

Minutes of EEMS Exec and 2014 planning meeting, Lancaster 11-12 September 2013

Present: Frank Martin (UKEMS President Elect), Anthony Lynch (UKEMS President and EEMS Treasurer), Leon Mullenders (EEMS VP), Madeleine Nivard (future EEMS secretary), Veronique Thybaud (EEMS VP elect), Karen Brown (UKEMS Secretary), Ruth Morse (UKEMS Committee member).

1. Overall theme of meeting

To be decided

2. Composition and establishment of organising committees

a. Scientific Program committee

Leon, Veronique, Anthony and Frank to lead. Others to be added.

b. Local organising committee

Basically UKEMS committee.

3. Scientific program – symposia, workshops, meeting rooms, posters

Proposing to try 3 parallel sessions on basic science, human diseases, and applied/regulatory, but will probably only do that for 1 or 2 sessions to try it out and see how it works. Most of the meeting will consist of no more than 2 parallel sessions.

Also proposed that we have 1 poster session after lunch and the other early evening so we can see which is most successful for the future.

4. Social events/coffee breaks/lunches

a. Conference dinner

Could hold conference dinner on campus, but considering dinner at a hotel in the Lake District which belongs to same chain as Lancaster House.

b. Reception

Considering holding reception at Town Hall in Lancaster – Sunday evening after the opening ceremony and award lecture.

c. Excursions

Buses to Sizergh Castle and Levens Hall on Wednesday afternoon. May cost around £40-50. Will provide some details of places to visit in Lancaster city.

5. Accommodation – hotel vs. on-campus student

We have reserved 89 rooms in the Hotel. 10 rooms are reserved on the Saturday night for EEMS Exec committee. We have 350 rooms reserved on campus, but this can be reduced. The campus rate includes coffee, lunch and dinner (day rate). People staying in the hotel will have coffees, lunch and dinner rolled in to a daily rate as well. Affinity Events are on top of this and have worked out daily rates for those staying in the hotel. Additional calculations will need to be done if people choose to stay in other hotels.

We will give provisional numbers to Lancaster about 3 months before the meeting and then give final numbers about 4 weeks ahead.

6. Registration fees – full, student, early-bird

Suggested registration fees of £350 early student
£450 late student
£500 early senior
£600 late senior

We need to stress this includes lunch, dinner (because of the day package), coffees, reception, barbecue and gala dinner. Only bed and breakfast (on campus or in hotel) will need to be paid on top.

These fees would allow us to break even at around 240 registrations (includes 51 invited speakers with free registration).

We will work out a daily rate for registration in case anybody wants it.

Registration will be via the EEMS website, but details also on UKEMS website. Registration will go through to Affinity website where payment can be made.

7. Timetable for registrations/abstracts (announcements)

First announcement – end September 2013

Registration & abstract forms – January 2014

Deadline for abstracts – end of March

Deadline for early-bird registrations – end of April

Final date for registrations – end of May

Notify numbers to university for accommodation – end of April and beginning June

Madeleine will prepare flyer and notice for website.

8. Sponsorship

Expect funding from ECETOC and Unilever. ECETOC symposium will be on nanogenotox. Unilever symposium would be on systems biology approaches to low dose effects.

Leon, Frank, Anthony and Ruth will use their networks to try to identify other sponsors.

9. Exhibitors

Affinity Events will contact previous exhibitors and some who expressed an interest at UKEMS.

10. Other costs

a. Website

No extra costs are anticipated for the website.

b. Indemnity insurance

Cancellation insurance would cost a fortune. We have never been able to afford this. We could see if any of the more affluent societies could underwrite any loss.

c. Buses to/from Manchester airport or local railway station

We plan NOT to run buses FROM Manchester, but advise participants to take the train to Lancaster. We will provide detailed information on the train connections. We can have buses running regularly from Lancaster railway station to the conference venue on the day of arrival. We can also provide information on hiring mini-buses from Manchester if groups of colleagues arrive together. It may be feasible to have buses

BACK to Manchester on the afternoon the meeting finishes, for a small charge – how will this work with GTTC?

11. Tour of facilities

Facilities very good. Believe we can create sufficient space for posters, exhibitors coffee etc in the atrium. The main lecture theatre and the other 2 lecture theatres run off the atrium. The small lecture theatres could house 150 each and visibility is good.

12. AOB

We should advertise the meeting by flyer at ICEM. Madeleine to work with Frank, Veronique and Anthony.