

GUIDELINES FOR IASLC WORLD CONFERENCES

1. Frequency of World Conferences and length of time for these meetings

World Conferences on Lung Cancer sponsored by the IASLC are held every two years alternating between North America, Europe and Rest of the World. Potential conflicts with other national or international meetings and religious and national holidays should be considered before dates are chosen. Dates in the fall between mid September and early December are preferred but applicants may choose a date that they believe is optimal not to conflict with major meetings or holidays. Based on present meeting design the maximum length of such world conferences should be three days. The meeting should consist of scientific sessions, minisymposia, open sessions on specific topics (verbal presentations), educational activities, and poster presentations. Other approaches may be used based on the availability of other technology. The Host organisation would be expected to participate with the professional conference organiser.

2. Location of IASLC World Conference

The present approach is to rotate the meetings through three major geographical areas (Europe, North America and the Asia/Pacific Region/Rest of the World) unless the IASLC Board of Directors decides to make an exception to this approach. The 2009 13th World Conference will be held in San Francisco, USA, 2011 14th World Conference in Amsterdam, The Netherlands and 2013 15th World Conference in Sydney, Australia.

3. Re: Lead time for deciding on the location for IASLC World Conference

The location of meeting will be decided by the Board of Directors at a meeting in June 2009.

4. Requirements of centres to apply to hold the World Conference

A general announcement will go out about 5-6 years ahead of potential meetings soliciting applications within 6 months. These will stipulate the geographical area from which these applications can be received according to the previously described geographical rotations. In order to apply, the minimum requirements must include the following:

- The country and preferably the centre must have a demonstrated track record of active members of the IASLC who can put together a small local organizing program committee to coordinate the planning of the meeting. Ideally at least some members of this committee should be within the actual centre where the meeting is to be held.
- The meeting must take place in a location with adequate facilities to comfortably accommodate the expected attendance at these meetings which will be up to 8000 delegates from around the world (including accompanying persons). Please quote on the convention Centre price according to the room grid ICS prepared for the Seoul, Korea conference. It should include two day move in day for the exhibitors and 1 day move out. Usually these days are complimentary or half price. Also, indicate the yearly increase and what is included in the price, i.e. cleaning, security, no extra cost for meeting room build-up etc.
- There should be good flight connections either to the chosen site, if it is in a major city or close by, if it is a centre somewhat remote from a major city. Flight connections must be

accessible from anywhere in the world. The delegates will come from in excess of 50 countries, based on previous meetings.

- In order to achieve the previous requirement, a detailed budget must be prepared outlining all expected revenues and expenses with information on the temporal relationship of the expenses to be incurred, relative to the receipt of revenues. Any expected revenue from local sources such as societies, local convention Bureau or large companies should be included. For example Postcard, Postage and Mailing Assistance, Volunteer for On-Site, Hotel, Air travel for Site Inspection, various costs in association for 1st board meeting. Local Committee should state whether or not a secretary for the Chair and Scientific Committee is available at no cost, or if IASLC has to bridge finance this position.
- There needs to be adequate hotel facilities in close proximity to the meeting site. There should be a significant number of less expensive accommodations including very inexpensive accommodation for students such as university dormitories. These are necessary to encourage delegates on low budgets and to permit students in training to attend as well.

Provide the information in the following manner:

How many hotel rooms are available for the World Lung Conference within walking distance? What is their current best rate including a 10% commission.

Student _____	average cost per room	\$ _____
3 star _____	average cost per room	\$ _____
4 star _____	average cost per room	\$ _____
5 star _____	average cost per room	\$ _____

- Adequate transportation within the city from the hotels to the meeting place must be available unless all accommodation is close enough to approach the congress centre by foot. In large cities with hotels that are spread out, it might be appropriate to arrange free public transit for the length of the meeting as part of the registration fee for the delegates and accompanying persons. It is probably too expensive to provide buses from hotels to the congress centre but this is always an option.
- Registration fees should be as low as possible to allow as many interested individuals to attend. These registration fees should cover some or all of the social events for the primary delegate with a separate registration fee for the accompanying person primarily to cover the social events. Special lower registration fees should be available for students, fellows and possibly other individuals on low budgets (for example those from third world countries). If possible, some travel funds should be made available to a limited number of individuals from developing countries who will be presenting interesting data based on submitted abstracts.

5. Program Development

This will be prepared primarily by the IASLC Program Committee but the Local Organizing Committee will work to assign rooms for the program etc. The Local Organizing Committee will also assist with the Social Program.

6. Fellows Day

7. Social Events:

Provide suggestions for locations for the following events:

Opening Ceremony: 6,000 ppl + minimum
Faculty Dinner: 300 – 350 ppl
President's Reception: 300 – 350 ppl
Closing Ceremony/Dinner 6,000 plus
Half Day Tour Suggestions