

International Society for Clinical Electrophysiology of Vision



Guideline for Symposium Organisers

2023 edition

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Abbreviations:

DoIC	Director of International Communications
LOC	local organising committee
SecGen	Secretary-General
SC	Symposium Co-ordinator

1. Background and summary of responsibilities

ISCEV exists to promote and extend the knowledge of clinical electrophysiology of vision, and to promote co-operation and communication among workers in the field of clinical and basic electrophysiology of vision.

Since its inception, many ISCEV activities have been focused around the annual ISCEV Symposium. The processes for planning and conducting annual Symposia have evolved from experience, precedent and discussions with the ISCEV Board and members. This guideline describes expectations of ISCEV regarding annual Symposia, but it is not prescriptive; variations are expected in accord with local circumstances. Minor variations should be discussed, in the first instance, between the local organising committee (LOC, see 6.1) and the Symposium Coordinator (SC, see 1.2), who is the main liaison with the ISCEV Board of Directors. The Secretary General (SecGen), President and Treasurer form ISCEV's Executive Board, which can advise and take appropriate decisions. Any major deviation from this guideline but must be brought to the full ISCEV Board of Directors for consideration.

This guideline for Symposium Organisers will be reviewed regularly and updated as required to reflect changes in by-laws, expectations or procedures. Suggestions for amendments should be communicated to the SecGen. Following the COVID19 pandemic, ISCEV's 2020 meeting was held virtually: although further virtual or hybrid (virtual + in-person) meetings were not broadly viewed as desirable by the membership, further consideration of these options may be warranted due to travel restrictions or climate concerns (see 10).

1.1. Choosing the location

ISCEV has three geographic regions: Europe/Africa, Asia/Oceania and the Americas, each with a Vice President. In general, Symposia occur annually and rotate sequentially through these regions. Formal invitations (see 4) are presented at the Symposium three years in advance of the proposed Symposium.

1.2. Symposium Coordinator

The ISCEV Board will appoint a Symposium Coordinator (SC) for each Symposium to support the LOC and to liaise with the Board. The SC will be experienced in organising Symposia and will carry the authority of the Board; indeed, may be a Board member. The SC will be appointed at the time a location is chosen by membership, usually around two and half years ahead of the proposed Symposium, as planning is undertaken on this timescale. The SC will remain on the Board until the end of their duties for that Symposium. On occasion, as the need has arisen, two coordinators have been chosen for a single symposium and they serve as co-coordinators.

1.3. Budgets and fiscal responsibility: brief summary

See section 5 for details. ISCEV approves and underwrites the Symposia. Hosts liaise with the Board to agree a Symposium budget in advance: approval by the Treasurer is a condition of ISCEV support. The financial goal should be to break even; a small loss is acceptable. ISCEV will provide a start-up loan (prepayment or advance) following approval of their budget. Hosts should arrange liability insurance and event insurance.

1.4. Website: brief summary

See section 5.4.3 for full details. Text and other material should be approved by the SC. ISCEV's website will prominently link to the Symposium website. Hosts are encouraged to use registration facilities available locally (e.g. university or conference centre registration), or to use commercial registration systems (see 5.4.4). Hosts are strongly encouraged to use commercial abstract submission software (see 5.4.5).

1.5. Scientific Programme Committee

This committee normally has 4–6 members of the LOC, including the chair of the LOC, and at least one member of the ISCEV Board including the SC. Membership must be approved by the ISCEV President and by the Editor-in-Chief of *Documenta Ophthalmologica*. The scientific programme committee invites speakers, organises abstract submission and deadlines, provides editorial review of submitted abstracts, sends acceptance/rejection notices and plans the scientific sessions of the Symposium (see section 6.2).

1.6. Commercial neutrality

ISCEV aims to extend both the knowledge and practice of clinical electrophysiology of vision through constructive engagement with individuals and companies involved in the development, manufacture and marketing of equipment and supplies for clinical electrophysiology of vision. As far as possible, ISCEV will engage with a broad range of companies and maintain commercial neutrality. This includes the following specific policy for ISCEV Symposia:

Commercial sponsorship of ISCEV activities and Symposia is recognized as mutually beneficial and sponsors will be recognized as appropriate. However, sponsorship arrangements may not be made exclusive or in a manner that would disadvantage other potential contributors.

1.7. Filming, photography and recording

ISCEV's [policy](#) on photography/filming is “opt-out” and reads:

Filming, photography or recording is allowed during all scientific sessions (paper and posters), unless presenters specifically indicate that they do not agree to recording. Use of recorded data is strictly personal and non-commercial. Recording must be non-disruptive.

The LOC may wish to explore options for synchronous (live) or asynchronous (off-line) recording of academic sessions to improve access to the meeting. Costs may be substantial and considerable additional preparation may be required, e.g. talks recorded in advance. If any recording is undertaken by the hosts, presenters should be given the opportunity to opt-out. Hosts should consider gaining permission to record the Dawson and Adachi Lectures and other invited talks likely to be of lasting interest, so that these can be added to the ISCEV archive.

2. Symposium Programme

The annual Symposium typically lasts 4 or 4½ days including social activities. This duration excludes the ISCEV teaching courses, and any optional pre- or post-Symposium activities such as cycling tours.

ISCEV Symposia are conducted in English.

The Symposium will normally include the following elements:

- (1) Short scientific oral presentations (40–70 presentations) selected from proffered abstracts and scheduled in appropriate sessions.
- (2) Scientific poster presentations, scheduled in appropriate sessions. The number of presentations will vary according to the number and quality of submissions.
- (3) (Optionally) special sessions or mini symposia with invited or selected presentations to highlight topics of interest. The LOC is invited to suggest topics that might be used to identify or promote interest in the Symposium and discuss these with the SC. The ISCEV Board may be consulted. Suggestions from the LOC may be adopted directly or may be modified to accommodate current issues in the broader ISCEV community.
- (4) (Optionally) introductory lectures, typically 25 minutes, to highlight special topics of interest.
- (5) The Emiko Adachi Award Lecture. The lecturer is selected at least one year in advance by the Adachi Award Committee. [Details](#) are available on the ISCEV website. The LOC need only allow for scheduling the lecture and its introduction (see section 5.6.2 and 5.7 for financial details).
- (6) The William Dawson Memorial Lecture. The lecturer is selected by the LOC for approval by the ISCEV Board and by Judyth Dawson, the late benefactor's wife, who is also invited to the Symposium by the chair of the LOC (see sections 5.6.3 and 5.7). The lecturer is typically an individual at the apex of their career in a field related to or allied with clinical visual electrophysiology. [Previous](#) awardees are listed on the ISCEV website. Slides of Bill Dawson are to be shown, available from the SecGen. Scheduling time should be allowed for the lecture and its introduction. The person introducing the Dawson lecturer should include these words:
"The William Dawson Memorial lecture at the ISCEV annual symposium is made possible thanks to the generosity of Bill's widow, Judyth. Judyth donates her royalties for the trademark of DTL Plus electrodes, invented by her husband with colleagues Trick & Litzkow. The DTL Plus electrode is the only DTL electrode endorsed by Bill and is/was marketed exclusively by Diagnosys LLC."
- (7) A session of short clinical case presentations: 1.5 to 2 hours. There should be an option on the registration page for attendees to offer a case study. Most recently, Professor John Grigg and Dr Scott Brodie have chaired the session: chairs organise the cases in advance.
- (8) The annual business meeting of the ISCEV Board of Officers (the Board meeting) should precede the Symposium and should be scheduled so that no course lectures or scientific sessions have to be missed by Board members. Adequate meeting room facilities with refreshments should be made available.
- (9) The Editorial Board meeting for *Documenta Ophthalmologica*. This should be scheduled so that no scientific sessions have to be missed by attendees. Adequate meeting room facilities with refreshments should be made available and are paid for by the publisher (see section 5.6.4).
- (10) The annual Membership meeting of ISCEV. The date and time of this meeting is required to be announced in time to allow (for example) proposals for changes to the by-laws, and so the LOC should plan for and communicate a tentative date around seven months in advance. The venue is

usually the same space used for the scientific sessions (allowing for up to 100 attendees); no refreshments are required. It is held towards the end of the Symposium, typically on the final day.

(11) The Dodt Award. The LOC should select a Dodt convenor/s to oversee the [Dodt Award](#). Details of the tasks involved are available from the SecGen. The Dodt convenor will collect and collate judges' score sheets for the ISCEV Awards Committee (President; three Vice Presidents; SecGen). A suitable private space is needed for the judging committee following the last session in which a Dodt candidate presents. It is helpful if no Dodt candidates are scheduled in the final scientific oral session.

(12) Other meetings as required for committees such as the ISCEV standards committees, etc.

(13) An Awards session, often coinciding with the Adachi lecture and/or the final banquet, at which the presentation of the Eberhard Dodt Memorial Award (slides of Eberhard Dodt to be shown, available from the SecGen) is made. Any announcement regarding the Adachi Award is also made by the President at the Awards session (slides of Emiko Adachi to be shown, available from the SecGen).

(14) Social, cultural and recreational activities for delegates to develop contacts and to gain an appreciation of the host region. The LOC should ensure that delegates have sufficient time apart from scientific sessions to interact informally. There is no longer a specific expectation of a 'half-day excursion', although it is favourably viewed by many attendees and may add to the overall experience.

(15) A programme for accompanying persons that normally includes meals, any excursions with scientific delegates, the Adachi lecture and suitable additional tours and entertainment.

(16) A session with sponsors has been included in recent years. Each exhibitor, as part of their registration fee, is offered an oral presentation slot during an exhibitors' session, which they can use for advertising, presenting new equipment or scientific studies. The length of the slot is dependent on the duration of the session and the number of sponsors.

3. ISCEV Courses

The ISCEV teaching courses are typically 1½–2 days in duration and take place immediately prior to the Symposium. Some content covers either preclinical (animal models) or clinical human aspects, and delegates can choose which to attend. The LOC should appoint a local course organiser who is responsible for practical arrangements for the course and who should liaise directly with the Director of Education. The Director of Education remains wholly responsible for the content of the course, including selection of faculty and topics, although local lecturers and expertise are often included. Guides to the duties of the local course organiser and to the course itself are available from the SecGen and the Director of Education. Special arrangements are required for animal testing demonstrations.

Course registration fees should be priced in order to break even. More detailed guidance is available from the Director of Education. Registration fees for the ISCEV courses should also cover faculty costs, i.e. two nights' accommodation and the course dinner for each faculty members (normally about 14 people).

4. Invitations from prospective hosts

4.1. Invitation planning

Four years ahead of each Symposium, the relevant regional Vice President will seek expressions of interest. Members or groups planning an invitation should contact the regional Vice President and SecGen as early as possible. Dates should be chosen which are most convenient to prospective hosts considering availability of venues, climate and members' work commitments.

Prospective hosts should make a preliminary estimate of costs using all the guidance in this document. The planned invitation, with preliminary costs, should be sent to the regional Vice President in good time to consult the ISCEV Executive Board. The Executive Board and regional Vice President will advise regarding suitability and/or recommend any changes to the preliminary invitation. Preliminary invitations will be considered by the full ISCEV Board by email and must be approved prior to the annual Symposium where the proposal is presented. If the Board recommends changes, these must be made prior to the presentation at the Symposium.

4.2. Formal invitations

With Board approval, prospective hosts will be invited to give a brief presentation at the Membership Meeting three years ahead of the proposed Symposium, and therefore normally within the geographic region where the proposed Symposium will be held. If there are more than two candidates, members present at the Membership Meeting vote for up to two candidates each. The two candidates receiving the highest number of votes go to an e-ballot of all members after publishing a one-page invitation in the annual 'News Extra' published on the ISCEV website.

4.3. Format of invitations

Prospective ISCEV hosts should provide members with preliminary, indicative costs of a Symposium venue prior to voting. The ISCEV Board recognises that costs cannot be fixed precisely in advance due to unknown factors such as sponsor income, special rate negotiations, changes in airfares and currency fluctuations. Although the costs provided in the invitation are not a commitment, they should fairly reflect the projected cost of a Symposium with as much detail as possible so that the members can make informed choices. These preliminary calculations are indicative of the current costs in the region. The venue may also be changed if it is advantageous to the ISCEV Symposium. Invitations should therefore provide:

- Details needed to identify the travel requirements, i.e. names of major airport(s) and train stations; their distances from the venue; current cost of local transportation to the venue.
- Current cost per night at the main accommodation and additional accommodation including cheap accommodation with brief descriptions including basics (room only, with breakfast etc) and the distance from the venue.
- Typical current range of prices for a meal at restaurants within walking distance of the venue.
- A realistic estimate of registration fees (early member rate) based on the expected costs and expected number of attendees, specifying what would be included (meeting participation, abstract book, number of lunches, dinners etc.).

EXAMPLE OUTLINE INVITATION

ISCEV Symposium invitation: City/region, Country; dd-Month 20XX

Invitation by: (name(s) and affiliation of the members offering the invitation) Proposed location and venue: City/region/country

Major airport(s) / distance from venue: Regional Airport(s) / distance from venue: Main rail station(s) / distance from venue; Approximate transfer time(s), methods and cost from main stations or airports: Proposed dates: ISCEV course(s): (1.5-2 days); ISCEV Symposium: (up to 4.5 Days)

Accommodation: Proposed main venue hotel; Current published room rate per night; Alternate accommodation/ distance from main venue; Current published range of room rates available

Food: Cost of typical restaurant meals near the location; Dinner in a restaurant; Casual dining budget meal

Venue and registration costs: Estimated cost of registration using this venue with the expected number of delegates and including a reception, xx coffee breaks, xx lunches and xx dinners.

5. Detailed financial guideline and past Symposia statistics

Symposia should be memorable experiences with plenty of opportunity for social and scientific interaction. Quality needs to be balanced to include those with a limited budget. In particular, organisers should offer a reasonable registration fee that includes most meals and an option for cheap accommodation must be made available.

5.1. Start-up funds, profit/loss, insurance

ISCEV will provide a start-up loan (prepayment or advance) as necessary to the LOC, following approval of their budget. The loan is typically around 10,000 Euros. The financial goal should be to break even; a small loss is acceptable. If there is any profit, it cannot be transferred back to the ISCEV, but can remain with the LOC for designated future use: ISCEV requests that this use should further the aims of the Society. The LOC should arrange liability insurance or ensure that venues and transport facilities have sufficient liability insurance to cover personal accident and injury claims. To ensure against large losses, the LOC should arrange event insurance covering cancellation or curtailment in case of catastrophic events. Neither ISCEV nor the local organisers should therefore be liable for such claims.

5.2. Budget

ISCEV approves and underwrites the Symposia. Hosts liaise with the Board to agree a Symposium budget in advance: approval by the Treasurer is a condition of ISCEV support. Following receipt of a satisfactory budget, ISCEV can provide a start-up loan to the Symposium organisers. The local organisers should establish a bank account and monitor income and spending. The budget should be balanced using a specified, conservative estimate of the expected number of delegates using values in the Appendix as a guide. Section 5.35.8 provides some practical guidance on deriving a set of registration fees from the budget.

If difficulties arise following approval of the budget – for example due to over-estimated attendance – organisers must alert the SC and Treasurer as soon as possible.

To avoid tax problems, a pre-final income-outcome calculation should be made available for the Treasurer by **December 1st after the meeting**. The ISCEV Treasurer should receive a final income-outcome calculation not longer than four months after the meeting.

5.3. Registration fee

The registration fee should typically include:

- participation at all sessions of the Symposium
- access to a printed or digital programme book, which may include the abstracts (note abstracts are also published online in *Documenta Ophthalmologica* – see section 6.4)
- all tea/coffee breaks and lunches
- a welcome reception
- social and cultural activities
- dinners including a more formal banquet closing the Symposium. Depending on local circumstances, it might be appropriate to have one or two evenings when delegates organise their own meals.

Delegates and speakers pay for their own travel, accommodation and registration fees. This includes delegates who give the introductory lectures and those volunteering other support such as chairing sessions and serving on the programme committee.

5.4. Costs to be met by the hosts

5.4.1. Items to be considered in the Symposium budget

A template spreadsheet for costs and income to be considered in the Symposium budget is available from the SecGen. Statistics from more recent previous Symposia are shown in the Appendix.

5.4.2. Lecturers

If a local lecturer (in addition to the Adachi and Dawson lecturers) is invited, local travel costs and a registration fee should be offered by the hosts. Accommodation is not normally paid for, as this is usually not required. All invited lecturers (Adachi, Dawson & any local lecturers) are invited to the banquet and may be invited to the other social events at the local organisers' discretion.

5.4.3. Website

The LOC could create or commission their own Symposium website, or develop their website with ISCEV's website manager's support. It is strongly advised that this uses a Content Management System with several people able to modify: this means changes to e.g. dates can be made quickly. Commercial site managers have been known to take many days to respond to update requests.

Text and other material should be approved by the SC to ensure alignment with usual practice, by-laws and relevant ISCEV policies or procedures. The ISCEV Director of International Communications (DoIC) will place a link to the Symposium website prominently on ISCEV's own website. The ISCEV website and Wild Apricot platform can be used to develop the website, providing ease of information / template transfer from past symposia, rather than starting from blank pages. The DoIC can support this process.

5.4.4. Registration

The LOC are encouraged to use registration facilities available locally, for example offered by the hosting institution or conference centre, or to use commercial online registration systems, such as

Eventbrite: they should ensure that access is available worldwide, including China. The website should provide links to any discounted accommodation negotiated by the hosts. The website should also provide abstract submission information and the link to the abstract submission site.

5.4.5. Abstract submission

The LOC is strongly advised to use a commercial abstract submission site such as Oxford Abstracts, which can be accessed by people in all regions, including China. Commercial abstract submission sites can handle content such that subsequent editorial work is minimised – for example, avoiding manual transfer of lists of names from spreadsheet format into word processing format, and handling special characters correctly. The role of the abstract submission process is to create one text file with all edited abstracts that can 1) be passed to *Documenta Ophthalmologica* for the online abstract edition (see 6.4) and 2) used by the LOC for their programme book.

5.5. Financial support

The local organisers should explore financial support for the Symposium from institutions or civic departments for tourism or commercial development.

The local organisers are encouraged to seek sponsorship. An exhibition by manufacturers of clinical electrodiagnostic equipment and other relevant companies is a normal part of the Symposium. The organisers should communicate through the SecGen to identify corporate members of ISCEV, previous sponsors and should consider the levels of sponsorship from previous Symposia as well as the local conditions when setting the costs for sponsors. Note that sponsorship arrangements may not be made exclusive or in a manner that would disadvantage other potential contributors (see 1.6).

5.6. Excluded costs

5.6.1. SC visits

ISCEV pays for the SC to travel to the Symposium site for two advance visits. This first is typically one year in advance of the Symposium to meet with the local organisers. The second is shortly after the abstract deadline for the meeting of the scientific programme committee. The local organisers normally provide local hospitality for these visits. When appropriate, ISCEV will support an additional member for travel to the programme committee meeting.

5.6.2. The Emiko Adachi Award Lecturer

The Emiko Adachi Award Lecturer receives an honorarium of \$3000US from the Emiko Adachi endowment fund, held by the Neuro-Ophthalmologische Gesellschaft in Tübingen, Germany. The SecGen notifies the Gesellschaft once the lecture is given, and payment is made directly to the lecturer. The hosts need take no role in this. The lecturer registers and pays in the standard manner.

5.6.3. The William Dawson Memorial Lecturer

Costs associated with the William Dawson Memorial Lecture – typically travel, registration, accommodation – are met by ISCEV thanks to the support of Bill's widow, Judyth, via donation of her royalties for the trademark of the DTL Plus electrode. When the Dawson lecturer is approved, the ISCEV Board will liaise directly with the lecturer regarding reimbursement. The hosts need take no role in this.

5.6.4. Editorial Board meeting

The publishers of *Documenta Ophthalmologica*, Springer Nature, pay for the costs associated with the Editorial Board meeting.

5.7. Benefactors

The chair of the LOC should invite the Society's benefactors (Professor Emiko Adachi; Frau Elke Dodt; Mrs Judyth Dawson) to the Symposium in writing. Draft letters are available from the SecGen. Benefactors are offered complimentary (free) registration as an accompanying person, and complimentary, single accommodation for the duration of the Symposium.

5.8. Setting registration fees

The single most significant challenge for the LOC is that, when registration fees are published, there remains considerable uncertainty about the final number of attendees. Historical attendee numbers in the Appendix may be helpful. Registration fees should be published by the time abstract submission opens. Attention to the following practical points may be helpful when calculating registration fees:

- Handle fixed costs (F = total fixed costs, e.g. hire of the venue, cost of entertainment) separately from per-person costs (P = per-person costs, e.g. cost per meal or drink). Fixed costs must be shared between all registrants, so the registration fee needed to break even (C = breakeven cost per person) will depend on the number of registrants (n) and the ratio of fixed costs to per-person costs. A simple formula: $C = F/n + P$ can be used to calculate a range of breakeven registration fees based on low to high estimates of attendees which will also illustrate the effect of attendee numbers on the balance sheet. If the balance is sensitive to small changes in registrant numbers, financial risk may be mitigated by substituting some fixed costs for per-person costs.
- A discounted registration rate, typically discounted by approximately \$75, should be offered to ISCEV members. The LOC may also wish to set an early bird rate, also typically a discount of around \$75, to encourage early registrations and to aid with planning. For 2022, registrant ratio of members to non-members was about 60:40 and about 70% of registrants took advantage of the early bird rate. This suggests that the lowest rate (early bird; member) should not be too far below the originally estimated breakeven registration cost per registrant, and the other rates should be set proportionately higher.
- Remember to include any complimentary or discounted registrations, accommodation etc to guests, benefactors and travel grant recipients as a fixed cost. The registration discount for travel grant recipients is at the LOC's discretion but is typically 30–50% less than the regular rate (see section 7.1). The number of travel grants awarded is published each year in the News Extra.
- ISCEV courses, the accompanying persons programme and the main ISCEV Symposium should be costed separately. However, if the number of registrants for an ISCEV course or the accompanying persons programme is low, making that element expensive, it would be reasonable to subsidise its fixed costs from income such as Symposium registration fees.
- Review the income/expenditure relative to the budget regularly in the weeks leading up to the meeting. If the registrant number falls short of the breakeven number, it may be possible to negotiate reduced fixed costs or to seek additional sponsorship. If a surplus is possible, the LOC may consider providing additional benefits to registrants.

6. Committees

6.1. Local organising committee (LOC)

The LOC has invited ISCEV and thus is quite independent in matters of the location, dates, venues and social activities. ISCEV encourages the use of volunteers to reduce costs and to promote the personal and individual character of the Symposium. Usually, the LOC holds a meeting at the site of the Symposium one year in advance, which includes a visit by the SC, to review the Symposium plans on site.

ISCEV offers free membership in the year of the Symposium to member(s) of the LOC who were not previous members of ISCEV. These free memberships are intended for those who may not have clinical electrophysiology as a main interest, but who volunteer to help with ISCEV organisation and who will benefit from being included in ISCEV communications. This can include up to two regular memberships or equivalent value in junior memberships (i.e. up to 4 junior members, or 1 regular and 2 junior).

As a gesture of goodwill to hosts of the subsequent Symposium, the LOC may wish to budget for free or reduced registration fees for 1 or 2 members of the LOC for the subsequent Symposium, especially for individuals who may not otherwise have been able to attend.

The LOC may find it useful to operate with the following sub-tasks delegated to selected individuals.

- Finance: – overarching; to set the registration fees for break-even finances, access to bank accounts to pay deposits and keep records.
- Social: Welcome receptions, Course dinner, Symposium evenings, Olympics and Banquet; Accompanying person programme.
- Website (set pages for invitation, dates, travel, accommodation, map of key venues, local interest, social programme, registration or link to registration; link to abstract submissions).
- Venue (preferably with tiered accommodation for lectures) and rooms for courses, Board meetings, networking and posters. Provision of morning/afternoon refreshments, coffee and tea and lunch (sometimes subcontracted).
- Accommodation – aiming for a range of accommodation, must include budget rooms – proximity to venue and accommodation such as University housing is appreciated for ease and expense.

Note the scientific role is managed via the Scientific Programme Committee (see 6.2) whose members may include members of the LOC.

It is highly recommended that the LOC establishes regular meetings early in the process. It may also be worth allocating two or more people per task for continuity of planning during annual leave or sickness.

6.2. Scientific Programme Committee

The Scientific Programme Committee should be formed at least one year ahead of the Symposium. It should have at least five members, including the chair of the LOC and at least one member of the ISCEV Board including the SC. A native English speaker should be included. Additional members are normally other member(s) of the LOC and other ISCEV members and/or ISCEV Board members from the region chosen to provide sufficient expertise for the review process. Because the Scientific Programme Committee is appointed, Guest Editors for the Symposium abstract issue of *Documenta Ophthalmologica*, requires approval by the ISCEV President and by the Editor-in-Chief. Following informal discussions, the chair of the LOC and the SC should compile a list of proposed members for

the Scientific Programme Committee and communicate this through the SecGen who will manage the discussion and approval process.

Tasks for the Scientific Programme Committee comprise:

- inviting speakers and those who will introduce them
- organising abstract submission and deadlines
- review and acceptance of abstracts (use of a commercial provider such as Oxford Abstracts is strongly advised)
- compilation of themed scientific oral sessions, with session titles
- compilation of poster sessions
- oral / poster decisions of accepted abstracts
- invitation of chairs of scientific sessions: it is customary to engage with younger attendees by inviting them to co-chair providing their expertise enables competency at chairing
- liaison with the Editor-in-Chief and production team of *Documenta Ophthalmologica* for deadlines and requirements for the online abstract issue
- liaison with ISCEV's team of volunteer copy-editors to produce the final text file for *Documenta Ophthalmologica* (see below)
- compilation of abstracts, if included, in the Symposium programme book / app
- appointment of a local Dodt award convenor (further advice available from the SecGen)

6.3. Preparing the scientific programme

The Scientific Programme Committee will normally meet shortly (typically 2 weeks) after the abstract submission deadline to plan the scientific programme by reviewing submitted abstracts and arranging scientific sessions, including session chairs. They are responsible for preparing the abstracts for two publications, the Symposium Programme book (print or digital) and the *Documenta Ophthalmologica* online abstract issue (see 6.4). Given that abstracts are planned to be available online in *Documenta Ophthalmologica* by the start of the Symposium, the LOC may elect not to include abstracts in the Symposium Programme book.

Clear scientific communication and high quality published abstracts require editorial review by experts in clinical electrophysiology of vision. Deadlines for editing are often short and the Scientific Programme Committee is welcome to invite additional ISCEV members to assist with editing by email. Some committee members may work remotely on editing and proofreading processes. In recent years, a small team of ISCEV volunteers has joined the Scientific Programme Committee to support the copy-editing.

6.4. Documenta Ophthalmologica abstract edition

As Guest Editors, the committee will normally prepare a brief introductory editorial as well as the programme (list), the abstracts and an author index, in liaison with the publisher. Templates and editorial guidance are available. The publisher provides only typesetting and open access publication of the online issue containing the Symposium abstracts. The publisher holds the copyright and so, if the LOC chooses to also publish the abstracts in a Symposium Programme book (print or digital), this must be acknowledged in the abstract book printed for attendees. Exchanging proofs of any edited abstracts with the submitting authors would unduly delay publication, so the following is normally stated with the abstracts:

Editorial note: The abstracts in this issue have been edited and re-set to a standard format. We have made every effort to respect the intended meaning of the originals and apologise for any inadvertent misinterpretation.

7. Grants

7.1. Travel grants

ISCEV funds [travel grants](#) to enable colleagues who would otherwise be unable to attend the ISCEV Symposium and/or courses to attend. They are managed by ISCEV. Recipients are offered reduced registration fees, typically discounted by 30–50%. The number of grants will vary depending on the number and quality of applications: past numbers are published in the News Extra. The SecGen will subsequently notify the LOC of the awardees and, during or attendance at the Symposium, the Treasurer will pay their travel awards. Applicants still retain the privilege of registering at the early rate, should the ‘early registration’ deadline have passed. The Symposium website should direct applicants to the relevant guidance notes on the ISCEV website. The Symposium registration process should clearly prompt applicants to submit abstracts to **both** the SecGen and to the Symposium website. The travel grant application/abstract submission deadline is not earlier than the general deadline for abstract submission, as used to be the case.

7.2. Non-institutionally supported (NIS) grants

ISCEV inaugurated these grants in 2023 for the Kyoto meeting, designed to support attendance for those not eligible for a travel grant but who have insufficient institutional support or other funding to allow them to attend. They are managed by ISCEV and no specific action is required by the LOC.

8. Advertisement and promotion

Local organisers are responsible for announcing and promoting Symposia. However, ISCEV provides support for notifying the membership and additional colleagues on the ISCEV mailing list for announcements and updates regarding Symposia. The DoIC will liaise with the LOC in these matters. The LOC will be invited to place announcements in ISCEV newsletters, and the Symposium details appear in the Events Diary of *Documenta Ophthalmologica* at no cost. In addition, upcoming Symposia are announced at annual Membership Meetings, with the opportunity to give a brief presentation.

To attract interested delegates to Symposia and courses, the local organisers are expected to announce their Symposium through other suitable means, which may include websites, mailing lists, publications and social media. Non-members with interests in any special topics and local experts with interests overlapping those of ISCEV should be targeted.

9. Schedule for Symposium Organisation

- **Four years ahead**
 - Potential hosts sought and draft invitations presented for Board approval.
- **Three years ahead**
 - approved invitations presented to the membership
 - once host is selected, major decisions such as date and venue should be made
 - Budget prepared and sent to Executive Board for approval and release of start-up loan
 - LOC formed
- **Two years ahead**
 - SC appointed by the Board
 - presentation of plans at the membership meeting at the annual Symposium
 - finalising of major decisions
- **One year ahead**

- LOC meets SC on site
- Scientific Programme Committee proposed for approval by President and Editor-in-Chief
- confirmation of accommodation, catering, transport & entertainment arrangements
- invited speakers, programme outline
- set registration fees
- launch publicity, invite sponsors, confirm grant funding
- recruit volunteers & helpers
- set dates for abstract opening and closing, abstract acceptance & early registration closing
- **≈ 4 months ahead**
 - abstract submission opens
 - arrange delegate packs/gift/sponsorship material
 - finalise all details with venue, accommodation, entertainment & catering
 - plan for manufacturer exhibition (access etc.)
- **≈ 2 months ahead**
 - abstract submission closes
 - Scientific Programme Committee meets to create programme, invite session chairs, choose Dodt convenor and judges
 - announce abstract results
 - prepare abstracts for *Documenta Ophthalmologica* deadlines

10. Virtual or hybrid format

In 2020, the Symposium was fully virtual. The LOC was joined by some ISCEV Board members. A virtual provider (Kenes) delivered the meeting on their online platform at a cost of 50,000 euros. The meeting was shortened to 3 days but all content (except live sessions) was available 24 hours before the meeting and for three months afterwards. Five oral sessions (33 papers) were pre-recorded under Kenes supervision for quality and were streamed with an inset video of the speaker. Live Q&A sessions were scheduled for each oral session: questions were typed as chat and read by moderators. Posters were submitted as zoomable pdfs under Kenes supervision for quality and were available with an inset biography of the speaker. Live Q&A sessions were scheduled for each poster session. The Dodt and Marmor Awards were run as usual and award were made. The Sponsor session was run as usual. The Clinical cases session was run live on the Kenes platform with some ad-hoc presentations requiring skilled chairing. The Membership Meeting was held live on the Kenes platform, including voting, and required tight control of time. Sponsor ‘booths’ were available; four sponsors joined but feedback was mixed. The final banquet session was held live on the Kenes platform and included Awards, an honorary membership award, speeches and a successful Olympics session: Olympic games were organised largely offline, with submissions recorded and shown during the final banquet session. The Board meeting was held ahead of time by Zoom, separate from the Kenes platform. The ISCEV course (human content only) was merged with the University College London (UCL) and Moorfields annual Clinical Visual Electrophysiology of Vision course and delivered on UCL’s platform, separate from the Kenes platform.

Overall, the meeting was very successful with almost double the usual number of registrants (107 members, 99 non-members). In order to keep individual costs low, ISCEV subsidised the meeting substantially, by ~28,000 euros. Negative aspects included difficulty with time-zones, with Asian and Australasian-located registrants in particular having very late schedules. Many registrants, including sponsors, noted the lack of easy personal conversations as a barrier.

Appendix: Previous Symposia. The number of participants excludes local or course-only participants unless given in brackets; number of accompanying persons includes attending sponsors where indicated, and number of oral presentations includes special lectures where indicated in brackets.

#	year	host city	region	# participant	# accomp persons	# oral	# poster	total	fee US\$ (early, members rate)
29	1991	Oxford	Europe/Africa	180	38	60	60	120	\$300
30	1992	Vienna	Europe/Africa	170	60			120	\$300
31	1993	Chiba	Asia/Oceania	234 (118)	30	52	49	101	\$400
32	1994	Banff	Americas	121	20	43	37	80	\$500
33	1995	Athens	Europe/Africa	157 (33)	33	61	43	104	\$380
34	1996	Tübingen	Europe/Africa	214 (31)	51	64	78	142	\$300
35	1997	Asilomar	Americas	155	52	50			\$425
36	1998	Czech Republic	Europe/Africa	160	50	41	67	108	\$330
37	1999	Israel	Europe/Africa	110	33	60	24	84	\$450
38	2000	Sydney	Asia/Oceania	180	50	67	66	133	\$370
39	2001	Montréal	Americas	180	43			125	\$425
40	2002	Leuven	Europe/Africa	147	25	51	87	138	\$485
41	2003	Nagoya	Asia/Oceania	171	43	44	94	138	\$425
42	2004	Puerto R	Americas	160				90	\$525
43	2005	Glasgow	Europe/Africa	209	53	48	94	142	\$525
44	2006	Fontevraud	Europe/Africa	232	38	62	76	138	\$701
45	2007	Hyderabad	Asia/Oceania	188	49 inc sp	58	39	97	\$400
46	2008	W Virginia	Americas	181 (23)	35 inc sp	50	62	102	\$580
47	2009	Padova	Europe/Africa	210	40	70	99	173	\$793
48	2010	Perth	Asia/Oceania	177		61	70	131	\$790
49	2011	Quebec	Americas	184		59	48	107	\$737
50	2012	Valencia	Europe/Africa	199	35	63	63	126	\$637
51	2013	Chongqing	Asia/Oceania	133	19	58	41	104	\$400
52	2014	Boston	Americas	257	33	57	41	98?	\$650
53	2015	Ljubljana	Europe/Africa	271?	3?	68	53	121	\$535
54	2016	Singapore	Asia/Oceania	196	16	44	24	68	\$450
55	2017	Miami	Americas	157	12	41	44	85	\$650
56	2018	Reims	Europe/Africa	212	20	57	53	110	\$823
57	2019	Seoul	Asia/Oceania	176	23	48	55	103	\$550
58	2020	Virtual	(Americas)	218	NA	30	35	65	\$92
59	2021	Virtual (AGM & Standard sessions only)							
59	2022	Liverpool	Europe/Africa	158	13	45	30	75	\$576
60	2023	Kyoto	Asia/Oceania	303 (79)	29	74	85	159	\$495