

Guidelines for Hosting an Annual Meeting of the International Society of Chemical Ecology

A) General considerations

The following guidelines define specific criteria that the ISCE expects meeting hosts to consider. These guidelines are reasonably flexible in the case of joint meetings, to accommodate specific policies and practices of the partner Societies.

Potential hosts of an ISCE meeting are encouraged to take these recommendations into account when preparing their proposal, and to refer to the specific guidelines for proposing an ISCE meeting available at the ISCE website.

These guidelines are organized into 7 sections, followed by a timetable.

B) Guidelines

1) Information provided to organizers by the ISCE

To secure contracts, organizers need to assume numbers of attendees and guarantee a certain number of hotel room nights or dinners served to secure use of the meeting facilities, preparing for banquet attendance, etc. The ISCE will provide information from previous meetings, especially on the same continent, for conference host's reference this information will include:

- (a) A list of attendance numbers at each meeting for the past 10 years – Treasurer.
- (b) A list of membership numbers for each country (or region) to help inform a projected attendance based on geographic proximity – Treasurer.
- (c) A list of Student/Postdoc Travel Awardees – Past President.
- (d) ISCE policies about expected conduct at their meetings (see 7a).

2) Timing and venue

- (a) Meetings should be held between the end of June and the beginning of September to minimize overlap with teaching commitments. With good justification, particularly in the case of joint meetings, the Executive Committee will consider proposals for meetings somewhat earlier or later in the year (at a specific circumstance).
- (b) Reasonable-cost conference venues with quality services and accessibility are preferred. It is also desirable that all venue components are integrated into one or adjacent buildings.
- (c) The venue must include:
 - (i) one large room capable of seating all the attendees, mainly used for plenary sessions.

- (ii) smaller rooms, generally for three parallel sessions, each one sitting around one third of the attendees; joint meetings may require more rooms. Daily program and scheduling should be posted outside each meeting room.
 - (iii) space available for about two hundred poster presentations. Preferably, all posters should be hung and available during the entire meeting. Consider leaving enough space between the posters to allow collision-free poster sessions.
 - (iv) a meeting room to seat about 20 people for the Executive Committee meeting, usually required the same day or the day before the meeting starts. This meeting usually lasts between 3-4 hours.
 - (v) audio-visual equipment: For each room: projector, lavalier microphone, laptop computer, and remote pointer/controller. The plenary session also requires roaming microphones.
- (d) Provision for live streaming and virtual participation in hybrid mode (virtual + in person) should be considered. Please refer to specific recommendations for hybrid/virtual meetings that the ISCE will make available.
 - (e) The possibility of Hostel or University residences or similar inexpensive accommodations is strongly encouraged for student participants. In addition, a selection of nearby hotels with diverse price ranges is expected. If possible, block reservations with various room sizes.
 - (f) Housing arrangements must consider easy and close access to restaurants and other facilities.
 - (g) Availability of car parking space should be considered, particularly important for conference attendees with limited walking capacities.
 - (h) General information (conference site and facilities, local transportation information, type of meals, etc.) should be available on the meeting website as well as at the meeting location.
 - (i) If options are available, the LOC should provide information about temporary childcare options close to the conference venue. A statement of exemption of responsibility of the ISCE and conference organizers must accompany these recommendations of childcare options.

3) Program and Committees

- (a) A Program Committee (PC) should be designated at least 18 months in advance. The PC should include at least one member of ISCE's Executive Committee, responsible for communicating ISCE initiatives (eg, diversity, demography) to the PC.
- (b) The designation of the PC, as well as the choice of speakers, including contributed sessions, symposia and plenary lectures, should take diversity into consideration, including gender

- equity, early career representation, geographic representation and diversity of chemical ecology disciplines (see also section 4j).
- (c) In addition to the PC, a LOC should be designated, which will oversee all local logistic matters. The memberships of PC and LOC may partially overlap.
 - (d) An open-call for symposia is expected, approximately one year before the meeting. Proposals will be evaluated by the PC.
 - (e) The PC may also propose symposia and recruit others to lead the symposia.
 - (f) No more than three concurrent symposia and at least one plenary lecture each day are recommended.
 - (g) The ISCE encourages talks by student travel award winners to be combined into a special student oral competition session or two, in order to increase their visibility (if it is manageable by the local organizing committee).
 - (h) Registration and travel expenses for major ISCE awardees will be reimbursed by the ISCE Treasurer (see 4c).
 - (i) The meeting host must allow time to present certificates/medals to the ISCE award winners immediately after their lectures.
 - (j) The ISCE will take full responsibility for judging the Posters and Oral Presentations, and the Electrophysiology (Golden Probe) Awards, with the ISCE's Vice-President as the committee chair. The meeting organizers need to provide detailed information on all student Oral and Poster presentations, including names, country, email, date and time of presentation, poster number (if possible, special signs of student award participants should be marked in the abstract book or presentation schedules as well), etc. See 6.d for abstract submission and check boxes.
 - (k) The ISCE will be responsible for all award Certificates. Logistic assistance by the LOC will be appreciated.
 - (l) Satellite symposia or courses are welcome, either free or fee-based, as long as they are related to Chemical Ecology, occur either before or after the main meeting, with no programs overlap, and are integrated within the main meeting registration process.
 - (m) If possible, the meeting organizers should arrange for or delegate responsibility for photography during the meeting that represents the various sessions and banquet.

4) Budget

- (a) If a profit is generated from the meeting, it should be returned to the general funds of the ISCE. The LOC but not the ISCE are responsible for cost overruns of a meeting.
- (b) The ISCE Secretary and the hosts of the past two meetings are expected to deliver information (e.g. brochures, addresses) and recommendations for fundraising (for local and international sponsors) and budget plans from the previous conferences.
- (c) Budgets include all funds for travel, accommodation, or registration costs of invited speakers, except for the major annual award winners, which will be covered by the ISCE.
- (d) Budgets also include catering, conference satchels, and personnel and other logistic costs.
- (e) Registration fees should be as affordable as possible, without jeopardizing the quality of venue. If registration fees include benefits such as meals, this should be explicitly stated on the registration website.
- (f) Member registration fees should be at least 25% less than for non-members, in every category (professional and student).
- (g) Student registration fees should be at most 50% of the regular member registration fee.
- (h) Discounted registration fees for participants (professional and student) from developing countries (<https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups>) should be at least 25% less than regular member fees.
- (i) If regarded as necessary by the organizer in a developing country, participants from the host country may be granted the "developing country rate". However, the number of participants with this fee discount must not exceed 25% of all registrants.
- (j) The ISCE strives to properly represent its diversity in invited lectures at the annual meeting. Furthermore, the annual meeting is the best venue to correct inequalities and to send a message that the ISCE philosophy is of broad equality across genders, geographic locations, and sub-disciplines of chemical ecology. Thus, speaker invitations should not only reflect the diversity of the ISCE membership but also correct inequalities. Funds allocated by the ISCE to support invited speakers at the ISCE annual meetings are expected to support diversity initiatives, including gender, age, and geographical equality. The use of these specific funds must be detailed in the post-meeting budget report.
- (k) Securing additional external funding for the meeting is recommended. ISCE will provide organizers a list of previous supporters of the meetings and approximate timing that the "ask" should be made. Local government or provincial support should be sought. Some countries offer competitive grants in support of conferences (eg, NSF, USDA in the USA).

5) Social activities

- (a) An opening reception included with the registration fee is held on the first evening of the conference and a banquet dinner is held on the last or next-to-last conference evening.
- (b) Special diet requirements including vegetarian food, and caffeine-free beverages, etc. should be available during coffee breaks, poster sessions and banquet dinner upon request.
- (c) Costs for the banquet should be affordable (not over 80 USD per person).
- (d) To facilitate integration of all participants, the organization of an excursion included in the registration fee is suggested.

6) Meeting website

- (a) A registration form should be available, including costs, method of payment and due dates. If needed, accommodation booking forms should be available.
- (b) Cancellation information should be included with cancellation policies, refunds, and dates, if a participant needs to cancel.
- (c) Instructions for applications for the Student/Postdoc Travel Awards and other travel awards are available on the ISCE website (“Call for Applications: Travel Awards”), which includes eligibility criteria, submission requirements, email address of the Travel Awards Committee chairperson, and application deadline. The “Call for Applications: Travel Awards” also details the review process and COI statement. The URL for this website should be prominently linked to the meeting website.
- (d) Templates should be available for abstracts, as well as presentation instructions for both posters and talks.
- (e) Abstract forms should include check boxes, including: Student; Postdoc; Compete in Oral or Poster Competition; Compete in the electrophysiology (Golden Probe) competition.
- (f) Dates for abstract approval (by student’s advisor) should be provided.
- (g) Program information should be updated as often as new information becomes available.
- (h) General information on housing, key dates and travel instructions should be clearly indicated. Information on local attractions, pre- or post-conference tours, etc. is encouraged.
- (i) Contact e-mail addresses should be provided for the different functions (general registration and payment questions, accommodation and questions on city attractions, excursions, alternative lodging such as dormitories, etc.).

7) Conduct policy:

- (a) The ISCE will adopt specific policies about expected conduct at its meetings, including processes for supporting attendees who experience sexual harassment. These policies will be posted on the ISCE website, and the text must be used by conference organizers in the conference registration website, so that attendees specifically agree to these policies prior to paying for registration.
- (b) A clear statement in the meeting website and in the meeting program must prohibit photos of slides and posters without the consent of the presenter.

C) Timetable

- 1)** The meeting site and dates should be defined **approximately 18 months** in advance, together with the PC and LOC.
- 2)** The meeting host must present a detailed outline of the arrangements (meeting site and dates, integration of PC and LOC, tentative symposia and organizers selected) **12 months** in advance of the meeting, for formal approval by the Executive Committee.
- 3)** Calls for symposia should be released **at least 12 months** in advance and decided **6 months** in advance of the meeting.
- 4)** The PC and LOC should provide general information on housing, abstract submission, key dates, etc., to the ISCE Secretary **8 months** in advance of the meeting for inclusion in the following ISCE Newsletter.
- 5)** The website should be fully functional at least **8 months** in advance of the meeting.