

Joint meeting of the British, Netherlands and Belgian Societies for Parasitology and the Belgian Society for Protozoology, University of Warwick, April 11th -14th 1999.

Minutes of Planning Committee meeting, University of Warwick, May 18th 1998.

Present:

Dr Graham Medley, University of Warwick and British Society for Parasitology (BrSP)
Dr Eleanor Riley, Hon. Meetings Secretary, British Society for Parasitology
Dr Peter Rothmans, Treasurer, Netherlands Society for Parasitology (NSP)
Dr Marc Govaerts, Secretary, Belgian Society for Parasitology (BeSP)
Dr Ken Hudson, Treasurer, British Society for Parasitology
Ms Anne Roberts, University of Warwick Conference Office

Apologies:

Dr Johan De Jonckheere, President, Belgian Society for Protozoology (BeSProt)

1. Financial and contractual basis of the meeting

Various options for the way in which the different societies would participate were discussed. The Netherlands Society were keen to have a financial stake in the meeting. The two Belgian Societies preferred to take no financial stake (and thus carry no financial risk).

The following format is thus proposed, *but will need to be formally agreed by the governing body of each society:*

- i. The contract for the meeting will be between the University of Warwick and the British Society for Parasitology. Student members of the BrSP will be able to claim travel grants to attend the meeting up to a total value of £7,000
- ii. The Netherlands Society will have a 25% stake in the meeting, i.e. they will receive 25% of any profits and will be liable for 25% of any loss. In return, Dutch students will be eligible to receive travel grants up to a total value of £3,000
- iii The two Belgian Societies will have no financial stake in the meeting and Belgian students will not be able to claim travel grants. The BeSProt offered to provide approx 20,000BF (approx £330) towards running the meeting. We suggest that this sum be used to finance the attendance of their delegate to the programme planning meeting in January (see item 5.3 below).
- iv. The total allowance for student travel grants (£10,000) will be added for the costings (budget) for the meeting. It is not anticipated that a large surplus will be made, over and above the £10,000 to be used for travel grants.

Action: *All society representatives must put the above proposal to the governing body of their Society and send written confirmation of the conditions of participation by their Society to Dr Eleanor Riley by July 1st 1998.*

2. Provisional programme

Sunday May 11th: Delegates to arrive from 2pm onwards. Registration in the Rootes Social Building. Buffet supper available from 7pm. Late bar until midnight.

Monday May 12th:

9am - 1pm 4 parallel sessions Science Lecture Theatres

1pm - 2pm	Lunch	Rootes Social Building
2pm - 5.30pm	4 parallel sessions	Science Lecture Theatres
Dinner		Rootes Social Building
Late bar (1am)		Rootes Social Building

Tuesday May 13th:

9am - 1pm	4 parallel sessions	Science Lecture Theatres
1pm - 2pm	Lunch	Rootes Social Building
2pm - 3.30pm	Plenary session	Arts Centre Theatre
4pm	Society AGM's	Science Lecture Theatres
4pm - 6pm	Poster session	Science Lecture Theatre foyer
	(Free wine and beer available from 5pm)	
7.00pm	Reception	Panorama Room bar, Rootes Social Building
8.00pm	Conference Dinner	Panorama Room, Rootes Social Building
10.00pm	Ceilidh	Rootes Social Building
		(Late bar until 1am)

Wednesday May 14th:

9am - 1pm	4 parallel sessions	Science Lecture Theatres
1pm	Lunch	Rootes Social Building
Conference closes		

3. Suggestions for special sessions and invited speakers

Half day themed sessions (3 invited speakers per session):

<i>Title</i>	<i>Suggested convenor</i>
Functional organisation of the cell surface of protozoa	Etienne Pays, BeSProt
Vector Biology and Disease Control	Mike Doenhoff, BrSP
Epidemiology: Parasite population dynamics	Graham Medley, BrSP
Ectoparasites	Bertrand Losson, BeSP

Half day workshops (1 invited speaker per session):

<i>Title</i>	<i>Suggested convenor</i>
Immunoepidemiology	Maria Yazdanbakhsh, NSP
Glycobiology of parasites	Dr D.H. van den Eijnden, NSP
*Cryptosporidium and Giardia	Johan de Jonckheere, BeSProt
Parasites of wildlife	Peter Hudson, BrSP
* Cryptosporidium was covered in the emerging diseases workshop in Exeter this year - should we have a helminth session instead?	

Plenary lecturer: the following suggestions have been received. More suggestions are needed

Brian Perry ? Australia?
 Peter Nansen, Denmark (helminth epidemiology and immunology)
 Eric Ottesen, USA/WHO (filariasis)
 Duncan Brown, CTVM Edinburgh (Theileria)
 Allan Saul, QIMR Brisbane (malaria, schisto)
 Don McManus, QIMR Brisbane (helminths)
 Wendy Brown, Washington State University, USA (Theileria/babesia)

Action: Each society to consider the draft programme and feed comments to ER by July 1st.

Then **ER** to contact suggested convenors to see if they would be willing to organise the session.

4. Budget

Warwick University costs its conferences as follows:

1. All delegates are charged a **"facility fee"** which includes use of all the University facilities (including room hire for the lecture theatres and the exhibition space, audio visual aids and technician time, free access to bars, restaurants, car parking and sports centre/swimming pool etc). The fee includes 6 full time conference assistants who will be available for manning registration desks, as projectionists etc. This facility fee is currently £5 per person per day.

2. **Catering and accommodation** is costed at a "24 hour rate" which includes bed, breakfast, self service lunch, self service dinner, tea and coffee breaks. The 1999 charges for this will be £47.75 per day for standard rooms and £62.75 per day for ensuite rooms. A day rate (facility fee plus lunch, tea, coffee and dinner) is available for those who do not want accommodation. Accommodation will be available on Saturday night for those travelling from overseas who want to take advantage of reduced air fares; this will be charged at the B&B rate of £28 standard, £40.00 ensuite.

3. As delegates will have paid the equivalent of £8.75 for self service dinner on Tuesday night, the additional charge for those wishing to attend the **conference dinner will be** £8.50 (plus wines etc). It is proposed that delegates be charged **£20.00 per head**, to include a reception (2 drinks per head), wine (half bottle per head), flowers etc.

4. The following **additional charges** will be levied:

Arts Centre Theatre for Tuesday's plenary session	£775.00
Administration/registration package	£ 15.00 per head*
Poster boards	£ 8.50 per board per day
Clip-on microphones (1 needed)	£ 35.00 per day
Late license applications (x 3)	£ 35.00 each
Ceilidh band - to be negotiated but expected to be approx	£ 600
Room hire for Ceilidh (if the dining room cannot be used)	£ 400

** Warwick offers a professional conference service to handle registration etc. We agreed that it would make sense to use this facility but GM is to negotiate the precise service we need and the charge to be levied.*

5. **Other charges** to be included in budget:

Student travel grants* £10,000 max

Programme printing costs

Registration form printing costs

Abstract book production

Wine and beer for the poster session

**Travel grants will be paid to Dutch and UK students by the NSP and BrSP respectively and up to £3,000 will be reclaimed by the NSP once the accounts for the meeting have been finalised*

6. **VAT:** the meeting will be exempt from VAT.

Action: **AR** to i) prepare final costings with 1999 prices and forward to GM, ER, KH

ii) check whether the Panorama room can be used for Ceilidh

GM to i) obtain quotes from Warwick Univ Press for producing all conference literature,

ii) negotiate administration costs with University of Warwick, iii) prepare a full budget for the meeting by July 1st 1998 and circulate to BrSP Council and to other society representatives

KH: VAT exemption forms to be completed and returned to AR

5. Procedures for abstracts and registration

Circulation of information to members will be the responsibility of each individual society. Printed forms etc will be forwarded to the secretary/communications secretary of each society. The number of people to be mailed is:

BrSP approx 1,300

BeSP approx 100

NSP approx ~~130~~ 120

BeSProt ??? - please advise

1. Abstracts:

Abstracts will be handled by email. Frank Nowell will not be preparing the abstract booklet - he has retired from this onerous responsibility! GM suggested that Warwick Univ Press may be prepared to do all the formatting and put the abstracts into order and that the cost may be minimal if they get the contract for printing. **Action: GM**

Abstract forms will be available by September 1998.

Action: EMR

The form will also be available on the BrSP web page. **Action: Jeremy Sternberg**

The deadline for abstract submission will be December 18th 1998.

2. Registration forms:

The registration form will be produced by GM ready for the summer meeting of BrSP Council.

Action: GM. This will allow the form to be printed (3 sheets, no carbon) and ready for distribution in September. This will allow the abstract and registration forms to be distributed together and minimise on the work load for the Dutch and Belgian Societies. It will also avoid the problem of registration forms going out late if the BrSP mailing is delayed for any reason.

Registration forms will only be accepted if accompanied by payment. Payment by credit card will be available. The deadline for registration will be March 8th, 1999.

Reduced registration will be available for student members of all 4 societies. Applications for reduced registration must be accompanied by proof of student status and a letter from the academic supervisor.

3. Programme:

A draft programme will be available by September, to be circulated with the abstract forms and registration forms. It will include details of invited speakers and plenary lecturer etc.

Action: EMR

The final programme will be compiled from submitted abstracts. A programme meeting will be held in London (London School of Hygiene and Tropical Medicine) in mid-January. Those attending will be ER, GM and one person from each of the other societies. NSP suggested M. Yazdanbakhsh; other delegates to be identified by the Belgian societies. The final programme will be available mid-February and will be mailed to members of all societies and be posted on the BrSP web page.

Action: EMR, JS; All societies to identify person to attend meeting in London in January

6. Travel arrangements:

The Dutch and Belgian Societies may wish to try and arrange group travel to reduce travelling costs. This may include hiring of buses to take people to and from Birmingham airport. These arrangements must be self financing and are the responsibility of individual societies. GM may be able to assist with arrangements at the UK end.

7. Publication:

The possibility of publishing papers from invited speakers and/or abstracts was discussed. The BeSP has a society ISBN number and Dr Govaerts expressed some interest in collating a publication. This aspect of the meeting needs to be discussed by all 4 societies before any decision can be made.

Action: All societies to give opinions on publication to ER by July 1st 1998.

8. Contact names and addresses:

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From October 1st, 1998

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