



International Conference on the Bioscience of Lipids

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Thursday, 07. August 2014



Conferences

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van Deenen Lectures

**Guidelines for ICBL
Organizers**

Guideline and Check List for Future Organizers of ICBL

Below is a checklist intended to assist the organizers of our future ICBL's in planning an organization of the meetings. A version in pdf format can be found at the bottom of this page.

Date prior to conference	Activity	Responsibility
- 5 to - 4 years	Contact a member of the ICBL Steering Committee and deposit your interest to organize ICBL Write a Letter of Intent to the ICBL President. The ICBL Steering Committee makes a decision on the application.	Volunteers
- 4 years	Present a more detailed planning of ICBL which should include names of local organizers, venue, date, scientific topics; eventually information about travel, accommodation and social activities	Confirmed organizer
- 4 years	First announcement of the future ICBL on the ICBL web.	Organizer, ICBL Secretary and PR Officer
- 3 years	The future organizer of ICBL joins the ICBL Steering Committee at the occasion of the conference as a co-opted member. A more detailed program is presented and discussed. The preliminary budget is proposed. Members of the Scientific Committee are appointed.	Organizer and ICBL Steering Committee

- 2 years	The organizer participates in the meeting of the ICBL Steering Committee as a co-opted member. A list of potential keynote speakers is presented and discussed. The organizer presents a rough time schedule for the conference. The budget and the financial plan are discussed.	Organizer and ICBL Steering Committee
- 2 to -1 years	The organizer gets in touch with potential keynote speakers. Keynotes lectures need to be confirmed. A conference web page has to be prepared. Organizers get in touch with potential sponsors.	Organizer
- 1 year	The organizer presents at the meeting of the ICBL Steering Committee a more detailed schedule for the conference. The budget and the financial plan are discussed. Most keynote speakers should be confirmed.	Organizer and ICBL Steering Committee
- 1 year	The first version of the Conference Web page is published. As basic information, date of the conference, venue, topics of the meeting, and names of confirmed speakers are shown.	Organizer, ICBL Secretary and ICBL PR Officer
- 1 year	Participants of previous ICBLs are informed by e-mail (address list).	ICBL Secretary
- 1 year	The organizer gets in touch with Publisher for the printing of the Abstract Book.	Organizer
- 9 months	The extended version of the Conference Web is published which includes: Call for papers (abstracts); deadline; definition of young investigators. Registration, deadline; definition of young investigators. Hotel reservation.	Organizer, ICBL President, ICBL Secretary and ICBL PR Officer

	Social activities for participants and accompanying persons. Preliminary program of the conference indicating beginning and end of the meeting, time slots for keynote lectures, short oral presentations, poster sessions and social activities.	
- 9 months	Announcement of the upcoming conference in the ICBL Newsletter.	ICBL Secretary
- 8 months	Selection of members of the Poster Award Jury and the Young Speaker Award Jury.	Organizer, ICBL President, ICBL Vice President
- 5 months	Deadline for the submission of abstracts. Selection of abstracts for short oral presentations.	Organizer, Scientific Committee
- 5 months	Chairpersons for the scientific sessions are invited by the organizer and confirmed.	Organizer
- 4 months	Selected abstracts are sent to the Chairpersons of the Poster Award Jury (ICBL Vice President) and the Young Speaker Award Jury.	Organizer, ICBL Vice President; Chairperson of Young Speaker Award
- 4 months	Participants are informed about acceptance of their contributions as poster or short oral presentation.	Organizer
- 4 months	Publication of the complete version of the program on the Conference Web.	Organizer
- 4 months	Deadline for Early Bird Registration	Organizer
- 4 to -3 months	Abstracts are sent to the Publisher for printing of the Abstract Book.	Organizer
0	Congress	

Template for Conference Schedule

	Tuesday	Wednesday	Thursday	Friday

09:00-10:30		Lectures	Lectures	Lectures
10:30-11:00		Coffee/Tea	Coffee/Tea	Poster and Coffee
11:00-12:30		Lectures	Lectures	Lectures
12:30-14:00		Lunch	Lunch	Lunch
14:00-15:00	Registration	Lectures	Lectures	Free afternoon
15:00-16:30		Posters and Coffee/Tea	Posters and Coffee/Tea	Excursion budget permits
16:30-18:00		Lectures	Lectures	
18:00-20:00	Opening, Welcome and Van Deenen Lecture		ICBL Steering Committee	
~20:00-	Get Together Party		Steering Committee Dinner if budget permits	Confer Dinner

Guidelines for Download

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