
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).

- 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