

CONFERENCE GUIDELINES FOR THE BIANNUAL MEETING OF THE INTERNATIONAL MESOTHELIOMA INTEREST GROUP

1. Introduction

The International Mesothelioma Interest Group (iMig) founded in 1991 is an independent international group of scientists and clinicians working to understand, cure and prevent Mesothelioma.

2. Organisational structure of the iMig Conference

The President of the iMig has overall responsibility, along with the Local Organising Committee (LOC). Daily oversight is the responsibility of the LOC Co-Chairs and the iMig Professional Conference Organiser (PCO). The PCO has responsibility for the overall coordination and organisation of the Congress.

The **scientific program** is developed by the LOC Co-Chairs in cooperation with the entire Local Organising Committee. Local members are asked to generate regional interest in the meeting and interact with industry to help encourage industry support of the congress.

The logistics of the iMig Conference are the responsibility of the iMig Professional Congress Organizer. Local partners will be selected for specific tasks linked to their local knowledge.

3. Frequency and dates of the iMig Conference

The iMig Conference is convened every two years (even years), moving among countries and continents. Potential conflicts with other national or international meetings and religious and national holidays should be considered before dates are chosen. Preferred dates are in April and/or May.

Based on present meeting design the length of the Congress should be 4 days, including 3 days of scientific presentations and 1 day of ancillary committee meetings and symposia.

4. Location of the iMig Conference

The present approach is to rotate the meetings through major geographical areas: Europe, North and South America and the Asia/Pacific Region, unless the iMig President decides to make an exception to this approach.

The biannual iMig meetings have taken place since the founding of iMig in 1991 in the following cities:

2016 Birmingham (United Kingdom)
2014 Cape Town (South Africa)
2012 Boston (United States of America)
2010 Kyoto (Japan)
2008 Amsterdam (Netherlands)
2006 Chicago (USA)
2004 Brescia (Italy)

2002 Perth (Australia)
1999 Grantham (United Kingdom)
1997 Philadelphia (USA)
1995 Paris (France)
1993 San Francisco (USA)
1991 Paris (France)



5. City Requirements

The minimum requirements for the proposed location should include the following:

- Excellent flight connections. Based on past congresses, delegates come from more than 35 countries
- Adequate hotel facilities in close proximity to the venue, including inexpensive properties for delegates on low budgets
- Details of **city subvention grants or incentives**

6. Decision on the location and venue for the iMig Conference

A “**Call for Sites**” is issued by the iMig **two years ahead** of potential hosts. The deadline for the submission of proposals for the **2020 conference** is **January 31, 2018**.

Proposals will be vetted by the iMig President/Board and the PCO. The iMig President will announce the winning bid at the congress 2018.

7. Social events

The proposal should provide suggestions for locations for the following events:

- President's Dinner for 90PAX
- iMig Gala Dinner for 250 PAX
- Note: Opening Ceremony and Welcoming Reception shall take place at the main auditorium and exhibition area.

8. Meeting space requirements

It is preferred that all meeting space is under one roof, including all offices, scientific and general sessions and exhibit/poster areas.

The general schedule for the meeting has been as follows:

Day 1	Board/LOC meetings Pre-Congress Courses Evening Welcome Reception incl. opening of Exhibit Hall
Day 2	Morning scientific sessions Afternoon scientific sessions President's Dinner
Day 3	Morning scientific sessions Afternoon scientific sessions iMig Gala Dinner
Day 4	Morning scientific sessions Afternoon scientific sessions Post-Congress Courses



Meeting Space:

Meeting space will need to be blocked for set up on Day 1 and can be released as of 3:00 pm on Day 4. Small meetings rooms will need to be available on Day 1 for committee meetings.

Room Use	Set-up	Capacity
Plenary Session	Theatre	600+
Exhibit Hall	1. 10" x 10" exhibit booths 2. Poster Boards (double sided) 3. Break stations	20 booths 10 Table Tops 150 poster boards
Breakout Room #1	Theatre	150
Breakout Room #2	Theatre	150
Breakout Room #3	Theatre	150
Breakout Room #4	Theatre	150
Speaker Ready Room		Small meeting room
General Meeting Room 1	Board Room	15
General Meeting Room 2	Board Room	15
PCO Office <i>*required 2 days prior to meeting for storage and delegate bag stuffing</i>		Small Meeting room

Venue price quotes should include:

- One full day move in day for the exhibitors and one half day move out (Typically these days are complimentary or at a discounted rate)
- Anticipated annual increase
- Rental price inclusions, i.e., cleaning, security, no extra cost for meeting room build-up
- Any F&B rebates offered based on consumption
- Basic audio-visual equipment

Additional Quotes that should be provided:

- F&B rates for coffee breaks
- Standard audio-visual equipment for the plenary hall and the breakout rooms (audio system, screen, projector, etc.)
- Equipment for the speaker ready room (6 computers) and V-Lan connection if not included in the meeting room rental costs
- WIFI cost

9. Contact Details

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