



## Congress Key Roles & Responsibilities

<b>ISNI Executives</b> <i>Has the ultimate authority and responsibility</i>	<ul style="list-style-type: none"> <li>• Has the final word about the congress program</li> <li>• Can suggest speakers and topics</li> <li>• Has the power of veto on speakers</li> <li>• Supports the LOC</li> </ul>
<b>GSNI Coordinators</b> <i>Pre-congress course</i>	<ul style="list-style-type: none"> <li>• Draws up the program of the course on the congress topics</li> <li>• Invite their speakers</li> </ul>
<b>Local Organizing Committee</b> <i>Shapes the scientific program</i>	<ul style="list-style-type: none"> <li>• Creates a Scientific Committee</li> <li>• Shapes the scientific program</li> <li>• Provides funding for the project <sup>1</sup></li> <li>• Selects abstracts for oral/poster and grant awardees</li> <li>• Come up with social events</li> </ul>
<b>ISNI secretariat</b> <i>Coordination activities</i>	<ul style="list-style-type: none"> <li>• Coordinates all activities between ISNI, the LOC and the logistics organizing secretariat (EEM)</li> <li>• Provide regular updates to the ISNI Executives</li> <li>• Develops and provides all the teams with the documents</li> <li>• Facilitates regular core team meetings</li> <li>• Collects and distribute all the communications between the teams and keeps record of them</li> <li>• Keeps all communication with speakers/chairs</li> <li>• Coordinates abstract reviewing</li> <li>• Keeps all communication with participants</li> <li>• Coordinates grant applications</li> <li>• Puts together the scientific program</li> <li>• Serves as the LOCs and the Executives right hand</li> </ul>
<b>Professional Congress Organizer (EEM)</b> <i>ISNI's appointed event planner</i>	<ul style="list-style-type: none"> <li>• Assists the LOC in preparing the bid <sup>2</sup></li> <li>• Prepares the preliminary budget <sup>3</sup></li> <li>• With regular contact with the LOC takes care of everything that has to do with the budget.</li> <li>• Sign of the contracts with the providers, and takes the risks</li> <li>• Event marketing activities</li> <li>• Collections of registrations, abstracts, hotel accommodations</li> <li>• Continues communication with sponsors after the 1<sup>st</sup> contact from the LOC.</li> </ul>

- 1 At least 60% of the overall congress expenses besides registration fees
- 2 EEM will help you in venue scouting and first contact to identify the best and most appropriated structure to host the congress. Please do not involve local event organizer in any phase of the project, in order to not overlap tasks and not to compromise further negotiations regarding prices and payment/cancellation policies.
- 3 The preliminary budget we will setup together, will consider at least two scenarios taking into consideration that your fundraising might change. The general costs will include 18% on total revenues (sponsorship and registration fee) to cover ISNI secretariat work for the next 2 years and EEM organizing cost, congress venue, invited speakers/chairs refund plan, attendees' meal plan, grant policies, social events etc.