



# **INTERNATIONAL SPINAL CORD SOCIETY**

## **GUIDELINES**

**For the**

**Organization of**

## **ANNUAL SCIENTIFIC MEETINGS**

**September 2008**

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International Spinal Cord Society

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## TIMETABLE

*O: secretariat ISCoS through L: local organizer*

### ◇ Pre-Conference

#### - 4 -6 YEARS

- O Ask for nomination for venue.
- L Propose nomination for venue.
- O Confirm venue by AGM (election)
- O Obtain information from the potential organizers regarding time of year, climate, location, transport (high/low season).
- O Publish announcement in Newsletter and Spinal Cord.
- L Publish announcement in other journals, both local and international.
- O Put on website.
- O Contract between ISCoS and local organizers signed.
- O Select main subjects (*Scientific Committee proposal*).
- O Division of responsibilities between local organizers as described in contract. This is communicated to each (*Secretariat, Scientific Committee, Council*) by electronic mail immediately.
- L Check for clashes or links with other relevant conferences.
- L Give information of all your important activities to secretariat.

#### - 2 – 3 YEARS

- O Confirm venue and dates.
- O + L Select Expert Speakers including the Guttman Lectureship. (Scientific Committee Proposal).
- O + L Publish announcement including main topics for the meeting in Newsletter, Spinal Cord (*in each issue until the congress has been held*) and in other journals, both local and international, put on website.
- L Write to companies re-Commercial Exhibition - Appoint travel agents and airlines.
- L Obtain CME (*Continuing Medical Education*) points for the meeting and make this public.

#### - 1 YEAR

- O + L Re-confirm above.
- L Set Registration Fee and develop final budget.
- L Call for abstracts at Annual Scientific Meeting and announce closing date for receipt.
- O + L Announce titles of Expert Lectures, after confirmation of acceptance.
- O + L Define subjects for seminars or instructional courses before or after the meeting.
- O + L Publish announcement in Newsletter, *Spinal Cord* and in other journals, both local and international, put on website.
- L Distribute publicity material:
  - to those who can disseminate it at the Annual Scientific Meeting
  - in the country where the conference is to be held
  - via journals
  - on the web

#### - 11 MONTHS

- L Call for abstracts and workshops/symposia on the website of the Society, preferably as a link to the homepage of the host organising committee. This must include registration and accommodation booking forms.

#### - 7 MONTHS

- Closing date for receipt of abstracts and registration (if possible) of presenting author.
- Select presentations and posters for Scientific Programme (*ISCoS Scientific Committee together with Host Scientific Committee*).

O + L Put the scientific program on the web as soon as possible.

#### - 5 MONTHS

- L Deadline for informing authors of acceptance or rejection, distributing instructions for presentation and instructions for publication in *Spinal Cord*. For those accepted authors who have not yet registered for the meeting, registration **MUST** be completed within 2 weeks of being notified that the abstract has been accepted. This must be strictly adhered to. If the registration fee is not paid within 2 weeks of notification, the abstract will not appear in the Abstract Book. For those who paid registration prior to notification of acceptance, a full refund should be possible if their abstract was not accepted.
- L Provisional Programme must be available on the homepage for the meeting. This is essential, so the speakers know when they are speaking and delegates who cannot attend the whole conference can select sessions of particular interest to them.
- L Invited speakers, workshop presenters, etc., deadline for abstract submission for these to be published in the Abstract Book, and deadline for receipt of the Guttman Lecture manuscript at *Spinal Cord*.
- L Poster presenters informed on what (*maximum*) size posters should be and when they are to be erected and taken down.

**Use e-mail, airmail or air speeded post or local package delivery to corresponding secretaries**

#### - 3 MONTHS

- Deadline for reduced registration fees.

#### - 2 MONTHS

- L Notify session Chairs. At this time it should be known who has registered for the meeting.

#### ◇ **Conference:**

Scientific sessions usually last for three days; in addition there are usually the following:

Day -2, -1 or day 0: (depending on pre- or post-congress workshops)

<b>Executive Committee Meeting</b>	(2½ hours)
<b>Nominations Committee</b>	(½ hour)
<b>Scientific Committee</b>	(2 hours)
<b>Education Committee</b>	(1½ hours)
<b>Prevention Committee</b>	(1 hour)

**Editorial Board** (1½ hours)

For all committee meetings computer projection to be available.

**Council Lunch** (*on budget of congress*)

**Council Meeting** (3 hours)

**Council Dinner** (*on budget of congress*)

**Pre- and post-congress meetings:** workshops day before or after (day 0 or day 4) of the Annual Scientific Meeting proper

**Opening Reception:** Evening of Day 0 or Day 1

**Day 2:** **ANNUAL GENERAL MEETING** (*usually 1 hour before lunch*)

**Society Dinner:** usually evening of day 2 - Official guests selected by Organizing Committee in consultation with President.

**The meeting must be opened and closed by the President or the one he or she appoints as his/her representative!**

**Within 3 months after the meeting:**

- L Prepare a summary to the Scientific and Executive committee of the answers to the Annual Scientific Meeting Evaluation form.

**GUIDELINES FOR LOCAL ORGANIZING COMMITTEE**

This committee should be responsible for all the local arrangements, maintaining clear communication with the ISCoS through its Secretariat. A clear management structure is essential, with preferably a single department responsible for the secretarial aspect. If a professional Conference Organizer is employed it must be kept very clear who is responsible for what.

Local committees should meet at regular intervals and should live in the same geographical area, so those meetings are not impeded. Do not give too many responsibilities to one person; they should be divided between people with experience in organization. Each of the following areas has to be taken care of:

1. Venue of the meeting
2. Scientific Programme
3. Accommodation
4. Transport
5. Finance
6. Social Programme

## 1 VENUE OF THE MEETING

This can be either in:

- **A hotel** well situated in the centre of a town, not on the outskirts. This has advantages for the evening and for accompanying persons, who will do some sightseeing, shopping, etc. Not all hotels have adequate convention facilities, however.
- **A conference centre** with accessible hotels preferably within walking distance
- **A university**. This offers the advantages of:
  - Cheaper accommodation
  - Facilities of general meeting places, main meeting hall (AGM, presentations of scientific papers), small meeting rooms (Committee and Council Meetings, etc)
  - Inexpensive dining rooms (catering facilities may be available).

*In either case the accommodation should be as near the meeting as possible. **All meeting venues, accommodation and transportation to/from/between venues and hotels must be checked for accessibility to wheelchairs .***

## FACILITIES TO BE PROVIDED FOR THE MEETING:

At the entrance of the meeting area display a large map. Using colour-coding show the number of the rooms used for the meetings.

Signposting, preferably colour coded, must be clearly visible. There should be signs at strategic points indicating the direction of the main meeting room, the exhibition hall, the poster hall, the toilets including toilets "accessible" to wheelchairs.

### **A) REGISTRATION DESK**

- ❖ The organization of the Registration Desk is very important especially when there is a large audience.
- ❖ The desk should be clearly signposted and very accessible.
- ❖ The desk should be manned at all times by at least one person, except on the afternoon before the Meeting starts and on the first day and then several people should man the desk.
- ❖ It is advisable for registration procedures to take place early or to distribute registration documents to the delegates' hotels in advance.
- ❖ It may be useful to have several areas e.g. for names beginning with different letters of the alphabet and for those who have not paid in advance, although payment in advance should be encouraged.

- ❖ Day registration should be considered by the Society, especially for other specialities, medical students or paramedical professionals, etc.
- ❖ Payment of registration by credit cards should be possible.
- ❖ Change should be available in local currency.
- ❖ A photocopying service should be available, if possible, in the neighbourhood of the Registration Desk. Decide how the copies should be paid for (in local currency – credit card).
- ❖ Meeting evaluation sheets need a special signposted place for collection by a particular person. A table nearby will be necessary for people to complete the forms. Suitable boxes for posting evaluation sheets must be provided.

**a) Registration Documents:**

These should be handed over to the delegates on arrival in the delegate pack, as soon as registration has taken place. They should include:

- ◇ Book of abstracts
- ◇ Programme
- ◇ Name badge with lanyard.
- ◇ Tickets for meals and social events if necessary
- ◇ A large-scale map of the actual location. If there is a special entrance for people with disabilities, this must be well indicated, as well as the parking facilities
- ◇ Information about restaurants and tourism
- ◇ Evaluation Form, which, when completed at the end of the meeting, can be exchanged for a Certificate of attendance
- ◇ List of participants

**b) Name Badges:**

Characters on the name badge should be clearly visible. Include **name, profession** and **country**. Check spelling. The name badges should be on lanyards (font size Arial not less than 26). Clips and safety pins do not work on all types of clothing.

The name badges must not be used for commercial purposes.

**B) ISCoS DESK**

- ❖ The desk should be clearly signposted and very accessible
- ❖ To be provided close to the registration area or another convenient place so that members can contact ISCoS representatives for information and questions.
- ❖ There must be a computer, printer, paper and electric power for ISCoS's own material.

## **C) MEETING HALLS FOR ORAL PRESENTATIONS**

- ❖ These should be large enough to seat all participants, comfortably.
- ❖ There should be entrances at the back to minimise the disturbance of people entering and leaving.
- ❖ Accessibility must be provided for people in wheelchairs in the audience and on the platform for speakers in wheelchairs.
- ❖ The speakers' platform should be able to accommodate 6 people for round-table discussions. If a platform is not available, tables should be available for the Chair(s) and the speaker. They must be able to see the screen easily, or preferably have their own screen. A visible timer should be installed so that the Chair(s) can keep control of the time.
- ❖ From the lectern the speaker should have a good view of the screen while speaking, or preferably have his/her own screen. A visible timer should be installed so that the speaker can keep control of the time.
- ❖ If there is a display of names of speakers on the platform, these names should be visible from the back of the meeting room (characters should be at least 10-15 cm high, black on white backing; check spelling).
- ❖ Several signs to indicate that smoking is forbidden must be visible from all parts of the audience. A glass and water should be available to the speakers on the platform and changed as necessary.
- ❖ The Society awards prizes for the three best oral presentations in each meeting. Those presentations with the best abstracts according to the Scientific Program Committee (SPC), will have their presentations evaluated by the SPC and the three best will be awarded the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> prizes.

## **D) AUDIO-VISUAL REQUIREMENTS**

- ❖ The person in charge of the projection should wear a special badge or should be in another way easy recognisable.
- ❖ The dimming of the lights in the Meeting Hall should be performed by the projectionist; some light is useful for taking notes even when presentations are being shown. The speaker's lectern light must be able to be dimmed.
- ❖ During the breaks, the speaker(s) of the following session should be briefed on all the audio-visual controls. This should be the responsibility of the Chair(s) of the Session.

### **a) Computer Presentations**

- ❖ The equipment available should be announced beforehand to all speakers.

- ❖ A projectionist should be available to help the presenters and the equipment should be checked beforehand.
- ❖ Make sure that all the necessary programmes are available. It should also be mentioned when people can come with their own laptop.
- ❖ There need to be adequate time prior to each block of sessions for speakers to get their presentations loaded, etc. This should be done under the guidance of the local AV personnel
- ❖ The presentation should be ready for the projectionist at least two hours before the session for the presentation, preferably by transferring the data from CD discs or memory sticks to the organizers computer. In sessions with multiple presentations, presenting from the speaker's own laptop computer should not be allowed as this takes unnecessary time.
- ❖ Presentation DVD and other videos on computer should be possible.
- ❖ Presentations should be kept in the same order as shown in the meeting programme. If changes have to be made, these should be done at least one day prior to the presentation so the audience can be informed of the change (this is to allow individuals wishing to attend sessions for particular presentations to hear the presentation they selected and not miss it due to a time change).

## **b) Microphones**

Microphones are often a nuisance and therefore must be strategically placed and their efficiency checked and rechecked.

- ❖ **Speaker:** A portable microphone must be available.
- ❖ **Audience:** Four to six microphones may be needed for questions. There are several options:
  - ◇ Fixed microphones on stands, clearly visible, with obvious on/off switches.
  - ◇ Portable microphones that can be passed around, together with staff to co-ordinate them.
- ❖ It is essential that speakers should be advised as how to use the microphones, especially those that are portable, and to speak from the correct distance from mouth to microphone. The best way is to distribute all the instructions to all the speakers well beforehand.
- ❖ Control of the speaker's microphone remains the privilege of the Chair(s) who should be able to warn the speaker 2 minutes before the time allowed is over and eventually to cut off the microphone when the presentation continues beyond the scheduled time. Visible lamps or an audible symbol (preferably amusing) can also be used to warn the speaker.

## **c) Laser pointer**

A good laser pointer must be available for the presenter.

## **E) MEETING ROOMS**

- ❖ At least one room large enough to accommodate up to 20 people will be needed the days before the Conference for the Executive, Nomination, Scientific, Education, and Prevention Committee Meetings, the Editorial Board, and the Council Meeting.
- ❖ Photocopying facilities should be available.
- ❖ A presentation preparation room is needed for speakers to check their presentation on computer. This room must be supervised by the audio-visual staff.
- ❖ A room should be available for the ISCoS office during the meeting.
- ❖ In addition a meeting room for at least 10 persons for other meetings to be held by ISCoS Committees and working groups should be available from day -1 and all through the duration of the congress.

## **F) POSTERS**

- ❖ These need careful organisation to prevent them becoming "second class citizens". Posters can have equal importance as oral presentations.
- ❖ A person responsible for the poster sessions must be named and be available for the authors.
- ❖ Inform authors by mail 5 months before the conference on what (maximum) size posters should be and when they are to be erected and taken down. Boards and fixing facilities must be ready at the scheduled times
- ❖ Provide specific instructions regarding the type of poster display board that is available – and indicate to presenters that they need to bring their own push pins or other materials to mount their posters.
- ❖ Posters should be as close as possible to the Main Meeting Hall and to the space where people gather after sessions for refreshments. They must be clearly signposted. Posters should be placed in groups or sessions (by subject), and identified by numbers on the boards and in the book of abstracts.
- ❖ Provide specific viewing times and ask authors to remain next to posters during these times so that they can provide explanations if required.
- ❖ More general session(s) for discussion of posters may or may not be organized. Discussion is best combined with the viewing times, so that those who are specifically interested in a poster can take part in small group discussions.
- ❖ Adequate floor space must be allocated to each poster including space for circulation. If space is restricted, posters may be displayed for a limited time and then replaced by another group of posters, provided scientific viewing and discussion time is allowed for each group.

This floor space must be able to comfortably and safely accommodate people in wheelchairs while they view the posters.

- ❖ Poster sessions are not commercial exhibits. If the authors are receiving any sponsorship from a company manufacturing a product mentioned in a presentation this must be clearly disclosed on the poster.
- ❖ At the posters there could be pockets for hand-outs and envelopes for cards with questions or information to the author.
- ❖ The Society awards prizes for the three best posters at each meeting. Those posters with the best abstracts according to the Scientific Program Committee (SPC), will have their poster presentations evaluated by the SPC and the three best will be awarded the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> prizes.

## **G) SPINAL CORD STAND**

If requested, the journal Spinal Cord can be presented in a location free of charge. If the publishers want to put other journals on display, an agreement as for commercial exhibit should be made.

## **H) COMMERCIAL EXHIBITION**

- ❖ The commercial exhibition brings funds to the meeting budget. The main pharmaceutical or potential exhibitors should be advised well in advance and in some countries two years ahead; the local representatives must be contacted at least one year before.
- ❖ Mail the companies that have participated in previous years (addresses should be available from ISCoS Secretariat) giving details of scientific programme and type of audience.
- ❖ List of other firms likely to be interested can be obtained locally and personal contacts are often most productive.

Advise companies on:

- requirement for registration
  - charge (per site, per sq. metre)
  - facilities (electricity, tables)
  - any limitations ( on projection, sound)
  - times for assembly and dismantling
  - access for delivery of exhibits
- ❖ Locate the Commercial Exhibition close to refreshment areas or organize breaks in the area
  - ❖ Ensure adequate opportunities for delegates to visit the exhibition.

- ❖ Allow time before and after the meeting for assembly and dismantling of exhibits. Plenty of electrical sockets will be needed.

### ***Other Exhibitors***

Consider:

- a reduced fee to research groups producing rehabilitation engineering and technical aids
- a reduced fee for national organizations of disabled people.

### **I) REFRESHMENTS**

- ❖ Beverages must be readily available immediately as breaks start.
- ❖ An audible signal should be heard 5 minutes before the end of the breaks. This signal should be audible not only in the coffee or tea hall but all over the main building, including the commercial exhibition, poster session rooms, toilets, etc.
- ❖ The poster room and the commercial exhibition must be close enough for people to visit during breaks. Coffee breaks can be organized in the exhibition area

### **J) TOILETS**

These should be near the Meeting Hall(s) and one or two must be wheelchair-accessible. It is better to have them tested by a person who uses a wheelchair beforehand. A wheelchair user's experience is better than a professional, even if the professional thinks he or she knows. The wash-hand basin should also be easily reached by the wheelchair user. The doors of these toilets must bear a sign (the access symbol) indicating that it is accessible.

### **K) MESSAGE BOARD**

Must be available either as pin board or electronically for messages from the organization or from the participants

## **2. SCIENTIFIC PROGRAMME**

- ❖ Decide on the number of papers (about 40 - 60)
- ❖ Decide on length of papers, usually:
  - 15 minutes plus 5 minutes' discussion for main subjects
  - 10 minutes plus 5 minutes' discussion for preferred papers
- Usually only one paper will be accepted per presenting author for **platform presentation** but more than one paper may be accepted for **poster presentation**. If there is space for more than one paper per author, preference will be given to authors who are only able to attend occasional meetings, e.g. developing countries. However, the scientific merit of the papers available must be considered the primary reason for acceptance.

- Call for abstracts at Annual Scientific Meeting one year before and have Abstract Form and instructions for submitting abstract available at the homepage of the host organisation with a link from the Society's website.
- Review, grading and final selection of Abstracts and proposals for Instructional courses/workshops/symposia for the Annual Scientific Meeting will be made by the ISCoS Scientific Program Committee (SPC)
- The ISCoS SPC is comprised of the Chair and members of the Scientific Committee of ISCoS and the Chair and members of the Host Scientific Committee (HSC)
- The Chair of the Scientific Committee of ISCoS will function as Chair of the SPC and is responsible for review and grading of all abstracts. Abstracts for review will be divided between members of the Scientific Committee of ISCoS, who will provide a second grade. The HSC members will also divide the abstracts for review and provide a third and in certain instances a fourth grade. The method of grading will be on a scale of 1 (worst) to 5 (best) (see in appendix). Collation of all grades will be provided to each member of the committee prior to final selection. Members of the SPC should not grade abstracts from their institution or where they appear as an author. Among the authors who have preferred oral presentation those with abstracts evaluated to have the average highest grading (best grading) will be offered oral presentation according to space available in the program. Other authors will generally be offered to present their work as poster, unless the abstract is found to be of a quality that presentation has to be declined. Only those abstracts representing good scientific rigor or that provide valuable educational information will be accepted for oral or poster presentation.
- The Chair of the SPC with assistance from the staff of the secretariat of ISCoS is responsible for informing the members of the HSC each year of the process for review, grading, selection, allocation and scheduling of accepted abstracts and confirming methods and facilities for communication well in advance of the review process. The guidelines and an illustration for scheduling the scientific program in regard to keynote speakers, sessions, AGM, breaks, opening and closing remarks should be provided to the Chair of the HSC by the secretariat staff also well in advance, preferably at the previous ASM
- Each of the SPC members will receive the abstracts by electronic mail within 2 weeks of the deadline for submission after they have been categorised and placed on grading sheet and will be responsible for returning the grade within two weeks.
- Representative members of the three groups who graded the papers will correspond via e-mail and make the final selection in regard to the papers for floor presentation and for poster presentation. The Chair of the HSC, with the assistance of the Chair of the SPC and staff, will perform the final categorisation, allocation of time and scheduling of all accepted abstracts. These tasks will be completed in order to inform authors of acceptance and day of presentation or rejection 5 months prior to the meeting.
- The secretariat of ISCoS will be responsible for the acknowledgement of receipt of abstracts to authors, categorisation and distribution of abstracts and grading sheets to members of the SPC, collation of grades, final selection, allocation and scheduling of Abstracts. The local organizers will be responsible for informing authors of acceptance or rejection.

- Inform authors by e-mail (or airmail) of acceptance or rejection not later than 5 months before the meeting. Provide instructions for presentation.
- Applications for instructional courses / workshops / symposia will be reviewed in a similar process as the abstracts. In addition, the chair of the SPC and the chair of the HSC have to make an overall consideration of the Meeting, regarding how many instructional courses / workshops / symposia it will be possible to find space for in the program.
- Publish abstracts in booklet for distribution at meeting. Allow space for notes.
- A website with the programme should be available at least 7 months before the meeting. It should be possible to take the registration forms, accommodation forms etc. directly from the website
- Specific topics should preferably start with an Introduction lecture of 30 min. including discussion. The person invited to do such a lecture should have the registration fee waived by the organisers, and be invited to be co-chair of the session.
- If possible, special days should be devoted to Basic Science, Spinal Surgical, Urological issues, etc. to attract specialists for these days to just one-day registration.
- When the final program has been made available on the Society website, changes are only allowed to take place in case of extraordinary circumstances, because participants may have made arrangements in accordance to the program, which have been publicised.
- The organisers of the Meeting may provide the participants with a CD of the meeting abstracts.
- ISCoS will include the abstracts from the 5 last meetings on its website.

### 3 ACCOMMODATION

- This should be close to the venue of the meetings and if possible on the same site, whether hotel or university. Provide a range of accommodation prices along the following lines:
  - Good hotel
  - Medium price hotel
  - Inexpensive hotel, family hotel, pension
  - University residence, YMCA, hostelProvide the estimated distances of each facility from the meeting venue.
- Ensure wheelchair accessibility to all types of accommodation, outside and inside, private and public rooms. Do not forget that wheelchair users must be able to enter the hotel as well as the lift, the bathroom and toilet and be able to move around the bedroom. A wheelchair user best checks this. Some people using electric wheelchairs need more space. Some university hostels are accessible; check if they cater for breakfast.
- It is usually necessary to book a substantial number of rooms before knowing exactly the number of people who will want each type of room.

- Note the date by which any deposit must be paid, cancellation charges, group discounts, etc. It may be necessary to pay a cash advance. Ensure adequate rooms but avoid over-commitment.
- Try to negotiate a retail price for people with disabilities. Some of the hotels will allow a discount. Many people with disabilities need an accompanying person to help them. If for financial reasons they cannot afford the hotel price, provision must be made in advance to try and find accessible rooms or even guesthouses and adequate transportation to and from the meeting for them and for their attendant.

#### 4 TRANSPORT

- Provide a map when acknowledging registration, with information on public transport service from airports, train stations, etc, and instructions for people with disabilities travelling by car or other ways of transport
- Provide information about transport between hotels and Meeting Hall. Wheelchair accessible transport may be needed. Indicate the time needed for all journeys, or for walking to the meetings if desired and feasible.

#### 5 FINANCE

##### **A) BUDGET**

- ❖ The conference is expected to cover its costs. A draft budget is available from the ISCoS Secretariat. Audited accounts should be kept and submitted to the ISCoS Secretariat **not more than six months after the conference.**
- ❖ The financial outcome (what to do with surplus and what has to be done with losses) is specified in the contract between the local organizers and ISCoS.

##### **B) REGISTRATION FEES**

- ❖ These should be sent to the local Organizing Committee and the currencies acceptable should be specified. Indicate a bank account number as well as the name of the payee, bank code and address. Arrange if possible for credit card numbers to be accepted in payment of registration.
- ❖ A discount will be allowed when registration takes place prior to a set date (usually 3 months before the conference) and a refund schedule should be agreed upon.
- ❖ To allow most members to be able to participate in the meeting, great attention should be given to keep the registration fee as low as possible. However a realistic figure should be accepted so as to get the budget even. The choice of venue and of the social activities can influence a budget either way.
- ❖ Registration fee should be waived for current Executive Officers of ISCoS. Past Presidents and past Executive members who have retired from active clinical practice are also entitled to have their registration fee waived.

- ❖ Registration fee should be waived for invited speakers.

### **C) FINANCIAL SUPPORT FOR SPEAKERS**

- ❖ **GENERAL:** Invited lecturers who have their travel and accommodation paid by the organisers or the Society must submit a manuscript to 'Spinal Cord' prior to the meeting for possible inclusion in the journal. The manuscript should not have been published elsewhere before in that form. Honorarium or reimbursement of expenses will not be provided before the manuscript has been submitted to the Editor of 'Spinal Cord' or to his/her substitute
- ❖ Guttman Lecturer: The Society will be responsible for the air fare (round trip, economy class), accommodation at the meeting site for 3 nights, registration fees and related meeting expenses (annual dinner fees) as well as an honorarium of £ 500. These are payable only upon receipt of a manuscript, as described above.
- ❖ Invited keynote, introductory lecture speakers, or workshop presenters: Invited speakers (other than the Guttman Lecturer) who are personally invited to present on a specified topic or who are asked to present an introductory lecture to one of the scientific sessions, will have their registration fee waived for the meeting. There will be no reimbursement for air fare, car mileage/expenses, hotel, or other meeting expenses for these speakers unless the local organisers wish to make such arrangements. Funds for these additional arrangements must come from the local organisers budget and not from the Society.
- ❖ Invitations from local organising committee: If the local organising committee specifically wishes to invite attendees and provide financial support to those individuals, this decision must be cleared with the Chair of the ISCoS Scientific Committee. Funds for such individuals would be provided by the local organisers and not from Society funds.

### **D) FUND-RAISING**

Considerable subsidies can often be obtained from commercial companies and charitable trusts to supplement the official budget. Start fund-raising early - at least 2 years ahead.

## **6 SOCIAL PROGRAMME**

It usually consists of:

- Opening Reception
  - Society Dinner
  - Accompanying Persons' Programme
  - Pre- and Post-Meeting Tours
- ❖ The Opening Reception and the Annual Dinner are usually included in the Registration Fee for full delegates. Indicate on the Registration Form the cost of each for the accompanying persons.
  - ❖ Design the Registration Form to allow clear recording of accompanying persons' wishes so that numbers are known for each event, especially the Dinner.

- ❖ It is probably better to have a separate charge for each event than an overall "Accompanying Person's Fee".

# INTERNATIONAL SPINAL CORD SOCIETY

## ... ANNUAL SCIENTIFIC MEETING

..... 20...

### FIRST CALL FOR ABSTRACTS

#### **CLOSING DATE FOR RECEIPT OF ABSTRACTS: .....**

You will be informed of the acceptance or rejection of your abstract by .....

If you have not been informed by this date, you should contact the Honorary Secretary.

### INSTRUCTIONS FOR AUTHORS

#### 1) Rules **on Authors of Papers**

As stated in the Constitution (paragraph 21,b) the Society rules that for papers to be presented at a Scientific Meeting, **at least one author must be an Ordinary member or Associate member of the Society.**

2) Usually only **one paper will be accepted** from a presenting author, for **platform presentation**. On rare occasions more than one paper will be accepted, when preference will be given to authors unlikely to be able to attend many annual meetings. **More than one paper** may be accepted from an author for **poster presentation**.

3) You can find the Abstract Form on the website.

4) Please **type** your paper **in English** on the enclosed Abstract Form, to ensure there is no confusion on the spelling of names, addresses, titles of abstract, medical terminology, etc.

5) The title should be brief and identify clearly the nature of the study. The complete title should be in **CAPITALS. Underline** the name of the author who will present the study, **ONLY. Do not include titles or degrees**. Specify name and location of institution where the work was done. Follow the example below:

#### **FLEXION MYELOPATHY OF THE CERVICAL SPINE**

**K. Mii, H. Iida, S Tachibana, K Yada**

Dept of Neurosurgery, Sagamihara National Hospital, Kitasato University, Sagamihara, Japan

6) The entire text should fit within the framed outline of the Abstract Form. It will form part of the conference proceedings and should, therefore, be typed in font size 12.

The body of the Abstract should be organized as follows:

- a. A sentence stating the purpose of the study.
- b. A brief description of the methods.
- c. A summary of the results obtained.
- d. A statement of the conclusions reached.

- 7) Simple tables or graphs may only be included if they fit within the format. Additional tables, graphs, or pictures will not be accepted.
- 8) Non-proprietary (generic) names should be used and should be written in small letters. Proprietary names may be added in brackets.
- 9) Funding support for the research or project should be clearly stated.
- 10) E-Mail the original Abstract Form to the **ISCoS Secretariat**. **Only electronic mail (e-mail) submission of abstracts is acceptable.**

**! The abstracts will be printed exactly as presented. Abstracts, which do not correspond to these instructions, will not be considered for presentation.**

**! Abstracts will not be considered if dealing with non related subjects**

**! Abstracts will not be considered if they do not give data. “Results will be discussed” is not acceptable**

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Platform preferred	Subject 1
Poster preferred	Subject 2
Platform only	Subject 3
Poster only	Subject 4
Video	Subject 5



## ABSTRACT SUBMISSION FORM

?? Annual Scientific Meeting, Dates, Venue

Please send Abstract Submission Form no later than **(date)** to **Marianne Bint, Administrator, ISCoS, National Spinal Injuries Centre, Stoke Mandeville Hospital, Mandeville Road, Aylesbury, Bucks HP21 8AL, United Kingdom**

Phone: +44 (0)1296 315866 Fax: +44 (0)1296 315870 E-mail: [admin@iscos.org.uk](mailto:admin@iscos.org.uk)

Mrs     Miss     Ms     Mr     Dr

Other Title(s)

Surname:

First name:

Country:

E-Mail:

Telephone:

Fax:

Please tick the appropriate box below

Topic:     1 (title)                       4 (title)  
               2(title)                       5 (title)  
               3 (title)                       Free papers

Preferred form of presentation (**choose one only**)

Oral                       Poster                       Oral or Poster

### Abstract Submission:

Please use this form and the form on the next page to fill in necessary details regarding subject and text of abstract to be submitted. When completed send Abstract Submission Form via e-mail in Microsoft Word to Marianne Bint, Administrator, ISCoS, [admin@iscos.org.uk](mailto:admin@iscos.org.uk).

**Please contact Marianne Bint if you have insurmountable difficulty in sending abstract(s) via e-mail.**

**Date:**



**ABSTRACT SUBMISSION FORM**

?? Annual Scientific Meeting, Dates, Venue

**PLEASE DO NOT EXCEED THE MAIN TEXT BOX WITH YOUR ABSTRACT TEXT  
(INCLUDING FIGURES AND ANY REFERENCES)**

<b>Title:</b>
<b>Author(s): Please underline the presenting author. Initials and last name only – no titles</b>
<b>Name of ISCoS Member:</b>
<b>Main Institution where the work was done:</b>
<b>Text of abstract (Maximum 200 words using size 12 font)</b>
<b>Funding source/support:</b>

## **Course/Workshop/Symposium Submission Instructions for the Annual Scientific meeting of ISCoS**

The ISCoS Annual Scientific Meeting consists of General Sessions of individual papers, scientific posters, invited guest lectures, and Courses/Workshops/Symposia. These courses may vary in length from 1½-3 hours, organized by a chairperson under a single SCI topic, usually including a guest faculty of 2-5 members. It preferable if all courses have handouts (maximum of two pages per faculty member) of the presentations and these are distributed to meeting attendees.

Courses/Workshops/Symposia are selected by the Scientific Program Committee based on proposals submitted.

The deadline for course/workshops/symposia proposals for the Annual Scientific meeting of ISCoS is the same date as for Abstract submission. Those submitting proposals will be notified of the Program Committee decision in the same time as those submitting abstracts for the meeting.

### **Instructions for Submitting an ISCoS Course/Workshop/Symposium Proposal**

#### **Course/Workshop/Symposium Proposal Submission**

1. Title of Proposed Course/Workshop/Symposium:
2. Format of Proposed Course/Workshop/Symposium:
3. Faculty (with positions and affiliations) for Proposed Course/Workshop/Symposium:
4. Name, Address, E-mail, Phone, FAX of Proposed Course/Workshop/Symposium Chairperson/Contact Person
5. Course/Workshop/Symposium Synopsis:
6. When the proposal has been accepted abstracts for all the presentations of the Course/Workshop/Symposium must be submitted in the usual abstract forms not later than 5 months before the meeting to allow these to come into the abstract book.

**CRITERIA FOR GRADING  
ABSTRACTS AND COURSES/WORKSHOPS/SYMPOSIA FOR THE  
ANNUAL SCIENTIFIC MEETING OF ISCoS**

**Abstracts**

Each abstract is scored on 3 criteria:

- 1) Scientific (or educational or programmatic) merit,
- 2) Originality
- 3) Contribution to the field.

Each component is to be scored on a scale of 1(lowest/worst) - 5(highest/best) and the scores added (total score of 15 possible).

**The higher the number, the better the abstract.**

**Courses/Workshops/Symposia Proposals**

- Each element (described above) is scored on a scale of 1-5 (as above) yielding a total score of 15. **The higher the number, the better the course/workshop/symposium.**

***GUIDELINES FOR THE CHAIR***

Dear

Thank you for agreeing to Chair a session at the Annual Scientific Meeting of the ISCoS in

.....on.....between..... and.....

1. You have the authority and the responsibility for keeping the speakers to time. To assist you in this you will have the following equipment:

.....  
.....

2. Presentation should last..... minutes followed by .....minutes for discussion. The discussion for several papers can be grouped together if you wish.

3. Please ensure that you and the speakers are familiar with the controls for the:

- Computer presentations
- Lights and microphones
- Laser pointer

4. The Audience should be informed how to use the microphones for discussion and should identify themselves when asking a question (name + country). The Audience shall be asked to respect the speakers and turn off the sound of their mobile phones.

5. The conference organizers may wish to make announcements at the beginning and at the end of the session.

## ***GUIDELINES FOR SPEAKERS***

### **PRESENTING A PAPER**

1. Practise your paper in front of colleagues before the conference if you are not very familiar with public presentation.
2. Do not put too much information on one slide (eg):
  - maximum of 8 lines of text
  - maximum of 8 words per line
  - avoid complex tables - use graph or chart

A computer presentation preparation room will be available, where you should check your presentation

3. Identify yourself to the Chair of your session and get to know the audio-visual controls in advance
4. Speak clearly, distinctly and slow enough that also those whose native language is something other than English can enjoy your valuable talk
5. Keep strictly to your time to allow a proper discussion.
6. Turn off the sound on your mobile phone when in the lecture hall.

### **PRESENTING A POSTER**

1. Posters should be no more than ..... metres wide and ... metre high.  
Remember: posters will be viewed from a distance of at least 1 to 2 metres (3' to 6')
2. Lettering should be clear and bold, with the title at the top of the poster in letters at least 3cm high, followed by the authors. Make captions brief, labels few and both clear. Use large typescript if displaying a copy of your abstract
3. Keep illustrations clear, using charts, graphs, drawings and pictures. Use matt (silk) finish photographs. This will help diminish glare
4. Do not write on board used as background for your posters
5. Hang up your poster with the indicated material
6. Use the poster board with the number allocated to you



# **CERTIFICATE OF ATTENDANCE**

**?? Annual Scientific Meeting, Dates, Venue**

It is hereby certified that ..... has  
attended the meeting.

Points for Continuous Medical Education (CME) can be obtained  
from.....

Signed by the chair of the local organizing committee

(Town, country)

..... ANNUAL SCIENTIFIC MEETING EVALUATION FORM (year)

Your contribution to the evaluation of this year's meeting would be most appreciated. Could you kindly answer the following questions:

1) The content of the Scientific Sessions was:  
 Excellent                       Acceptable                       Poor                       No Comment

2) The quality and appropriateness of the Poster Sessions were:  
 Excellent                       Acceptable                       Poor                       No Comment

3) Do you wish to have parallel sessions in the future:                       Yes                       No

4) Do you wish to have:  
a) Keynote Speakers                       same                       more                       less  
b) Oral Presentations                       same                       more                       less  
c) Poster sessions                       same                       more                       less

5) Do you wish to have Breakfast Seminars (7.30 – 8.30 a.m.) in the future?  
 Yes                       No

6) Can you recommend specific topics that you would like to see presented by Guest Lecturers?

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7) Can you suggest topics for ISCoS meetings in the future?

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8) Can you make suggestions to improve upon the Annual Scientific Meetings of ISCoS?

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The form must be handed over at the Registration Desk to obtain a Certificate of Attendance