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1. Introduction

The Joanna Briggs Institute (JBI) Biennial Colloquium is hosted by a JBI Centre of Excellence every second year. This event is an opportunity for the JBI and Joanna Briggs Collaboration (JBC) to showcase activity and achievements internationally, to invite speakers from other prominent organisations in the field, to network and share experiences and knowledge around evidence synthesis, transfer and implementation. A full Committee of Directors meeting is hosted in conjunction with this event.

This document has been prepared to provide a set of Standard Operating Procedures (SOPs) to assist JBI Colloquium organisers (Host Centres). The SOPs have been adapted from the ‘Standard operating procedures for Cochrane Colloquia (2017)’ and are based on the lessons learned by previous JBI Colloquia organisers and the recommendations of JBI’s Global Engagement Office and Transfer Science team.

The JBI Executive Group and Global Engagement Office will continue to offer Colloquia Host Centres strategic direction, scientific program advice, policy advice and decisions, while the JBI Communications Officer and Graphic Designer will provide operational support for marketing and communications.
2. Preliminary Planning

2.1 Proposals to host a Colloquium

Any JBI Centre of Excellence that is interested in organising a Colloquium can submit a proposal to the Global Engagement Office (GEO) jbc@adelaide.edu.au; the proposal template is available via the JBC Intranet (see Appendix Two). Proposals must be submitted to the GEO by June 30, two years prior to the proposed Colloquium date. Proposals will be processed and evaluated in the first instance by the GEO, with successful proposals submitted to the JBI Executive Group and JBC Regional Chairs for voting.

If there is more than one proposal submitted in any given year, unsuccessful proposals will be eligible to be resubmitted to the GEO for the next Colloquium.

2.2 Date and length of Colloquia

Colloquia should be held from mid-September – mid-November, for three days. The JBC CoD face to face meeting will be held for two days before or after the Colloquium. JBI short course training, including Train the Trainer programs, would normally be held before and after the CoD meeting and Colloquium. A sample schedule would include:

- JBI CSRTP: Tues – Sat
- JBI CSRTP TtT: Wed - Sat
- JBC CoD Meeting: Mon – Tues
- Colloquium: Wed – Fri
- JBI EBCFP TtT: Sun - Wed

Recommendations:

- Check to ensure that Colloquium dates do not coincide with major religious and public holidays or major sporting events.
- Avoid coinciding with other relevant conferences (i.e. Cochrane Colloquia)
2.3 Naming Convention

Colloquia should adopt the following naming convention:

[Colloquium number] Biennial Joanna Briggs Institute Colloquium [year]

[Theme]

For example:

10th Biennial Joanna Briggs Institute Colloquium 2018

Successful implementation of evidence-based practice: Hard work or good luck?

2.4 Location

The following recommendations should be considered when choosing a location for a Colloquium:

- Given that participants from over 30 countries will be in attendance, it is important to host the Colloquium in a city that can be reached easily by international participants. A close international airport is highly recommended. If participants have to travel a longer distance from the airport to the Colloquium location, or if there are few direct international flights, this needs to be indicated prominently, along with the possible travel options for this distance, as this has effect on people’s itineraries and travel costs.

- The host city must have an adequate conference venue to accommodate 200 - 400 participants and enough hotels to accommodate participants in all price ranges.

- Hosting the Colloquium in a country where insurance companies, universities or governments do not recommend travel due to increased health and safety risks (e.g. civil wars, epidemics) should be avoided if the circumstances are likely to result in people not wanting or being able to travel to the Colloquium.

- Hosting the Colloquium in a country where proof of certain vaccination (i.e. yellow fever) or other specific travel provisions are mandatory for entry should be avoided if possible, especially if it could result in people not being able to travel to the Colloquium. If vaccination or other provisions are required or recommended for entry to the host country, this needs to be communicated prominently on the website, by email alerts and within the registration form.

- Uncomfortable or dangerous seasonal climate should be taken into account and avoided i.e. monsoon season.

- Host Centres that are based in cities that don’t have the above outlined infrastructure should consider holding the Colloquium in a different city of their country. However, holding the conference in the city where the host is based provides the advantage of good local infrastructure knowledge and well-established relationships with local contractors for any organisational aspects that require cooperation with professional companies.
2.5 Venue

Booking a conference venue suitable for the needs of a Colloquium is a major expense within the Colloquium budget. Both the size of Colloquia and the composition of sessions limit the choice of venues in most locations.

Recommendations:

- Be aware that conference venues may already be booked for your preferred dates several years in advance, so book a venue as early as possible.
- Choose a venue that is located centrally, close to the city centre if possible, easy to reach by public transport, and nearby sufficient reasonably priced hotels.
- The venue must have a large plenary hall that can accommodate 400+ participants; several (4-6) large rooms for parallel oral sessions, with a capacity of around 100 seats each; a sufficient number (5-10) of smaller rooms, for parallel meetings and workshops, holding 20-50 people each.
- Spacious areas are needed for poster presentations and exhibitors.
- Adequate space for lunch and coffee breaks needs to be available, including at least some seating arrangements that can also be used for informal and impromptu meetings.
- At least 2 office type rooms need to be booked to serve as onsite Organiser’s office and storage room and speakers’ room.
- The venue, choice of preferred hotels and travel between hotels and venue must guarantee accessibility for people with a disability, including those who do not have a carer with them.
- Using university facilities if available during academic holidays can save substantial costs. However, be aware that convention centres usually offer much more logistic support and Standard Operating Procedures for JBI Colloquia convenience, whereas having a University as venue will require more of your own manpower and co-ordination.
- Avoid using multiple venues, if possible. The additional workload resulting from a second venue is significant. Also, it might be confusing and time consuming for participants.
- Clarify whether the venue permits you to bring in your own equipment, staff and external contractors, including caterer of your choice. Convention centres are usually able to provide all required equipment and onsite support, and have a network of contractors for any requirements you may have. However, it may be worth sourcing contractors yourself and bringing in your own equipment and personnel to save money if allowed.
- Make sure that stable wireless internet can be provided throughout the venue with sufficient capacity for at least one to two devices per participant, as well as sufficient power outlets for participants to use for charging devices.
2.6 Contracts

There will be a number of contracts involved with the Colloquium (conference venue, conference organiser, hotels, social event venues etc.); there will also be a contract (memorandum of understanding) between JBI and the host Centre.

Recommendations:

- Depending on the structure of the Host Centre, check to determine who has the authority to review and sign contracts and what legalities have to be respected (financing, taxes etc.).
- A memorandum of understanding between the Host Centre and JBI will be prepared by the GEO and will require signature from the Host Centre Director (or their legal host institution) and JBI’s Executive Director.

2.7 Professional Conference Organiser

The workload associated with organising a conference is significant and as such we recommend that Host Centres consider hiring a local Professional Conference Organiser (PCO) to assist them. The experience and expertise that a PCO can bring can alleviate the stress and workload on the Host Centre team and ensure a smooth and efficient event.

Recommendations:

- When choosing a conference organiser, ask for references for the person who will be responsible for the Colloquium, not simply references for the company in general. It might also be useful to talk to others who have used the conference organiser previously – the organiser should be able to provide you with a reference list.
- Make sure the company has expert knowledge of the local infrastructure, established networks with contractors, and experience with international conferences, if possible health conferences. This can be done by talking to past clients.
- Ensure that the conference organiser is willing to respond to JBI needs and is flexible to adjusting their systems and processes if required.
- The contract must specify exactly which aspects of the organisation are covered by the professional conference organiser.
- Hold regular face-to-face meetings, from the point at which the conference organiser is contracted, to ensure that they are on track, and to identify any problems that could be encountered early on. Additionally, the conference organiser should nominate a person who is available for you to contact on a daily basis and who will inform you of any absences of members of the team.
2.8 Staffing and Volunteers

If a host Centre prefers not to contract a PCO then they must demonstrate in their proposal that their Centre has adequate staff and volunteers that are willing and able to fulfil the numerous roles required to plan and run a Colloquium.

2.9 Budget

The preparation of the Colloquium budget is the responsibility of the Host Centre. The budget should be submitted to the GEO to be approved alongside the MoU. The Host Centre is responsible for managing the budget and keeping track of costs associated with the planning and running of the Colloquium. Expenditure vs budget reports should be provided to the GEO on a monthly basis. A sample budget template is available on the JBC Intranet.

2.10 JBI Seed Funding

JBI will provide Host Centres with seed funding that is repayable to JBI from the proceeds of the Colloquium within 60 days of the conclusion of the event. The funding amount will be negotiated between the Host Centre and JBI and may be spent at the discretion of the Host Centre. Where the Colloquium is predicted to operate at a loss, the Colloquium should be cancelled. The total liability of JBI shall not exceed the seed funding provided by JBI.

2.11 Registration Fees

The majority of Colloquium costs are usually recovered by revenues from registration.

Recommendations:

- The registration fees are calculated to cover the projected costs of the Colloquium along with any projected sponsorship.
- An early registration fee (usually discounted compared with a ‘late registration fee’) motivates people to register early for the Colloquium and provides an advance indication of the number of registrants and potentially more useful cash flow.
- Host Centres should offer a reduced fee for residents of Low and Lower-Middle Income (LMIC) countries (as per the World Bank Income scale). This fee should be around 50-60% of the cost for early registration.
- Host Centres are required to provide complimentary registration for all JBI Centre of Excellence Directors from LMICs, a list will be provided by the GEO.
- Decide on registration fees as soon as possible, and publish them on the website.
- Full registration and day tickets should be available both for pre-booking, and onsite if venue capacities allow and if it can be accommodated with regards to catering and delegate materials. The onsite rate should be higher than the regular registration fee to allow for additional costs and to encourage pre-booking.
• Social events (Welcome Reception and Gala Dinner) should be included in the registration fee so as not to exclude people who have less disposable budgets, in particular consumers, LMIC residents, stipend recipients and students.
• The registration fee usually includes participation in all Colloquium sessions, conference materials, refreshments and lunches, as well as two social evenings. These modalities need to be outlined on the website as part of the registration information.
• Host Centres might want to consider offering a reduced registration rate for students and decide whether to offer this to full-time and/or part-time students, undergraduates and/or post-graduates.
• Host centres might want to consider offering a reduced registration rate for members of their host institution, local universities etc.

2.12 Cancellation, insurance and liability

As with most events, Colloquia are not immune to unpredictable incidents or events that may lead to a Colloquium having to be cancelled. There may also be incidents or events that cause injury to Colloquium participants or damage to the venues or other articles of value that should be insured against. JBI reserves the right to cancel an event if the following milestones have not been achieved at least 6 months prior to the event start date:

• A scientific committee has been formed
• A website has been launched
• Open call for abstracts and workshops released
• A platinum sponsor has been confirmed
• Regular communication from the Host Organisation to the Global Engagement Office has been adhered to

Recommendations:

• All material issued to potential attendees, especially the website and program, must state explicitly that in the event of the Colloquium being cancelled, any costs incurred by delegates, including registration, travel and accommodation, are not refundable. It is the individual responsibility of participants to take out any medical, travel and personal insurance that they consider appropriate. Sample disclaimers can be obtained from past Colloquia websites or programs.
• Be aware of cancellation policies of all third parties you are contracting.
• Explore if your host institution is prepared to cover any losses resulting from cancellation due to any unpredictable events or incidents.
• Organisers MUST contract venue related public liability insurance for any injury to participants or damage to the venues or other articles of value, or insurance for cancellation of events if available at reasonable price.
• Ensure that the milestones and deadlines detailed in Appendix One are adhered to.
2.13 Hotels

Organisers need to ensure that the host city offers enough hotels to accommodate the expected number of participants, varying budgets, disabilities, and should provide guidance for delegates booking their hotels.

Recommendations:

- Depending on the local situation, an allocation of hotel room contingents could be blocked early and should accommodate at least a third of the expected participants. Ensure that you have an option to obtain more rooms at the negotiated rates later on if available.
- Negotiate special hotel rates for Colloquium delegates so that individuals can benefit from lower rates than those promoted by the hotels through their own websites or elsewhere, if possible.
- Managing hotel bookings is a time-consuming additional task – instead of organisers dealing with this directly, it is recommended that the delegates book the hotels independently via promotional codes, available on the Colloquium website and other materials.
- The hotels need to be close to the venue (ideally a short walk) and accommodate different budgets.
- Check that hotels offer different payment options, payment by credit card and cash should be possible at least, and both pre-payment upon receipt of the invoice or payment upon arrival. Different countries may have different conventions.
- Try and negotiate flexible terms and conditions of hotel bookings, in particular in relation to cancellation and modification deadlines and charges, and guarantee of bookings, and indicate them clearly on the website.
- Make sure hotels are accessible to people with disabilities, and indicate clearly if any of the hotels offered are not.
- Try to negotiate cheaper rates for LMIC participants.
- If there are not enough hotels within walking distance to the venue, ensure that reliable public transport is available or provide shuttle buses from the Colloquium hotels to the venue and back, including for social events.
- Breakfast and internet access should be included in the offered rates, and if they are not included, make sure this is clearly stated.
- Ensure that all Colloquium hotels provide breakfast early enough for participants to reach the early morning sessions (usually 07:00 or 07:30) in time.

2.14 Key dates

Details related to all key dates can be found in the related chapters in this document.
Recommendations:

- Try to avoid key dates on or around major public and religious holidays, or during related events.
- Past organisers have chosen different weekdays for their key dates, and it doesn’t appear to make a big difference in terms of people missing deadlines or not. Choose the weekdays that work best for you internally.
- Set deadlines to end at 23:59 Hawaii time, so that everyone globally has a chance to make the deadline.
- Be prepared for people to miss deadlines, and decide on a strategy on how to deal with those; some organisers have been very strict and not accepted any late-comers, others have deliberately accepted submissions a day longer than announced.
- Set key dates early, so that they can be included in the first (printed and online) announcements.
- Key dates related to abstracts and workshops need to be scheduled in accordance with the respective committee chairs.
- A late abstract deadline allows more time for new research, and reduces the interval between the conduct of research and it’s reporting at the Colloquium; however, these dates should be agreed with the respective committee chairs.
- Abstract notification should allow enough time to finish the program schedules before the early registration deadline. This will enable presenters and facilitators to take advantage of the early fee, and raise interest among potential participants to register early.
- A sample key date schedule would include:

<table>
<thead>
<tr>
<th>KEY DATES</th>
<th>Registration start</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-8 months ahead</td>
<td></td>
</tr>
<tr>
<td>(February-March)</td>
<td>Open call for abstracts for oral and poster presentations and workshops</td>
</tr>
<tr>
<td>5-8 months ahead</td>
<td></td>
</tr>
<tr>
<td>6-7 months ahead</td>
<td>Abstract and workshop submission deadline</td>
</tr>
<tr>
<td>(March-April); 6-8 weeks after</td>
<td></td>
</tr>
<tr>
<td>call for abstracts</td>
<td></td>
</tr>
<tr>
<td>4-5 months ahead</td>
<td>Abstract and workshop notification</td>
</tr>
<tr>
<td>(May-June); 6-8 weeks after</td>
<td></td>
</tr>
<tr>
<td>abstract submission deadline</td>
<td></td>
</tr>
<tr>
<td>2-3 months ahead (July-August)</td>
<td>Early registration deadline</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>2-3 months ahead (July-August)</td>
<td>Meeting request deadline</td>
</tr>
<tr>
<td>1-3 months ahead</td>
<td>Meeting and workshop sign-up start</td>
</tr>
<tr>
<td>2-4 weeks ahead</td>
<td>Cancellation deadline</td>
</tr>
</tbody>
</table>

2.15 Program schedule

Colloquia program schedules are usually composed of different kinds of scientific and business sessions with a social program running alongside.

Recommendations:

- Consider previous program schedules when planning.
- Participants appreciate long breaks for socialising and networking. 1 hour for lunch time and 30 minutes for coffee breaks should be the minimum.
- With exception of the first day, each Colloquium day should include at least one plenary, with additional workshop session/s, oral sessions or invited special sessions, and at least one meeting session. The GEO will provide you with a list of required meetings. Also, attended poster sessions should be included in the schedule. Details on all sessions can be found in the respective chapters of this document.
- Social events should be part of the official program.
- Feedback from Colloquium participants usually includes statements that early morning meetings should be avoided. However, organisers will find that there may be rarely any alternatives, and that it makes sense to keep meeting sessions scheduled in the morning as not all participants will need to attend meetings every day. Organisers may consider starting at 08:00 rather than 07:00 or 07:30, and offer additional meeting sessions during late afternoons and lunch time.

2.16 Social program

The Colloquium is the annual opportunity for JBC members and JBI stakeholders to meet and discuss their work. The social program is an important component of each Colloquium to facilitate networking and building on relationships. There are usually a minimum of two evening events, a welcome reception on the first day, and gala dinner on the second or third day. The benefit of having the gala dinner on the final evening is that participants are more likely to attend sessions on the final afternoon, rather than leaving early. The number and format of social events are at the organisers’ discretion. Don’t expect to please everyone with the social program, and if you have new ideas, feel free to give them a try rather than copying the format from previous Colloquia: new ideas and events are refreshing. Social
programs should include activities which people with different levels of disabilities can attend, with the welcome and gala events accessible at a minimum.

Recommendations

- Attendance at the welcome reception and gala dinner events should be included in the registration fee. This way, more people will attend, and people with less financial resources are not excluded from the social events.
- Complementary social events such as the welcome reception and gala dinner should have enough space for all participants. At least 80% of those who have registered will likely attend. If there is limited space at a complimentary social event, organisers need to communicate this clearly to attendees and organise a waiting list.
- A free afternoon that interrupts the scientific program or a free evening can be a good opportunity to offer a range of tourist activities for delegates to socialise and get to know the host city, country and culture. Keep the cost for the tours offered low and don’t make profit out of them.
- Delegates should be able to book social events, additional tickets for accompanying persons through the registration form.
- Make sure that venues for social events and tours are accessible for people with a disability without a carer. Indicate clearly should this not be the case for any of the tours/venues.
- Make sure the social program is announced early on the website (preferably along with the registration start), and that delegates know what to expect from the different events/tours. Indicate clearly which events are included in the registration fee, and what costs apply to those that are not.
- Make sure to not run out of food and drinks on the welcome reception and gala dinner.
- Avoid long speeches.
- While entertainment is usually not necessary for the welcome reception, the gala dinner should give an opportunity for people to dance. Finding the entertainment for this occasion can be very challenging and time consuming, and may be a substantial cost. Live bands or DJs playing a variety of popular international hits ranging from old songs to current chart hits following dinner have proven to fit many people’s tastes. You can also consider additional shorter programs featuring typical local arts, dancing, music, theatre etc.
- Be aware that you will need staff and volunteers to co-ordinate social events to have them run smoothly.
- When arranging transport by coach or bus, expect to have to make alternative arrangements (i.e. private transport) for people with disabilities.
2.17 Catering

Along with venue costs, catering is a major expense of the Colloquium and therefore needs to be planned for carefully.

Recommendations:

- Other than the cost, the primary issue to be aware of is the special dietary needs and preferences of registrants. Special diets due to food intolerances and allergies or related to religion and culture may require that organisers cater for those needs separately. The registration form needs to include an option for participants to indicate any special diets. They should be able to cater for/supply at a minimum:
  - Vegetarians
  - Vegans
  - Kosher
  - Halal
  - Gluten sensitivity
  - Lactose intolerance
  - And other food allergies, intolerances or special diets.
- When choosing a caterer, visit other comparable events for which the company is providing catering to get an impression of their menu creativity and service.
- Ensure that the caterer has experience with catering in the Colloquium venue(s), as well as for large international conferences.
- Confirm that the caterer is willing to cater for special needs, and has the flexibility to provide meals for specific meetings and onsite staff separately. Caterers should also be flexible to adjust the amount of required meals until shortly before the Colloquium.
- If possible, use the same caterer for all Colloquium events in order to guarantee diversity and avoid repetition. This also allows negotiating a packaged price for the entire catering service.
- Agree a date by which the food choices need to be finalised.
- Buffet meals facilitate catering more flexibly for special diets, and are more likely to meet all participants’ tastes than set meals.
- Provide local delights as well as international food.
- Ask the caterer to provide a few additional special diet meals in case participants forget to indicate food intolerances at the time of registration.
- Ensure the caterer provides signs indicating the different types of food and ingredients on offer, to help people find food in line with their preferences and diets.
- Have water available at all times, and also in the meeting rooms.
- If it is feasible, provide coffee and tea prior to the morning sessions, not only for the morning and afternoon breaks. If tea and coffee are not available before the morning coffee break, ensure there are nearby coffee shops open before the first sessions start, or
try to bring a coffee cart in, or to arrange with cafés to open earlier than usual. Ensure participants are aware of the arrangements.

2.18 Local partners

Organising a Colloquium will require cooperation with several local institutions and companies in order to ensure effective and efficient planning and implementation. While cooperation with some institutions may be unavoidable, e.g. local government or municipality, you will also find that you will profit from their local knowledge and contacts. Cooperation may become necessary or useful with institutions such as:

- Conference organiser
- Venue
- Caterer
- Tourism board: city maps, guide books etc. to insert in the conference bags; assistance with organising tours, granting reductions; hotels; social events venues; sponsorship
- Tourist agencies: organisation of tours; management of Colloquium hotel bookings
- Public transport services: transport maps, discounted tickets
- Local government or municipality: sponsorship; permission to use specific venues/put up direction signs in the city
- Insurance company
- Host institution/local university: venues; technical equipment; onsite set up and support; wireless internet; bearer of any unexpected loss; sponsorship
- Printer
- IT/AV companies: rental of technical equipment; recording of sessions; wireless internet; speakers' room; onsite set up and support; sponsorship
- Companies for rental of poster/message boards, exhibition booth equipment, furniture
- Coffee shops/restaurants: special deals for delegates; opening early for delegates to get breakfast/coffee if not provided at the venue or their hotel for early morning meetings
- Corporate gifts’ company: delegate gifts for bags
- Florist: decoration for plenary hall/social events venues
- Media: local/regional promotion; sponsorship
3. Committees

It is recommended that the Chairs of all committees, in particular the Planning Committee, attend the preceding Colloquium if possible. This experience will be an invaluable preparation. Furthermore, it is an opportunity for organisers to approach potential sponsors, exhibitors, speakers and Committee members that might be present.

3.1 Planning Committee

The Host Centre would usually form a Planning Committee headed by its Director, Deputy and an administrator; other scientific or administrative staff members should join them as well as JBI Adelaide’s External Relations Manager and Communication Officer.

Recommendations:

- The minimum number of Host Centre staff who should be involved in the organisation of a Colloquium is three (Director, Deputy and an administrator) however the ideal team would be larger. The exact number is difficult to estimate and is dependent on a number of variables so we recommend that Centres consider the size of the Colloquium, the amount of time available, the amount of work to be outsourced, and the workload that each person will be required to take on when determining the size of the team.
- The JBI External Relations Manager will serve as the first point of contact to support organisers with the Colloquium planning.
- It is important to be responsive and make decisions quickly, particularly near the event. As such it is important that each member of the team has clearly articulated responsibilities and delegations. Roles and responsibilities should also be made clear in communications and on the website for when queries arise, ensuring a quick and efficient response.
- Ensure that members of the Planning Committee are aware of what is expected from them and of the fact that other, non-Colloquium related activities will most likely be severely delayed during the months leading up to the Colloquium.
- Weekly meetings during the months leading up to the Colloquium with key members of the Planning Committee (including others as required) are recommended to check on the progress and to identify any issues early on. Regular teleconferences with the GEO are also recommended.
- In addition to the members of the Planning Committee, the Host Centre should distribute specific tasks to other staff members and volunteers where required (i.e. people responsible for the website, communications, meeting requests/room allocation, catering/social events, IT).
- Be aware that you will need additional personnel during the Colloquium itself to manage the onsite implementation, for which volunteers or students may be recruited.
• Daily meetings during the Colloquium are recommended to identify and resolve areas of difficulty.

3.2 Scientific Committee

The Scientific Committee is usually chaired by the Host Centre Director and is the lead program planning committee. The members give input on the broad direction of the entire scientific program, in particular the planning of the plenary sessions.

Recommendations:

• Ideally, the Scientific Committee should be chaired by two people, the Host Centre Director and another JBC member that has already served on such committee or been involved in organising a Colloquium.

• The chairs are responsible for contacting and inviting potential committee members. Chairs should always try to ensure that the JBC’s diversity is represented in the composition of the committee, including different kinds of scientific backgrounds, regions, culture, language, age/experience, and gender. The GEO will nominate a JBI Adelaide representative for the Scientific Committee.

• It can be useful to have an Abstract Sub-Committee that selects abstracts for poster or oral presentation, and composes themed oral and poster sessions.
4. Promotion

4.1 Promotion Plan

The achievement of attendance targets partially depends on a well-developed and executed communications, marketing and promotion plan. While many Colloquium participants are JBC contributors who attend Colloquia regularly and will respond to the main JBC news and mailing channels, organisers should not neglect trying to attract newcomers and external stakeholders through other means of communication, both locally and internationally.

Recommendations:

- The JBI Communications Officer will help develop a communications, promotion and marketing plan, for both JBI internal and external publicity.
- All promotional material needs to be branded following the JBI Brand Guidelines. The JBI Communications Officer will provide branding advice and support as well as producing the Colloquium artwork.
- Work with the JBI Communications Officer to develop branding for your Colloquium that can be used for the website and program book, and promotional material like postcards, brochures, posters etc.
- As the Colloquium is international and the conference language is English, all communications and related material should be in English. It may be helpful to have a native English speaker check the language of published material. For host countries where English is not an official language, organisers may want to consider promotion in their own language to attract locals, but should highlight that the conference will be run primarily in English.
- Where possible, finalise branding and artwork and produce promotional material such as postcards, brochures and posters in time to have it ready for the preceding Adelaide Business meeting.
- Send an email to the JBI/JBC mailing lists to ask JBC groups to help promote the Colloquium by putting a link or promotional material on their website, and/or distributing postcards and posters at local events (these can be supplied at the JBI Committee Of Directors meeting).
- Disseminate news and announcements relating to key dates and deadline reminders via:
  - JBI Buzz
  - JBI Matters newsletter;
  - Relevant JBI mailing lists;
  - JBI Website;
  - Social media platforms.

This applies in particular to website launch, registration start, call for abstracts and workshops and submission deadline, and early registration deadline. Those key dates should all be announced in a timely fashion with reminders sent.
- Ask JBI's Commercial Partner to promote the Colloquium through their own distribution and media channels to relevant customer lists.
- Explore promotion opportunities at relevant national and international conferences.
- Try to find organisations, both national and international, that are willing to distribute information on the Colloquium through their own communication channels. Don't forget to make use of the channels of your own institution.
- Some companies/institutions might be interested in marketing exchange, i.e. helping promote the Colloquium by email distribution, website or journal adverts etc. and in exchange being offered an advert in the program book, a bag insert etc.
- If your Centre is part of a university or other body that has of a media office, contact the media relations officer to get their support, ideas and to make use of their contacts. They might be willing to help disseminate announcements.
5. Sponsorship and exhibition

5.1 Sponsorship

In order to cover Colloquia expenses and keep registration fees within reasonable limits, sponsorship is helpful and necessary.

Recommendations

- Commercial sponsors with a real or potential vested interest in the findings of JBI Reviews are not permitted to sponsor any aspect of JBI Colloquia. Most obviously, this includes any for-profit manufacturer or provider of health care. Thus, potential sponsors may be:
  - Governmental bodies and other public sector agencies;
  - Foundations;
  - Publishers;
  - Media;
  - Not-for-profit medical insurance companies;
  - IT-related companies;
  - Local companies.

- Organisers should contact JBI’s Commercial Partner as early as possible regarding potential sponsorship opportunities. This may include event sponsorship, exhibition space and complimentary registrations, which should be negotiated separately for each event.

- Acknowledgement of sponsors may vary depending on the amount sponsored, a sponsorship package template is available from the GEO. All sponsors should at least be acknowledged on the website and in the program book. When approaching sponsors, be clear what acknowledgement can be expected.

- Check on financial regulations, laws and tax related to receiving sponsorship for your country and/or host institution; in some cases sponsorship may require contracts. If a contract is not required, it would be useful to develop a letter, signed by both parties, that outlines each party’s expectations.

- Develop a sponsorship plan, indicating sources and dates for deadlines for applications, where these exist.

- Responsibility for searching for sponsors should be given to a specific person who ideally has experience in that area and good contacts.

- Identify possible funding sources as early as possible. Some institutions may only be able to give money at certain times in the financial year.

- Ask previous organisers for their experiences and contacts of potentially interested sponsors.

- Contact national as well as international institutions.

- Personal direct approach to potential sponsors tends to be much more efficient than impersonal mass mail.
- Sponsorship letters need to be drafted to highlight the importance of JBI, and the potential interest of the respective company to provide sponsorship. Letters should be adapted to the addressee accordingly and seem to be personalised. Be aware that potential sponsors might not have heard of JBI before and will need a clear explanation – you might consider including the ‘Introduction to JBI’ booklet (available on the JBC Intranet) with the request for sponsorship.

- Try to build relationships with sponsors that can continue from one Colloquium to the next; or with sponsors who might be able to support you in other areas so building a relationship could give way to other opportunities outside the Colloquium.

- Consider exploring if potential sponsors are willing to fund specific expenses of the Colloquium, such as abstract book, social events, promotional material, specific sessions, technical equipment, broadcasting, speakers' gifts etc. Other organisations or companies for which participants constitute possible customers or audiences may be willing to pay for an advert in the program or abstract book, bag inserts or an exhibition stand.

5.2 Exhibition

A range of exhibitors of interest to participants can enrich the Colloquium program. Organisers should ensure an attractive mix of exhibitors.

Recommendations

- Commercial sponsors with a real or potential vested interest in the findings of JBI Reviews are not permitted to exhibit at JBI Colloquia. Most obviously, this includes any for-profit manufacturer or provider of health care. Thus, potential sponsors may be:
  - Not-for-profit health and health research organisations;
  - Governmental bodies and other public sector agencies;
  - Publishers, including but not limited to Wolters Kluwer, Wiley-Blackwell, EBSCO;
  - IT-related companies;
  - Not-for-profit medical insurance companies;
  - Media;
  - Local companies;

- Organisers should not expect to make profit out of exhibition, but rather intend to provide an exhibition that is likely to be of interest to participants.

- Check on financial regulations, laws and tax related to selling exhibition space for your country and/or host institution; in some cases it may require contracts or have insurance implications. If contracts are not required, it will be useful to have a signed letter of understanding, which outlines expectations of both parties.

- Specify a prominent and central area for exhibitors to achieve best possible exposure e.g. near to the lunch and coffee break area, the poster boards, the registration desk or plenary hall.
Define the size, provided furniture and equipment, and cost for a standard stand. Be flexible and helpful with special requests beyond the standard booth if exhibitors are willing to pay.

Exhibitors should pay a fee for their stand, which covers furniture, equipment, electricity and other costs incurred by the venue, and usually one registration for one person to man the exhibition stand. Consider offering reduced fees or waiving fees for not-for-profit exhibitors if your budget allows it.

JBI Adelaide should not be required to pay for their stand unless they request furniture or equipment beyond the defined standard booth.

Promote exhibition opportunities on the website, but contact potential exhibitors that you would like to have present directly. Previous organisers might be able to give concrete ideas and contacts for potentially interested exhibitors.

Ensure exhibitors are aware of exactly what equipment and facilities will be provided or are available for hire, e.g. size of tables, number of chairs, number of power plugs, boards to hang up posters.

Provide exhibitors with exact information on when they can set up their stand and/or deliver material if required. Also highlight by when they are required to have their stands dismantled, as if this is not adhered to it may incur additional cost.

A short text about each exhibitor should be included in the program book and/or online program along with a logo if available.

Consider offering complimentary bag inserts for exhibitors to promote their stands, but avoid waste of paper.

The exhibition area should be outlined in the floor plans.

Make use of and adapt exhibition information and forms of previous Colloquia (available from the GEO).
6. Website

6.1 Website development

The development of the Colloquium website, including purchasing the domain name, website hosting and web design, is the responsibility of the Host Centre. The website is the main means of communication between Colloquium organisers and participants, and the go-to place for all related information and activity including registration, abstract submission, and sign-up for sessions. The website must be developed to be mobile friendly (i.e. is capable of, among other features, adapting and being responsive to different screen sizes).

Recommendations

- Make sure that the web developer uses/creates a Content Management System (CMS) platform for the website, so that the Planning Committee and other staff can regularly update content on the website without relying on the web developer.
- The Colloquium website should feature the following content and functions:
  - Welcome message from the Director of the Host Centre;
  - Key dates;
  - Information on the host city and region;
  - Information on Colloquia and intended audiences;
  - (Link to) information on JBI generally;
  - Program timetable;
  - Scientific program themes, plenary talks, and speakers' bio sketches;
  - Call for abstracts for oral papers and poster presentations, guidelines for abstract submission, abstract submission and peer review management system, overview of scheduled oral and poster sessions, Virtual Posters, instructions for presenters;
  - (if required) Call for workshop proposals and guidelines for submission, workshop submission and peer review management system, overview of scheduled sessions, instructions for presenters;
  - Pre- and post-Colloquium events and satellite events (including JBI short course training);
  - Online sign-up for sessions (if applicable);
  - Social program;
  - Registration information and online registration including registration for social events;
  - Hotel (booking) information;
  - Venue directions, floor plans;
  - City map highlighting the venue(s), Colloquium hotels, and landmarks.
  - Visitor information such as currency, bank and shop opening hours, visa requirements, local transport, laws and customs that may not be known in other countries etc.;
- Information for potential sponsors and exhibitors and acknowledgements of confirmed sponsors and exhibitors;
- List of Committee members;
- Disclaimer;
- Contact information.
- Check archived Colloquium websites for the content to be included on the website.
- Website branding support will be provided by JBI’s Graphic Designer and Communications Officer.
- Update the website regularly as the program develops, and communicate important updates through the usual channels.

6.2 Third party apps, forms and services

Host Centres will need to use third party apps, forms and services to facilitate and manage different components of the Colloquium program and organisation, including but not limited to Registration and Abstract Submission.

Recommendations

- If the Host Centre is within a University that has its own event management systems, it is advisable to use those where available.
- When selecting an external third party service for Registration and/or Abstract Submission ensure to be mindful of the following:
  - That you are aware of all fees, charges and payment schedules (i.e. some services will not release monies paid by registrants until a week before/the day of the event)
  - That registrant lists can be easily exported to Microsoft Excel
  - That you have the ability to clearly detail your own refund and cancellation policy
- At a minimum, third party event management systems should allow:
  - Ticketing
  - Custom branding
  - Event schedules
  - Email marketing
  - Data management
  - Registration restrictions/categories
  - Social media integration
  - Website integration
  - Badges
  - RFID support
  - Mobile access
7. Registration

7.1 Registration procedures

Recommendations

- Collected participant data should not be used, or given to third parties, for any promotional purpose including, without exception, Colloquium exhibitors.
- Consider leaving all registration management, including or in particular onsite registration, to a professional conference organiser or event manager to reduce your own work.
- Online registration should include:
  - Personal data (which is usually required to create a user account): title, first name, last name, affiliation, country and email address.
  - Space for people to specify their special needs (diet, food intolerance, mobility etc.) and a contact to discuss their needs.
  - Request for people’s permission to include them on a list of participants that can be accessed by other participants at the registration desk or on the website.
  - An indication that photographs may be taken and video recordings made during the Colloquium and published online (as applicable).
  - Space for people to identify themselves as newcomers to JBI. This will allow you to inform newcomers explicitly about any session of particular interest to them, and to provide them with useful information about the Colloquium before they arrive.
  - Fields highlighting the details which will be shown on people’s name badge and a name badge preview image to make sure they are aware of what and how the information will be displayed.
  - Different registration fees and social events to choose from as specified, including day registration, an early discounted fee that is replaced by regular fee at a certain date, and special fees that are only available to users who have been assigned with the required permissions, e.g. LMIC recipients, sponsored registration, free registration etc.
  - Available payment options to choose from.
- Online credit card payment needs to be available and should be offered as the preferred or sole payment option, as it is most commonly used, reliable, and the easiest option to handle international payments from the organiser perspective. Other commonly used online payment solutions such as PayPal may be offered in addition. Non-instant payment options such as bank transfer, cheque, or locally common processes should be considered, if feasible, but generally not encouraged and only offered upon request. In particular international bank transfers are problematic and require extra co-ordination, as processing is slow, and often participants fail to factor in the appropriate transfer charge, so that the received payment amount is too low.
• If bank transfer/invoice is made available, be clear with registrants that they must include the appropriate transfer charge. Someone from the PCO or Planning Committee must also regularly chase bank transfer/invoice payments to ensure that registration is completed.

• Publish clear instructions on how to register, information on the available fees and what they include, and terms and conditions of registration.

• Indicate clearly that refunds for cancellations will not be paid after a certain date, and what fees apply for cancellations or changes of registration and social event bookings. However, do allow participants to transfer registration to another person, in case someone is unable to attend.

• Have social events ready for booking within the registration form when registration opens, rather than asking participants to return to the site at a later date to make their bookings. Also ensure delegates can find hotel booking information on the website, when registration opens.

• Announce the opening of registration through JBI and JBC networks (as per the Promotion Plan). Send reminders 1-2 weeks and 1-2 days before the early (reduced) registration deadline and before registration closes.

• Specify a deadline by which abstract and workshop presenters need to register to secure their presentation slot in the program. Set the deadline early enough for you to correct the abstract book in case of withdrawals. Send reminders 1-2 weeks before that deadline to all presenters who haven’t registered yet.

• For bank transfer, cheque or other non-instant payment options, send a reminder to those whose payment hasn’t arrived one month before the Colloquium, indicating that access to the conference will not be granted unless payment is completed beforehand or, at the latest, onsite when checking in.

• Close online registration a few days before the Colloquium for you to prepare name badges and to confirm onsite logistics such as catering. Refer late requests to onsite registration, if available.

• Maintain a record of the number and type of registrations on a weekly basis to be included in the monthly report to the GEO.

• Previous colloquia have provided discounted rates for students. It is up to the organisers as to whether they want to provide a discounted rate and for what type of student. Some years have only given discounts to full-time undergraduate student’s others have given discounts to all full-time students. It will depend on the forecasted budget.

### 7.2 Registration for LMIC JBI Centres of Excellence

Complimentary registration is required for all LMIC JBI Centre of Excellence Directors. The GEO will provide the Planning Committee with a list of eligible Directors. The cost associated with provision of complimentary registration should be reflected in the Budget.
7.3 Name badges

Delegates are identified at entrances to all Colloquium venues through their name badges.

Recommendations

- Participants are required to wear their badges to gain access to all Colloquium venues, including locations for lunches and breaks, and social events. In addition, for social events participants will be required to present their tickets.
- Sufficient onsite staff will be needed to check badges at all venue entrances.
- Decide upon a name badge format and medium. Most often pouches (in varying sizes) attached to lanyards have been used. If you opt for pouches, they can also be used to add in social event tickets, Wi-Fi access data, a foldout city map or floor plans etc. Lanyards can feature printing with the Colloquium dates and city on it, or sponsors’ logos.
- Name badges should display first name, last name, affiliation (institution or JBI Entity) and country. Positions or titles are not necessary and discouraged. This data is collected as part of the registration form.
- Be aware that you might need to spend some time on checking and editing what people indicated should be put on their name badges.
- Make sure the font is large and clear enough to be easily readable.
- Consider having name badges funded by a sponsor.
- Be prepared for participants that are unhappy with their name badges and want them to be changed onsite. Have enough blank badges available, also for onsite registrants.
- Explore options for reducing waste or sustaining material, e.g. re-using pouches and lanyards.

7.4 Conference bags and inserts

Delegates can be provided with a conference bag that usually includes a program book, the abstract supplement, inserts from exhibitors and sponsors, and tourist information. You need to consider environment-friendly approaches, e.g. minimise or discourage paper inserts in order to reduce waste of paper and/or donating bags to a local charity.

Recommendations

- Try to find a social project that can provide conference bags rather than to order them from a commercial company, e.g. a project supporting locally produced goods. Be aware that coordinating orders, production and delivery with such a project is likely to take much longer than commercial production and needs to be initiated several months before the Colloquium. Also, you have to consider shipping costs, if you order from overseas. If you choose a commercial company to produce the bags, please source one who can provide ethical and fair-trade bags.
- Consider having bags funded by a sponsor.
• Consider adding a little gift for participants with the Colloquium logo and dates, e.g. a typical Goodie of the host country. Don’t feel obliged to do so, however.
• Promotional inserts may be accepted from exhibitors or sponsors of interest to delegates. However, organisers should discourage inserts with several pages for ecological reasons.
• Charge for inserts on a by-insert- and/or page-basis.
• Provide a deadline for people to send inserts and leave enough time for these to arrive and for you to pack the bags, e.g. two weeks before the Colloquium.
• Plan to pack bags on a certain day shortly before the Colloquium and involve as many people as possible and take an assembly line approach: Arrange everything that needs to go into the bag in a line across tables, so that people can walk past in rounds, take one of each, and collate it all to put it in a bag at the end.

7.5 Participant list
Delegates find it useful to have access to a list of participants attending the conference, so that they may identify those with whom they would like to meet.

Recommendations
• Create a list of all registered participants including first name, last name, institution, country and email.
• The registration form must ask people’s permission to include their data on a list of participants or indicate that they agree to this procedure by registering. Also, clearly indicate how this list will be distributed or accessible to others.
• Make the list available at the registration desk upon request, or consider emailing it to participants ahead of the Colloquium, but be clear on what you plan to do with it, when you ask for people’s consent in the registration form. Don’t print out lists for all participants to avoid waste of paper.
• Consider offering and promoting online tools and social media for people to connect with each other ahead of the Colloquium.
• The Communications Officer will provide support on this.

7.6 Visas
Depending on the location of the Colloquium you may need to provide specific visa instructions alongside registration.

Recommendations
• Provide detailed information for people to look through as to whether they need to organise a visa. Link to relevant government websites.
• You can provide a visa letter template on the website or through the registration software. If this is needed discuss the letter content with the GEO.

• Make sure people can access and download the visa letter alongside the account set up and registration.

• Further documentation may be needed to support attendees’ visa applications. This should be managed by the Planning Committee as they will have local experience of what documents are needed.
8. Scientific program

8.1 Planning

The Scientific Committee is the lead program planning Committee. The members give input on the entire scientific program, in particular the planning of plenary sessions.

Recommendations

- Taking into account the number of Committee members and that they are likely to be in many different time zones, it may not be possible or reasonable to have teleconferences with the entire Committee. Expect most communication to be by email and consider planning teleconferences for smaller groups of members only.
- Ensure Committee members are aware of what will be expected of them. Organisers may identify a core group of members of the Committee and ask them to participate actively in the overall planning of the plenary sessions, while other members may be important for specific sessions only or Abstract submissions. Members’ contributions can vary from providing suggestions and advice, and approaching potential speakers and chairs, to acting as a speaker or session chair themselves.

8.2 Plenary and invited sessions

The plenary sessions are a major component of the scientific program. Usually each Colloquium day features one plenary, including or in addition to the opening plenary on the first day and the closing plenary on the end of the last day. Most Colloquia identify an organising theme for the scientific program. Sub-themes or tracks are frequently defined for the plenary sessions. Additional invited parallel session or satellite events on the days before or after the Colloquium give an opportunity to focus on other topics not covered yet or to deepen issues raised in plenary talks.

Recommendations

- Consult with the Scientific Committee see if there are particular themes or issues that they would like to see discussed in plenary sessions.
- Attempt to have the speakers and chairs of plenary sessions represent the diversity of the Collaboration in terms of scientific backgrounds, JBI Entity types, countries and regions, age and experience, and gender, while also including external speakers.
- Decisions about speakers should be made early, taking into account their busy agendas. Also, speakers and plenary topics should be published on the website as soon as possible, and before the early registration deadline, to attract participants.
- Careful consideration should be given to the objectives of plenary sessions. As Colloquia are not like most other scientific conferences, it is perhaps not necessary to mimic what is done elsewhere, e.g. invite the big names to speak, who may expect to have all expenses paid, which will have implications for your budget. One approach could be to
reduce the number of plenary sessions, e.g. to introductory and closing plenary sessions, and to use the other plenary slots to debate issues important to JBI.

- Speakers for Colloquium plenaries have not usually been paid. In some cases, the organisers may pay for travel expenses, accommodation and/or their registration fee, if otherwise a good speaker would not accept the invitation.
- If important speakers are not able to be present on a specific date, organisers may suggest recording their presentation beforehand and showing the video and slides, or doing their presentation remotely.
- Remind the plenary session chairs to play an active role in their session and provide them with information on the speakers of their session; they need to be aware of what will be expected of them. Consider holding teleconferences with all chairs and speakers of each plenary to discuss contents and purpose, and provide them with information on each other’s bios and talks.
- Ensure speakers and chairs are aware of the importance of keeping to time.
- Make sure speakers know about technical equipment available and accepted file formats and media.
- The opening plenary usually includes one or more welcome addresses which could be given by, for example, the Colloquium chair or a national government representative.
- The closing plenary should feature a presentation of the next Colloquium, closing words of the Colloquium chair, and thanks to the organisers. Don’t forget gifts where appropriate.
- You may want to provide small gifts for all speakers and chairs, which could be provided by a sponsor.
- Invited or internally organised satellite events on the day before/after the Colloquium or on the first day could focus on specific methodology, consumer issues, public health, nursing, or specifically attract locals and/or newcomers to the Collaboration.
- Involve people from outside of your Centre to organise invited sessions or satellite events to benefit from their expertise and contacts, and reduce your own workload.

8.3 Disclosure of interest

All Colloquia presenters are required to declare potential conflicts of interest in relation to their presentations, including speakers and chairs of plenary or invited sessions, presenters and chairs of oral sessions, poster presenters, and workshop facilitators.

Recommendations

- Organisers are responsible for advising presenters and session chairs that they are required to declare any conflict of interest at the start of their lecture, presentation, workshop or on their poster along with an explanation why this is necessary.
• Publish this requirement on the website as part of the instructions for oral, workshop and poster presenters and chairs. Include it in any instructions for presenters and chairs that you may send out by email, or hand out as hard copies.
9. Oral Presentations and Posters

Oral papers and posters are a main component of the scientific program. They are invited through the process of abstract submission, and selected through review and grading by the members of the Scientific Committee or an Abstract Sub-Committee.

9.1 Scientific Committee or Abstract Sub-Committee

Recommendations

- The Scientific Committee should decide whether it will be responsible for Abstracts or whether it will form an Abstract Sub-Committee.
- While committee members are mainly involved with reviewing abstracts, the chairs’ tasks are much more extensive and include:
  - Preparation of submission conventions and guidelines;
  - Preparation of website information on abstract submission;
  - Preparation of abstract submission form;
  - Preparation of abstract review procedures and guidelines for reviewers;
  - Review of abstracts;
  - Decisions on accepted oral and poster presentations and rejections;
  - Notification of acceptance and rejection;
  - Composition of themed poster and oral sessions;
  - Invitation of chairs for oral sessions;
  - Collation and copy edit of accepted abstracts for abstract book; and
  - Providing presenters with any information required in relation to their presentations, and ensuring they are registered.
- When inviting committee members, chairs need to ensure all invited topics for abstract submission are covered in order to have expertise on each topic when reviewing abstracts. Ideally at least two members per topic are required, so as to have two assessments. Reviewers should not have to score more than around 20 abstracts to keep their workload to a reasonable level. While some topics will attract only few submissions, you will receive a huge number for others which might require six to ten reviewers for the same topic.
- In addition to the published key dates set for abstract submission deadline and abstract notification, chairs should agree on further internal deadlines for assigning abstracts to committee members for review and for reviewers to complete their grading:
  - Abstracts should be assigned to reviewers within 2-3 days after abstract submission has closed.
  - Reviewers should be given 2-3 weeks to complete the grading. However, chairs should expect some reviewers to be late, and leave enough time for them to come to their final decisions and prepare notification of abstract authors, which is likely to take 2-3 weeks.
Previous organisers can be asked for advice on potential committee members. Ensure that members of the committee are aware of what is expected of them, how much time this responsibility is likely to take and what the timelines are, when inviting them to join. Also, check with them, if they are content with the topics you plan to assign them.

Chairs should be prepared to have some people available that can help out last minute with reviewing in case you receive an unexpected amount of abstracts for certain topics, if other reviewers have conflicts of interest, step out or don’t complete their task within the deadline.

9.2 Abstract Submission
Recommendations:

- Abstracts for oral papers and posters are normally invited in areas relevant to the work of JBI, systematic review methods, evidence-based health care and evidence synthesis, transfer and implementation. The submission of abstracts containing the results of individual systematic reviews is not encouraged unless the review highlights broader methodological, technological, or organisational issues. Unfinished and/or conceptual work may be accepted at the chairs' discretion.
- Abstract submission should be opened no later than six weeks before the submission deadline. A call for abstracts should be sent to all available communication channels, in particular to JBI’s communications network. Send a reminder shortly before the deadline. Avoid the submission deadline clashing with major public and religious holidays and related events such as regional JBI meetings and symposia.
- Ask abstract authors to adhere to a particular format and length for their submissions and provide them with a set of submission guidelines. Allow for inclusion of images, graphs and tables.
- Adherence to the CONSORT Extension for Abstracts would be desirable (available at http://www.consort-statement.org/extensions/data/abstracts/) as much as possible and applicable, and could be added to the submission guidelines.
- In order to ensure that authors of accepted and published abstracts can be contacted, abstract submission requires indication of at least one contact person.
- Consider limiting number of abstract submissions per person to avoid scheduling problems.
- The online abstract submission form must request for standard data including:
  - Abstract title;
  - Topic category;
  - Preferred type of presentation (i.e. oral or poster presentation, or either);
  - Presenting author;
  - Contact person and email for any correspondence related to the abstract;
  - First name, last name and affiliation of all authors, and order of authors;
- Declaration of potential conflicts of interest;
- The abstract itself, excluding any author or disclosure information so to allow for blinded review;
- Optionally: attachments such as images, graphs and tables.

- The vast majority of abstracts tend to be submitted during the last week before the deadline, in particular during the last two days. Expect people to miss the deadline, and decide on a strategy on how to deal with requests for late submissions. You may want to consider leaving abstract submission open for an additional day to accommodate any late submissions which are due to time zone differences or technical problems. Generally, requests for late submissions may be considered for inclusion at the chairs’ discretion, if the abstract is highly relevant.
- Expect to receive abstracts that do not conform to the submission guidelines. Check all submissions after receipt to ensure they are acceptable for review.
- Clearly communicate limitations related to abstract submission such as abstract length, title length and number of authors. Expect to receive complaints from authors about these restrictions and decide on a strategy on how to deal with such complaints.
- Indicate clearly the requested format for author affiliations; in general, a maximum of two institutional levels should be indicated, plus city and country. Abbreviations and more than one affiliation per author should be discouraged.
- Be aware that the user who submits an abstract, the contact person and the presenting author may not always be the same person.
- Make use of and adapt the abstract announcement, online submission form, and website information and submission guidelines from previous Colloquia.
- Key dates for Abstract submission, closing, notification and registration should be published on the website.

9.3 Abstract review, selection and notification

Recommendations

- Assign at least two reviewers to each abstract.
- After assignment of reviewers to abstracts is completed, inform the Committee members that abstract assessment has started. Provide them with clear guidance on the review and scoring system, highlight the deadline, indicate how to indicate conflicts of interest, and who to contact in case of any issues.
- Ask reviewers to have a look through the abstracts as soon as possible to avoid access problems, and last minute conflicts of interest.
- The abstract scoring form should usually include:
  - Title, abstract, attachments, topic category and preferred type of presentation, but not the author data or disclosure statements;
- Scoring categories (1-5: 1 = low; 5 = high) for judging relevance, originality, scientific quality, and clarity;
- Recommended decision (oral, poster, either, reject);
- Free text comment.

- Results from the reviewers’ assessments include sub scores, total and average of the scores for each abstract, the recommended decision and an optional free text comment. In general, chairs should follow these recommendations, in particular, if recommendations of several reviewers are the same for one abstract.
- Send a reminder to reviewers that have not completed their scoring 2-3 days before the review deadline.
- After review is completed, both chairs should review all results, re-read the abstracts and discuss the final decision for each abstract together. This will take a lot of time, but is considered reasonable to ensure fair decisions. However, chairs may in a first instance divide the abstracts up for preliminary decisions and re-reads.
- Be aware that scoring results can be very different for the same abstracts, depending on how reviewers interpret the grading options. Reviewer comments might help chairs to come to a final decision in cases where reviewer grading is very different or the result is on the edge of acceptance.
- When making final decisions for orals, keep in mind that each oral session should include several presentations related to the same topic. However, you can combine topics in one session if required, or schedule two sessions of the same topic.
- Different from oral sessions, the number of posters per topic is much more flexible. This allows chairs to put a focus on specific topics.
- Have an idea about how many oral and poster presentations you can accommodate in relation to available rooms, poster boards and session slots, while you come to your final decisions.
- When sending out notification mails to authors, indicate that the presenting author is required to register for the Colloquium by a specified date, and that failure to meet this requirement will result in the abstract having to be withdrawn. The deadline should be set for you to be able to remove the abstract from the abstract book in case of withdrawal. This procedure will reduce incorrect information in the abstract and program books.
- Be prepared to receive some complaints after having sent out the decisions to authors. For example, authors may wish to present their abstract as oral when it is accepted as poster, and consequently withdraw their submission. Chairs may reconsider abstracts when receiving complaints and upgrade at their discretion if they consider it appropriate and if it fits in the scheduled sessions.
- Presenters may withdraw abstracts after the chairs have finished scheduling the sessions. Chairs should try to adapt the sessions accordingly, for instance by replacing a withdrawn oral paper by upgrading a poster.
Consider keeping a waitlist of abstracts that could replace withdrawals.

9.4 Oral sessions

Recommendations

- Accepted oral presentations should be scheduled in sessions by topic and published on the website as soon as possible, following decisions.
- Usually, one oral session would include several presentations, allowing for 20 minutes per presentation (divided into 15 minutes presentation and 5 minutes discussion). This leaves five minutes for both introduction and closure words by the session chair(s) within a total length of 90 minutes. Short oral sessions can also be included to maximise accepted abstracts and attendance. Short oral sessions are made up of 5 minute presentations, with ½ minutes for discussion. This is worth considering if a large number of abstracts are submitted.
- Depending on the number of adequate rooms available at the same time, and the number of accepted abstracts, between three to four oral sessions can be held in parallel on each Colloquium day. Be aware that some presentations may have low attendance if too many sessions are scheduled at the same time.
- Oral sessions should not be scheduled concurrently with workshops or meetings.
- Each session should be moderated by one or two session chairs whose role it is to introduce the presenters and moderate the discussions. Session chairs can be recruited from the Committee members, JBC representatives and local representatives. When inviting chairs, make sure they are aware of what is expected from them, provide them with the abstracts of their session and the contact details of the other chair. Highlight the importance of upholding the time schedule, to ensure all presentations can be finished, and to allow delegates to move rooms if they’re interested in presentations which appear in different sessions.
- Make sure that you have a back-up for session chairs in case of last minute cancellations.
- Presenters need to be provided with details on oral sessions including date and time of the session their presentation is part of, length of their presentation, time for discussion, available technical equipment, accepted media and file format for presentations, where and when to bring their presentations. Ensure all this information is also available on the website.
- Prepare time cards and moderator packages with all relevant information for oral session chairs.
- Don’t forget to thank the oral session chairs.
- Make use of and adapt presenter and chair instructions and chair invitation letters from previous Colloquia.
9.5 Poster sessions

Recommendations

- Accepted posters should be ordered by topic and the details (title and author) published on the website. Numbering of poster sessions should be delayed, e.g. until preparation of the abstract book, to avoid gaps in the list of posters and empty poster boards due to late withdrawals.
- Poster boards should be set up in a visible and central area for good exposure, e.g. near the registration desk, plenary hall, lunch and coffee break areas and/or exhibition booths.
- Ask the provider of the poster boards to draw a draft setup before final decisions for abstracts are made, to show the number of posters that can be accommodated.
- Schedule attended poster sessions, i.e. times when presenters are invited to stand next to their poster for other participants to ask questions. Morning and afternoon coffee breaks and lunch can be good occasions for attended poster sessions and create a nice ambience, but dedicated 90-minute poster sessions have proved popular as well. Each poster should be part of at least one attended session, and attended sessions should be spread over the Colloquium days, e.g. topic 1 and 2 during the first morning coffee, topic 3 and 4 during the following afternoon coffee etc.
- Presenters need to be provided with details on the size restrictions for posters, at what times posters need to be erected and taken down, what material can be used to stick the posters to the boards (e.g. pins, Velcro adhesive etc.), where the material can be acquired onsite, and the times when they are expected to be present at their poster, i.e. the scheduled attended poster sessions. Ensure all this information is also published on the website.
- Provide one or two members of staff to help presenters attach their posters to the boards at the event.
- Take note of printer businesses located near the venue in case presenters want to print their posters at the Colloquium location.
- Expect to receive requests from presenters who want to ship their posters to the venue and decide a strategy on how to deal with those. Explore if participants can ship to their hotel rather than feeling obliged to deal with participant deliveries yourself.
- List the posters on display, print this list in a large format and hang it next to the poster area for delegates to find what they’re looking for.
- Make use of and adapt presenter instructions from previous Colloquia.

9.6 Publication of abstracts

The abstracts of posters and oral presentations selected for the Colloquium program may be published in the International Journal of Evidence Based Healthcare or compiled in an
abstract book and printed or made available as an e-book or PDF download. Publication plans can be discussed with the JBI Communications Officer.

Recommendations

- Make sure that abstract authors are aware that their abstracts may be published, when informing them that their abstract has been accepted.
- Be aware that compiling and copy editing of abstracts will require a lot of time. You will find that some abstracts require few copy edits, while others will require many. Also, author affiliations may be incomplete or unclear and may need to be verified on the web or by contacting authors. For any abstracts that undergo heavy revisions, you should contact the authors with the revised abstract and ask for their approval prior to publication.
10. Program Book

The program book provides a detailed overview on the scientific and social program of the Colloquium including any practical information of interest to participants. Most Colloquium organisers have to date chosen to include a printed copy of the program book in each conference bag, but technology advances may reduce the need for detailed printed booklets. You may vote for alternative, more environment-friendly approaches, e.g. only provide printed copies on request, or only print reduced volume pocket programs. However be careful to still meet participants’ need for clear guidance on where to find information; if you do not print a program book, soft copies or apps need to be well developed, and Wi-Fi access for all participants needs to be reliable.

JBI Adelaide can provide graphic design support for the Program Book.

Recommendations

- Browse through previous program books to get an idea about what information should or could be included. The standard contents of the program book have usually included:
  - Program schedule overview;
  - A welcome from the JBI Executive Director
  - Lists of Committee members;
  - Acknowledgements;
  - A basic city map that displays the Colloquium venues;
  - Floor plans of the venue;
  - General information about the Colloquium;
  - Details on the social program;
  - Visitor information;
  - Bio sketches of the plenary speakers and chairs;
  - Detailed daily program schedules;
  - Workshop abstracts;
  - Poster overview; and
  - Exhibitors and sponsors.

- Discuss the program book and any other promotional material with the JBI Communications Officer to ensure consistency with the theme and JBI branding.

- Agree on timelines with the JBI Communications Officer: delivery of a first design draft, delivery of contents, timeframe for copy editing, proofreading and design revisions, program book ready for print, delivery of printed book (if printing applies).

- Use the website as a source to collate the contents for the program book.

- Ensure that the program book is as up to date as possible when it goes to print.

- Make an online version of the program book available on the website before the Colloquium.
• Any changes related to scheduled sessions, in particular room and date changes, cancelled sessions etc., that appear incorrectly in the program book should be tracked and publicised prominently, e.g. through the website, email, a list that is included in the conference bag and/or onsite on an information board.
• Consider selling advertisement space in the program book.
11. Colloquium Meetings, Training and Satellite Events

Colloquia are a unique opportunity for the various working groups and committees of the JBI and JBC to meet and discuss and to build relationships for collaborative engagement. It is also an opportunity for members of the JBC to participate in JBI Short Course training.

11.1 JBC Committee of Directors Meeting

The Committee of Directors (CoD) is the principal strategic planning committee of the Joanna Briggs Collaboration. The Committee of Directors consists of the JBI Executive Director (Chair), all JBC Centre of Excellence Directors, and the Executive staff of the Joanna Briggs Institute. The Committee of Directors have a two-day face to face business meeting alongside the Colloquium. Affiliated Group Convenors are invited to attend and participate in all CoD meetings as observers.

Recommendations

- The CoD meeting should be held in the two days preceding or the two days following the Colloquium.
- It is the responsibility of the GEO to organise the CoD meeting. JBI will pay for both the CoD meeting and CoD dinner independent of the Colloquium budget.
- Host organisations must liaise with the GEO in selecting a reasonably priced and centrally located venue that can host 80 - 120 participants in cabaret style seating (round tables); be equipped with the necessary AV and catering requirements; and preferably have an English speaking Events Manager/ point of contact.
- Host organisations must also liaise with the GEO in selecting a reasonably priced and centrally located restaurant for the CoD Dinner that can host 100 people and provide two courses (dinner and dessert) for AUD$30 - 40 per person. Shuttle buses may also be required.

11.2 JBI Methodology Groups, Working Groups and Committees

JBI Methodology Groups and other JBI Committees or working groups will usually meet as a part of the Colloquium program.

Recommendations

- The JBI Collaboration Administrative Officer will provide the Host Centre with a list of required meetings and a proposed schedule.
- These meetings, where feasible, should be booked as breakfast and lunch time meetings at the Colloquium venue, during the program.
- If meetings must be held concurrently, the Host Centre should liaise closely with the JBI Collaboration Administrative Officer for scheduling to avoid conflicts with participants.
- The cost of all meetings should be built into the Colloquium budget.
11.3 JBI Short Course training

JBI will normally conduct the Comprehensive Systematic Review Training Program (CSRTP), CSRTP Train the Trainer (CSRTP TtT) and the Evidence-based Clinical Fellowship Program Train the Trainer (EBCFP TtT) alongside the Colloquium program.

Recommendations

- The Host Centre should liaise with the JBI Training Coordinator to schedule to dates for each training program and select a centrally located and reasonably priced venue for training, that is equipped with the necessary AV and catering requirements.
- Ideally it will be the same location as the CoD meeting and/or the suggested hotel for JBI staff.
- As training programs will normally be conducted over weekends, it is important to select a venue that can cater for this. I.e. university space and external caterers may not be available on Sundays. For this reason it is usually better to select a hotel with appropriate conference space, even though it may be the more costly option.
- The cost of each training program will depend on the cost of the venue, current exchange rates, and the cost of flights and accommodation for JBI trainers. The JBI Training Coordinator will provide the Host Centre with the final registration cost for each training program once a venue is confirmed.
- Details regarding training and links to registration should be included on the Colloquium website.
- The budget for all training will be managed separately by JBI.

11.4 Satellite Events

Outside of JBI meetings and Short Course training, JBI or the Host Centre may decide to hold pre-or post-conference workshops, symposia or training, for example a one-day GRADE workshop.

Recommendations

- The Host centre should liaise with the JBI External Relations Manager and Communications Officer with regards to additional satellite events.
- The expenses and income from any events organised by either JBI or the Host Centre should be managed separately from the Colloquium budget, with profits being retained by the organising group.
12. Onsite Implementation

12.1 Run Sheet

The Planning Committee should prepare a run sheet that lists a detailed order of events including all set-up, onsite implementation activities, sessions/meetings and their requirements as well as any tasks that need to be done and by whom.

Recommendations

- A sample run sheet can be obtained from the JBI Communications Officer.
- If you have hired a PCO, it should be developed in conjunction with the events manager. As there will be additional staff and volunteers from your organisation, any changes must be carefully communicated between parties.
- Ensure the run sheet is updated as changes occur, and accurately check through it directly before the Colloquium.
- During the Colloquium, go through the run sheet for the following day each night with your team to ensure nothing has been omitted.

12.2 Deliveries, storage, transport to/from the venue

Organisers will receive a number of deliveries shortly before the Colloquium and collate material and equipment that they will need during the Colloquium, e.g. bags, inserts, program and abstract book, AV equipment, office supplies, which they will need to store and transport to the venue.

Recommendations

- Identify a room/space in your office that can be used to store deliveries, onsite material and equipment needed. Ensure the storage room is kept in order. Mark all boxes with a number and the total number (i.e. 1 out of 10, 2 out of 10 etc.) and clearly list what is contained in each package, who is in charge of it, and what it will be used for. If a box goes missing in transport then you will be able to easily identify the missing items.
- Check if deliveries can be sent directly to the venue, how far in advance, and whether there is a cost involved for storage. If your office is not in a reasonable distance to the venue, consider having all deliveries sent to the venue directly, but ensure that someone is there to receive and collate them.
- Specify deadlines (both the earliest date deliveries can arrive, and the latest date deliveries can arrive) for deliveries to arrive at your office or the venue and highlight these when communicating with people about sending packages. Bear in mind possible space limitations imposed by the venue and in your office. Maintain a list of all expected deliveries and follow up in case of delays.
- Rented furniture, poster boards, etc. should be brought in to the venue and set up by the contractor if possible at reasonable cost.
- If required and cost efficient, hire a company to transport all stored items to the venue and back to your office after the Colloquium.
12.3 Onsite setup

The day before the Colloquium will mostly be dedicated to setting up the venue and briefing onsite staff and volunteers.

Recommendations

- Ensure that your run sheet includes transport to the venue, moving in, setting up, packing Colloquium bags and briefing staff. Don’t plan to do any other tasks on the last two days.
- At least one room at the venue needs to be booked on the day/the day before the Colloquium in order for you to be able to move in with all your equipment and packages, preferably the room that will be used as your onsite office during the Colloquium.
- If possible and affordable, organisers should consider booking the entire venue or parts of it already for the day before the Colloquium to be able to set up onsite office, registration desk, and possibly also speakers’ room, exhibition stands, poster boards, and the rooms that will be used for sessions. Otherwise the entire setup may need to be done overnight or very early prior to registration on the first day. If the venue and other contractors are responsible for most of the setup, they will be able to advise how much time they need.
- Be clear what onsite support will be provided by venue staff and what will need to be handled by your own team.
- Rented furniture, exhibition equipment, poster boards etc. should be brought in to the venue and setup by the contractors themselves if possible at reasonable cost.
- Ensure that all contractors and exhibitors know when they can start setting up and when they need to have their equipment dismantled.
- Check with the venue on security provisions. All equipment should be secured with a lock at any time, and rooms locked as sessions are finished. Some equipment of exhibitors or the registration desk may be moved and locked into rooms at nights unless the venue provides overnight security service. This may also have insurance implications.

12.4 Onsite office and storage room

An onsite office needs to be set up in a dedicated room at the Colloquium venue for the organisers/planning committee to have a central location to coordinate the onsite procedures and for storage, in order to be able to react quickly to any requests and unpredicted incidents.

Recommendations

- Your onsite office should be equipped with computers, printer(s), telephone, stationery and other sorts of practical items. Collate a list of items you might need, explore whether you can use some of your institutions’ equipment, and hire/purchase the rest if financially viable. Alternatively, you may have access to equipment and office supplies of the venue, but make sure to confirm whether this is the case and how much it would cost you.
- It may be useful to be able to access your office server; if it’s not possible to set up a remote connection, make sure you bring soft copies of any documents you may need.
• Ensure that the office is staffed permanently with at least one person, who keeps everything in order and knows exactly where to find what.

• The onsite office may be the only place for staff to get a little rest – try to make it comfortable. Also ensure there are always food and drinks available for staff.

• Consider using the onsite office as a central information point for participants to ask questions, have documents printed out, make telephone calls, request for meeting rooms, etc., in order to take off burden from the registration desk. Be flexible, helpful and try to accommodate any reasonable requests although bear in mind your budget when accommodating people (e.g. you may need to make charges relating to printing and telephone calls). The onsite office can also be used for items that have been lost and found. If your venue has a business office or concierge available, explore which of these kinds of functions can be provided from there and make this clear to delegates.

12.5 Speakers’ room
Facilities for speakers, presenters and facilitators to prepare their talks and sessions should be provided in a dedicated speakers’ room. Also, speakers of plenary and oral talks should be asked to bring their presentations to the speakers’ room in advance to avoid any issues with formats etc. arising during the sessions.

Recommendations
• Make sure your venue booking includes a speakers’ room.
• The speakers’ room should be equipped with a number of computers and maybe a printer.
• At least one computer should be networked with the computers in the plenary hall and the rooms used for oral session, so that presentations can be accessed from the respective computers and don’t need to be brought to each room.
• One permanent staff is required in the speakers’ room to receive presentations and assist presenters if required. Staff in the speakers’ room must be provided with details of all sessions (incl. date, time, room, session and/or presentation title, presenter names).
• The room should be accessible every day throughout the Colloquium, 30 minutes before the start and after the end of the official sessions.
• Ensure presenters of oral, invited and plenary sessions are informed by email about this arrangement and format requirements for their presentations. Also, advise them to bring their presentations 30 to 60 minutes before the session starts at the latest.
• Include information on the speakers’ room in the presenter instructions that are sent out by email, published on the website and in the program book, and mark the room in the floor plans.
• Expect that not all facilitators, presenters and speakers will have read the instructions regarding speakers’ room, presentation formats, and technical equipment. Ensure that they are reminded about it at the registration counter upon arrival, and make provisions
for presenters bringing their presentations directly to the sessions, and not to the speakers’ room.

12.6 Computer and Wi-Fi access for participants

Participants need to be able to connect their devices to the internet throughout the Colloquium.

Recommendations

- Organisers are expected to ensure wireless internet is available free of charge at the Colloquium venue throughout the duration of the Colloquium for all participants.
- The Wi-Fi network needs to have sufficient capacity to be stable and reliable to support a high number of simultaneous connections. Be sure to confirm the following specification with the Wi-Fi provider:
  - Calculate with at least 2 devices per participant (laptop, tablet, phone) if there is a maximum of total connections that you need to agree to.
  - Expect that nearly all participants will connect simultaneously at peak times on multiple devices.
  - Calculate with about 500MB download and 100MB upload data volume per user throughout the Colloquium, but note that this rule of thumb may increase substantially every year.
  - Make sure that Wi-Fi is available in all rooms and areas.
  - Staff members need to have alternative (LAN) internet access in case there are problems with the Wi-Fi connection.
  - Large data activity, e.g. video or audio streams, will use up a lot of bandwidth, so you may want to alert participants to avoid it in the interest of all participant and you as organisers, if that could become an issue for your connection and related costs. Alternatively, you could consider limiting the speed per user, but this may result in issues for some people who do indeed need the faster connection for work related purposes.
  - Note that some Wi-Fi cards tend to lose connection if there is a large amount of other Wi-Fi devices around them, so some participants may have connection problems that are not due to your Wi-Fi network.
- Unless you have access to free networks, e.g. local university or city networks, you may need to pay for high capacity Wi-Fi provided by the venue, or contract external companies, to set up the network. Make provisions in your budget for potential costs related to Wi-Fi. Ensure you explore if any free networks are available, and obtain quotes from different providers. If the venue offers Wi-Fi free of charge or for a fee, be sure to check that is has sufficient bandwidth. It may be more efficient and/or cheaper to contract with an external company, if you are allowed to bring in external providers.
While most people will bring their own laptops, tablets or smartphones, consider providing a dedicated room or area with computers for delegates to check their emails and upload their slides etc. throughout the Colloquium for those who don’t.

- Include information on internet and computer access on the website, in the program book and name badges, and mark the room in the floor plans.
- Wi-Fi network and login data should be easy to identify and remember, e.g. using the words JBI or Colloquium. Avoid individual logins and use the same login data for everyone if possible.
- Encourage Colloquium hotels to include Wi-Fi in the fee for bookings.

12.7 Communications during the Colloquium
You will need a way to communicate official announcements, changes to the daily schedule and other information to participants during the Colloquium, and email may not always be the quickest or most efficient way to reach people. Also, there should be ways for participants to communicate with each other. In the past, physical information and message boards have been provided to fulfil these functions, but in view of technological advances, organisers should also use online tools, apps and social media to facilitate communication.

Recommendations
- Physical message and information boards should be placed prominently for participants to see them easily. The location of the boards should be indicated in the floor plans and their function described in the program book and website.
- Explore whether the boards can be provided by the venue or if you need to rent them.
- Use the website news pages, social media, and other online tools to enable communication between participants and disseminating information during the Colloquium. The same online tools can already be used prior to the Colloquium to facilitate networking and communications. Be sure to liaise with JBI’s Communications Officer to avoid duplication and facilitate integration with the promotional plan.

12.8 Registration desks
The vast majority of participants will have registered and paid online before the Colloquium and only need to check in at the onsite registration counter to collect their name badge, social event tickets and conference bag.

Recommendations
- The registration counter should be placed prominently at the entrance to the venue, as it is the first spot for participants to go – they can’t enter the venue without collecting their name badge first. Include the registration counter in the floor plans.
- Your conference organiser should be in charge of the onsite registration desk, if possible, but adding staff from within your team may be helpful to answer participant questions.
If you are not working with a PCO, plan for sufficient staff to be at the registration desk: 3-4 people on the first day when the official public programme starts.

- The registration desk should be open on each Colloquium day, from early morning until the evening, about 60 minutes before the first session starts, and 30 minutes after the last session of the day.
- Badges, social event tickets need to be ready for each participant and sorted in a way that allows you to find them quickly. Long queuing should be avoided.
- Ensure you have enough ready packed bags available for all participants.
- Have a separate counter for onsite registration and booking of social event tickets. Allow for payment by credit card and in cash, and be prepared to hand out hard copy payment slips if requested.
- Make sure to visually mark any pre-registered participants that owe full or partial payment, so that they can be identified when checking in.
- Badges for day tickets must be marked distinctively from badges for full registration (e.g. with different background colours) for staff to identify at the entrance control and to prevent day registrants to re-enter on another day.
- Consider opening registration on the day before the Colloquium for a few hours, especially if pre-Colloquium events are taking place in the main Colloquium venue. This will reduce queuing and take some pressure off the onsite registration on the first Colloquium day. A number of participants tend to turn up on the day before, even if it is not announced that registration is open.
- You may want to inform organisers of pre-Colloquium events about when and where participants of their events can collect their badges and bags on the day before the Colloquium, if that option is offered.

12.9 Information desk
An information desk for general participant requests should be set in place.

Recommendations
- Combine the information desk with the registration desk to save resources.
- Staff at the information desk should have good knowledge about the city as well as the conference program and venue.
- Have city maps and tourist guides available.

12.10 Floor plans, onsite signage and guidance
Delegates will need guidance to be able to find the venue(s) and specific rooms or areas.

Recommendations
- Provide a small city map that highlights the venue(s), Colloquium hotels, and landmarks.
- Provide floor plans that include the room numbers or names and outline specific rooms and areas such as planning committee office, speakers' room, computer room, exhibition,
registration, lunch and coffee break locations, message and information boards, and poster boards.

- Maps and floor plans should be put online and included in the program book.
- Hang up banners and signs outside and inside the venue(s) to direct delegates to the entrances and the right floors. The complexity of your venue will determine how much signage is required to ensure people will find their way, but don’t underestimate participants’ need for sufficient, clear and readable signage.
- Maps, floor plans and signage must be available in English.
- Place staff or volunteers outside the entrances and within the hallways to help guide delegates, in particular on the first day, and at the social event venue(s).
- Each room should have a door sign prominently indicating the room number or name, the function and/or daily sessions that are held in the room. If digital signage is available, door signs should only be printed very shortly before the Colloquium to ensure they are up to date.
- If pre- or post-Colloquium events are held in locations different from the main venue, try and ensure organisers and participants are provided with location maps and directions, signage is put up as required around and inside the building, and volunteers are available to help guide participants.

12.11 Room allocation, setup and equipment

Allocating rooms to sessions, setting them up and equipping them is a challenging task, as the number of rooms is limited and parallel sessions may have special requirements. The quantity and capacity of rooms available will determine the maximum number of sessions that can be scheduled.

Recommendations

- Organisers should ensure that all sessions are provided with a room and equipment that meets the needs of the sessions:
  - Plenary hall: 200-400 seats, a stage, podium, pointer for the speaker, computer, internet access, large projector, large projection screen(s), table with name signs and panel microphones for chairs and speakers, loudspeakers, standing microphones in the aisles for participant questions, sound mixer and computer off stage for staff to start and change presentations and control the audio, and slide decks for in-between presentations, video recording equipment to record the speakers, slides and questions from the audience and maybe banners and flowers for decoration purposes.
  - Oral and invited sessions: 3-4 rooms with a capacity of 50-100 seats, theatre or class room style setup, podium, pointer for speaker, computer, internet access, projector, projector screen(s), table with name signs and microphones for chairs and presenters, loud speakers, flip chart/white board, standing microphones in the aisles for participant questions depending on room size. Oral session rooms should also be used for workshops and meetings, if needed to save costs.
Workshops and meetings: around 5-10 rooms with a capacity of 20-50 seats, a mix of theatre, u-shape/board and classroom style, pointer for speaker, computer, internet access, projector, projection screen, microphone and loudspeakers depending on the room size, flip chart/white board.

- Rooms should be allocated to oral and workshop sessions as soon as they are scheduled. For meetings, check if rooms are available when confirming requests.
- Avoid holding sessions in the same room that are scheduled directly one after another, e.g. sessions before and after lunch time meetings.
- Don’t publish which session has been allocated to which room until shortly before the Colloquium, as changes are likely to occur.
- For meetings you will get an idea of required setup, seat capacity and equipment for each session from the Collaboration Administrative Officer. However, as workshops and meetings are mostly submitted long before the Colloquium, these indications may not always be the final requirements. Organisers should check with Chairs/convenors of each group, if their requirements have changed, when rooms are assigned. If available at reasonable financial cost, consider providing each room with a set of standard equipment including computer, projector, projection screen, internet access and flip chart/white board.
- Make sure all presenters and facilitators are aware of exactly what type of equipment their rooms will have and what media and file formats will be accepted for presentations.
- Technical equipment will be a substantial cost of the Colloquium. Consider checking if your venue allows for you to bring in external equipment, and if your host organisation and/or university are able to provide equipment free of charge or at low rates. Also, it may be worth exploring if IT companies are willing to sponsor some equipment. Your venue should be able to provide any required equipment, but while it may be cheaper to hire from external companies or your institution, be aware that this will require more coordination from your side.
- Try to accommodate any reasonable special request for equipment such as loudspeakers, additional microphones, additional flip charts, installation of specific software etc., within your financial budget if possible.
- A number of meetings will be held during lunch times. Ensure you make arrangements for those meetings, with lunch served in the rooms, or for participants to be able to obtain lunch from a nearby dedicated counter before the meeting starts for them to be able to start their meeting on time.
- You may receive requests for catering for early morning or late evening meetings. In general, such additional catering should only be provided if the meeting organisers pay for it; it may not be cheap to cater for small groups so ensure that an agreement is reached and the facilitator knows how much this will cost them. Encourage facilitators to grab coffee, drinks, snacks or sandwiches before/after the meetings instead, but be helpful with organising catering if they insist.
• It is sometimes helpful to have spare equipment in the onsite planning committee office, if possible.
• Provide free water for presenters and participants in all sessions and throughout the day. Also consider having free coffee and tea available throughout the day, if your budget allows it.
• Ideally, a volunteer or staff member should be assigned to each session to ensure it runs smoothly.
• Make sure to always have staff or volunteers assigned to checking if rooms are set up correctly for the next session being held in each room.
• Be prepared for a number of onsite room requests and accommodate them if rooms are available or make suggestions of other places where people could meet (e.g. a coffee shop, a hotel lobby, informal seating area).
• Don't forget to plan for equipment and setup for pre- and post-Colloquium events.

12.12 Recording sessions
Organisers have in the past offered recording of sessions to different extents. At the least, the plenary lectures should be audio and/or video recorded, and the recordings made available online along with the presentation slides for participants to review the sessions, and for people who are not able to attend the Colloquium.

Recommendations
• Recording sessions can be a high expense, so be sure to budget for it. Explore if your venue, conference organiser or host institution can provide equipment and staff to audio/video record or stream sessions. Also get quotes from external companies, if your venue allows you to bring someone in, and compare costs.
• If you are unsure about the technical requirements or possibilities in relation to recording and web streaming sessions, contact the JBI Communications Officer.
• Session recordings and presentation slides can be published on the JBI YouTube channel. Be sure to contact JBI’s Communications Officer in advance of the Colloquium to agree on file format, file delivery options and schedule etc., and check that the preparation of the web page and uploading of recordings are in hand.
• When planning to record sessions, be sure to check that all presenters agree to the arrangement (including online publication along with the slides). Also, announce it clearly at the start of the sessions that they are being recorded.
• In addition to plenary sessions, you may want to record selected workshops, oral and special sessions.

12.13 Personnel
While the planning of the Colloquium already involves a number of people from the Host Centre, the conference organiser (if hired) and various JBI/JBC contributors, final preparations
and in particular onsite implementation will require an additional number of staff and/or volunteers to ensure the conference runs smoothly.

Recommendations

- Expect that you will need a number of staff from your conference organiser and/or your own staff and volunteers, who will not or very rarely be able to attend any sessions (unless they are a helper in a session). The number of additional staff or volunteers required will vary depending on the size of the Colloquium (number of participants and complexity of program), the complexity of the venue, and on how much onsite support is provided by the venue and other contracted companies. Additional onsite staff can be recruited from your university or host organisation and can be made up of students or volunteers if available. Please refer to the Human Resources List (Appendix One) for an idea of required staff/volunteers. Helpers must speak sufficient English to communicate with international delegates; additional languages are a plus.

- All onsite staff should be easy to recognise for participants, for instance through a uniform bright coloured t-shirt, or different coloured badge/lanyard.

- The staff of your conference organiser and your own staff should be the main onsite coordinators, running the registration, information desk and onsite office, and coordinating the recruited helpers.

- Once- or twice-daily meetings of the Planning Committee and others in charge of onsite coordination during the Colloquium are recommended to identify and resolve areas of difficulty.

- During the Colloquium, go through the run sheet for the following day each night with your team to ensure nothing has been omitted.

- Communication between all staff should be facilitated by mobile phones or walkie-talkies. If the venue is not very complex and spread out, phones or walkie-talkies for the main coordinators should be sufficient. Provide all staff with a list of mobile numbers of main coordinators and/or all other staff in case of any emergencies, and ask them to carry their phones with them at all times. Mobile phone reception should be guaranteed throughout the venue. Ensure the main coordinators have the contact details of all contractors, speakers and other key people, and that they know who these people are.

- Recruited onsite helpers should be entrusted with the following tasks:
  - Packing the Colloquium bags before the start of the Colloquium;
  - Helping with transport to/from the venue;
  - Managing deliveries;
  - Helping with setting up the venue and rooms;
  - Name badge control at any venue entrances including social events;
  - Directing participants to venues and rooms;
  - Support at the registration/information desk;
  - Room assistance for all sessions;
  - Support in the onsite office and speakers’ room.
• To prepare onsite staff for their tasks, a staff briefing during the week before the Colloquium is pivotal. In the briefing, explain the different tasks, provide the staff with the run sheet, name badges, uniform (if required), maps and floor plans, and checklists for their tasks, but also make sure to include the following:
  - Introductions of your own staff members to make sure the helpers know the faces and names.
  - Brief information on the conference program and JBI as an organisation will help onsite staff to get an idea of the event. Make sure they are aware that they are dealing with an international audience, that delegates might have unusual questions and not speak perfect English.
  - Participants will approach onsite staff with all sorts of questions. Try to ensure they know the answers, or whom to contact for which sorts of questions or if in doubt. Highlight that it is better to say “I don’t know, but I will find out” if they are not sure of the answer to a question.
  - Helpers should be friendly and helpful in any situation.
• Staff in charge of entrance control need to be trained to insist on checking delegates' badges if they're not visible and to contact one of the main coordinators in case of any problems.
• If possible each session/room should be assigned one or two room assistants, however, if not enough staff is available, one person can be in charge of several rooms that are located closely together. If a helper covers more than one session/room, be sure to let presenters know where to find assistance in case of difficulties. Two helpers per room are recommended for oral and special sessions. Tasks of room assistants may include:
  - Checking before each session if setup and equipment are as requested, that equipment is working, and water is available;
  - Helping presenters to get their presentations running;
  - Counting attendees;
  - Providing workshop facilitators with signup lists;
  - Tidying up the room after the session is finished.
• Don't forget that you may also need additional staff for pre- and post-Colloquium events.
• If feasible, onsite staff should be in charge of the same task (and room assistants for the same rooms) throughout the Colloquium. However allocating different jobs may reduce monotony.
• Staff members should be provided with free meals and drinks during their working hours. Ensure that lunch and coffee is brought to staff members who are working during breaks beforehand or afterwards.
• Offer working certificates to volunteers.
12.14 Photography and video recording during the Colloquium

It is useful for JBI as an organisation and the Colloquium organisers to have a visual record of the Colloquium, given its importance to JBI and the JBC. Photographs and/or video recordings from Colloquia can be used for future promotion purposes. Also, both participants and Colloquium organisers like to see pictures or videos of an event that they attended or organised. Photographs and videos can capture formal and informal parts of the event.

Recommendations

- Make sure to include a note in the registration form to say that photos (and videos as applicable) will be taken during the Colloquium, and that these will be made available online and may be used for promotion purposes. Be respectful towards people’s privacy though and consider options for people to opt out or request removal of photos of themselves.

- Contract a professional photographer to take pictures during all important sessions as well as during breaks and social events. This will guarantee good quality pictures and coverage of specific events as desired.

- Photos should be taken of all plenary speakers and all prize recipients. Informal photos showing participants, e.g. during breaks and at social events, are desirable, too.

- Contract a professional videographer or video journalist to capture important scientific sessions and more informal occasions, interview speakers and participants etc.

- You may recruit someone out of your staff to take photos or video record if available. However, be aware that this person might not be available for any other tasks.

- Selected photographs and edited videos of Colloquia should be made available online right after the Colloquium, and the links to these distributed to all participants, and other JBI communication channels. Liaise with the JBI Communications Officer for post-event publication.

- Ensure that plenary speakers sign the ‘speaker release form’ acknowledging that photos, video and social media will occur during their talks. The JBI Communications Officer can provide the template.
13. Evaluation and Reporting

13.1 Evaluation

Getting feedback from participants is important as it can help improve future Colloquia and gives organisers new ideas how to better meet participants’ needs and expectations.

Recommendations

- A participant survey should be designed by the Planning Committee. JBI’s Survey Monkey account can be utilised if required.
- Make use of and adapt the previous form used for preceding Colloquia so it fits your program.
- Send an email to all participants after the Colloquium that includes the link to the online evaluation form and ask them to complete it by a certain deadline. Encourage participants to complete the form by explaining why it is important.
- The email asking participants to complete the online evaluation can be combined with a message including links to plenary slides/videos, virtual posters and pictures from the Colloquium.

13.2 Colloquium report

Colloquium organisers are required to provide a report on their experience. This report needs to include financial statements as well as other data as detailed below.

Recommendations

- The Colloquium report should be completed within three months after the Colloquium and submitted to the GEO.
- The report should be concise and provide information on all aspects of the event as listed in the SOPs.
- Please use the report template available on the JBC Intranet.
Appendices

Appendix One: Milestones and deadlines

This table provides a broad overview of Colloquium milestones and deadlines. For more detailed timelines and comprehensive guidelines in relation to the different items, please refer to the respective sections of the SOPs.

<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHEN</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booking a venue, deciding on a date</td>
<td>2-3 years ahead</td>
<td>The choice of venue may dictate the date of the Colloquium, bearing in mind major religious and public holidays. Clarify details such as: what technical equipment is available, what service and technical support is offered (compulsory/inclusive with the booking or not), suitable space for catering, posters, exhibition, social events, insurance and liabilities etc.</td>
</tr>
<tr>
<td>Contracting a conference organiser (if required)</td>
<td>2-3 years ahead</td>
<td>Possibly a company that is familiar with the venue and caterer; should attend previous Colloquium if possible.</td>
</tr>
<tr>
<td>Contracting a caterer (if required)</td>
<td>2-3 years ahead</td>
<td>Possibly a company that is familiar with the venue and conference organiser; order can be adjusted to actual budget and number of registrants closer to the Colloquium.</td>
</tr>
<tr>
<td>Draft budget</td>
<td>2-3 years ahead</td>
<td>Complete with estimates as much as possible and ensure to update continuously as expenses and income are confirmed. This should be submitted with your proposal.</td>
</tr>
<tr>
<td>Clarification of accounting, tax and legal obligations and responsibilities</td>
<td>2-3 years ahead</td>
<td></td>
</tr>
<tr>
<td>Signing a Memorandum of Understanding (MoU) with JBI</td>
<td>2 years ahead</td>
<td>The draft budget should also be approved alongside the MoU.</td>
</tr>
<tr>
<td>Finding sponsors</td>
<td>1-2 years ahead</td>
<td>Some potential sponsors may only be able to make budget decisions closer to the Colloquium.</td>
</tr>
<tr>
<td><strong>Year before the Colloquium</strong></td>
<td><strong>2 years countdown</strong></td>
<td></td>
</tr>
<tr>
<td>Building Planning and Scientific Committees</td>
<td>1.5 - 2 years ahead</td>
<td></td>
</tr>
<tr>
<td>Planning of broad scientific foci and potential speakers</td>
<td>1.5 - 2 years ahead</td>
<td></td>
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<tr>
<td>---</td>
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<td></td>
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<tr>
<td>Negotiating hotel deals, blocking room contingents</td>
<td>1 year ahead</td>
<td></td>
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<tr>
<td>Developing branding and starting promotion</td>
<td>1 year ahead</td>
<td></td>
</tr>
<tr>
<td>Social programme planning</td>
<td>1-2 years ahead</td>
<td></td>
</tr>
<tr>
<td>Setting key dates</td>
<td>10-14 months ahead</td>
<td></td>
</tr>
<tr>
<td>Finalising Committees</td>
<td>9-12 months ahead</td>
<td></td>
</tr>
<tr>
<td><strong>Year of the Colloquium</strong></td>
<td><strong>8-9 months countdown</strong></td>
<td></td>
</tr>
<tr>
<td>Launching website</td>
<td>8 - 10 months ahead</td>
<td></td>
</tr>
<tr>
<td>Open call for abstracts and workshops</td>
<td>6-8 months ahead</td>
<td></td>
</tr>
<tr>
<td>Registration start</td>
<td>6-8 months ahead</td>
<td></td>
</tr>
<tr>
<td>Abstract submission deadline</td>
<td>6-7 months ahead; 6-8 weeks after call for abstracts</td>
<td></td>
</tr>
<tr>
<td>Abstract notification</td>
<td>5-6 months ahead; 6-8 weeks after abstract submission deadline</td>
<td></td>
</tr>
<tr>
<td>Finalising scientific program, speakers and chairs</td>
<td>3-4 months ahead</td>
<td></td>
</tr>
<tr>
<td>Early registration deadline</td>
<td>2-3 months ahead</td>
<td></td>
</tr>
<tr>
<td>Scheduling and room allocation for oral, workshop and poster sessions and meetings</td>
<td>3-5 months ahead</td>
<td></td>
</tr>
<tr>
<td>Planning of onsite logistics, (technical) equipment and signage</td>
<td>1-4 months ahead</td>
<td></td>
</tr>
<tr>
<td>Preparing the abstract book</td>
<td>1-3 months ahead</td>
<td>Including copy-edit, production, printing if applicable.</td>
</tr>
<tr>
<td>Task</td>
<td>Timeline</td>
<td>Notes</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------------</td>
<td>---------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Preparing the program book and/or app</td>
<td>1-3 months ahead</td>
<td>Including printing if applicable.</td>
</tr>
<tr>
<td>Creating run sheet</td>
<td>2-3 months ahead</td>
<td></td>
</tr>
<tr>
<td>Finalising catering</td>
<td>1-3 months ahead</td>
<td></td>
</tr>
<tr>
<td>Pre-Colloquium events and JBI Short Course Training</td>
<td>7 days before Colloquium</td>
<td></td>
</tr>
<tr>
<td>JBC CoD Meeting</td>
<td>2 days before Colloquium</td>
<td></td>
</tr>
<tr>
<td><strong>Colloquium</strong></td>
<td><strong>Mid-September to Mid-November</strong></td>
<td>3 days of scientific, business and social program</td>
</tr>
<tr>
<td>Post-Colloquium events JBI Short Course Training</td>
<td>7 days after Colloquium</td>
<td></td>
</tr>
<tr>
<td>Post-organisation</td>
<td>1-3 months after Colloquium</td>
<td>Including evaluation, final billing and payments and closing the budget, archiving of website and abstracts, dissemination of multimedia.</td>
</tr>
<tr>
<td>Compiling Colloquium report</td>
<td>1-3 months after Colloquium</td>
<td></td>
</tr>
</tbody>
</table>
Appendix Two: Proposal to host the JBI Biennial Colloquium- Application Form

Proposal to host the JBI Biennial Colloquium

<table>
<thead>
<tr>
<th>Host JBI Collaborating Entity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Location (city, country)</td>
<td></td>
</tr>
<tr>
<td>Date (month, year)</td>
<td></td>
</tr>
<tr>
<td>Contact person for this proposal</td>
<td></td>
</tr>
</tbody>
</table>

Expand boxes as required. Please make sure to review the *JBI Colloquia Standard Operating Procedures* (available via the JBC Intranet) to understand the requirements of Colloquia before you submit your proposal.

Alongside this form, you must submit a budget proposal using the template in Appendix One. Please base your numbers on 250 participants. Consider how much income you could receive through sponsorship (please list possible local and regional sponsors) and registration. Please refer to the *Colloquium Essential and Non-Essential Expenses List* in Appendix 2 when completing the budget template. You are welcome to expand and add to the spreadsheet where necessary.

**Please note** you will be required to submit a letter of support from your host institution and/or funders alongside this application. It must state that they are aware of the financial and staff commitment to hosting the Colloquium.

Your proposal will be put forward to the JBI Executive Group and JBC Regional Chairs for consideration. JBI will provide Colloquium hosts with limited support throughout the organization of the event. Below is the overall list of roles and responsibilities between JBI Adelaide and Colloquium hosts:

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sourcing of venue, suppliers and contractors and arranging all contracts</td>
<td>Host</td>
</tr>
<tr>
<td>Approving and paying contracts</td>
<td>To be agreed between JBI and Host</td>
</tr>
<tr>
<td>Proposing budget</td>
<td>Host</td>
</tr>
<tr>
<td>Updating budget</td>
<td>Host</td>
</tr>
<tr>
<td>Scientific programme proposal, arranging and planning</td>
<td>Host</td>
</tr>
<tr>
<td>Scientific programme approval</td>
<td>JBI</td>
</tr>
<tr>
<td>Task</td>
<td>Responsible Party</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Website and app</td>
<td>JBI and Host</td>
</tr>
<tr>
<td>Communications and branding planning and rollout</td>
<td>JBI and Host</td>
</tr>
<tr>
<td>Communications and branding approval</td>
<td>JBI</td>
</tr>
<tr>
<td>Stipends and awards</td>
<td>JBI</td>
</tr>
<tr>
<td>Cochrane business meetings</td>
<td>JBI</td>
</tr>
<tr>
<td>Social events proposal, arranging and planning</td>
<td>Host</td>
</tr>
<tr>
<td>Social events approval</td>
<td>JBI</td>
</tr>
<tr>
<td>Sourcing and arranging local and regional sponsors</td>
<td>Host</td>
</tr>
<tr>
<td>Sourcing and arranging commercial partner sponsorship</td>
<td>JBI</td>
</tr>
<tr>
<td>Branding and graphics work</td>
<td>JBI</td>
</tr>
</tbody>
</table>

1. **Benefits of hosting the Colloquium**
   - Briefly describe why you wish to host the Colloquium
   - How will hosting the Colloquium benefit JBI activities locally and/or regionally?
   - What are the benefits to JBI holding the Colloquium in this location, and how does it support our organizational goals?

2. **Colloquium Theme**

   Please detail your proposed theme for the Colloquium (note that this is subject to change following further discussion with JBI and the Colloquium Scientific Committee)
3. Timing of Colloquium (year and dates)
Colloquia are usually held from mid-September to mid-November. Please explain why you propose your specified dates and verify that these do not clash with any major religious or public holidays.

Are there particular reasons for wanting to host the Colloquium in the year chosen? Would you be prepared to host it in a different year?

4. Travel, transport & visas
Please detail access to public transport in your chosen city, including access to and from the airport, colloquium venue and hotels.

Please detail the visa requirements for international delegates to attend the conference.

5. Meeting and venue facilities
Depending on the size and format of the Colloquium, venues need to accommodate between 200 and 400 delegates, and have facilities that allow for up to 5 concurrent sessions.

- Are there suitable venues available during the proposed dates?
- How are they connected to the city and major airports?
- Is the venue accessible for people with special mobility needs and do they have a loop system for those with hearing loss?
- Does the venue cater for various dietary requirements?
- Can they meet the technology needs of a Colloquium, including WiFi for all participants?
• Are there facilities for pre- and post-Colloquium events that can be acquired either in the main venue, nearby hotels or University facilities?

6. Accommodation options
Is there a wide choice of accommodation (5-star hotels through to budget hostels) available within a reasonable distance of the Colloquium venue with sufficient capacity for all participants?

• Briefly describe the available options and distance to the venue, and give indicative costs including WiFi access, breakfast and taxes.

• Would hotels be prepared to negotiate discounts for Colloquium delegates?

7. Location (city hosting the Colloquium)
In addition to transport links and venue facilities described above, are there particular advantages or disadvantages of this location? These might relate to environmental, social, political or economic concerns (e.g. seasonal climate conditions, major festivals/events happening around the time of the Colloquium, cost of living, personal health and safety issues, requirements for vaccination).

• Please provide ideas for what can be done to attract regional delegates. Consider the cost of simultaneous translation, if English isn’t a first language in the region.
8. Meeting costs

While registration fees cover a large proportion of Colloquium costs, organizers will need to raise additional funds (subject to sponsorship policies outlined in the Colloquia SOPs). Briefly describe how you plan to meet Colloquium costs.

- Please state if you have a financial commitment from your institution and/or funders to support hosting the Colloquium. It is important that your funders and institution are aware of the staff time, costs, and financial risk involved. **Please submit** a letter of support from either your host institution or funders alongside this application.

- Please provide a basic budget with estimates for the main expenses of the Colloquium (venue, catering, logistics, conference organizer, etc.) and the resulting registration fee, based on the expected number of participants.

- A sample budget table is appended. You may provide different scenarios, e.g. depending on different venue options, or different numbers of participants. We appreciate that these costs will be subject to change at a later date so this should be indicative only.

- Please confirm that you understand that the organization of the Colloquium will require substantial staff resources within your team, and that will delay other work of your team in the time ahead of the Colloquium. Please state approximate staff costs in your budget.

9. Local Organizing Committee

Please provide information on the proposed composition of the Local Organizing Committee. Do you have experience organizing events, and if yes, please provide examples.

Proposals are welcome from all countries. However, for Colloquia in countries in which English is not the first language, members of the organizing committee must be comfortable with working in English.
10. Any other information

Is there anything else you would like to mention in support of your proposal?

Please submit the following documents to the JBI Global Engagement Office at jbc@adelaide.edu.au

- Proposal form
- Proposed budget
- Letter of support from host institution and/or funders
## Appendix One – Budget Template

**JBI Biennial Colloquium– Proposed Budget**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>AMOUNT IN LOCAL CURRENCY</th>
<th>AMOUNT IN $AUD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ESTIMATED COSTS</strong></td>
<td></td>
<td></td>
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<tr>
<td>Venue (including room setup)</td>
<td></td>
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<tr>
<td>AV costs</td>
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<tr>
<td>Wi-Fi</td>
<td></td>
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<tr>
<td>Catering</td>
<td></td>
<td></td>
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<tr>
<td>Social events</td>
<td></td>
<td></td>
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<tr>
<td>Professional conference organizer</td>
<td></td>
<td></td>
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<tr>
<td>Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td></td>
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<tr>
<td>Exhibition and furniture hire</td>
<td></td>
<td></td>
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<tr>
<td>Plenary speaker expenses</td>
<td></td>
<td></td>
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<tr>
<td>Printing (mini-programme booklet, name badges, banners etc.)</td>
<td></td>
<td></td>
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<tr>
<td>Overhead</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL COST</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ESTIMATED INCOME</strong></td>
<td></td>
<td></td>
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<tr>
<td>Sponsorship</td>
<td></td>
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<tr>
<td>175 early and regular registration fees (70%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>75 reduced registration fees (30% student/LMIC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BALANCE (Income Minus – Costs)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Appendix Two – Colloquium Essential and Non-Essential Expenses List

<table>
<thead>
<tr>
<th>ESSENTIAL COLLOQUIUM EXPENSES</th>
<th>NON-ESSENTIAL COLLOQUIUM EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue for main programme</td>
<td>Additional catering requirements</td>
</tr>
<tr>
<td>AV/Computer rental for each room</td>
<td>Simultaneous translation</td>
</tr>
<tr>
<td>WiFi</td>
<td>Digital signage</td>
</tr>
<tr>
<td>Registration desk</td>
<td>Large programme booklet printing</td>
</tr>
<tr>
<td>Exhibition booth hire for sponsors</td>
<td>Digital poster boards</td>
</tr>
<tr>
<td>Standard poster board hire</td>
<td>Furniture hire - beyond exhibition booths, sofas, seating in break areas</td>
</tr>
<tr>
<td>Furniture hire - seating and tables in rooms</td>
<td>Onsite support staff hire (more than 1 person per room)</td>
</tr>
<tr>
<td>Onsite support staff hire (1 person per room, if providing tech support)</td>
<td>Plenary speaker hotel expenses (more than 2 nights stay)</td>
</tr>
<tr>
<td>Plenary speaker travel expenses</td>
<td>Advertising poster printing</td>
</tr>
<tr>
<td>Plenary speaker hotel expenses (2 nights)</td>
<td>Conference bags</td>
</tr>
<tr>
<td>Staff hotel expenses (if involved in event and away from home)</td>
<td>Abstract book printing (it is a digital document)</td>
</tr>
<tr>
<td>Programme book printing</td>
<td>Venue banners (inc. pull-up banners)</td>
</tr>
<tr>
<td>Name badge printing (inc. lanyard, holder)</td>
<td>Social event ticket printing</td>
</tr>
<tr>
<td>Credit card and payment fees</td>
<td>Any other print or promo</td>
</tr>
<tr>
<td>Shuttle bus hire if venue is away from main transport links</td>
<td>Social events (beyond Welcome Reception &amp; Gala Dinner)</td>
</tr>
<tr>
<td>A JBI meeting room (for 20 pax)</td>
<td>Videographer (other than plenaries)</td>
</tr>
<tr>
<td>Video recording of plenaries</td>
<td></td>
</tr>
<tr>
<td>Abstracts copy editing</td>
<td></td>
</tr>
<tr>
<td>Welcome Reception venue &amp; catering</td>
<td></td>
</tr>
<tr>
<td>Gala Dinner venue &amp; catering</td>
<td></td>
</tr>
<tr>
<td>Catering (all lunches &amp; breaks)</td>
<td></td>
</tr>
<tr>
<td>Speaker preparation room/space</td>
<td></td>
</tr>
<tr>
<td>Photographer</td>
<td></td>
</tr>
<tr>
<td>JBC LMIC Centre of Excellence Registration</td>
<td></td>
</tr>
<tr>
<td>ESSENTIAL COLLOQUIUM EXPENSES</td>
<td>NON-ESSENTIAL COLLOQUIUM EXPENSES</td>
</tr>
<tr>
<td>------------------------------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Selected pre-/post-Colloquium meeting costs</td>
<td>Exec/Partner formal dinners</td>
</tr>
<tr>
<td>LMIC stipends</td>
<td></td>
</tr>
<tr>
<td>JBI Executive/Staff registration, hotel &amp; travel expenses</td>
<td></td>
</tr>
<tr>
<td>JBC Committee of Directors Meeting &amp; Dinner</td>
<td></td>
</tr>
<tr>
<td>Website and event management software, app and support</td>
<td></td>
</tr>
</tbody>
</table>