

**International Society of Neuroimmunology (ISNI)
Congress Organizer Handbook**



ISNI International Society
of Neuroimmunology

WE ARE NEUROIMMUNOLOGY

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PREAMBLE

The aim of the biennial International Society of Neuroimmunology (ISNI) Congress is to support the mission of ISNI, which is:

- To further the knowledge of neuroimmunologic mechanisms and to apply them to human disease.
- To encourage the generation and interchange of ideas and scientific data of relevance to the human nervous system development and disease, between basic and clinical scientists engaged in research in the field.
- To sponsor and conduct symposia for General Members and persons engaged in or interested in research in the field.
- To provide a central information service to distribute material related to the field, and to publish printed matter related to neuroimmunology.

The ISNI Congress is licensed by ISNI to the management company for the ISNI (currently EEM Srl) on a profit-sharing basis. The ISNI Congress is held every two years in a different location each time, and therefore a local organising committee (LOC) takes responsibility for local coordination of the meeting, including all fund-raising activities, and developing the Scientific Program in coordination with the ISNI executive and International Scientific Board. The LOC consists of members of the local neuroimmunology community in the country in which the meeting will be held. Each location and LOC provides a different environment for the ISNI congress. Whilst the “local flavour” that is created through this arrangement is important, the LOC always acts on behalf of the ISNI. The organizational and financial responsibility for the ISNI congress lies with the ISNI Board and the management company, EEM Srl. ISNI and EEM Srl will receive and administer the revenue of the meeting. EEM srl will guarantee ISNI a financially risk-free situation and will bear any losses within the terms established in the agreement that governs the relationships between ISNI and EEM srl. Therefore, it is important that all parties act responsibly in order to keep the risks low.

BIDDING FOR THE MEETING

EEM will announce a call for Bids for the ISNI Congress to be held in 4 years’ time on the ISNI website (www.isniweb.org) several months prior to the date of the next Congress. All members of the ISNI are welcome to apply to host a future Congress of the Society. The proposed Congress Chair(s) should be active members of ISNI. General guidelines for preparing the bid are given in Appendix 1.

If you are considering bidding for the meeting, please contact the ISNI Secretariat at secretariat@isniweb.org.

If your bid is successful, you will be asked to sign a memorandum of understanding with ISNI/EEM.

CONGRESS KEY ROLES AND RESPONSIBILITIES

The ISNI Board, their management company (EEM Srl), the ISNI Secretariat, and the LOC all have separate and interacting responsibilities, as outlined below. A timeline for the interactions between these entities from the time of the successful bid is given in Appendix 2.

ISNI Board

- The ISNI Executive holds the ultimate authority and responsibility for the Congress.
- The ISNI Board should work with the LOC to ensure that the preparations for the Congress are done responsibly and in accordance with ISNI guidelines.
- Key decisions (e.g. maximum registration fees and budget) must be approved by the Board
- The ISNI Board must make these guidelines available to the LOC in a timely manner
- Members of the ISNI Board should positively promote the Congress in their region

EEM Srl

- EEM has been given the financial and overall responsibility for the Congress. It is responsible for:
 - Signing contracts with providers
 - Event marketing activities
 - Collection of registration fees and accommodation fees
 - Continuing communication with sponsors following primary contact from the LOC
- EEM and the LOC will work closely
- EEM will prepare the preliminary budget and supply regular detailed budget updates to the LOC, and to the ISNI Officers who will update the ISNI International Advisory Board (IAB)
- Communication between EEM and the LOC related to budget and other congress logistics will be done 6 monthly up to one year out from the meeting, then every 3 months until 3 months prior, then monthly, as well as at times when either EEM or the LOC feel updates are warranted.
- Manage the congress logistics and all related activities

ISNI secretariat

- Coordination of activities between ISNI, EEM, and the LOC
- Provide regular updates to the ISNI Executive
- Facilitates regular core team meetings
- Collects, distributes, and keeps records of all communications between the teams
- Collects and coordinates abstract reviewing
- Handles all communications with participants
- Coordinates travel awards/student grants
- Serves as the right hand of the LOC and the ISNI Executive

LOC

- The LOC is responsible for the organisation of the scientific program of the meeting.
- The LOC agrees to work with EEM and the ISNI Board to ensure that the results that are outlined in the point “FINANCIAL/BUDGET”, are achieved.

- Ensure balanced speaker/Chair gender, diversity, promotion of junior members, etc (see Equity and Diversity Policy, Appendix 6)
- Attract sponsorship/funding for the Congress (to cover 60% of the overall expenses)
- Select abstracts for oral/poster presentations
- Select travel award recipients
- The Chair(s) of the LOC should be aware of and follow these guidelines and policies, and request additional information from EEM and the ISNI Board when necessary.
- At least 1 current member of the ISNI Board must be a part of the LOC at all times to ensure consistency and communication with the ISNI Board.
- Members of the LOC and all subcommittees (scientific program committee, abstract selection committee etc) should be current financial members of ISNI.

FINANCES/BUDGET

ISNI is a professional non-profit organisation and therefore relies on limited sources of income, currently:

- membership fees
- meeting surplus

A financial loss at an ISNI Congress therefore not only removes an important source of income, but eats into the assets of the Society. In order to protect ISNI assets and make it possible for ISNI to face the two years that precede the following Congress, the Congress must be planned and budgeted so that a surplus is achieved.

General budget considerations

- **Meeting budget:** As soon as the location of the meeting is known, a rough cost for the venue should be estimated. Other costs are mostly connected to the scientific program (number, origin and refund policy of the speakers, meals policy, congress structure, number of meeting rooms based on the concurrent sessions etc). A preliminary scientific program including a rough idea about the invited speakers should be provided when ready to EEM so that they can generate a more detailed budget. It is understood that this budget is a working document that will be amended throughout the planning process. EEM must discuss all changes with the LOC. Eventually the budget will be approved by ISNI Officers and Board.
- **Contingency/profit:** The budget should be planned to generate a profit. This profit line must be written into the budget (i.e. as an expenditure line). The break-even point must include the profit line.
- **Delegate numbers:** The budget must be drafted so that the meeting breaks even at a conservative and definitely achievable delegate number. At least 3 budget scenarios should be prepared: i) a break-even scenario (including the profit); ii) a scenario based on 10-20% fewer delegates than the breakeven point, to assess the level of potential losses; iii) a more positive outcome, with 10-20% more delegates than breakeven.
- **Sponsorship income:** This is set at 60% of total costs (i.e. venue rental and peripherals, food, EEM fees, travel bursaries, invited speakers/chairs)
- **Registration fees:** Fees should be set at a realistically affordable level. Any increase compared to the previous meeting should not exceed 8%.

- **Venue:** The venue needs to be selected so as to accommodate the expected number of registrants, and with other considerations, such as costs of audio-visual support and catering, the availability of accommodation (at various levels) and/or transport nearby. The space requirements are typically:
 - A plenary room that can hold all delegates
 - Sufficient break out rooms to accommodate concurrent sessions
 - Travel times between rooms should not be too long
 - Space for the trade display
 - Space for posters and catering (preferably all in close proximity)
- **Catering:** This accounts for a large proportion of the expenses of the Congress. Typically, catering includes morning and afternoon coffee breaks (\pm snacks), lunches, and catering for poster sessions. Not all delegates attend all functions and consume food during the breaks. Therefore, catering for 80%-90% of delegates is recommended.
- **Congress Dinner or Party:** The Congress Dinner should be self-funded and not be subsidised by delegates not attending the dinner.

Invited speakers/chair budget

- Invited speakers will need to be invited before the final income for the Congress is known. It is therefore critical to have several budget scenarios (see “Delegate numbers” above) in place, so that the LOC have a good idea of how many speakers they are able to invite.
- International invited speakers are offered economy class airfare, Congress registration, and accommodation for the length of the Congress + 1 day (before or after Congress).
- The current maximum amounts approved by ISNI for airfares are:
 - transcontinental flight: EUR 1500
 - continental/Asia-Pacific flight: EUR 500
- National speaker: minimum reimbursement is the cost of registration. If the budget is not projected to make a loss, additional reimbursement may be offered.
- Invited ISNI Board member to chair a session: minimum reimbursement is the cost of registration. If the budget is not projected to make a loss, additional reimbursement may be offered.
- *It is essential that invitation letters to invited participants clearly spell out what is being offered (if possible maximum amount).* An example template of an invitation letter is given in Appendix 3.

Travel Bursaries

- In order to facilitate attendance at the meeting by the next generation of neuroimmunologists, it is strongly recommended that travel bursaries be awarded.
- The number and value of travel bursaries is at the discretion of the LOC, as it will depend on the amount of sponsorship obtained.
- Sponsorship for travel awards can often be sought through local government (tourist) organizations, so as to encourage visitors to the region, or through local higher education institutions.

SPONSORS AND EXHIBITORS

The ISNI Congress is only possible with financial support from sponsors. It is important that sponsors are treated fairly and with respect, and that requests/concerns that they have are acted on. When negotiating with sponsors, it is important to remember that the ISNI Congress is not an isolated event, and that the same sponsors are likely to be approached by future LOCs. A poor experience with one LOC can jeopardize future sponsorship by that company.

Approaching potential sponsors

- It is useful to have a prospectus (Congress brochure) that can be handed out to potential sponsors, which should include:
 - an invitation from the Congress Chair(s)
 - names of members of the LOC
 - scientific program overview/highlights
 - delegate profile information
 - information on the venue and location
 - information on sponsorship packages and contact details for further information

EEM can help with the preparation of this document. An example prospectus document is given in Appendix 4.

- A list of potential sponsors should be made. A list of companies that have sponsored the ISNI Congress in recent years is given in Appendix 5, but this list is not exhaustive.
- Companies should initially be approached at least 2.5 years prior to the Congress.
- It is generally the best option to first contact local representatives of the potential sponsor to request the name and contact details of the person to whom sponsorship enquiries should be addressed. Also ask if this is the person who will be making the budget decisions, and what the likely timeframe will be for decision making on sponsorship requests (some companies will make these decisions several years prior to the meeting, but others may only finalize decisions in the year of the meeting). If there is anyone on the LOC who has a strong link with a particular company, it is often best if they make the initial approach to that company.
- Some of the larger companies now have online forms for requesting sponsorship, and have specific deadlines for sponsorship requests. It is important to note the date by which a sponsorship request will need to be made in order for it to be approved in time for the Congress.
- It is important to follow up at regular intervals with sponsors, reminding them about the Congress.

Exhibition space

- Space is allocated based on the level of sponsorship (platinum/gold/silver etc). However, within each level of sponsorship, space is allocated on a first come first choice basis.
- To maximize exposure to the delegates, the exhibition space should be centrally located, and catering should be served in the exhibition space.

Acknowledgement of sponsors

- It is essential to acknowledge the support of all sponsors before and during the meeting

- Sponsors should be listed on the front page of the meeting website (e.g. on moving banner)
- Sponsors must be acknowledged in the program booklet/app
- Sponsors must be acknowledged at the Congress opening and closing ceremonies, and delegates should be encouraged to visit the trade display
- During breaks, an acknowledgement slide listing sponsors can be displayed.

CONGRESS PROGRAM

The program usually follows a common pattern, with plenary lectures, symposia, and workshops. This is flexible to a certain extent. However, appropriate time and exposure should be given to certain events (as outlined below). The guiding principles for the program should be:

- To promote highest scientific merit
- To include a wide variety of topics related to the field of neuroimmunology and emerging concepts
- To balance gender and geographical representation (see Appendix 6 for ISNI's Equity & Diversity policy)
- To expand the reach of ISNI
- To ensure financial viability of the conference
- To encourage world-wide attendance, emphasis on supporting trainee attendance
- To provide many speaking opportunities to attendees, including "rockstar" neuroimmunologists, mid-career and early career researchers, and graduate students
- To promote a translational view of neuroimmunology in all sessions of the program and encourage interactions between clinicians and scientists.

Named lectures

There are four named lectures at the ISNI Congress (see Appendix 7 for a list of previous lecturers for these lectures):

- **The Dale E. McFarlin Memorial Lecture.** This lecture was established by ISNI in 1994 to commemorate the many contributions to the field of Neuroimmunology of Dale McFarlin, who passed away on October 16 1992. Dale was the Chief of the Neuroimmunology Branch at the NIH from 1975 until his death. He was a founding member of ISNI and of *the Journal of Neuroimmunology*. For further information on Dale's legacy see [https://doi.org/10.1016/0165-5728\(93\)90206-E](https://doi.org/10.1016/0165-5728(93)90206-E). This lecture is usually given by a prominent neuroimmunologist.
- **The John Newsom-Davis Memorial Lecture.** This lecture was established by ISNI in 2008 to commemorate John Newsom-Davis who was killed in a car accident on 24th August 2007. John was a clinician scientist who made seminal discoveries in neuroimmunology, particularly on myasthenia gravis and the myasthenic syndromes. He was also one of the founding members of ISNI and of the *Journal of Neuroimmunology*. For further information on John's achievements see <https://doi.org/10.1016/j.jneuroim.2007.10.012>. This lecture is usually given by a prominent neuroimmunologist.

- **The Rita Levi-Montalcini Neurobiology Lecture.** The Neurobiology Lecture was established in 2010, and was renamed the Rita Levi-Montalcini Neurobiology Lecture in 2014 to commemorate the contributions to neurobiology of Italian Nobel laureate, Rita Levi-Montalcini, who passed away December 30, 2012. This lecture is usually given by a prominent neuroscientist (not necessarily neuroimmunologist or ISNI member).
- **The Immunology Lecture.** The immunology lecture was commenced in 2010 and is usually presented by a prominent immunologist.
- Named lecture speakers are proposed by the ISNI Executive, ISNI Board, and LOC. The ISNI Executive will ultimately make the final decision. Gender balance, as per ISNI's Equity & Diversity policy (Appendix 6).
 - It is recommended that speakers who have previously given these lectures not be invited to give the same lecture again.
 - See Appendix 7 for a list of previous lecturers for these lectures.
 - Gender and geographical balance is highly recommended, as per ISNI's Equity & Diversity policy (Appendix 6).

Invited Plenary Lectures

- Members of the ISNI Executive can be invited to speak in Plenary sessions. It is suggested that the outgoing President be invited to give a "Presidential" lecture as part of a Plenary session (to honour their tenure and role at ISNI).
- Other ISNI Board members can be invited to speak in Plenary sessions.
- It is strongly recommended that LOC members do not give Plenary lectures unless it is discussed and approved by the ISNI Board.
- National speakers who are not part of the LOC can be invited to speak in Plenary sessions.
- Invitations to potential invited Plenary speakers should be made 10-18 months prior to the Congress
- Invitations can be sent by the LOC or by the ISNI Secretariat
- Invitations should clearly spell out the maximum support that is being offered
- Invited speakers should be encouraged to join ISNI
- It is advisable not to invite the same Plenary speaker in 2 consecutive meeting. However, the Plenary speaker can be invited for a symposium/workshop in a consecutive meeting.
- Gender and geographical balance is highly recommended, as per ISNI's Equity & Diversity policy (Appendix 6).
- A list of invited Plenary speakers for meetings since 2012 is given in Appendix 8.

Invited Symposia/Workshops Lectures

- Invited Symposia/Workshop speakers should represent a wide variety of topics related to the field of neuroimmunology.
- Members of the ISNI Executive and Board can be invited to speak in Symposia/Workshop sessions

- LOC members and national speakers can be invited to speak in Symposia/Workshop sessions.
- Efforts should be made not to invite speakers for more than 3 consecutive meetings.
- Invited speakers should be encouraged to join ISNI
- Invitations to potential invited Symposia/Workshop speakers should be made 10-18 months prior to the Congress
- Invitations can be sent by the LOC or by the ISNI Secretariat
- Invitations should clearly spell out the maximum support that is being offered
- Gender and geographical balance is highly recommended, as per ISNI's Equity & Diversity policy (Appendix 6).
- A list of invited Symposia/workshop speakers for meetings since 2012 is given in Appendix 8

Invited Chairs

- It is recommended to invite ISNI Board members to chair sessions related to their expertise.
- Gender and geographical balance is highly recommended, as per ISNI's Equity & Diversity policy (Appendix 6).

Presentations selected from submitted abstracts

- A call for abstract submissions should be made 8 – 12 months prior to the date of the meeting.
- Abstracts are submitted via the website and collated by the ISNI Secretariat.
- Abstracts are reviewed by a panel put in place by the LOC.
- Each abstract is reviewed and ranked by 2 – 4 people.
- The program is filled using the highest-ranked abstracts
- ISNI secretariat notifies abstract submitters whether their abstract will be presented as an oral or poster presentation.
- Gender and geographical balance is highly recommended, as per ISNI's Equity & Diversity policy (Appendix 6).

Global Schools of Neuroimmunology (GSNI)

- The GSNI is held on the day prior to the commencement of the main part of the meeting.
- The GSNI is funded as part of the main meeting
- The GSNI is organised by the GSNI coordinators and representatives from the different regional Schools of Neuroimmunology.
- Current GSNI coordinators are V Wee Yong, University of Calgary (vyong@ucalgary.ca) and Gianvito Martino, San Raffaele Hospital, Italy (martino.gianvito@hsr.it).
- Communication between the LOC and the GSNI representatives should take place regarding invited speakers, so as to allow coordination of speaker selection and speaker invitation, between the ISNI Congress and the GSNI.

Other events

A time allocation needs to be available in the program for several other events:

- Welcome/introductory comments – ISNI President and LOC Chair (\pm local politicians/dignitaries). This is held on the first day of the main part of the Congress
- ISNI General Assembly – this is on an evening of the same day as the ISNI Board Meeting (2nd or 3rd day of the meeting, usually held during a lunch break)
- Poster viewing timeslots
- Conference Dinner or Party
- Closing remarks/ceremony
- Industry-sponsored events (if applicable)

Appendix 1. Request of candidacy to host an International Society of Neuroimmunology (ISNI) Congress



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

President
Francisco Quintana (Boston (MA), USA)

Vice-President
Roberto Furlan (Milan, Italy)

Secretary/Treasurer
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T. Kuhlmann (Muenster, Germany)
R. Liblau (Toulouse, France)

D. McGavern (Bethesda (MD), USA)
V. Miron (Edinburgh, UK)
S. Miyake (Tokyo, Japan)
L. Piccio (Sydney, Australia)
A. Prat (Montréal, Canada)
A. Rollis (Haifa, Israel)
D. Sato (Porto Alegre, Brazil)
H. Wiendl (Muenster, Germany)
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 and sign. If the Society accept the candidacy you will be invited to hold a 10 min presentation during the board meeting at the 16th ISNI Congress in Quebec (Canada) in 2023.

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 Program Committee).

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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.

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 (2027, 2029 or 2031)?

- a. You can resubmit your request if denied.

Present your request for candidacy with focus on funding and scientific prospects, without contacting the venue. EEM as the sole organizer for ISNI will take care of the technical/logistic part of the bid. You will then receive the bid for a final OK before it is submitted to the International Advisory Board (IAB). **Please refrain from asking support from any other company in the congress organizing field or travel agencies regarding the logistic aspects, and please keep the location/city and the suggested dates as confidential as possible, to make future negotiation for EEM as easy as possible.**

The candidates will be asked to present their bid (short, 10 minutes presentation) during the upcoming 16th ISNI Congress in Quebec City, Canada (August 20-24, 2023). 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.

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 May 31, 2023 to:

ISNI - International Society of Neuroimmunology
secretariat@isniweb.org

Appendix 2. Timeline for interactions between ISNI, EEM, LOC

When	What	By Whom / Responsibilities	Notes
-4.5 years	Form LOC nucleus and prepare bid	Chair(s) of LOC Liaise with EEM for preparation of bid document	Need to consider potential venue, timing of meeting, outline structure of program. Every bid should be accompanied by a detailed strategy for how the LOC will raise the required amount of sponsorship (60% of the total expenditure for the meeting)
4 years	Presentation of bid at ISNI conference during Board meeting	LOC ISNI Board to vote	Outline conference location, structure of program, strength of LOC, potential venue, timing of meeting. Every bid should be accompanied by a detailed strategy for how the LOC will raise the required amount of sponsorship (60% of the total expenditure for the meeting)
-3.5 years	Set budget framework	LOC, EEM, ISNI Board	Variables to be determined: Expected number of delegates (use low, breakeven and high estimates) Maximum registration fees Expected sponsorship income needed. Level of profit line. ISNI Executive approve budget.
-3 years	Venue	EEM, with help of LOC	The country and city are finalized. A preferred venue is to be optioned . It is recommended that an option B is kept until late in negotiation as this provides negotiating leverage. EEM is responsible for signing contract. LOC input required to ensure that space booked is suitable for how the program will run.
-3 years	Conference logo	EEM/LOC	Design logo to be used on all communications
-3 years to -2.5 years	Prepare prospectus and potential sponsor list and start approaching sponsors	LOC, with help of EEM	Prepare prospectus for Congress and start sending out to potential sponsors. Identify the best people to speak to at each company (ie the ones who make the budget decisions). Sponsors often only lock in their budget 1 year in advance, but it is still important to let them know

			about the details of the meeting early and increase their enthusiasm for attending the meeting.
-2.5 years	Program outline / meeting format	LOC (program committee)	Form program subcommittee to discuss topics to be included in the program, format of the meeting and start discussing potential speakers. Liaise with ISNI Board re potential speakers for named lectures.
-2 years	Report to ISNI Board	LOC Chair(s) or representative /EEM	Include updated budget, proposed speakers list, draft program outline
-2 years	Advertise at ISNI Congress	LOC Chair(s)	Prepare short slide show to present at the closing ceremony of the previous ISNI Congress, so delegates are aware of location and time of next meeting.
-2 years to -1.5 years	Invite speakers for named lectures	ISNI exec, LOC, ISNI secretariat	ISNI Executive have final decision for speakers for named lectures, and the invitation to these speakers is made in the name of the ISNI President on ISNI letterhead. Aim for gender/geographical equity
-1.5 years	Invite plenary and other speakers	LOC (in consultation with EEM and ISNI secretariat)	Program committee issue invitations to invited speakers. It is important to consider the budget before issuing too many invitations. Aim for gender/geographical equity.
-1.5 years	Increase approach to potential sponsors	LOC	Highlight invited speakers of potential interest to the sponsors
-1.5 years	Set deadlines (registration & abstract submission)	LOC, ISNI secretariat, EEM	Consider other major events when setting deadlines, so as to avoid clashes for abstract submission and review.
-1.5 to – 1 years	Launch Congress website	EEM, ISNI secretariat, in consultation with LOC	Check that content is accurate, that all links are working, and that all guidelines are clear.
-1 year	Dinner/party venue	EEM/LOC	Investigate potential venues for Congress Dinner. Need to accommodate ~60% - 70% of registrants.
-1 year	Report to ISNI Board	Chair(s) of LOC or representative, EEM	Include updated budget, speakers list, program outline
-1 year to	Advertise widely	LOC, ISNI Board members, ISNI secretariat	Take advantage of free advertising opportunities where available. LOC to

meeting time			prepare “save the date” slide for people to use at end of talks etc.
-9 months	Select and invite chairs for sessions	LOC	Aim for gender equity – i.e. 1 male and 1 female for each session
-8 months	Select panel for judging travel bursaries	LOC	Decide on judging criteria and distribute to judges. Check if some applicants have been awarded bursaries by their national society (Canada, Italy, Australia, and others such as ECTRIMS and PACTRIMS usually provide some travel support).
-7 months	Select abstract reviewers	LOC	Abstract reviewers should be members of local neuroimmunology community. Decide on judging and scoring criteria and make available to reviewers.
-6 months	Review abstracts / select oral presentations	LOC	Abstracts should be ranked in themes to fit with the symposia and workshop topics. The top-ranked abstracts should be given oral presentations where possible.
-6 months	Finalise program format	LOC/ISNI secretariat	Number of workshops and concurrent sessions. Update website with information on topics to be presented by invited speakers.
-6 to -4 months	Notify presenters	LOC/ISNI secretariat	Ask for confirmation (by set date) from oral presenters and select replacements where necessary.
-4 months	Finalise symposium and workshop topics	LOC	These may need some reworking or grouping, depending on the abstracts submitted.
-2 months	Review / finalise budget	EEM/LOC	Make changes to catering etc where necessary
-1.5 months	Finalise program and upload to website	LOC/ISNI secretariat	
-1 month	Readvertise to everybody!	LOC, ISNI secretariat, ISNI Council	Advertise to everybody with completed speakers list, session topics, special events etc.
-2 weeks	Finalise catering and social events	EEM, ISNI secretariat, LOC	Based on actual numbers
- 1 week	Finalise everything	LOC, ISNI secretariat	Check everything, particularly sanity of LOC 😊
Congress time!	Be there as a point of contact / make sure	LOC, ISNI secretariat, EEM	Stine and her EEM team are there to help deal with any problems. Try to

	everything runs to plan		enjoy the meeting. You worked hard to make it happen!
After Congress	Relax & Recover	ALL	
	Meeting report	EEM	EEM to generate brief meeting report to be shared with ISNI officers, LOC and IAB

Appendix 3. Example letter of invitation to speaker

Use current ISNI / Congress letterhead

Red lettering to be replaced with specific details

Date

Dear **Prof./Dr. xxxxxxxx**,

On behalf of the Local Organizing Committee of the **xxth** International Congress of Neuroimmunology (ISNI 20**xx**), we would like to invite you to participate as an invited speaker at the meeting. The International Congress of Neuroimmunology is a biennial event that brings together prominent scientists and physicians in the field of Neuroimmunology from all over the world. The congress will be held in **xxcityxx (xxcountryxx)** from **date – date**. The theme of this ISNI is “**xxxx**”, and we hope to include speakers in each session who cover aspects of their topic ranging from basic science to clinical applications. Your talk is tentatively scheduled in a session on the topic of “**xxx**”, which will be held on **day, date**.

ISNI’s policy is to cover the cost of your registration at the Congress, economy class travel (up to EUR **xxxx**), and **x days** accommodation at one of the Congress hotels.

Please let us know **as soon as possible** if you are able to accept this invitation. With your reply, please include your complete contact information, i.e. institution, mailing address, phone, fax, and preferred email address.

If you would like additional information or have any questions, please do not hesitate to contact us or the ISNI Secretariat at the address below. We look forward to your reply and, hopefully, your participation in the **xxth** International Congress of Neuroimmunology.

Sincerely,

xxxxxxx

Congress Chair

xxxxxxx

Program Committee Chair

ISNI Secretariat

secretariat@isniweb.org

s.overdal@eemservices.com

EEM Srl.

Via Elio Lampridio Cerva, 98

Rome 00143, Italy

T +39 06 5193499

F +39 06 5194009

VAT 13532961003

Appendix 4. Prospectus

Example of prospectus from Brisbane (2018) congress

ISNI 2018

14th International Congress of Neuroimmunology

27-31 August 2018 | Brisbane, Australia



Queensland



ISNI
International Society
of Neuroimmunology



GSNI
Global Schools of Neuroimmunology



INVITATION TO INDUSTRY SPONSORSHIP & EXHIBITION PROSPECTUS

www.isnicongress.org

Invitation to Brisbane


We are delighted to invite your participation in the 14th International Congress of Neuroimmunology (ISNI 2018), which will be hosted by Neuroimmunology Australia in Brisbane, Australia, from 27-31st August, 2018.

We anticipate over 600 delegates, including key opinion leaders and scientists from the disciplines of neurology, immunology, neuroscience, neuropathology and clinical immunology, who will present the most recent advances in basic and clinical studies in neuroimmunology.

This will be the first time that the ISNI Congress is held in the Southern Hemisphere, and ISNI 2018 will provide your organization with a unique opportunity to showcase your brand and key messages to delegates from all around the world.

The venue for the Congress, the Brisbane Convention & Exhibition Centre (BCEC) is ideally located adjacent to South Bank, Brisbane's riverside cultural and lifestyle precinct. The BCEC is a world-class venue providing superb flexibility and versatility with an impressive portfolio of meeting rooms and event spaces. The Centre is Australia's most flexible meetings and events venue.

The Prospectus outlines marketing opportunities to suit every budget and marketing objective. We encourage you to explore the benefits of participating as a sponsor and/or exhibitor. On behalf of the organizing committee, we look forward to seeing you in Brisbane in August 2018.



David Brown
Sydney University
Sydney | Australia



Judith Geer
The University of Queensland
Brisbane | Australia

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Local Organising Committee

CONGRESS CHAIRS

David Brown (co-chair)
Sydney University
Sydney | Australia

Judith Geer (co-chair)
University of Queensland
Brisbane | Australia

Fabienne Briot
University of Sydney
Sydney | Australia

Pamela M Coombe
University of Queensland
Brisbane | Australia

Nathalie Payne
Monash University
Melbourne | Australia

Marc Ruitenberg
University of Queensland
Brisbane | Australia

Nick King
University of Sydney
Sydney | Australia

Stephen Reddel
University of Sydney
Sydney | Australia

Iain Comerford
University of Adelaide
Adelaide | Australia

Anne Braszils
The John Curtin School
of Medical Research ANU
College of Medicine
Acton | Australia

Christine Bundell
Queen Elizabeth II Medical Centre
Perth | Australia

Stefan Blum
Mater Centre of Neuroscience
Brisbane | Australia

SCIENTIFIC PROGRAM COMMITTEE

Fabienne Briot
(head of scientific committee)
University of Sydney
Sydney | Australia

Scott Zamvil
University of California
San Francisco (CA) | USA

David Baker
Barts & London School of Medicine
London | UK

Stephen Reddel
University of Sydney
Sydney | Australia

Marc Ruitenberg
University of Queensland
Brisbane | Australia

Jun-ichi Kira
Kyushu University
Fukuoka | Japan

Iain Campbell
University of Sydney
Sydney | Australia

David Brown
University of Sydney
Sydney | Australia

Pamela M Coombe
University of Queensland
Brisbane | Australia

Judith Geer
University of Queensland
Brisbane | Australia

Trevor Kilpatrick
University of Melbourne
Parkville | Australia

Russell Dale
University of Sydney
Sydney | Australia

Anne La Flamme
Victoria University of Wellington's School
of Biological Sciences
Wellington | New Zealand

Main Congress Topics

Plenary sessions

- Degeneration and regeneration in the nervous system
- Gli/Microglia
- Neuroinflammatory disorders
- Demyelinating disorders and MS
- Gut-nervous system crosstalk

Symposia

- Neurodegenerative disorders
- Microbiome
- Peripheral nervous system
- CNS autoimmunity
- Neuroimmune psychiatry
- Multiple sclerosis
- Nervous system injury and immunity
- Animal models in neuroimmunology
- Neuroinfection
- Discovery of new targets in antibody-mediated disease
- Genetic basis of neuroinflammation
- Microglia

Workshops

- Immunotherapeutics for nervous system disorders
- Neuroimmune antibody assays: where are we at?
- B cells in autoimmune CNS disease
- Influence of the X chromosome in neuroimmunology (Y do we ignore the X?)
- Plus other topics which will be decided based on submitted abstracts.



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Preliminary Scientific Program

2nd GSNI Course Global Schools of Neuroimmunology

Brisbane, Australia | August 27, 2018

A full day dedicated to prepare students and young doctors for the Congress topics. A detailed program will follow. Stay tuned on www.isnicongress.org

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Preliminary Scientific Program

DAY 1 – Monday | August 27
GSM (GSM pre-course)

DAY 2 – Tuesday | August 28
Opening Ceremony

PLENARY SYMPOSIUM
DEGENERATION & REGENERATION IN THE NERVOUS SYSTEM
COFFEE BREAK

CONCURRENT SYMPOSIA
NEURODEGENERATIVE DISORDERS
MICROBIOME
PERIPHERAL NERVOUS SYSTEM
CNS AUTOIMMUNITY

LUNCH BREAK

WORKSHOPS
IMMUNOTHERAPEUTICS FOR NERVOUS SYSTEM DISORDERS
NEW INVESTIGATIVE MODALITIES
ANTIBODY IN DISEASE
BRAIN CANCER AND IMMUNOTHERAPEUTICS

COFFEE BREAK

THE NEWSOM-GAVIS LECTURE

POSTER SESSION & DRINKS
POSTER ORAL PRESENTATIONS (MINI SESSION)

DAY 3 – Wednesday | August 29

PLENARY SYMPOSIUM
GLIA & MICROGLIA

COFFEE BREAK

CONCURRENT SYMPOSIA
NEUROMUSCLE PSYCHIATRY
MULTIPLE SCLEROSIS
NERVOUS SYSTEM INJURY & IMMUNITY
ANIMAL MODELS IN NEUROIMMUNOLOGY

LUNCH BREAK

THE IMMUNOLOGY LECTURE

COFFEE BREAK

WORKSHOP
METABOLISM
NEUROPATHIES
SOLUBLE MEDIATORS OF INFLAMMATION
TROPICAL INFECTION OF THE CNS

CONGRESS DINNER FROM 18.00

DAY 4 – Thursday | August 30

PLENARY
NEUROINFLAMMATORY DISORDERS

COFFEE BREAK

CONCURRENT SYMPOSIA
NEUROCONNECTION
DISCOVERY OF NEW TARGETS IN ANTIBODY-ASSOCIATED DISORDERS
GENETIC BASIS OF NEUROINFLAMMATION
MICROGLIA

LUNCH BREAK

WORKSHOPS
INFLUENCE OF THE X CHROMOSOME IN NEUROIMMUNOLOGY (Y DO WE IGNORE THE X?)
MS

THE DALE MCPARLIN LECTURE

POSTER SESSION
POSTER ORAL PRESENTATIONS (MINI SESSION)

DAY 5 – Friday | August 31

THE RITA LEVI-MONTALCINI NEUROBIOLOGY LECTURE

PLENARY SYMPOSIUM
DEMYELINATING DISORDERS & MULTIPLE SCLEROSIS

COFFEE BREAK

CONCURRENT SESSIONS
POSTERS SESSION
WORKSHOP ON MS/NEWSOM FOCUSED ON THERAPEUTIC OPTIONS

LUNCH BREAK

PLENARY
CROSSTALK BETWEEN THE GUT & THE NERVOUS SYSTEM

HIGHLIGHTS
BEST SHORT TALKS
HIGHLIGHT ON THE GREAT MS DEBATE ON MS - WHICH COMES FIRST!

CLOSING

Doc 7
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Sponsorship Levels

	PLATINUM \$40,000	GOLD \$ 25,000	SILVER \$ 15,000
Nominated senior or representative invited to be seated at main table for Congress Dinner (only Platinum sponsors)	✓		
Freestanding banner in main session room and in registration area	✓	✓	
Full page Advertisement	✓	✓	
Half page Advertisement			✓
Mobile App Ad banners	✓		
Company logo on congress bags	✓	✓	
Freestanding banner in poster section	✓	✓	
Delegate registrations (includes attendance at all social functions)	3 badges	2 badges	1 badge
Corporate profile on congress web site	100 words	75 words	50 words
Company logo on official congress welcome sign at the congress venue	✓	✓	✓
Satchel insert of promotional material	✓	✓	✓
Verbal acknowledgement during the Opening and Closing session	✓	✓	✓
Company logo projected on the screens during the Opening and Closing session	✓	✓	✓
Exhibition space (in modules of 3x3 metres)	54 sqm	36 sqm	18 sqm

All prices are quoted in Australian dollars

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Other Sponsorship Opportunities

Promotional Items	\$
Congress Pens & Pads	\$ 2,500
Satchel insert of promotional material	\$ 5,000
Product mini program - exclusive advertisement on the back cover	\$ 2,500
Mobile device charging stations sign - Company logo on the sign	\$ 1,500
Exhibition space module 3 X 3 metres	\$ 1,500/each
Sponsor's logo on the Congress welcome sign	\$ 2,500
Sponsor's logo on the audiovisual screen	\$ 2,500
WiFi (exclusive sponsor)	\$ 3,000
Coffee Break area tabletop branding	\$ 3,000
Congress Lanyards	\$ 2,500
Early Career support package Support a student or young doctor to attend and present their work at the Congress. The supporting Company will be recognised on the announcement letter and on the meeting website and signage.	\$ 3,000
Invited speaker support package	\$ 5,000/each
Coffee Breaks: am & pm Aug 27 to Aug 31	\$ 5,000/each
Lunch	\$ 8,000/each
Congress Dinner	\$ 20,000
Mobile App (exclusive sponsor) - graphic ad on the app splash page	\$ 10,000
App's interactive banner on the home page	\$ 5,000
Corporate Profile - congress website and App (100 words)	\$ 1,000
Corporate Profile - congress website and App (750 words)	\$ 750
Corporate Profile - congress website and App (500 words)	\$ 500
Full page Advertisement on the congress website	\$ 5,000
Half page Advertisement on the congress website	\$ 3,000
Company logo on the website homepage (exclusive sponsor)	\$ 5,000

Exhibitions & Booths

The exhibition will be held in the Congress venue. The floor plan has been designed to maximise exhibitors' exposure to the attendees. Exhibitors can choose more than one module to create a bigger area. Platinum and Gold Sponsors exhibiting will receive priority exhibit booth assignment. Exhibit spaces will be sold on a first-come, first-served basis.

Please always indicate a second choice. Please note that module rental does not include any furniture, electrical usage or stand clearing.

These services can be provided upon request. All exhibitors will receive recognition in the following locations before and during the congress:

- signage near the registration area
- website link to the supporting Company's corporate website,
- congress mobile app

Exhibitor registration

All exhibitors are required to be registered and will receive a badge displaying the exhibiting Company name. Two staff badges will be given to each exhibitor. Any additional badge will be charged of AUS 200 (early), AUS 250 (standard) and AUS 300 (on site). All support personnel attending the congress or staffing an exhibit booth must be registered. Exhibitor badges are non-transferable and must be worn at all times. Attaching cards, ribbons, or other items to badges is not permitted.

Exhibition Area rental (minimum of 9 sqm 3X3 metres)
Fee includes:
• Exhibitors' Technical Manual
• Exhibitors' badges
• Company Profile on the website

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Exhibition Area



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Past Sponsors

7th ISNI Congress - Venice, Italy

- MS | National Multiple Sclerosis Society
- Fondazione Italiana Sclerosi Multipla
- British Society for Immunology
- National Institute of Neurological Disorders and Stroke
- NMII | National Institute of Mental Health
- NIA | National Institute on Aging
- Aventis
- Teva
- Dompé Biotech - Neurology
- Schering
- Serono
- Alexis
- Bio-Rad
- Bühlmann
- CELBIO
- DakoCytomation
- Leica
- Miltenyi Biotec
- Pebio
- Prodotti Gianni | Divisione Ricerca
- R&D Systems
- Valent
- Wisepress Online Bookshop

9th ISNI Congress - Fort Worth (TX), United States

- BMD Serono
- Genentech/Bogen Idex
- Bayer HealthCare
- Teva
- Acorda
- Amgen
- Bühlmann
- MS | National Multiple Sclerosis Society
- MAACS | Miltenyi Biotec
- OMSC | The Consortium of Multiple Sclerosis Centers
- The GARR Foundation
- National Institute of Neurological Disorders and Stroke

10th ISNI Congress - Sitges (Barcelona), Spain

- ECTRIMS
- Merck Serono
- Teva
- Novartis
- Biogen Idex
- Bayer
- Fundación Alicia Koplowitz
- BioMarin
- Galfal
- MAACS | Miltenyi Biotec
- Grupo Usach Pharma
- Fundació GARM Grup d'Actuats d'Esclerosi Múltiple
- red Española de esclerosis múltiple

11th ISNI Congress - Boston (MA), United States

- ECTRIMS
- Novartis
- Genzyme
- Biogen Idex
- Elan
- Roncus
- Boehringer Ingelheim
- MS | National Multiple Sclerosis Society
- National Institutes of Health
- BMD Serono
- Teva Canada

12th ISNI Congress - Mainz, Germany

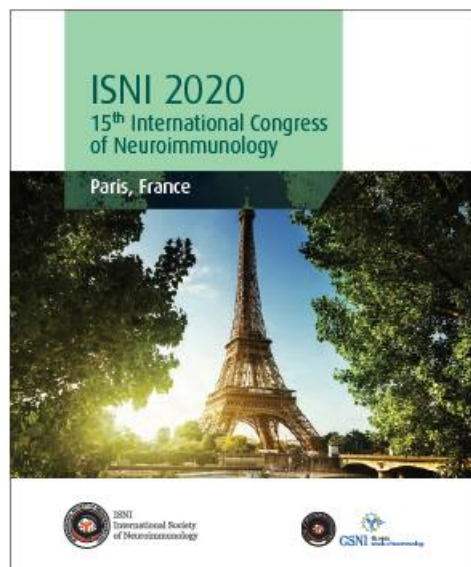
- ECTRIMS
- Biogen Idex
- Genzyme
- Merck Serono
- ACTRIMS
- Sclerosi Multipla Associazione Italiana
- Teva
- Bentham Science

13th ISNI Congress - Jerusalem, Israel

- Biogen
- Medson
- Novartis
- Roche
- Sanoft Genzyme
- Teva
- Merck
- ECTRIMS
- BrainStem
- Neopharm Israel
- Peptotech
- Wolters Kluwer

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Next Congress



CONGRESS CHAIR

Prof. Roland Liblau
Laboratoire d'immunologie, CHU Toulouse
Directeur du Centre de Physiopathologie
Toulouse Purpan (CPTP)
INSERM UMR1043 - CNRS UMR5282
Université Toulouse III
Toulouse | France

CONGRESS CO-CHAIR

Dr. Sonia Berris-Akkin
Dr. INSERM
Center of Research in Myology
Sorbonne Universités
UPMC - Inserm UMR5 974, CNRS FRE3617
Institute of Myology
G.H. Pitie_Salpêtrière
Paris | France

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Congress contacts

Congress Venue

Brisbane Convention & Exhibition Centre | BCEC
Metivale St & Glenelg Street
South Brisbane QLD 4101, Australia

Sponsorship & Exhibition

m.procaccini@eemservices.com
Please contact with any queries regarding sponsorship and exhibitions

Group Registrations

secretariat@isniweb.org
Please contact with any queries regarding group registrations

Congress Secretariat

s.overdal@eemservices.com
fax: +39 06.51.94.009
website: www.eemservices.com
Please contact with any general congress related queries

Congress logistics ISNI's official PCO:



EEM - Events & B2B Communications
s.overdal@eemservices.com
fax: +39 06.51.94.009
website: www.eemservices.com

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Application for sponsors/exhibitors

Please complete the form and send it by e-mail or fax to:
EEM Srl - m.procaccini@eemservices.com - fax: +39 06 51 94 009

Contact name	<input type="text"/>
Name of company	<input type="text"/>
Address	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Post / zip code	<input type="text"/>
State/Nation	<input type="text"/>
Country	<input type="text"/>
Tel. (incl. Country code)	<input type="text"/>
Fax (incl. Country code)	<input type="text"/>
Email	<input type="text"/>
VAT number	<input type="text"/>

Contracts & Confirmation

Once a Sponsorship/Exhibition Form is received a contract will be sent to you for signature with an accompanying invoice. This contract should be signed and returned with a 50% deposit payment to EEM (ISNI's official organising agency).

Deposit with signed contract	Balance by July 31, 2018
50%	50%

Terms of Payment

ISNI is a non-profit association thus your contribution is vital for the congress organization. Because of this a 50% deposit is required upon confirmation of your contribution/sponsorship. The balance is due within 30 days before the congress dates. See the table below for more.

1. bank transfer payable to:

Beneficiary	EEM Srl
Bank Name	Banca Intesa SanPaolo
Address of bank	Via Duca di Salaparuta, 9/15, 00142 Rome, Italy
IBAN code	IT 28 1030 6903 2071 0000 0062 234
Account	100000042234
SWIFT code	BICITM33XXX
BIC	BICITM33

2. Credit card (Visa/Mastercard), a 4% processing fee will be added to the balance owed for all credit card transactions

By signing this form you accept the "terms and conditions" and agree to abide by the Guidelines for Industry Participation for the Congress. I am authorized to sign this form on behalf of the applicant/Company.

Name (capital letters) _____
Signature _____ Place and Date _____ Stamp _____

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Sponsorship Levels

Sponsorship Levels (All prices are quoted in Australian dollars)	\$		\$
Platinum	\$ 40,000	<input type="checkbox"/>	\$ 0.00
Gold	\$ 25,000	<input type="checkbox"/>	\$ 0.00
Silver	\$ 15,500	<input type="checkbox"/>	\$ 0.00

Promotional Items	\$		\$
Congress Pens & Pads	\$ 2,500	<input type="checkbox"/>	\$ 0.00
Satchel (insert of promotional material)	\$ 5,000	<input type="checkbox"/>	\$ 0.00
Pocket mini program - exclusive advertisement on the back cover	\$ 2,500	<input type="checkbox"/>	\$ 0.00
Mobile device charging stations sign - Company logo on the sign	\$ 1,500	<input type="checkbox"/>	\$ 0.00
Exhibition space module 3 X 3 metres (express your choice below)	\$ 1,500/each	<input type="checkbox"/>	\$ 0.00
Sponsor's logo on the congress welcome sign	\$ 2,500	<input type="checkbox"/>	\$ 0.00
Sponsor's logo on the audiovisual screen	\$ 2,500	<input type="checkbox"/>	\$ 0.00
WiFi (exclusive sponsor)	\$ 3,000	<input type="checkbox"/>	\$ 0.00
Coffee Break area tabletop branding	\$ 3,000	<input type="checkbox"/>	\$ 0.00
Congress lanyards	\$ 2,500	<input type="checkbox"/>	\$ 0.00
Early Career support package	\$ 3,000	<input type="checkbox"/>	\$ 0.00
Invited speaker support package	\$ 5,000/each	<input type="checkbox"/>	\$ 0.00
Coffee Breaks am & pm Aug 27 to Aug 31	\$ 5,000/each	<input type="checkbox"/>	\$ 0.00
lunch	\$ 8,000/each	<input type="checkbox"/>	\$ 0.00
Social Event	\$ 20,000	<input type="checkbox"/>	\$ 0.00
Mobile App (exclusive sponsor) - graphic ad on the app splash page	\$ 10,000	<input type="checkbox"/>	\$ 0.00
App's interactive banner on the home page	\$ 5,000	<input type="checkbox"/>	\$ 0.00
Corporate Profile - congress website and App (100 words)	\$ 1,000	<input type="checkbox"/>	\$ 0.00
Corporate Profile - congress website and App (750 words)	\$ 750	<input type="checkbox"/>	\$ 0.00
Corporate Profile - congress website and App (500 words)	\$ 500	<input type="checkbox"/>	\$ 0.00
Full page Advertisement on the congress website	\$ 5,000	<input type="checkbox"/>	\$ 0.00
Hall page Advertisement on the congress website	\$ 3,000	<input type="checkbox"/>	\$ 0.00
Company logo on the website homepage (exclusive sponsor)	\$ 5,000	<input type="checkbox"/>	\$ 0.00

Exhibition space (module 3 X 3 metres)

Choice	Area Number(s)	Is a shell scheme needed?
1st choice		
2nd choice		

TOTAL \$ **\$ 0.00**

*additional costs will occur

Terms & Conditions

Terms & Conditions

These terms are the contractual agreement between the Organizer and the Exhibiting Company (Exhibitors).

Application to Participate

Applicants to participate will be considered only if submitted on the appropriate forms, duly completed, signed and accompanied by the necessary payment. Registration will be confirmed insofar as space is available. Applicants will be informed in writing of the acceptance or refusal of their application. In case of refusal, all payments shall be fully refunded.

Obligations and Rights of the Exhibitor

Registration implies full acceptance by the BECC. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the exhibition without compensation or refund of sums already paid, and without prejudice to the Exhibitor. By submitting an application to participate, the Exhibitor makes a final and irrevocable commitment to occupy the space allocated and to maintain his/her installation until the date and time fixed for closure of the exhibition. The Exhibitor may only present on his/her stand or space the materials, products or services described in the application to participate. No advertising on behalf of firms not exhibiting is permitted in any form whatsoever. Transfer or sub-letting of all or part of the allocated space is prohibited.

Obligation and Rights of Organizer

The Organizer undertakes to allocate exhibition space as far as possible on the basis of the preference expressed

by applicants. Application will be considered in order of receipt of application forms accompanied by payment. The Organizer reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to Exhibitors. The Organizer reserves the right to offer a different firm any stand or space that has not been occupied by the day of the opening of the exhibition, with no obligation to provide compensation to the defaulting Exhibitor.

Cancellation

In case of cancellation received (in writing) before February 27 - 100% refund. Cancellation after February 27 and before April 27 - 50% refund. Cancellation after April 27 - no refund.

Liability Insurance

The BECC provides general security service and third party insurance at the exhibition site. Equipment and all related display materials installed by Exhibitors are not insured by the Organizer, and they will under no circumstances be liable for any loss, damage or destruction caused to equipment, goods or property belonging to Exhibitors. The Exhibitor agrees to be responsible for his/hers property and person and for the property and persons of his/hers employees and agents through full and comprehensive insurance, and shall hold harmless the Organizer for any and all damage claims arising from theft and those perils usually covered by a fire and extended coverage policy.

Exhibition Regulations

The BECC Exhibition Manager, acting under direction of the Organising Committee, has the final decision as to the ac-

ceptability of displays. Exhibitors are not to share with others any space allotted to them without prior written consent by the Exhibition Manager. The Organizer reserves the right to alter the general layout or limit the space allotted to each Exhibitor, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the Organizer will not be held liable for expenses incurred other than the cost of exhibit space rental fees. All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment. Exhibitors are kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits in standard booths; height is restricted to 246 cm. Exhibitors are responsible for the cost and execution of the design, installation and delivery of their display to (and its removal from) the exhibition site. Flammable materials are not to be used. Equipment displayed or demonstrated must be installed with strict adherence to safety measures.

Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour. It is the Exhibitor's responsibility to pack and remove or consign for shipment all items of value prior to leaving their exhibit unattended, otherwise the Organizer will arrange for their removal at the Exhibitor's risk and expenses. Exhibitors are obliged to ensure that their stands are permanently staffed during

the exhibition opening hours. Payment is to be made in accordance with the conditions of payment on the Exhibition Application Form. Should the Exhibitor fail to make a payment on time, the Exhibition Manager is entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the stand or seek compensation for non-fulfilment of contract. Participation by Exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

Access to the exhibition is authorized on presentation of a badge issued by the Organizer. Exhibitors' badges will not be mailed in advance and may be collected from the Exhibition Manager's desk. The Organizer ensures daily cleaning of the aisles. Exhibitors are responsible for the cleaning of their stands.

The provision of refreshments for the participants by Exhibitors is only permitted if the catering regulations of the exhibition building concerned are observed. Exhibition areas and fittings made available to Exhibitors must be handed back in their original condition. In case of damage or loss of equipment provided or damage to areas occupied, repair and replacement will be charged to the Exhibitor.

Any special decoration or fittings must be submitted to the Organizer for prior authorization. Advertising panels and display are not permitted outside the exhibition areas allotted to Exhibitors.

The Organizer will not approve stands, which do not comply with the accepted standards, until the necessary changes have been made.

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Appendix 5. List of sponsors of recent ISNI Congresses

<p><u>2010 – Sitges – Spain</u></p> <ul style="list-style-type: none"> ○ ECTRIMS ○ Merck Serono ○ Teva ○ Novartis ○ Biogen Idec ○ Bayer ○ Fundación Alicia Koplowitz ○ BioMarin ○ Grifols ○ MACS Miltenyi Biotec ○ Grupo Uriach Pharma ○ Fundació GAEM Grup d’Afectats d’Esclerosi Multipla ○ red Española de esclerosis multiple 	<p><u>2012 – Boston – USA</u></p> <ul style="list-style-type: none"> ○ ECTRIMS ○ Novartis ○ Genzyme ○ Biogen Idec ○ Elan ○ Kronus ○ Boehringer Ingelheim ○ MS National Multiple Sclerosis Society ○ National Institutes of Health ○ EMD Serono ○ Teva Canada
<p><u>2014 – Mainz – Germany</u></p> <ul style="list-style-type: none"> ○ ECTRIMS ○ Biogen Idec ○ Genzyme ○ Merck Serono ○ ACTRIMS ○ Sclerosi Multipla Associazione Italiana ○ Teva ○ Bentham Science 	<p><u>2016 – Jerusalem – Israel</u></p> <ul style="list-style-type: none"> ○ Biogen ○ Medison ○ Novartis ○ Roche ○ Sanofi Genzyme ○ Teva ○ Merck ○ ECTRIMS ○ BrainStorm ○ Neopharm Israel ○ PeptoTech ○ Wolters Kluwer
<p><u>2018 – Brisbane – Australia</u></p> <ul style="list-style-type: none"> ○ Merck ○ Novartis ○ Biogen ○ CSL Behring ○ Roche ○ Euroimmun ○ MS Research Australia ○ ESL Biosciences ○ Octapharma ○ Takeda ○ Teva ○ ACTRIMS ○ Australian Biosearch ○ BioLegend ○ Grifols ○ Peptotech ○ Wolters Kluwer ○ ECTRIMS ○ Frontiers in Neurology ○ Tourism & Events Queensland 	<p><u>2021 – France – Online</u></p> <ul style="list-style-type: none"> ○ ACTRIMS ○ Alexion ○ AFM Téléthon ○ ARSEP Fondation ○ Biogen ○ Celgene ○ ECTRIMS ○ EFIS ○ ECF – European Charcot Foundation ○ France Alzheimer ○ NMSS ○ Novartis ○ Sanofi Genzyme

Appendix 6. ISNI Equity and Diversity Policy

ISNI promotes the principles of equality, diversity and inclusion into organisational policies, practices and behaviours. This incorporates all meetings and events, whether run centrally or by constituent groups. Please ensure these principles are adhered to when planning events and booking speakers.

For ISNI to endorse, fund or participate in a meeting, the expectation is that the meeting will follow the principles of Equality and Diversity and meet the following conditions:

1. Gender balance should be achieved for speakers, chairs and workshop leaders.
2. Individual sessions in multi-session meetings, and any meeting committees, should be gender balanced.
3. Sessions should have female representation, as chairpersons, with an aim for gender balance. If session chairs are responsible for recruiting speakers, then there should be two Co-Chairs; one female and one male.
4. Organisers/proposers of symposia at ISNI conferences should constitute a gender balanced group.
5. When considering abstracts for oral presentations at conferences, the selected presenters should reflect the gender ratio of those who submitted abstracts for consideration; although scientific merit is the foremost consideration when selecting speakers.
6. There should be fair representation of speakers and chairs from geographically diverse locations in which neuroimmunological research is undertaken, recognizing that there is excellent work being undertaken world-wide and that ISNI is an international society.
7. When considering abstracts for oral presentations at conferences, the selected presenters should also reflect the spread of regions from where abstracts are submitted.

Summary of recent numbers of relevance to gender equity at ISNI Congresses

Year	Invited Speakers		Speakers selected from abstracts		Session Chairs	
	M	F	M	F	M	F
2012	44/52 (85%)	8/52 (15%)	29/52 (56%)	23/52 (44%)	32/37 (86%)	5/37 (14%)
2014	53/65 (82%)	12/65 (18%)	25/68 (37%)	43/68 (63%)	40/49 (82%)	9/40 (18%)
2016	85/108 (79%)	23/108 (21%)	n/a	n/a	n/a	n/a
2018	43/68 (63%)	25/68 (37%)	66/150 (44%)	84/150 (56%)	41/78 (53%)	37/78 (47%)
2021	43/67 (64%)	24/67 (36%)	44/128 (34%)	84/128 (66%)	35/66 (53%)	31/66 (47%)

Appendix 7. Previous lecturers for named lectures:

- Dale E McFarlin Memorial Lecture:
 - 1994, Amsterdam – Henry McFarland
 - 1998, Montreal – Martin Raff
 - 2001, Edinburgh – John Newsom-Davis
 - 2004, Venice – Peter Doherty
 - 2006, Nagoya – Cedric Raine
 - 2008, Fort Worth – Larry Steinman
 - 2010, Sitges – Steve Hauser
 - 2012, Boston – Alastair Compston
 - 2014, Mainz – David Hafler
 - 2016, Jerusalem – not done
 - 2018, Brisbane – Roland Martin
 - 2021, France – Takashi Yamamura

- John Newsom-Davis Memorial Lecture
 - 2008, Fort Worth – Angela Vincent
 - 2010, Sitges – Reinhard Hohlfeld
 - 2012, Boston – Vanda Lennon
 - 2014, Mainz – Josep Dalmau
 - 2016, Jerusalem – Vijay Kuchroo
 - 2018, Brisbane – Gianvito Martino
 - 2021, France – Howard Weiner

- The Immunology Lecture
 - 2010, Sitges – Polly Matzinger
 - 2012, Boston – Kingston Mills
 - 2014, Mainz – Burkhard Becher
 - 2016, Jerusalem – Roland Liblau
 - 2018, Brisbane – Carola Vinuesa
 - 2021, France – Joan Goverman

- The Rita Levi-Montalcini Neurobiology Lecture (name changed from “The Neurobiology Lecture” in 2014)
 - 2010, Sitges – Klaus Nave
 - 2012, Boston – Douglas Fields
 - 2014, Mainz – Klaus Nave
 - 2016, Jerusalem – Michal Schwartz
 - 2018, Brisbane – Perry Bartlett
 - 2021, France – Katerina Akassoglou

Appendix 8. Plenary speakers at ISNI meetings since 2012

<u>Boston 2012 n=11</u> Dirk Gevers Nir Hacoen Hanne Harbo Christopher Love Gianvito Martino John O'Shea Hidde Ploegh Gabriel Rabinovich Evan Snyder Antonio Uccelli Howard Weiner	M M F M M M M M M M M	<u>Mainz 2014 n=12</u> Sergio Baranzini Alastair Compston Ivan Dikic Lars Fugger Joan Goverman Jan Hillert Jonathan Kipnis Antonio Lanzavecchia Benjamin Segal Federica Sallusto Akihiko Yoshimura Hartmut Wekerle	M M M M F M M M M F M M
<u>Jerusalem 2016 n=14</u> Stanely Appel Burkhard Becher Tamir Ben-Hur Jean-Pierre Julien Jonathan Kipnis Zaal Kokaia Hans Lassmann Catherine Lubetzki Gianvito Martino Serge Rivest Fu-Dong Shi Anotnio Uccelli Annamaria Vezzani Heinz Wiendl	M M M M M M M F M M M M F M	<u>Brisbane 2018 n=14</u> Simon Broadley Britta Engelhardt Matthew Kiernan Trevor Kilpatrick Robyn Klein Susumu Kusunoki Roland Liblau Shane Liddelow Francisco Quintana Richard Ransohoff Michal Schwartz Takashi Yamamura V Wee Yong Scott Zamvil	M F M M F M M M M M F M M M
<u>France 2021 n=11</u> Burkhard Becher Gabrielle Belz Jordi Bové Marco Colonna Manuel Comabella Steffen Jung Vijay Kuchroo Roland Martin Veronique Miron Michal Schwartz Frauke Zipp	M F M M M M M M F F F		

Appendix 9. Symposium/workshop invited speakers at ISNI meetings since 2012

<u>Boston 2012 n=52</u>		<u>Mainz 2014 n=65</u>	
Jack Antel	M	Amparo Acker-Palmer	F
Amit Bar-Or	M	Amit Bar-Or	M
Elizabeth Bradshaw	F	Wolfgang Bruck	M
Rui Chen	M	Robert Dantzer	M
Manuel Comabella	M	Helga De Vries	F
Daniel Cua	M	Suhayl Dhib-Jalbut	M
Francesco Cucca	M	Britta Engelhardt	F
Josep Dalmau	M	Roberto Furlan	M
Tobias Derfuss	M	Norbert Goebel	M
Alexander Flugel	M	Ralf Gold	M
Roberto Furlan	M	May Han	F
Frederic Geissmann	M	Hanne Harbo	F
Joan Goverman	F	Hans-Peter Hartung	M
David Hafler	M	Bernhard Hemmer	M
Hans-Peter Hartung	M	Michael Heneka	M
Dimitrios Karussis	M	Frank Heppner	M
Dennis Kasper	M	Reinhard Hohlfeld	M
Lloyd Kasper	M	Steffen Jung	M
Martin Kerschensteiner	M	Ludwig Kappos	M
Jonathan Kipnis	M	Lloyd Kasper	M
Zaal Kokaia	M	Samia Khoury	F
Linda Liau	F	Thomas Korn	M
U Valentin Nagerle	M	Vijay Kuchroo	M
Michael Platten	M	Hans Lassmann	M
Stefano Pluchino	M	Roland Liblau	M
Abdolmohamad Rostami	M	Catherine Lubetzki	F
Alexander Rudensky	M	Burkhard Ludewig	M
Michal Schwartz	F	Gianvito Martino	M
Peter Stys	M	Emmanuel Mignot	M
Angela Vincent	F	Stephen Miller	M
Ulrich von Andrian	M	Gilles Mithieux	M
Hartmut Wekerle	M	Marcin Mycko	M
Michael Weller	M	Nikolaos Patsopoulos	M
Hugh Willison	M	Michael Platten	M
Tony Wyss-Coray	M	Alexandre Prat	M
Scott Zamvil	M	Marco Prinz	M
Frauke Zipp	F	Francisco Quintana	M
		Michal Schwartz	F
		Annamaria Vezzani	F
		Ari Waisman	M
		Howard Weiner	M
		Michael Weller	M
		Wolfgang Wick	M
		Heinz Wiendl	M
		Hugh Willison	M
		Takashi Yamamura	M
		V Wee Yong	M
		Scott Zamvil	M
		Frauke Zipp	F

<u>Jerusalem 2016 n=108</u>				
Oded Abramsky	M		Vanda Lennon	F
Anat Achiron	M		Netta Levin	F
Jack Antel	M		Mia Levite	F
Stanley Appel	M		Gil Lewitus	M
Marco Bacigaluppi	M		Robert Lisak	M
Sergio Baranzini	M		Catherine Lubetzki	F
Amit Bar-Or	M		Don Mahad	M
Kuti Baruch	M		Fernanda Marques	F
Burkhard Becher	M		Gianvito Martino	M
Tamir Ben-Hur	M		Lior Mayo	M
Avraham Ben-Nun	M		Dorian McGavern	M
Sonia Berrih-Aknin	F		Raphael Mechoulam	M
Staci Bilbo	F		Ariel Miller	M
Talma Brenner	F		Ron Milo	M
David Brown	M		Nancy Monson	F
Oleg Butovsky	M		Alon Monsonogo	M
Rachel Caspi	F		Luca Muzio	M
Joab Chapman	M		Daniel Offen	M
Tanuja Chitnis	F		Friedemann Paul	M
George Chrousos	M		Alexandre Prat	M
Irun Cohen	M		Marco Prinz	M
Giancarlo Comi	M		Gareth Pryce	M
Marinos Dalakas	M		Francisco Quintana	M
Josep Dalmau	M		Cedric Raine	M
Firdaus Dhabhar	M		Daniel Reich	M
Eran Elinav	M		Serge Rivest	M
Mark Freedman	M		Asya Rolls	F
Dan Frenkel	M		Shlomo Rothshenker	M
Roberto Furlan	M		Krzysztof Selmaj	M
Jennifer Gommerman	F		Fu-Dong Shi	M
Nikolaos Grigoriadis	M		Aksel Siva	M
Yael Hacohen	F		Socrates Tzartos	M
David Hafler	M		Antonio Uccelli	M
Hans-Peter Hartung	M		Adi Vaknin-Dembinsky	M
Reinhard Hohlfeld	M		Annamaria Vezzani	F
Matilde Ingelse	F		Angela Vincent	F
Shohreh Issazadeh-Navikas	F		Ari Waisman	M
Jean-Pierre Julien	M		Howard Weiner	M
Steffen Jung	M		Brian Weinschenker	M
Ludwig Kappos	M		Hartmut Wekerle	M
Domna Karagozeos	F		Heinz Wiendl	M
Nathan Karin	M		Hugh Willison	M
Arnon Karni	M		Susanne Wolf	F
Dimitrios Karussis	M		Tony Wyss-Coray	M
Ibrahim Kassis	M		Takashi Yamamura	M
Peter Kennedy	M		Yoshihisa Yamano	M
Trevor Kilpatrick	M		Raz Yirmiya	M
Jonathan Kipnis	M		V.Wee Yong	M
Kleopas Kleopa	M		Scott Zamvil	M
Zaal Kokaia	M		Frauke Zipp	F
Amos Korczyn	M			
Maya Koronyo-Hamaoui	F			
Gurumoorthy Krishnamoorthy	M			
Jon Laman	M			
Hans Lassmann	M			

<u>Brisbane 2018 n=68</u>		<u>France 2021 n=49</u>	
Sandra Amor	F	Yves Allenbach	M
Bridget Bagert	F	Francesca Aloisi	F
David Baker	M	Sergio Baranzini	M
Amit Bar-Or	M	Antonio Barragan	M
Anirban Basu	M	Luciana Berod	F
Burkhard Becher	M	Rachel Caspi	F
Stefan Blum	M	Goncalo Castelo-Branco	M
Karin Borges	F	Isaac Chiu	M
Fabienne Brilot	F	Josep Dalmau	M
David Brown	M	Richard Daneman	M
Anne Brustle	F	Philip De Jager	M
Iain Comerford	M	J�rome Devoux	M
Jorge Correale	M	Ana Domingos	F
Russell Dale	M	Hemmo Drexhage	M
Jerome de Seze	M	Gaetano Finocchiaro	M
Roberto Furlan	M	Sonia Garel	F
Judith Greer	F	David Gate	M
Richard Idro	M	Jennifer Gommerman	F
Shohreh Issazadeh-Navikas	F	Melanie Greter	F
Margaret Jordan	F	David Hafler	M
Nicholas King	M	William Heath	M
Jun-ichi Kira	M	Jun Huh	M
Thomas Korn	M	Maartje Huijbers	F
Vijay Kuchroo	M	Maja Jagodic	F
Anne La Flamme	F	Martin Kerschensteiner	M
Jeannette Lechner-Scott	F	Jonathan Kipnis	M
Vanda Lennon	F	Robyn Klein	F
Belinda Lennox	F	Thomas Korn	M
Emily Mathey	F	Hans Lassmann	M
Roberta Mazzieri	F	Rozen Le Panse	F
Pamela McCombe	F	Adrian Liston	M
Sachiko Miyake	F	Dorian McGavern	M
Dave O'Connor	M	Doron Merkler	M
Friedemann Paul	M	Francesca Odoardi	F
Natalie Payne	F	Caroline Pot	F
Michael Pender	M	Alexandre Prat	M
Alexandre Prat	M	Iryna Prots	F
Stephen Reddel	M	Hai Qi	M
Marc Ruitenberg	M	Francisco Quintana	M
Bruno Stankoff	M	Asya Rolls	F
Akio Suzumura	M	Abdolmohamad Rostami	M
Jenny Ting	F	Joost Smolder	M
Antonio Uccelli	M	Maarten Titulaer	M
Angela Vincent	F	Sophie Ugolini	F
Ari Waisman	M	Angela Vincent	F
Howard Weiner	M	Rhonda Voskuhl	F
Heinz Wiendl	M	Ari Waisman	M
Yoshihisa Yamano	M	Brian Weinschenker	M
Deborah Young	F	Hugh Willison	M
Kaylene Young	F	V. Wee Yong	M