



# INTERNATIONAL SOCIETY FOR ENVIRONMENTAL EPIDEMIOLOGY

Website: [www.iseepi.org](http://www.iseepi.org)

Secretariat: Infinity Conference Group (contact: Doreen Albertson)  
1035 Sterling Road, Suite 202, Herndon, Virginia 20170 USA  
703-925-0178 (voice) [info@iseepi.org](mailto:info@iseepi.org) (email)

---

## Topics to be addressed in a bid to host a future ISEE conference

1. Name and affiliation of proposed conference chair(s). Include information on previous experience organizing scientific conferences.
2. Support committed or expected by the local employing institution and/or by the regional or national epidemiological organization(s).
3. Proposed location and conference site, including type of facilities; types and range of accommodations with estimated nightly costs for rooms and dormitories or other low cost housing (if available).
4. Description of the local conference organizing committee and scientific program committee. Describe plans for ensuring multi-regional, international input to and participation in the scientific program.
5. Proposed conference dates with at least one alternative for dates.
6. Describe organizational structure and staff for conference logistics management. (Specify whether a conference organizing company, university conference service, or staff will be hired for this purpose.)
7. Initial ideas about overall conference theme and specific conference topics, recognizing that most of the scientific program will be determined by the submitted abstracts.
8. Provisional budget including at least the following:
  - a. Income:
    - Registration fee and estimated number of paying participants (*members, non-members, early/late registrations, student fees, exhibitors, etc.* (See additional information about registration rates on next page.)
    - Expected grants from local, national and international sources
    - Exhibits
  - b. Expenditures:
    - Host fee to ISEE<sup>1</sup>
    - Conference facilities and equipment
    - Meals, coffee breaks, conference dinner, etc. (if included in registration fee)
    - Travel grants to participants in financial need
    - Invited speakers and other complementary registrations
    - Announcements, final program, list of participants, web site, etc.
    - Telephone, fax, courier, electronic communication
    - Credit card payments and bank fees
    - Personnel for preparing and running the conference (either from own institution or through an outside professional conference organizing company)
    - Electronically searchable online and downloadable program and abstract book
    - Insurance fees, if applicable
9. Strategies to be considered for reducing or minimizing the ecological footprint of the conference.
10. Ideas with respect to having a joint meeting with other professional societies, such as the International Society of Exposure Science (ISES). Joint conferencing with societies other than ISES may be considered, but it is not common.
11. Proposed organizational time lines (i.e., countdown per major activity to the proposed conference date)

*(Please see additional information on next page)*

---

<sup>1</sup> The conference organizers must agree in writing to pay a fee to ISEE as a condition of approval by the ISEE Executive Council to organize an annual conference. Organizers should budget for anticipated conference fees of USD 25,000 for a conference in 2017.

## **Additional information and stipulations for the proposal**

Conference dates: ISEE conferences are usually scheduled between the beginning of August and the end of October. It is expected that the conference would be scheduled during this time range. The proposed dates should avoid major religious holidays and other competing conferences.

Conference accommodations: The conference hosts should make arrangements for a range of accommodations that would include modest cost accommodations for students and participants from low/middle income countries.

Conference website: The ISEE will provide guidelines for design of the conference website and specifications for the abstracts format. The purpose is to ensure reasonable consistency of content to guarantee the needed information (e.g., membership status, student and new investigator status, etc.) is collected, and functions such as collection of ISEE membership fees for renewals and new memberships are included. The conference hosts are expected to adhere to the guidelines.

Contract to host conference: The conference hosts will be expected to sign a contract between the conference host organization and the ISEE that will specify the respective roles and obligations, including payment of the conference host fee. The contract will stipulate that the conference host organization will be fully responsible for financial risk if the conference loses money. The terms for dividing surplus revenues between the ISEE and the conference hosts will be specified in the conference contract, but the ISEE should receive at least 50%.

Conference fee: This fee is payable in full to ISEE by no later than one month prior to the conference. In the case of an untoward event that disrupts international travel or causes significant local social strife or physical danger, unrelated to and outside of the control of the conference host, and that results in the conference having very low attendance or in having to be cancelled, a proportion of the fee up to 100% will be waived. The conference organizer must present a justification for any fee waiver, which must be approved by the ISEE.

Conference budget stipulations:

- (a) The proposal should stipulate acknowledgement that the proposed conference registration fees cannot be increased more than 10% without prior written approval from the ISEE Executive Council.
- (b) The budget should be clear about what refreshments and meals, such as lunches and the conference dinner, are included in the registration fees.
- (c) The registration should provide options for current ISEE members to renew their membership, and for non-members to become members at the time of conference registration and therefore register for the conference at the lower member registration rate. The registration fee for non-members should be at least as much as the sum of the registration fee for ISEE members and the annual cost of ISEE membership, in order to encourage non-members to become ISEE members. The conference hosts will transfer all funds collected for ISEE memberships to the Society in a timely manner.
- (d) The conference hosts are expected to seek additional sources of funding support via conference grants or donations, so travel support can be provided to students and/or participants from cash-poor nations. The conference organizing committee is expected to manage the funds and travel award process.
- (e) The conference hosts are expected to prepare a complete and formatted electronic document of the final program and approved abstracts that are suitable for submission to a journal for publication or for posting on a website. The ISEE does not currently require that the conference program and abstracts be published in a journal, but it does require online publication. The conference hosts are responsible for the cost of preparing the program and abstracts for online publication.
- (f) The conference hosts are expected to provide meeting space (e.g., a conference room with LCD projection capabilities and internet access) for the ISEE Executive Council located at the conference venue and administrative support (e.g., access to printers and photocopiers) at no cost for the duration of the conference.

\*\*\*\*\*

*Approved January 2002. Revised February 2002, November 2008, September 2010, May 2011, November 2011, December 2011, April 2013, May 2014, December 2015.*