



Guidelines for Proposals to Host ICT-15

Proposals for ICT-15 should be sent by e-mail to the ICT President prior ICT-14 and by December 31st, 2015 at the latest. The President will then disseminate the proposals to the Executive Committee members and organize an electronic vote. This will facilitate the decision of the Executive Committee. The following structure should be used for preparing proposals:

1. **Background:** Brief report on the status of trichinellosis in your country and of research groups working on this parasite.
2. **Proposed date and place of the conference:** ICT-15 will be held in 2019. Give the precise dates. August is recommended if possible.
3. **Proposed place of the conference:** Brief description of the town or city and surroundings, weather, hotels and accommodation (low cost accommodation should also be available), place of the conference. Web site of the town, city or of the place of the conference if available.
4. **Local Organizing Committee:** The President and the other members of the Local Organizing Committee should be clearly identified.
5. **Overall provisional program:** Usual format of the scientific program; briefly describe the structure of the conference. Innovations are welcomed. Program and provisional social program.
6. **Institutional support:** Attach scanned copies of letters of in-kind support from academic, governmental, scientific and other societies. (Example: Will it be possible to use university or government auditoriums for free?)
7. **Financial support:** Attach scanned copies of letters of support or letter of intent for monetary donations. This support could be institutional or from private companies.
8. **Airports and transportation:** Transportation between main airports and place of the conference: individual, trains, shuttle, etc.
9. **Requirements for visas:** What are the visa requirements, including costs and time? What guidance and support will be provided to obtain visas?
10. **Budget and conference fees:** Conference fees should be as minimal as possible. Reduced fees should be made possible for scientists coming from low income countries and students under 30. A provisional fee structure should be mentioned, keeping in mind amounts for publication of proceedings and ICT Student Awards budget
11. **Accompanying persons program:** a few lines about potential concurrent activities and pre-and/or post-conference tours.
12. **Dissemination of information:** one or two paper announcement, posters should be distributed in different conferences (ICOPA, WAVVP...); a Web site should be available (this could be independent (preferred) and/or via the ICT official web site)
13. **Publication of the proceedings:** The organizers are required to agree with the following commitments:
 - (a) Processing and printing of abstracts following the format used in recent ICT conferences.
 - (b) Preparation and distribution of clear guidelines (established in consultation with the ICT Proceedings Committee) for preparation of both abstracts and manuscripts. Guidelines for manuscripts should adhere to the format of the journal where these manuscripts will be published.
 - (c) A deadline should be established for manuscripts to be received by the conference organizers (or a designated individual) in the weeks immediately following the conference to assure that the proceedings will be published within one year following the conference.
 - (d) Establishment of an Editorial Committee selected from session chairs and other ICT members, if necessary. The editorial committee will be responsible for the review of all manuscripts (finding peer-reviewers and minor editing of manuscripts).
 - (e) Manuscripts should be published in a referred journal (although citations may or may not be as proceedings). The organizers should announce the journal in advance of the conference and note that all papers submitted for publication would be strictly peer-reviewed according to normal journal standards. Authors will be responsible for revision of manuscripts which could be accepted for their scientific content but require improvement in the English language.
14. **Other relevant information**

The country receiving the most votes among the members of the Executive Committee will be selected as the next host country and will be notified by the President no later than 90 days after the submission deadline.