



**ISNI**  
**International Society**  
**of Neuroimmunology**

VAT id: 97644730588  
secretariat@isniweb.org  
www.isniweb.org

**President**  
Michal Schwartz (Rehovot, Israel)

**Vice-President**  
Amit Bar-Or (Montreal, Canada)

**Secretary/Treasurer**  
Roberto Furlan (Milan, Italy)

**International Advisory Board**

S. Baranzini (San Francisco, CA, USA)  
L. Battistini (Rome, Italy)  
D. Brown (Sydney, Australia)  
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J-i. Kira (Fukuoka, Japan)  
R. Klein (St. Louis, MO, USA)  
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H. Wiendl (Muenster, Germany)  
N. Woodroffe (Sheffield, UK)  
T. Yamamura (Tokyo, Japan)

## REQUEST OF CANDIDACY TO HOST AN INTERNATIONAL SOCIETY OF NEUROIMMUNOLOGY (ISNI) CONGRESS

ISNI International Congresses are held every two years. These meetings are organized by a local organizing committee in conjunction with the management company for the ISNI, EEM Srl. In this way, the ISNI Congress is licensed by ISNI to the management company on a profit-sharing basis. Choice of the hosting country is determined by an open candidacy process, and a vote by the members of the Executive and the International Advisory Board.

All members of the ISNI are welcome to apply to host a future congress of the Society. To be accepted and evaluated, the candidacy has to fulfill the following elements.

- 1. Indicate one or more Conference Chairs (which should be active members of the ISNI) which have the following main duties:**
  - a. coordinate the Local Organizing Committee (LOC) activities,
  - b. supervise the fund-raising activities,
  - c. develop the Scientific Program including the list of invited speakers and chairs (in consultation with ISNI executive).



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**2. Indicate a Local Organizing Committee (LOC) in charge of organizing the following aspects:**

- a. Help with fund raising activities,
- b. Help with outlining the scientific program.

**3. Scientific strengths and interests of local organizing and program committee(s), including:**

- a. Possible main congress topics.



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**4. The strength to attract sponsor contributions.**

- a. The organizing committee is expected to raise substantial (see below) resources to defray the costs of the meeting,
- b. All sponsors from local industry, scientific societies and/or authorities,
- c. National parent scientific societies/associations.

(Please list as much details as possible about sponsorship opportunities available to the ISNI Congress.)

**5. Indicate the year you are submitting your request (2020, 2022 or 2024)?**

- a. You can resubmit your request if denied.



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Your request for candidacy will be presented to the International Advisory Board (IAB) supported by a technical document obtained by EEM International Congress (Official ISNI Congress Organizer and ISNI Secretariat). This technical document will analyze objectively the logistic issues and the strengths and weaknesses of each candidacy. The candidates will be asked to present their bid (short, 5 minutes' presentation) during the upcoming 14<sup>th</sup> ISNI Congress in Brisbane, Australia. The LOC is kindly requested to limit the introductory comments to the connection between the proposed city and the hosting entity, not to the organizational details. Also, the LOC should refrain from asking support from any other company in the congress organizing field or travel agencies regarding the logistic aspects and to keep the location/city and the suggested dates as confidential, to prevent any future negotiation for EEM.

In case your candidacy will be approved you will be informed accordingly and you will receive:

- a business plan including a preliminary congress budget with 2 – 3 different costing scenarios including the expected amount of sponsorship contributions that you will commit to raise (at least 60% of the overall costs, coming from industry or other sponsors),
- a detailed to-do-list (who, what, when),
- a complete set of useful documents including
  - o a sample letter to the sponsors
  - o sponsorship prospectus
  - o ISNI profile
  - o congress structure, etc.

Please address your application by date before June 29, 2018 to:

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