel Fellowship awardees (usually about 6-8), in a year when there is no YSP event (see Section 4 below), a designated FAOBMB Colloquium session should be allocated for each of the FAOBMB Travel Fellows to present a lecture on their research of about 15 minutes each (plus 5 minutes for discussion).

- 2.15 Selection of all FAOBMB Award winners will be determined by the FAOBMB Executive Committee (and does not involve the Congress or Congress Organizing Committee).
- 2.16 The selection of the speaker to deliver the GN Ramachandran Lecture is as follows: up to three potential speakers for the GN Ramachandran Lecture will be proposed by the Society for Biological Chemists India (SBC(I)) subject to a final selection by the FAOBMB Executive Committee and Congress Organizers.
- 2.17 A process shall be put into place at each Congress or Conference for some of the submitted abstracts, particularly those submitted by young or early career scientists, to be considered for presentation as Lectures within Symposia, Colloquia, the Education Symposium or Workshop, and other special sessions.
- 2.18 It is recommended that the Chair of the Congress or Conference Organizing Committee consults the FAOBMB Secretary General about the possibility of applying for special funding from IUBMB, FEBS or other prestigious organizations enabling external support for one or more distinguished Plenary Lecturers to speak at the Congress or Conference.

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 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 or 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, the registration fee is waived for Executive Committee Members and Travel Fellows for Congresses and Conferences, as well as for FAOBMB Award winners. At a Congress, the registration fee is also waived for Council delegates, the Archivist and the Chair of the Organizing Committee of the Conference the following year, who are not delegates. 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 (and Archivist and Chair of the following year's Congress or Conference) to pay at a full or reduced rate (see 3.10 below). During a Congress, the organizer or host may provide accommodation for a certain number of nights to EC/Council members/Archivist/Chair of the following year's Conference.

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

3.7 FAOBMB will contribute towards the cost of the following items:-
(all amounts are stated in United States Dollars, as specified below to be provided to the Congress or Conference Organizers)

(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 and 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 (Speaker preferred to be a younger scientist)
 - Kunio Yagi Lecture: \$2,500
 - Jisnuson Svasti Lecture: \$3,500 (Speaker preferred to be from the FAOBMB region)
- iv. Awardee of FAOBMB Award for Research Excellence
- v. Awardees of FAOBMB Young Scientist Awards (one male and one female)
- vi. Young Scientist Program (YSP) Fellows (see Section 4 below)

(b) Conferences:

- i. Organizational expenses (only if essential)
- ii. Plenary and Invited Lectures: \$15,000
- iii. Awardee of FAOBMB Award for Research Excellence
- iv. Awardee of FAOBMB Education Award or FAOBMB Entrepreneurship Award, according to the particular year
- v. FAOBMB Travel Fellowship awardees (or YSP Fellows; see Section 4 below)

3.8 Typically, FAOBMB contributions are made available at least one month prior to the meeting. The Treasurer, with approval from the Executive Committee, may vary the specific amounts stated above for supporting each of the plenary lectures at a Congress, keeping the same total.

3.9 The organizers should waive the registration fee for the following:

(a) Congress

- i. Awardee of FAOBMB Award for Research Excellence
- ii. Young Scientist Award recipients
- iii. GN Ramachandran Lecturer
- iv. YSP Travel Fellows
- v. FAOBMB Executive Committee Members
- vi. FAOBMB Council delegates

- vii. FAOBMB Archivist
- viii. Chair of Organizing Committee of the Conference in the following year (*this role is often, but not necessarily, held by the Council delegate of the host Constituent Member*)

(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. FAOBMB Travel Fellows (or YSP Fellows, when a YSP is held in association with Conference)
- iv. FAOBMB Executive Committee Members

Note that while it is not formally required by Standing Orders for Council delegates, the FAOBMB Archivist, and the Chair of the Organizing Committee of the Congress or Conference in the following year to have the registration fee waived for an FAOBMB Conference, this is strongly encouraged and facilitated by FAOBMB (*see next Section 3.10 in these Guidelines*).

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 be waived for Executive Committee Members, FAOBMB Council delegates, Archivist and Chair of the next Congress or Conference.
- 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 to FAOBMB as much as possible of the profits accrued after all the expenses of the meeting have been disbursed.

3.12 A complete Congress or 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 or Conference Organizing Committee for inspection by FAOBMB-appointed auditors.

3.13 In the event of cancellation of an FAOBMB Congress or Conference, the financial responsibility of FAOBMB to provide compensatory funds shall be strictly limited to amounts that shall be determined by the Executive Committee subject to approval by Council (including the possibility of no such financial compensation being provided for any particular Congress or Conference that is cancelled). The compensation provided may be in respect of non-recoverable expenses already made by the Host Society or any other entity involved in Congress or Conference organization or in providing

amenities to Congress or Conference participants, or in respect of loss of revenue that would otherwise have been received.

- 3.14 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.
- 3.15 Organizers of the Congresses or Conferences should adhere to the IUBMB guidelines on the use of IUBMB funds.
- 3.16 The Organizer of each Congress or Conference must ensure that there are secure credit card payment facilities put in place for receipt of funds from participants in that meeting for registration fees and other payment to the Congress or Conference. This is mandatory for payments made by participants from overseas. It is also convenient for participants residing in the host country to pay by credit card (but does not preclude optional facilities for payment by direct bank transfer for nationals and residents of the host country).
- 3.17 Concerning accommodation for participants in the Congress or Conference, Organizers are encouraged secure favourable rates for at hotels at or close to the venue for that scientific meeting. The various accommodation options must be clearly shown on the Congress or Conference website, and the arrangements for participants to secure such accommodation must be clearly set out. Organizers may either assist directly in the booking of specific accommodation for participants or may make arrangements for participants to book directly with the accommodation providers. In either case, secure credit card facilities must be available for participants to secure the booking (which may or may not include the need to pay a deposit or the full amount at a particular time before the Congress or Conference).

4. YOUNG SCIENTIST PROGRAM

The host Organizing Committee, especially the YSP Convenor, should refer to Section 11.4 of the Standing Orders, which refers in detail to the Young Scientist Program.

- 4.1 A Young Scientist Program (YSP) is held in conjunction with an FAOBMB Congress (and may be occasionally held in association with an FAOBMB Conference). This is a scientific and networking program held over 2 to 3 days 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 A proposed YSP held in conjunction with a FAOBMB Conference must be included in the bid to host the Conference and must be approved by FAOBMB Executive Committee.
- 4.3 If the YSP is co-hosted with IUBMB (where funds are provided for a YSP by IUBMB, in addition to funds from FAOBMB), 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.

- 4.4 A local or international young scientist event that does not receive funding from FAOBMB and not having received approval from the Executive Committee may take place in association with an FAOBMB Conference, but the term Young Scientist Program shall not be used for such an event when it is held in association with an FAOBMB Conference.
- 4.5 Participants will make oral and poster presentations during the YSP event and poster presentations during the Congress (or Conference).
- 4.6 Other activities will include cultural and or social events as well as scientific presentations from distinguished speakers.
- 4.7 A Convenor for the Young Scientist Program shall be appointed by the Host Constituent Member and shall be a member of the Congress or Conference Organizing Committee. The YSP Convenor becomes the Chair of a Young Scientist Program Committee that is responsible for all the arrangements for the YSP event, including scientific and cultural sessions, arrangements for funding support, accommodation, and meals for participants. The Convenor must consult with the Chair of the FAOBMB Fellowships Committee throughout the planning and organization of the YSP. The Convenor must also maintain close liaison with the Organizing Committee of the Congress or Conference, including the provision of regular reports to the FAOBMB Executive Committee and Council, via the Congress or Conference Organizing Committee.
- 4.8 All participants will be provided with travel fellowships (to cover the costs of full or partial return economy airfare and accommodation during the Congress). Support provided by FAOBMB to a YSP event at a Congress comprises total funds of \$10,000 payable to the fellowship recipients, as set out in Section 4.10 below. Additional funding may be secured from the host country and/or IUBMB (and also from Constituent Member societies who agree to provide Special Travel Fellowships to YSP participants from their own countries or other countries). For a YSP held in association with an FAOBMB Conference, total funds of \$7,000 payable to the fellowship recipients will be provided by FAOBMB.
- 4.9 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 all YSP Fellows (irrespective of how their fellowships are funded). The organizers should endeavour to identify relatively cheap accommodation for YSP Fellows during the Congress or Conference.
- 4.10 The funds provided by FAOBMB shall be transferred to the host Organizing Committee and shall be used for the purposes of funding Young Scientist Fellowships, comprising a financial grant to each Fellowship recipient in partial support both for airfares to travel to the event venue and for accommodation at the conjunct FAOBMB Congress or Conference. The funds provided by FAOBMB shall not be used for the general expenses of the Young Scientist Program, including costs for accommodation, meals and beverages at the venue of the event or other expenses associated with the scientific program or other sessions at the event, except by agreement between the YSP Convenor and the FAOBMB Executive Committee.
- 4.11 The YSP Convenor will work with the FAOBMB Fellowships Chair to select the recipients of the travel fellowships, appointing a group of qualified scientists to assist in assessing the merits of applicants for YSP Travel Fellowships.

- 4.12 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.
- 4.13 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.
- 4.14 The YSP Convenor will prepare a separate budget for the YSP event, to include all the activities described in the preceding parts of Section 4. The YSP budget shall be approved by the Organizing Committee of the Congress or Conference and reported to the FAOBMB Executive Committee and Council as a part of each regular report of the Congress or Conference.
- 4.15 The host Organizing Committee may seek additional sponsorship for the YSP event to help supplement the YSP budget.
- 4.16 The host Organizing Committee may make arrangements for the waived registration fees at the Congress or Conference for YSP Fellows to be recouped from the YSP budget, applying the appropriate registration rate (student or postdoctoral researcher) to all such recoupments of waived registration fees.
- 4.17 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 or Conference. Where the YSP event involves funding from IUBMB, a progress report should also be sent to IUBMB.
- 4.18 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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