International Society of Pharmacovigilance

Guidelines for ISoP Events

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A. Mid-year Symposium

1. Guidelines for Hosting the ISoP Mid-Year Meeting

Each year, the outline plan for the following year's ISoP mid-year meeting or symposium—including the theme and location—is agreed upon by the ISoP Executive Committee (EC). The EC then appoints the ISoP Academic Coordinator or another Advisory Board (AB) member to coordinate the organization of the event, with support from a local organizer. The ISoP mid-year meetings are organized jointly by ISoP and the local host organization.

Description

Each year, during the first quarter, ISoP will publicly invite expressions of interest to host the mid-year meeting for the following two years, ideally. These proposals will be reviewed and discussed by the ISoP Executive Committee (EC) and must be approved by the EC and Advisory Board (AB). A formal acceptance letter, signed by the ISoP President, will be sent to notify the successful proposal.

Objectives

The objectives of the ISoP mid-year meeting are to:

- Present and discuss key pharmacovigilance topics relevant to the region or geographical area.
- Encourage and extend research in the field of pharmacovigilance.
- Cooperate and collaborate with other organizations and societies concerned with pharmacovigilance.

Outcomes

By the end of the meeting, participants will have:

- An improved and up-to-date understanding of pharmacovigilance.
- Gained insight into the work of professionals involved in the clinical, scientific, and regulatory aspects of drug safety.
- Had the opportunity to share information and experiences on current drug safety issues.
- Met new colleagues face-to-face, expanding their pharmacovigilance network.

Language

The working language of the Society is English.

Eligibility to Host

Applications to host the ISoP mid-year meeting or symposium are welcomed from any regional pharmacovigilance centre, university, association, or ISoP Chapter worldwide.

Process and Timing

- Applications must be submitted to the ISoP Executive Committee (EC) at administration@isoponline.org at least one year before the scheduled meeting date.
- Each year, during the first quarter, ISoP issues an Open Call inviting expressions of interest from its Global Leaders to host the Annual or Mid-Year Meeting. This call is made public to ensure transparency and equal opportunity across regions.
- ISoP meetings cannot be hosted by pharmaceutical industries.
- Venue and date decisions are made by the ISoP EC during the mid-year symposium one year prior to the event.
- Final approval is granted by the ISoP Advisory Board (AB).
- The ISoP President will communicate the acceptance or rejection of bids formally by letter.

Structure of the ISoP Mid-Year Meeting

- The meeting is typically held between May and early June.
- The programme lasts 2 days, generally scheduled on Monday-Tuesday or Thursday-Friday.
- There may be a call for oral presentations; however, no posters will be displayed during the symposium.

Registration Fees

- Existing ISoP members receive reduced registration fees.
- Non-members pay a different fee, which includes a one-year ISoP membership starting from the date of payment.
- Fee categories apply to participants from public and private sectors and vary for High-Income Countries (HICs) and Low- and Middle-Income Countries (LMICs).

Target Audience

- The meeting is expected to attract 130-150 participants, including both ISoP members and non-members.
- Specific countries may be targeted depending on the venue location.

2. Preparation of the Proposal

The ISoP EC invites concise proposals (PDF format) including the following sections and documents:

Cover Letter

- Must be signed by the person responsible for submitting the bid.

1. Introduction

- Provide a general description of your organisation, country, and city.
- Highlight your involvement in pharmacovigilance.
- Explain why the chosen location is suitable for hosting a scientific symposium.

2. Outline of the Meeting

- Describe the aims, target audience, and expected outcomes.
- Include tentative dates and proposed theme of the meeting.

3. Venue Considerations

- Plan for attendance of approximately 150 delegates (numbers above can be discussed).
- The venue should be attractive to motivate delegate attendance.
- Preferably choose universities or similar institutions.
- The venue must have civil liability insurance to host meetings.
- Ensure accessibility and a suitable atmosphere.
- Provide feasibility for hybrid participation or session recordings (venue-organized).
- Accommodate 130-150 participants with options for break-out groups.
- Ensure proper ventilation and air conditioning.
- Catering for 4 coffee breaks and 2 lunches.
- Space for registration/welcome desk staffed by ISoP administration.
- Availability of audio/visual equipment (OHPs, data projectors, microphones) and at least one technician.
- Conferencing facilities.
- Optionally organise a dinner for speakers on Day 1.

4. Hotels

- Identify accommodation options within walking distance of the venue.
- Provide special rates where possible.
- Participants will book and pay directly.

5. Finances

- ISoP is fully responsible for the budget, including registration and speaker expenses, and managing profit and loss.
- Speakers participate without fees; their registration will be waived.
- Chairs do not receive fees, and their registration is only waived if they are part of the Scientific/Local Committees or Executive Committee.
- Free registrations should not exceed 10% of attendees (up to 15% if approved by the EC).
- ISoP follows SOP guidelines for covering accommodation and travel expenses for a limited number of speakers.
- Budget preparation is based on 100 paid attendees.
- The hosting institution should provide financial information respecting the tentative maximum budget set by ISoP.

Type of cost	Tentative number of attendees	Example provided by ISoP	Estimated Total budget In EUR	Information shared by the LOC
Venue (2 days/hiring)		1’500 EUR/day	3000	
Audio-video technical support (2 days)		--	1000	
Light Lunch/sandwiches (2)		25 EUR/lunch	8000	
Coffee Break (4)		8 EUR/break		
Hotel for speakers* *ISoP will guarantee 15 rooms for the speakers		150 EUR/night	3500	
Travel for speakers			3500	
Speakers’ dinner		60 EUR	1000	
Cultural activity (optional)				

Communication, Materials (badges, programme, etc)			2000	
Total			**22000 EUR**	

6. Details of the Local Organising Committee (LOC) and Scientific Committee (SC)

The Chapter leader or contact person who submits the expression of interest or proposal is typically considered the Chair of the Local Organising Committee (LOC). This nomination will be formally confirmed by the ISoP Executive Committee (EC). Members of both the Scientific Committee (SC) and LOC will receive complimentary registration to the event.

Local Organising Committee (LOC) (Optional)

The establishment of a LOC is optional. If formed, the LOC Chair must be affiliated with the host institution and be an ISoP member. The LOC should comprise a maximum of three members, including the Chair and ISoP Administration. Ideally, all LOC members should be ISoP members. The LOC is responsible for selecting the venue and hotel(s), as well as liaising with ISoP Administration on organisation, promotion, and logistics. It is not required to engage a local vendor to organise the ISoP mid-year symposium.

The list of LOC members proposed by the organisers is preliminary and not yet official.

ISoP offers five (5) complimentary registrations for individuals from the host organisation, excluding faculty.

Scientific Committee (SC)

The Chair of the SC is proposed by the LOC Chair in consultation with the ISoP EC. The SC can include up to four members, including the Chair, with at least 50% being ISoP members. The ISoP Academic Coordinator or a designated Advisory Board (AB) member should be part of the SC, which is responsible for coordinating the scientific content.

Similar to the LOC, the list of SC members proposed is preliminary.

Tasks of the Scientific Committee include planning a high-quality, relevant scientific programme, inviting speakers (at least 50% of whom must be ISoP members), organising and chairing sessions, speaking, reviewing oral presentation abstracts, and assisting during the conference. Priority for speakers and chairs is given to those with expertise from the EC, SC, or LOC.

The SC will hold video conference meetings twice a month.

6. Publicity and Networking

Collaboration is key to the symposium's success. Promotion should occur both locally and globally through:

- Announcements during conferences and via associations, universities, affiliated societies, and the local organisers
- Marketing campaigns and mailings
- Social media platforms

7. Sponsorship and Commercial Presence

Organisers may seek or accept commercial sponsorships provided that such funding:

- Complies with these guidelines
- Receives approval from the ISoP EC

Per ISoP by-laws, the Society retains full authority and control over the meeting's programme content. Sponsored activities and plenary sessions shall not bear the name of commercial sponsors or their products.

Educational grants from commercial sponsors will be acknowledged appropriately (e.g., mention in the programme without displaying logos).

Organisers should manage relationships with commercial entities transparently and fairly.

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B. Annual meetings

Description

The ISoP Annual Meeting (formerly functioned under the name ESOP – European Society of Pharmacovigilance) has been held each year in a different location since 1993. During the first quarter of each year, ISoP publicly invites expressions of interest from its Global Leaders to host the Annual or Mid-Year Meeting for the subsequent two years. Submitted proposals are reviewed and discussed by the ISoP Executive Committee (EC) and Advisory Board (AB) and evaluated using the Checklist for Annual Meetings tool (see below). Formal acceptance is communicated in writing via a letter signed by the ISoP President.

Since the transition from ESOP to ISoP in 2000, the Annual Meeting has been hosted outside Europe every two years. While there is no formal rule regarding the meeting location, experience has shown that events held in Europe tend to be the most financially successful. Therefore, it is recommended—though not mandated—that the Annual Meeting take place in Europe every second year.

Objectives

The ISoP Annual Meeting aims to:

- Present and discuss key pharmacovigilance topics at a high-quality international scientific forum.
- Encourage and advance research in the field of pharmacovigilance on a global scale.

- Provide a platform for ISoP members—and all stakeholders with an interest in drug safety—to engage in discussions on pharmacovigilance issues, enabling the Society to demonstrate accountability and gather input on future directions.
- Foster cooperation and collaboration with other organizations and societies involved in pharmacovigilance.
- Offer an inclusive environment for networking and professional support across the global pharmacovigilance community, regardless of participants' workplace or region.
- Create a supportive, informative, and engaging event that contributes to the development of more effective pharmacovigilance practices worldwide.

Outcomes

By the end of the meeting, participants will have:

- Gained an improved and up-to-date understanding of pharmacovigilance practices and developments.
- Acquired insights into the roles and perspectives of stakeholders involved in the clinical, scientific, and regulatory aspects of drug safety.
- Had the opportunity to exchange information and share experiences related to current drug safety issues.
- Enhanced their knowledge of topical challenges and developments in pharmacovigilance.
- Developed a deeper understanding of the key subjects explored during plenary sessions and symposia.
- Met new colleagues in the field from around the world and extended their international pharmacovigilance network

Language

- The official working language of the Society is English. However, the use of other languages may be permitted for local ISoP-sponsored activities, subject to agreement with the organizers, provided that English-language support is available.

Host application for the Annual Meeting

The meeting may be hosted by any ISoP Chapter, national or regional pharmacovigilance centre, university, or other institution/organization engaged in pharmacovigilance or drug safety anywhere in the world. Typically, the individual submitting the application will serve as the Chair of the Local Organising Committee (LOC) and will submit the proposal on behalf of the ISoP Chapter or a partner organization. Please note that ISoP meetings cannot be hosted by pharmaceutical companies. For application details, refer to the section below: Preparation of the Bid Document for Annual Meetings.

Location

The event location and venue should not serve as the primary attraction of the event. When selecting a location and venue, ISoP must consider the following:

- Potential adverse public perceptions regarding the location or venue. The chosen setting should not convey an image of luxury, tourism, leisure, or entertainment.
- The importance of accessibility for attendees, including ease of travel and logistical convenience.

Timing and structure of annual meetings

The ISoP Annual Meeting is typically held between late September and early November, with October being the preferred month. The selected dates should avoid the tourist high season in the chosen location and should not conflict with other major international pharmacovigilance-related conferences.

The main programme generally runs for 2.5 to 3 days and is preceded by pre-conference training courses held the day before the official start of the meeting. A typical schedule is as follows:

- Tuesday: Pre-conference training courses (morning/afternoon), registration, and welcome reception (included in the registration fee)
- Wednesday: Registration (morning/afternoon)
- Thursday: Main meeting begins; conference dinner in the evening (not included in the registration fee)
- Friday: Main meeting continues (morning and possibly afternoon, depending on the agenda)
- Optional Saturday morning: Social programme, such as a city tour (not included in the registration fee)

Pre-conference courses

The Scientific Committee (SC) is responsible for selecting the topics for the pre-conference courses, which are typically held one day prior to the start of the main meeting. The number of pre-conference courses—up to a maximum of four—should be agreed upon by the SC, the Local Organising Committee (LOC), and the ISoP Executive Committee (EC).

Speakers for the pre-conference courses should preferably be individuals already involved in the event as session chairs or speakers, as they are eligible for benefits such as free registration, in accordance with the Guidelines for ISoP Event Speakers.

Main meeting programme

The main structure of the programme consists of plenary lectures and two parallel session tracks. Dedicated time is also allocated for poster viewing, typically scheduled during coffee breaks and after lunch sessions.

Abstract submission

The Scientific Committee (SC) will invite abstract submissions for the annual meetings. Instructions and the submission timeline must be posted on the official website of the annual meeting. Accepted posters will be published in *Drug Safety*, the official journal of ISoP. Please refer to the SOP – Scientific Programme Planning Committee for Annual Meetings and Abstract Review Requirements below.

Target number of participants

The target number of participants for the main conference should be 400. For the pre-conference courses, a minimum of 50 participants per course is required. To ensure a high-quality learning experience, the number of participants in each course should not exceed 80.

Conference Management Organisation for Annual meetings

Since March 2024, ISoP has engaged an international Professional Conference Organizer (PCO) to provide expert support in the planning and execution of its Annual Meetings. The PCO is responsible for the full coordination and logistical management of the events, working closely with the ISoP Executive Committee (EC) and the Local Organising Committee (LOC). The appointed PCO must demonstrate proven experience in managing corporate events, congresses, and incentive programs, ensuring the application of best practices in event management. For further information about the PCO and its role, please contact ISoP Administration.

Registration fees

Existing ISoP members benefit from a reduced registration fee, applicable to both public and private sector participants from High-Income Countries (HICs) and Low- and Middle-Income Countries (LMICs). Non-members pay a different fee, which automatically includes one year of ISoP membership, also applicable across sectors and income groups. Fee waivers may be granted in certain cases; please refer to the guidelines for speakers and chairpersons at ISoP events (see section below) for more details.

Scientific Committee (Chair and members)

The ISoP Executive Committee is responsible for appointing the Chairperson of the Scientific Committee (SC) once the proposal is accepted at least eighteen months before the Annual Meeting. A formal invitation letter will be sent by the President of ISoP (see the SOP for Scientific Programme below). The SC should comprise a maximum of eight members, all of whom must be ISoP members. SC members will receive complimentary registration for the event. ISoP will follow the Guidelines for speakers and chairpersons at ISoP events (see below) regarding coverage of accommodation and travel expenses.

SC Responsibilities

The Scientific Committee (SC) is responsible for designing the structure of the scientific programme, selecting speakers, and managing abstracts for invited papers, oral presentations, and posters (By-Laws Art. 2.2).

Local Organising Committee (Chair and members)

The Chapter leader or contact person who submitted the expression of interest or proposal is typically appointed as the Chair of the Local Organising Committee (LOC). This nomination will be formally confirmed by the ISoP Executive Committee, and a formal letter will be sent by the President of ISoP. The LOC Chair usually serves as co-chair of the Scientific Committee, acting as a liaison between both committees to ensure smooth and distinct communication. The LOC should comprise a maximum of eight members, all of whom must be ISoP members. LOC members receive complimentary registration for the event. ISoP will follow the Guidelines for speakers at the Annual Meetings (see below) regarding coverage of accommodation and travel expenses.

LOC Responsibilities

The LOC is responsible for securing sponsorship, vetting and selecting venues, booking and liaising with the venue for scientific sessions, and, when necessary, managing hotel or residential accommodations. The LOC also oversees abstract submissions, registrations, speakers' invitations and expenses, financial accounting, organizing supplementary social activities, and ensuring the smooth running of the event. All these tasks should be carried out with the assistance of the Professional Conference Organizer (PCO). (See SOP for Scientific Programme below.)

Financial Terms

Financial Sponsorship

In accordance with ISoP By-laws Article 2.2, the LOC, in collaboration with the Professional Conference Organizer (PCO), will identify and secure international financial sponsorship. Sponsors may provide items such as conference bags in exchange for the opportunity to set up a booth and share information about their organization. Potential sponsors—whether national or international—include government agencies, university clinical research units, contract research organizations, non-profit organizations or charities, and pharmaceutical companies. Pharmaceutical sponsors may promote their company and therapeutic areas of interest but are not permitted to promote specific products by name. ISoP retains full authority and control over the content of the meeting programme. A formal financial agreement will be established between the LOC and ISoP Global (see Host Agreement and template below).

Any concerns regarding the suitability of sponsors or their requirements should be discussed with the ISoP President and Executive Committee.

Regarding sponsorship from the pharmaceutical industry, ISoP adheres to the MedTech Europe Code of Ethical Business Practice, available at https://www.ethicalmedtech.eu/e4ethics/about-e4ethics/. To comply with pharmaceutical industry rules for ethical event sponsorship, registration is required at least six months prior to the start of the conference.

Tentative Annual meeting budget

ISoP expects to generate a profit from the annual meetings; therefore, a balanced budget must be presented in the bid. If the Annual Meeting results in a financial profit or deficit, it will be shared equally, with 50% allocated to the Local Organising Committee and 50% to ISoP. A financial agreement outlining these terms will be signed between the ISoP Executive Committee and the Local Organising Committee. An expected profit margin of at least 10% is anticipated in the final event budget; however, this is not a strict requirement. Every effort will be made to minimize losses to the greatest extent possible.

1. Preparation of the bid document for annual meetings

General Process and Timing

- Applications should be submitted to the ISoP Executive Committee (EC) during the Open Call for ISoP events, which takes place in the first quarter of each year and is intended to plan for the next two years.
- Final approval for ISoP Annual or Mid-year meetings will be granted by the ISoP Advisory Board.
- The ISoP President will communicate the final decision regarding the acceptance or rejection of bids through a formal letter.

The ISoP EC welcomes concise, well-presented bids submitted in PDF format, including the following sections and documents:

Cover Letter

All bids must be accompanied by a letter signed by the person responsible for submitting the bid. It is recommended that the letter also include the tentative theme of the meeting.

Introduction

The meeting host may choose to begin the document with an overview of the country and the selected city, including information on direct flights and other international transportation options. This section should explain why the location is suitable for hosting a scientific conference. It may also be helpful to check plane ticket prices for a Saturday night stay and describe specific arrangements for how delegates could be transported—such as by minibus or taxi—from their point of entry into the country.

Description of the tentative venue and conference facilities available

As part of the planning process, it is essential to consider a target audience of approximately 400 participants, the need for separate lecture halls for parallel sessions held concurrently, and sufficient space for poster presentations. The venue should be selected with the following criteria in mind:

- The main lecture theatre or room should be large enough to accommodate delegates comfortably, but not so large that attendees are spread too far apart.
- Breakout rooms should be within a one-minute walk from the main room.
- A separate area should be available for refreshments during breaks, with access to adequate restroom facilities.
- Space for poster and other displays should ideally be located in the refreshment area.
- Technical facilities must meet the standards described in the Annual Meeting Venue SOP.
- The venue should generally be within convenient walking distance of the designated hotels.
- Lunch should be provided on-site; sandwiches may be served only on the last day of the conference or during pre-conference courses.

A map of the venue and its surroundings should be included in the Final Meeting Pack provided to all registered delegates.

Description of the hotel distribution for annual meetings and for all ISoP Events

The purpose of this information is to assess whether there are a variety of hotels near the venue that cater to different budget levels. There should be enough accommodation options available to comfortably accommodate delegates across a range of price categories.

Local Organising Committee

The bid may include a proposed list of tentative members of the Local Organizing Committee (LOC), including (a) the LOC President and (b) other committee members. All LOC members must be ISoP members. At this stage, the list should be considered a proposal from the organizers and not an official appointment.

The basic expectations for the Local Organizing Committee are to provide:

1. A suitable meeting venue, including space for the General Assembly (Day 2) and for the Executive and Board meetings (Day 1).
2. Suggestions for accommodation options near the venue, covering different price levels. Participants are responsible for their own accommodation costs.
3. Basic administrative services for managing registrations, travel arrangements, country-specific information, and meeting support, including IT assistance. Delegates should have access to free Wi-Fi at the venue.
4. Organization of social functions, including a Welcome Reception and a Conference Dinner (Day 2), with optional activities.

Additional Items of General Interest for Inclusion in the Bid

The bid may also include endorsement letters from local partner organizations such as the Ministry of Health, City Hall, Ministry of Tourism, or other relevant national institutions, demonstrating their support for hosting the ISoP meeting in the proposed city.

Budget - Tentative Annual Meeting Budget

The tentative budget should be prepared based on two attendance scenarios: a minimum of 250 attendees and a target of 400 attendees, which is considered a successful event. The budget should preferably be calculated in euros (EUR) and submitted using the provided budget template (see below).

Registration fees for new ISoP members, which are included in the registration fees, should be excluded from any profit calculations and remain the sole property of ISoP Global.

The social program—including the Welcome Reception and Conference Dinner—for both delegates and accompanying persons (if planned) should be optional and not included in the registration fees.

Budget items template for tentative ISoP Annual Meeting (internal document upon request).

ISoP Annual Meeting: [Title]		
Currency: [*EUROS*]	**250 persons**	**400 persons**

<u>EXPENSES</u>	
FIXED COSTS	
Conference venue	
Costs are based on using [*venue*]	
Number of conference days [*3*]	
Total number of guests [ ]	
Number of posters [ ]	
Main auditorium (plenary lectures - 400 /500 persons max) 3 days	
Two 'break-out' rooms x 3 days	
Two rooms for pre-conference courses – 60 persons x 1 day	
Poster exhibition Hall	
Commercial exhibition Hall	
Audio-visual /Technical equipment	
Conference office (computers, copying, printer etc)	
Design (signs, banners, posters boards)	
Decoration (Congress Centre)	
Total:	
Conference guests	
Invited speakers (local)	
Invited speakers (Europe and Outside)	
Board/EC, SC members (don't pay registration fees)	
Total number of guests:	
Travel for speakers	
Hotel for speakers	
Total:	
Printing & Mailing	
ISoP Website Internet site pages (set-up & maintenance) / PCO	
Design (conference logo) / PCO	
1st Mailing:	
Design/Layout/Printing	
2nd Mailing:	
Design/Layout/Printing	
Stationery	
Poster & Poster prizes	
Final Programme / PCO	

Abstract book (*Drug Safety* journal)	Contact ISoP Adm
Badges	
Wallets	
Total:	
Social events	
Welcome reception	
Number of participants	
Venue	
Pre-dinner drinks/cocktail	
Conference Dinner	
Number of participants	
Venue	
Dinner + Drinks/Wine	
Entertainment	
Room for EC/Board Meeting(s) (refreshments for 15 persons)	
Total:	
VARIABLES COSTS	
Participants	
Bus Transfer= person/ days	
Coffee breaks= person/ days	
Lunch = person/days	
Others	
Total:	
MISCELLANEOUS COSTS	
Conference Organiser / PCO fee	
Organising Committee (expenses)	
Support during the conference (Staff)	
Grants for delegates (such as reduced fees)	
Insurance	
Photographer	
Banking costs	
Total:	
Total expenses	
INCOME	
Participants	

Paying participants (fees)	
Registration member	
Registration non-member *	
Registration developing countries- Students member And non-member*	
Pre-conference course	
*Includes one year's membership	
Total:	
Sponsoring	
Commercial exhibition	
Sponsoring	
Sponsoring (local)	
City support - Health Ministry	
Total:	
<u>Total income</u>	
Balance	

1.1 Evaluation of Proposals for Hosting the Annual Meeting

- All bids for the Annual Meeting will be reviewed, and the final decision will be made by the ISoP Executive Committee (EC) based on a scoring checklist (see below). The bid with the highest score will be selected as the host for the next Annual Meeting. In the event of a tie, the decision will be made by a vote of all EC members. If the tie persists, the ISoP President will cast the deciding vote.
- The successful host will be invited to present at the ISoP General Assembly or on the last day of the Annual Meeting, one year prior to their hosted conference. The presentation should be brief, lasting no more than 5 to 10 minutes.

ISoP annual meeting proposals check list - scoring system (Internal document).

Annual meeting selection criteria	
Responsible person that submits the proposal, and Chapter name if applicable	
Submission date	
Proposed annual meeting dates	
Location (city-country)	
Venue (name and address)	

Date EC discussion	
Final decision by EC	

The following criteria will be considered by the EC and be scored per criterion.	**Points**	**Comments or details to be considered**	**Points | For EC only**
1. Location and venue details			
Proposal is sent before the Annual meeting 2 years before (2 points) 1 year before (1 points)			
Good Accessibility (connection flights or trains) (2 points international airport in the city) (1 point access less than hour to commute from the airport by direct train) (0 points no direct connection with the international airport)			
First venue to be considered for Annual Meeting (1 point)			
Presentation letter in the proposal Yes (1 point) No (0 points)			
Venue: Hotel settings (0 point) Academic setting (1 point)			
Venue free of charge (applicable for academic setting) Yes (1 point) No (0 points)			
Main lecture theatre (for 500 pax) (1 point) Main lecture theatre (less than 500 pax) (0 points)			
Break-out rooms Break-out rooms (2 x 200 pax) (1 point) Break-out rooms (2 less than 100 pax) (0 point)			
IT/Technical facilities Yes (1 point) No (0 points)			
Technical support available at the venue			

Yes (1 point) No (0 points)			
Space for refreshments Yes (1 point) No (0 points)			
Space for poster and exhibitors (this should ideally be the refreshment area) Yes (1 point) No (0 points)			
Space for lunch at the venue Yes (1 point) No (0 points)			
2. Place for social activities			
Welcome Reception Yes (1 point) No (0 points)			
Networking dinner (Conference dinner) Yes (1 point) No (0 points)			
Students' activities Yes (1 point) No (0 points)			
3. Hotel distribution			
Close walking distance to/from the meeting venue Yes (1 point) No (0 points)			
Variety of hotels for a range of budgets Yes (1 point) No (0 points)			
Tentative hotels with discount for ISoP attendees Yes (1 point) No (0 points)			
4. Local Organising Committee			
Supported by or belong to: ISoP chapter (3 points) University (2 points) Public or NGO organization (1 point), etc.			

Previous experience organizing international conferences Yes (1 point) No (0 points)			
Opportunities for local institutional sponsorship: Ministry of Health (1 point) PV National Centres (1 point) Ministry of Tourism (1 point), Universities, hospitals, research institutes, (1 point)			
Familiar with the Ethical MedTech official guidelines https://www.ethicalmedtech.eu/conference-vetting-system/assessment-criteria/ Yes (1 point) No (0 points)			
5. Academic support			
LOC belong to an institution dedicated to Pharmacovigilance activities (3 points)			
6. Budget Budget presented by the LOC according to the guidelines Yes (1 point) No (0 points)			
Tentative total income for ISoP is above 10,000 Euros Yes (1 point) No (0 points)			
Not clear (0 points)			

Host Agreement

Once a host has been selected, a formal financial agreement will be established between the Local Organizing Committee (LOC) and ISoP Global. This agreement will clearly define the financial responsibilities of both parties, ensuring transparency and mutual understanding throughout the planning and execution of the Annual Meeting. A template agreement is provided below for reference.

Template Financial Agreement for Annual Meetings

FINANCIAL AGREEMENT

Between

The International Society of Pharmacovigilance (ISoP) and the Local Organising Committee of the (…..) Annual Meeting of the International Society of Pharmacovigilance

The (…) Annual Meeting of the International Society of Pharmacovigilance (ISoP 20( )) will be held on (Date) (meeting venue), with pre-conference training courses as satellite sessions on (Date).

This event will be organized by ISoP in partnership with the Local Organising Committee (LOC) represented by (name). The whole event will be taking place under the auspices of ISoP supporting the selection of scientific topics and speakers interacting with members of the LOC through the ISoP Executive Committee (EC), the Advisory Board (AB) and the Scientific Committee (SC) appointed by the EC and responsible for the content and structure of the scientific programme.

Financial agreement

Article 1. The event will be supported by ISoP and managed by the LOC with the technical support of FalconFenix, a professional conference organiser (PCO) appointed by ISoP.

Article 2. FalconFenix will assist the LOC for the planning and execution related to the arrangements and preparations of the Conference. In particular, FalconFenix will be providing the following services on behalf of ISoP: i) management of the Conference website, ii) abstract submissions, iii) registrations, iv) speakers' invitations and expenses, v) venue, and social programme, vi) sponsorship, vii) any other relevant tasks and responsibilities ensuring the smooth running of the event itself as stipulated in the annex of the agreement established between ISoP and FalconFenix.

On behalf of ISoP, FalconFenix will be responsible for the overall budget reconciliation (attached matrix).

Negotiations with sponsors will start at least six months before the Conference, and to be confirmed as sponsors, the incomes from sponsors, including exhibitors, will be received two months before the Conference. If income from a potential sponsor or exhibitor has not been received prior to the meeting as agreed, then participation as a sponsor or exhibitor cannot proceed.

Article 3. Travel costs and accommodation of the Executive Committee (EC) of ISoP and Sophie Spence and Antoinette Ivins will be covered (ISoP Global); however, registration fees for the main Conference will be waived based on *the Guidelines for Speakers of ISoP events*

Article 4. For attendees becoming member by registering to the Conference, the EUR.249, EUR.99 or EUR.49 component of the registration fee corresponding to the acquisition of ISoP membership will be excluded from the determination of any profits and shall be fully transferred to the ISoP account before the 31st of December 20( ) by the LOC.

Article 5. When and if ISoP 20( ) achieves a financial profit, this profit will be divided as follows: 50% for the LOC and 50% for ISoP and transferred before the *(…)*. In the event ISoP 20( ) would result into a financial deficit, the burden of this deficit will be equally (50/50) divided between ISoP and the LOC. All efforts must be made to avoid a deficit which is considered an exceptional situation justifiable with a full set of invoices and explanation showing how all options were assessed to avoid a deficit.

Article 6. ISoP 20( ) will provide the necessary facilities for holding business meetings of the AB as well as the General Assembly of ISoP (GA) during the Conference.

Article 7. The abstracts of the Conference will be published online in the *Drug Safety* journal. The local organisers will provide abstract content by an agreed date; the online abstracts must be formatted as per instructions provided by the journal and consecutively numbered in one Word file that also contains the author index and appropriate introductory text.

Article 8. ISoP 20( ) will provide complimentary space (such as a stand) for the promotional material of the *Drug Safety* journal to be displayed and for up to two members of Springer/Adis to attend with no registration fee (if travel permitted).

Article 9. This Agreement will become effective after being signed by the Chair of the LOC, the Treasurer and the President of ISoP.

Signature

Name
Chair, ISoP 20 ( ) Local Organising Committee *Date:*

Name *Date:*

President of ISoP

Name *Date:*

Treasurer of ISoP

2. SOP – Guidelines for Speakers at ISoP Annual Meetings

(Applicable to other events at the discretion of the budget)

The Local Organizing Committee (LOC) is responsible for inviting the speakers and chairpersons designated by the Scientific Committee (SC), managing queries related to their accommodation and travel, and overseeing the related budget.

ISoP is an international, not-for-profit scientific organization operating with a limited budget. Therefore, speakers and chairpersons will not receive fees for their participation.

Travel and/or accommodation expenses may only be covered by the organizers in a limited number of cases:

Registration fees are waived for:

- Current ISoP Advisory Board members, certain ISoP members including the immediate past president, and ISoP Administration (totaling 12 members).

- Members of the Scientific Committee (SC) and Local Organizing Committee (LOC), with no more than 8 members from each committee.
- Keynote speakers delivering lectures.
- Invited speakers (one invited speaker per session and per pre- or post-conference course).

As a standard rule, no more than 10% of attendees should receive free registration, which may be increased to 15% only if authorized by the ISoP Executive Committee (EC).

Travel and Accommodation

Travel (economy class only) and/or accommodation may be offered **only if the individuals are unable to cover these costs themselves**, and limited to the following categories:

- Keynote speakers from academia, government, or the public sector
- Chairs and co-chairs of the Scientific Committee and Local Organizing Committee
- ISoP Executive Committee (EC) members and the Executive Secretary

Separate accommodation arrangements (one night before and one night after their presentation) may be provided for:

- Speakers from academia, government, or other public sectors involved in pre- or post-conference courses

Additionally, local organizers may decide on reimbursement arrangements for members of the ISoP Advisory Board who are invited to speak at the Annual Meeting; however, this is at the discretion of ISoP.

Registration fees are not waived for:

- Chairpersons of sessions (consider avoiding co-chairs unless necessary)
- Speakers from the pharmaceutical industry
- All abstract presenters, whether oral or poster, must register through the conference website and pay the registration fee

No more than 10% of the event's total costs should be allocated to supporting speakers' expenses, with a possible increase to 15% only if authorized by the Executive Committee (EC).

All speakers receiving ISoP financial support must initially cover their own expenses, keep full receipts, and submit reimbursement requests after the event concludes.

3. SOP – Scientific Programme Planning Committee for Annual Meetings and Abstract Review Requirements

General

The ISoP Executive Committee selects the Chairperson of the Scientific Programme Committee at least one and a half years before the Annual Meeting. This allows topics to be presented at the General Assembly held one year prior to the event. The Chairperson of the Scientific Committee serves as a member of the ISoP Advisory Board, while the Co-Chair represents the Local Organizing Committee.

1. The Scientific Committee (SC) is responsible for structuring the scientific programme, selecting speakers, and managing abstracts for invited papers, oral presentations, and posters (By-Laws Art. 2.2).

2. The Local Organizing Committee (LOC), consisting of up to 8 members, with the technical support of a professional conference organiser (PCO) appointed by ISoP, is responsible for finances; selecting, booking, and liaising with the venue for scientific sessions and, when necessary, accommodation facilities; managing accounts; setting registration fees; handling all registrations; organizing social activities; and ensuring the smooth running of the event.
   Invitation letters for speakers and chairpersons are the responsibility of the LOC President (By-Laws Art. 2).
   The LOC will also appoint a 'master of ceremonies' to ensure smooth transitions between sessions, handle housekeeping announcements, and provide important information such as emergency exits, social media presence, and social activity instructions.

3. The SC Chair and the Executive Committee shall determine the number of SC members (up to 8 total, including one member of the Advisory Board and one from the Scientific Board) who will predefine topics for abstract submissions. Members of the SC may review a subset of these topics. Programme topics should preferably be finalized and published on the website one year prior to the conference.

4. With assistance from the ISoP Executive Committee, the Chair shall recruit SC members who meet the requisite criteria, including current pharmacovigilance knowledge, geographic diversity, and a balanced representation of age and gender. SC members must be selected no later than one month after the Chair's appointment.

5. SC and LOC members are required to maintain active ISoP membership, with all dues up to date.

6. Letters of invitation to join the SC are sent by the President of ISoP and request information regarding members' areas of interest. This information will determine the categories of abstracts they will review.

7. Some members may choose not to review abstracts but may assist at the meeting in other roles, such as poster moderators or poster prize committee members. Moderators or session chairs may also participate in abstract reviews. All SC members are expected to take on significant roles during the event, such as chairing sessions, speaking, or coordinating pre-conference courses.

8. The Chair will organize periodic monthly conference calls with SC members to discuss session content, speakers, and focus areas for the Annual Meeting.

9. SC members are entitled to free registration. The SC must ensure that no more than 10% of attendees receive free registration due to roles such as speakers, chairs, co-chairs, or other reasons.

10. Programme Agenda Coding:
    Each session will be coded using the day number, a letter representing the parallel or main session, and the number of interventions within the session.

Pre-conference courses

The Scientific Committee (SC) selects the topics for the pre-conference courses. The Local Organizing Committee (LOC) must be directly involved in approving the development of course content and faculty. Each proposed course should have clear objectives, topics, and designated speakers, ideally aligned with the Pharmacovigilance (PV) curriculum. Faculty members are encouraged to use the PV curriculum as a framework for structuring their presentations. Invitations to speak at these courses should be issued by the SC. Preferably, pre-conference course speakers should also participate in the main event as chairs, co-chairs, or speakers, as they will be eligible for free registration.

Abstracts topics

The abstract topics selected by the Scientific Committee (SC) must align with the session topics to facilitate easier categorization and appropriate placement within each session. Additionally, the programme may include other items of interest identified by the SC to ensure a comprehensive and academically stimulating event.

Abstract Management tool and Forms

The Chairs of the Scientific Committee (SC) and the Local Organizing Committee (LOC) are jointly responsible for managing the conference website and ensuring that abstract submissions are processed exclusively through an online abstract management tool. The online abstract submission form should be designed following a standard template and formatting guidelines from the journal *Drug Safety*.

Ideally, the chosen tool should be agreed upon in advance with the Professional Conference Organizer (PCO). Whenever possible, it is recommended to use the same system as in previous years, especially if it has proven successful.

The LOC Chair, together with the PCO, will develop the online submission form or system. This form should include a list of the main sessions or topics relevant to the conference. The SC must clearly communicate that this list supersedes any previous announcements, such as the 'First Announcement' on the ISoP website.

Submitters will be asked to select the session or main topic best suited for their paper, as well as their preferred presentation format (oral or poster). Additional questions may be included to help refine the abstract content and its placement within the programme. This may include the option to upgrade or downgrade an abstract's presentation format (e.g., from poster to oral), based on the abstract's quality or special interest, which may differ from the submitter's original choice.

1. Anyone submitting an abstract must include a title, objective, methodology, findings, and conclusion. The submission form or system shall require this information along with any additional details mentioned above. Only the abstract body will be displayed on the front of the form to ensure anonymity during the blinded review process.
2. The online submission form or system shall collect the name, address, and email of the presenter, as well as the names of all collaborators/authors. This identifying information must be hidden from reviewers to maintain anonymity, so reviewers will not see the submitter's name or affiliations. The form should also provide clear instructions on the submission process and include a description of the conference sessions. If Continuing Medical Education (CME) credits are offered, a relevant disclaimer must be included. Information about the requirements for online publication of abstracts—in the conference programme or the society's journal—should

also be provided. The formatting guidelines of the journal *Drug Safety*, which will publish the abstracts, must be followed.

3. Authors must disclose if the abstract has been published elsewhere and provide details if applicable.
4. Authors are required to declare any commercial conflicts of interest.
5. During registration, authors should answer some preliminary questions before submitting their abstract, such as:

- Confirm availability to attend the meeting on the specified dates (YES/NO)
- Confirm that they have sufficient funds to attend and pay registration fees, as ISoP will not provide financial support for participation (YES/NO)
- Confirm that they agree to submit the abstract under the stated conditions

Abstract Mailing

1. The Call for Abstracts, along with additional meeting information, shall be sent upon request, with a submission deadline set at least six months before the meeting. If the abstract deadline is postponed, the revised timeline must comply with the requirements of the journal *Drug Safety*, which will publish the abstracts.
2. The Call for Abstracts should also be included in the Second Announcement, distributed one year prior to the conference. It should be sent to all ISoP members, past attendees, prospective attendees, and any other relevant mailing lists developed or acquired for this purpose.

Abstract Processing

1. To ensure uniformity in abstract submission and review, the Local Organising Committee (LOC) must implement a web-based abstract management system. This system should streamline and automate the process and provide the Scientific Committee (SC) with online access to abstracts during review (see Abstract Management tool section above).
2. Authors/submitters must submit their abstracts exclusively online. Upon receipt of each abstract, the system automatically sends an acknowledgment email to the submitter.
3. After the abstract submission deadline, the SC Chair compiles a complete list of confirmed reviewers, including their contact details and the specific categories or topics they will review. The SC Chair and Co-chair assign reviewers to relevant topics, ensuring reviewers agree to review assigned abstracts and that the workload is balanced fairly.
4. Reviewers grade abstracts on a 5-point scale:

- 5 = Excellent
- 4 = Very Good
- 3 = Merit
- 2 = Pass
- 1 = Fail

5. Abstracts scoring 3 or higher should be accepted for presentation. Reviewers also recommend whether each abstract is best suited for oral or poster presentation. Acceptance criteria include:
a) Good fit within the scientific programme
b) High quality (good or excellent)

c) Presentation of relevant, new, or outstanding results
d) Conciseness and focus of results

Abstracts should **not** be accepted for oral presentation if they:

- Are of marginal importance to the conference or majority of participants
- Present selective data from larger studies
- Cover well-known facts or data

6. Abstracts must be compiled and distributed to reviewers within 3 working days after the submission deadline.
7. Using the abstract management system, the Professional Conference Organiser (PCO) and LOC prepare blinded packets of abstracts with grading sheets for reviewers. Reviewers must not receive abstracts they authored or co-authored. They should declare any conflicts of interest. Reviews must be independent; reviewers cannot see other reviews before submitting their own. The system should allow moving abstracts between topics as needed.
8. Each abstract must receive grades from at least two different reviewers. To account for possible non-responses, a minimum of two reviewers will be assigned per abstract.
9. Review instructions must include the grading procedure and a request to abstain from grading abstracts with which reviewers are familiar. All reviews must be submitted within 3 weeks of receiving the review packets.
10. The LOC, together with the PCO, will notify authors by email regarding acceptance or rejection of abstracts **before** the Early Bird registration deadline, enabling submitters to register at a discounted rate. Abstracts will be published online in *Drug Safety* only after the submitter confirms registration for the meeting.

Reviewing Sub-Committee Meetings

Composition of the Reviewing Committee:

The Reviewing Committee shall include members of the Scientific Committee (SC), Local Organising Committee (LOC), session Chairs, and when needed, ISoP Global leaders such as Special Interest Group (SIG) or Chapter leaders, and members of the Advisory Board.

1. **Timing of Review:**
   The Committee should, if possible, convene approximately **6 months prior** to the Annual Meeting to review abstracts online and select oral and poster presentations.
2. **Reports Provided to the Reviewing Committee:**
   To assist in their deliberations, the Committee will receive:
   a) A listing of all submitted abstracts sorted by abstract number, including title, category, and reviewer ratings.
   b) A listing of all abstracts sorted by score, including the above information.
   c) A list of abstracts where the author requested consideration **for oral presentation only**.
   d) A list of abstracts requesting consideration for **workshops or symposia**, if applicable.

3. **Selection Process:**
The Committee reviews the abstract scores and selects oral presentations for each session. They will also provide recommendations on workshops and symposia, in collaboration with session moderators or chairs.

4. **Two-Level Evaluation:**
A two-tiered evaluation process may be adopted:

5. **First round:** All reviewers provide scores.

6. **Second round:** Chairs of the SC and LOC finalize selections and allocate oral presentations, prioritizing abstracts rated 5 or 4. The best options for each session are selected, and the SC is informed accordingly.

7. **Contingency Planning:**
The SC must establish a procedure to handle emergency situations such as last-minute cancellations during the planning phase and at the meeting itself.

8. **Presentation Submission:**
Authors selected for oral presentations are required to submit their draft or final presentations to the LOC at least **7 days prior** to the Annual Meeting.

9. **Preparation for Session Chairs/Moderators:**
Session moderators or chairs should receive all presentations **at least 7 days before** the Annual Meeting to ensure smooth session management.

Poster Prize Committee

1. **Formation of the Poster Prize Committee:**
The Scientific Committee (SC) Chair will select the Poster Prize Committee, which will include:

- One SC member, who will act as Chair of the Poster Prize Committee.
- Two additional members from outside the SC.
The SC member will inform the Poster Prize Committee about the prior evaluation scores of the posters.

2. **Notification of Pre-Selected Candidates:**
Authors of abstracts with a score **above 4** will be notified that they are pre-selected for the poster prize and will receive information about the evaluation schedule during the event.

3. **On-Site Evaluation of Posters:**
Posters with scores above 4 will be evaluated by the Poster Prize Committee on site.
    - If the number of posters scoring above 4 exceeds 50, the SC may decide to limit evaluations to posters scoring above 4.5.

4. **Poster Prize Awards:**
The prizes awarded are as follows:
a. Third Place
b. Second Place

c. First Place
d. Sten Olsson Award — specifically for posters originating from Low-Income Countries.

Time Schedule Example

2 years before the meeting:
Decision on venue (location and date) based on bids discussed at the ISoP Executive Committee meeting.

2 to 1.5 years before:
Selection of the Scientific President.
Subsequent selection of the Scientific Committee within one month after this date.

1.5 years before:
In liaison with ISoP Administration, circulation of a pre-announcement.
Creation of dedicated website pages for the event.

44 weeks (~11 months) before:
Preliminary scientific programme drafted with topics finalized.

40 weeks (~10 months) before:
Start of invitation process for 'invited speakers'.

34 weeks (~8 months) before:
Conference website goes live, including:

- Practical information
- List of conference topics
- Abstract submission portal activated

26 weeks (~6 months) before:
Presentation of updates to ISoP Executive Committee.
Appointment of Poster Prize Committee by the Scientific Committee Chair, consisting of:

- 1 member from Scientific Committee
- 1 member from Scientific Board or Advisory Board
- 1 member from Local Organizing Committee (see SOP)

19 weeks (~4 months) before:
Abstract submission deadline and confirmation of receipt to authors.

12 weeks (~3 months) before:
Notification of abstract acceptance sent to submitters.

8 weeks (~2 months) before:
Final programme published (with ongoing updates).
All presenters must be registered.
Presenters confirm attendance and specify any technical requirements.

4. Abstract formatting instructions (from our journal *Drug Safety*)

· All abstracts must be in English.

· All abstracts should be structured into Introduction, Methods, Results, Conclusion and References/ Further sources of information.

· It is important that all authors have at least one institution, city and country in their affiliation.

Title: In bold, title case, maximum 20 words

[New line]

Author(s): Initial(s) with full point followed by surname. Put each author on the same line but separate each author with a coma.

[New line]

Affiliation(s): Department, institution, city, country. If there is more than one affiliation for the authors, each one should be separated by a semicolon and preceded by a number (the same number should appear superscript after the comma after the relevant author name).

[New line]

Text: Maximum 400 words. For studies use a structured approach with bolded subheadings (background, objective/aim, methods, results, conclusion, discussion). The text should run on from the bolded subheading after a colon (also bolded).

[New line]

References/ Further sources of information: Cite references in text as [x]. List on separate lines preceded by the relevant number. Use Vancouver style. A maximum of 6 references can be included.

Tables: One table can be included with each abstract, and the table must not contain more than 4 columns and 10 rows. Please prepare the table in ‘table format', rather than using ‘tab' or ‘indent' commands. Do not format using word spaces. This is an example of the standard style for tables.

Figures: these cannot be included

5. Poster and Prizes: Awards Procedure

Introduction

At each ISoP Annual Meeting, the International Society of Pharmacovigilance (ISoP) awards prizes to the three best posters, assessed according to predefined criteria.

Since the 2022 Annual Meeting in Verona, a new prize, the **“Sten Olsson Award,”** has been established to recognize the best poster from Low-and-Middle-Income Countries. This award aims to encourage and support the development of pharmacovigilance in emerging countries.

Objectives

This document outlines the process for selecting the winning posters based on specific criteria and provides guidance on how the prize selection should proceed.

Responsibilities

- The President of the Scientific Committee is responsible for appointing three jury members to form the Poster Prize Committee. Appointments should be made considering expertise and skills in pharmacovigilance.
- The Poster Prize Committee members are responsible for evaluating the posters according to the defined criteria and selecting the winners.

Selection Criteria

Posters will be assessed using the following four criteria:
a. Scientific quality and methodology
b. Originality
c. Presentation (clarity and design)
d. Applicability / usefulness

Process

Six months before the Annual Meeting:

- The President of the Scientific Committee appoints the three jury members from among the Scientific Committee (1 member), the Scientific Board or Advisory Board (1 member), and the Local Organizing Committee (1 member), based on their expertise.
- The chair of the Poster Prize Committee is also nominated at this time.

Two months before the Annual Meeting:

- The Organising Committee provides the Poster Prize Committee with:
    - The prize selection procedure
    - A compiled list of presented posters/abstracts along with reviewer ratings
    - Session schedules
- A meeting is scheduled with the Poster Prize Committee to review:
    - The abstracts accepted for publication in *Drug Safety*
    - The selection procedure
    - Preliminary evaluations

During the Annual Meeting:

- The Poster Prize Committee reviews posters each day during breaks and poster sessions.
- Poster sessions with selected authors may be organized to facilitate discussion.
- Each jury member assesses posters according to the defined criteria.
- A final meeting of the jury members is held to evaluate and select the four prize winners.

Awards

- The Poster Prize Committee develops a short rationale for the selection decisions, which is presented orally on the last day of the Annual Meeting.
- Four awards are presented:
    1. First place
    2. Second place
    3. Third place
    4. Sten Olsson Award for the best poster from Low-and-Middle-Income Countries
- Winners receive certificates and gifts, including publications from Springer and other books.

A score sheet is provided below

POSTER Number: Criteria:	Ex No 1							
Scientific quality	4							
Originality	3							
Presentation	4							
Applicability	3							
TOTAL	14							

Key:
1 poor
2 acceptable
3 good
4 very good

6. Sponsorship guidelines / Annual Meeting

ISoP By-laws Article 2.2

Financial sponsorship, either from non-commercial or commercial organizations, in principle shall be used only according to the 'Guideline for organizing ISoP training courses' or/and to finance travel expenses (only economy class) and accommodation of invited speakers.

xv) Sponsorships and support by **non-commercial organisations** (cities, regions, ministries, agencies, universities or other institutions or non-profit organizations, benefactors or private), whether financial or non-financial, are acceptable. They will be acknowledged in the programme and the organisation's logo and web link may be displayed, under ISoP's.

xvi) Paid sponsorships by **commercial societies or companies** (e.g., pharmaceutical, IT, media) for the Annual Meetings are acceptable, provided they are unconditional. They will be acknowledged at the end of the meeting programme. No logos shall appear in the programme booklet nor on other conference items (e.g., bags, pens). Sponsored symposia related to the sponsor's commercial or other interests are not acceptable.

xvii) Annual Meeting symposia may be co-sponsored by other scientific societies or partners with similar objectives as ISoP (joint sessions). Funding of travel expenses and accommodation for members of scientific societies or partners through themselves is acceptable. Such societies will then publicize the ISoP meeting to their members.

Exhibition

Selected sponsorship opportunities exist for interested companies, organizations, and associations wanting to support the ISoP conference:

- Pharmaceutical companies can promote their company and therapeutic areas of interest but **not** the products of the company (the idea is to promote the science).
- CROs and other organizations with databases can promote their database.
- Software companies, non-commercial organizations (cities, universities, etc.): all these entities can mention their products.

Exhibition details (guidelines):
Rate from **> 4500 EUR per stand**, which includes:

- Exhibition area 3 x 3 meters with 1 table and 2 chairs
- 2 spotlights
- Cleaning of exhibition area
- Badges: maximum of 2 complimentary
- Admission to Scientific sessions (main conference)
- Coffee breaks (am & pm)
- Welcome reception and lunches for 2 delegates

Note: Admission to the Conference Dinner is not included and must be paid separately to the organizers.

Other guidelines

- Conference website: Company sponsors' logos could eventually be displayed on the conference website on a dedicated page titled **"Supporters."**

- Discretionary company sponsors' logos may be included in the conference material as follows:

1. The conference bags (there can be more than one company logo on the bags) with the conference logo on the front of the bag, and the companies' logos inside the bag.
2. If companies want to sponsor the conference dinner or the welcome reception, their logo could be placed on the voucher or the menu (for example).
3. The page in the conference brochure listing the **unconditional** grants received from sponsors should give the names of the pharmaceutical companies or other institutions only.
4. Sponsors will be acknowledged at the end of the final programme in alphabetical order:
   "We want to thank and acknowledge unconditional grants received from: …"

If there are doubts or further questions, the ISoP Executive Committee will be always happy to advise conference organisers.

List non exhaustive:

Type of Sponsorship	**Amount of money (unit: EURO)**	**Returns**
Conference bag	TBC budget	Companies logo inside the delegate bag (only conference logo outside) and acknowledgement in the final programme
Gala dinner	TBC budget	Companies logo on the menu card of the conference dinner; only names on invitation cards to the conference dinner; acknowledgement in the final programme
Welcome Reception	TBC budget	Only names on the invitation card to the Welcome Reception; acknowledgement in the final programme

7. Operational Details for the Annual Meeting

Main Meeting Programme

- **Structure:**
  Plenary lectures and parallel sessions form the core of the programme. Dedicated time slots are allocated for poster viewing, usually during coffee breaks and after lunches.
- **Agenda Preparation:**
  ISoP Administration may compile a list of potential agenda items for the next Annual Meeting based on evaluations from the previous meeting. This list is shared with the Scientific Committee (SC) Chair and the Local Organising Committee (LOC). The SC members are responsible for drafting the first meeting agenda.

- A second draft agenda, including presenter names and other programme participants (as available), is reviewed and updated in regular meetings between the ISoP Executive Committee (EC) and the SC Chair.
- The preliminary agenda should be published on the ISoP conference website.

Conference Management Organization

- Since March 2024, ISoP has engaged an international Professional Conference Organizer (PCO) to fully prepare and organize Annual Meetings, working closely with the ISoP EC and LOC.
- The roles of LOC and PCO will be defined by an annexed PCO checklist. The PCO is expected to manage all website-related activities including abstract handling and budget maintenance.
- No local vendors will be contracted directly by ISoP organizers.

  =>Contractual Activity Matrix (CAM) document for the PCO (upon request)
  =>Checklist for Annual Meetings (General/Academic/Speakers/Financial/Communication/Social-Networking) (upon request)

Website Design and Coordination

- A designated web designer will be appointed for each Annual Meeting by the EC.
- A standard website template ensures consistency and ISoP branding.
- The PCO and ISoP Administration will provide content and details to finalize the website.

Secretariat Event / Registration Desk (in liaison with the PCO)

- Reliable photocopying, word-processing, and printing facilities should be available and staffed to support speakers and delegates.
- Ideally, one or two computer operators and clerical staff will be available throughout meeting hours.
- A staffed registration/help/enquiry/message desk should be operational during the meeting.
- Adequate Wi-Fi, internet, and email access must be provided for delegates.
- Delegates receive badges and a conference pack containing key information (abstract book, venue details/maps, participant list).
- Speakers are encouraged (with their consent) to submit presentations for members-only access on the ISoP website, managed by the LOC.
- ISoP should have a separate stand for member queries (managed by ISoP Administration).
- All these operational aspects primarily fall under LOC responsibility.

Accommodation, Meals, and Activities

Accommodation

- LOC, with PCO support, arranges accommodation choices across budgets (e.g., 2-star/student, 3-star, 4-star).
- Early deals and sponsorship opportunities with hotels or carriers should be explored.
- Welcome letters for ISoP delegates at hotels are encouraged.
- Some speakers may have accommodation covered per ISoP speaker guidelines.

Meals

- Midday meals should be buffet or fork meals at the venue or nearby restaurants/hotels.
- Sandwiches are discouraged except on the final day.
- Dietary requirements (vegetarian, gluten-free, allergies) and cultural considerations must be accommodated.
- Evening meals (except the Conference Dinner) are free time for delegates.

Social Activities

- Informal receptions and formal conference dinners are recommended.
- The conference dinner venue should accommodate all delegates in one sitting.
- Assistance with tourist advice is provided at local hosts' discretion.
- Delegates must be informed in advance about venue, visa requirements, local customs, taxis, etc.

Cultural Activities

- Optionally, one or more cultural activities may be offered and advertised in advance.
- These should be voluntary and not clash with conference sessions.

Announcements / Advertising - Website

- The conference website is the responsibility of the PCO, with domain naming agreed by ISoP Administration (e.g., www.isop20yytown.org / www.isop2023bali.org).
- Website maintenance and updates are handled by the PCO and LOC.
- In collaboration with the ISoP social media manager, communications team, PCO, and ISoP Administration:
    - A first logo announcement flyer (A4) with location, date, theme, topics, and contacts is circulated ~18 months before the meeting.
    - Further communications occur via ISoP social media, the LOC's communication representative, and the conference website.

The main activities for the organisation of the Annual meeting will be described in the following table:

Annual meeting timeline checklist			
Title: Country: Venue: Date: Maximum Numbers:			
	Deadline	**Responsible**	**Signature / Tick**
Host proposal presentation (bid) according to the ISoP SOPs	2 years before	Responsible person (future Chair of the Local Organising Committee-LOC-)	
Nomination of the Chair of Scientific Committee	2 years before	ISoP EC	
Venue booked	2 years before	LOC	
List of topics of the conference	18 months/1 year before	Scientific Committee / LOC	
List of tasks (Contractual Activity Matrix (CAM) signed	18 months/ 1 year before	LOC/PCO	
Financial agreement between ISoP and LOC signed	18 months/1 year before	ISoP and LOC	
Budget	12 months before	PCO	
Chairman & Speakers invited by letter or e-mail	12-10 months before	LOC	
Website (live)	12 months before	LOC /PCO	
1st announcement	12 months before (during previous Annual Meeting)	LOC /PCO	
Reserve some accommodation for speakers, VIPs, participants	12 months before	LOC /PCO	
Programme and aims, objectives, outcomes drafted	9 months before	LOC	
Publicity in all forms continues	9 months before	LOC /PCO	
Website (live) programme, information, registrations & abstracts submission online system to be set up according to DS formatting instructions	9 - 6 months before	PCO	
Advertising & promotion (journals and conferences)	9-6 months before	ISoP	
CME (Continuing Medical Education) if required	9-6 months	LOC	

Registration to https://www.ethicalmedtech.eu/	9-6 months	LOC	
Negotiations with sponsors	9-6 months	LOC	
2nd announcement of the Annual meeting	9 months before	PCO	
Preliminary Programme	7 months before	LOC/PCO	
1st Call for Abstracts online	7 months before	LOC /PCO	
Call for Abstract Reviewers	7 months before	LOC	
Social event arranged, (if any)	6 months before	LOC	
Speakers chased by e-mail (speaker authorisation form)	5 months before	LOC	
Abstract Deadline (following instructions from Springer/Adis)	5-4 months before	LOC/PCO	
Abstracts Reviewing/Evaluation	4 months before	LOC /PCO	
Abstracts file to be sent to DS	3 months before	PCO	
Catering booked	3-2 months before	LOC /PCO	
All speakers confirmed	Minimum 3 months before	LOC /PCO	
Accommodation for speakers booked (according to guidelines)	3 months before	LOC /PCO	
Early Bird Registration deadline	2 months before	LOC/PCO	
Chase outstanding fees / enquires	6 weeks before	LOC /PCO	
Joining instructions sent out (travel, accommodation, map, local info, social)	2 months before	LOC /PCO	
Send speakers confirmation letter, list of delegates	3-2 months before	LOC /PCO	
Abstracts deadline (following instructions from Springer-Adis)	Roughly 5 months before	LOC /PCO	
Abstracts book (to be agreed with the publisher – Springer-Adis)	2 months before	LOC /PCO	
Sponsors income confirmed, including exhibitors received	2 months before	LOC /PCO	
Final Programme on the website	1.5 month before	LOC/PCO	
Final programme for participants (drafting & proof reading)	1 month before	LOC /PCO	
Final programme for participants (printing)	1 week before	LOC/PCO	
Course materials, folder Pre-conference courses	3 days before	PCO	

Rooms - electricity, blackout	3 days before	-	
Display for posters	Day before	-	
Exhibition	Day before	-	
Handouts and signs	3 days before	-	
Badges	3 days before	-	
Evaluation forms	3 days before	-	
Final numbers for catering/refreshments	3 days before	-	
Thank you letters to speakers	3 days after	LOC	
A/V equipment – working, spares available	2 days before	-	
Clean and prepare room	2 days before	-	
Registration table set up; flowers ready	Day before	-	
Refreshments, bottled water	Day before	-	
Put signs up	Day before	-	
Receipts for payment/ sale of books/ etc	Day before	-	
Paper, pens	Day before	-	
Future publicity leaflets	Day before	-	
Certificates of attendance for whole meeting	Day before	-	
Facilitator's course report/action list	Day before		
Write up evaluation	2 weeks after	PCO	
Financial reconciliation	1-2 months after	LOC /PCO and ISoP Treasurer and ISoP Administration	

Cancellation Policy for Annual meeting

Registration modification & cancellation conditions

1. A 25% cancellation fee will apply for cancellations made more than 60 days prior to the event. Only written cancellations will be accepted.
2. No refunds will be issued for cancellations made within 60 days of the event. However, you may request a name change for a fee of USD 75. If the new participant falls under a higher ticket category, the price difference must be paid. No refunds will be given for lower-priced categories.
3. Please note that registration fees are non-refundable if your visa application is denied, unless the cancellation falls within the period specified in point 1.
4. The membership fee (included in the non-member registration) is non-refundable.
5. All refunds will be processed within 60 days after the conclusion of the conference.

Practical Arrangements

The SC, the LOC together with the PCO will work together to achieve the following:

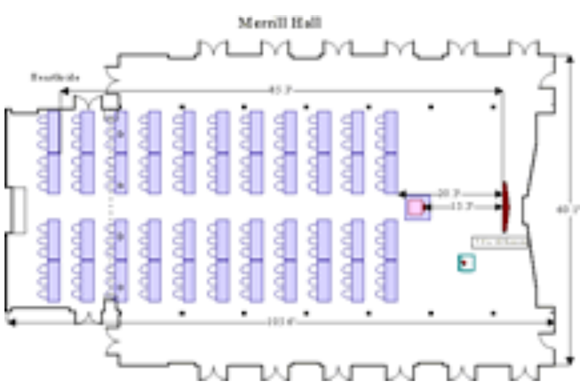
1. Careful compilation of the agenda to reflect the wishes and priorities of participants.
2. Careful construction of the programme to include a balanced mix of formal presentations, break-out groups, poster presentations, and time for networking.
3. A disciplined approach to timekeeping and management of the meeting.
4. The encouragement of an informal, participative, and sociable ambience reflected through all aspects of the arrangements.

Plenary sessions

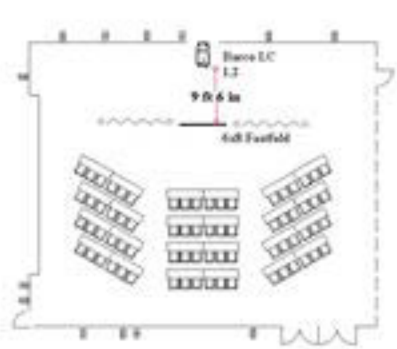
Plenaries should, as far as possible, be held in a room or hall where:

- There is capacity for a minimum of 350 and a maximum of 500 people, depending on circumstances.
- Participants can see and make eye contact with the majority of other participants; chairs should ideally be arranged in a semi-circle (see below).
- The podium is close to the first row of seats and not more than 0.5 meters high; small tables or desks are needed.
- Straight rows of tables/desks in lecture-theatre style should be avoided. If rectangular tables are used, they should be set in a deep chevron pattern across the longer axis of the room.

To avoid:



To be preferred:



Parallel or Group Work Sessions

- Rooms for parallel or group work sessions should follow the format described above:
  - Set out informally to allow the easiest possible contact and conversation between participants.
  - Tables and chairs arranged in a shallow U-shape or semi-circle.
- Each room should have a minimum capacity of 200 participants.

Sound and Light Requirements in the Main Room

The following technical equipment is required in the meeting rooms:

- Roving microphones for use by all participants, operated by well-briefed technicians.
- Microphones for podium speakers and session chairs.
- Capability for full blackout and rapid switching to full lighting.

Technical Equipment

The following equipment is usually required:

- Data-video projector (for PowerPoint presentations)
- Screen sized to fit the conference hall, ideally not less than 4 m x 3 m
- A laptop with the latest version of PowerPoint installed

Technical Support

- Personnel familiar with all aspects of the technical equipment (sound, projectors, etc.) should be present or rapidly available throughout the meeting.
- A pre-meeting briefing of the on-site technical and administrative teams should take place.
- Presentations should be checked well before the sessions, ideally in a dedicated speakers' preview room.

Circulation Area

- Ideally, outside the main room there should be a large, open area for circulation, refreshments, poster display, and exhibition boards.

Exhibition Boards and Posters

- Exhibition boards should be provided in the main circulation area where coffee breaks take place, with adequate space for viewing.
- All accepted posters should be displayed for the duration of the meeting.
- Materials for easy attachment and removal of posters (e.g., velcro, drawing pins) must be available.

There are two common measurement options for poster boards:

- Preferably vertical (Eurostyle): 90 cm wide by 120 cm visible area (180 cm total height above ground)
- Or horizontal (US style): approximately 8 feet wide by 4 feet high

Exhibition / Stands

- The circulation area should have enough space for all booths and displays of corporate or other exhibitors.
- The Professional Conference Organizer (PCO) manages bookings and logistics for exhibitions and stands.

If you need further information about our events, please contact ISoP Administration at	*administration@isoponline.org or support@isoponline.org*