

Annual INEBRIA Conference Organization Guidelines

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Introduction

The purpose of these guidelines is to provide sufficient guidance and useful tools for any member of INEBRIA that would like to host the annual conference on what needs to be done to submit a proposal to ensure a successful conference, and to advance the aims of the network.

This document is divided into 4 sections and includes links to all required forms:

1. Submitting a proposal and conference approval
2. Getting started with organizing a conference
3. Conference management
4. Conference closing

Who do you talk to at INEBRIA?

INEBRIA Secretariat can support local organizers all through the organizing process.

If you have any questions on the matter, please contact:

inebria@gencat.cat

Roc Boronat, 81-95, Barcelona 08005 (Spain)

Tel: +34 5513610

www.inebria.net

1-Submitting a proposal and conference approval

Who can be an INEBRIA conference organizer?

Any member of INEBRIA can submit a proposal to become a conference organizer

The Coordinating Committee (CC) will issue periodic calls for interest in hosting the annual conference. INEBRIA members interested in hosting a Conference should informally discuss their ideas with CC members, and then fill out the Proforma ([Annex 1](#)) and the budget outline ([Annex 2](#)). These should then be sent to INEBRIA Secretariat inebria@gencat.cat (normally at least two years prior the conference) to be evaluated by the CC in the course of any of their 4 quarterly meetings. The CC reserves the right, if necessary, to ask for more details from those responsible for the proposal, or to suggest alternative years. Before submitting, it is highly recommended that these guidelines be read carefully to make sure that the terms of agreement are clear.

Since INEBRIA is a non-profit organization and it does not collect fees from its members, please have in mind that INEBRIA shall not be liable to cover any of the cost of the conferences, so the local organization should be able to cover any deficit resulting from its organization. In case of benefit, the local organization commits to transfer half of the benefits to the treasury of INEBRIA (account registered in Barcelona).

The CC evaluates proposals according to set criteria (details can be found at - [Annex 3](#)) and attention is particularly drawn to how the proposed annual meeting will advance the aims and objectives of the INEBRIA network, and the capacity of the institution to have a well considered budget taking account of the uncertainties involved in hosting an event (e.g. attendance numbers).

As soon as the proposal is approved the organizers will be informed by the INEBRIA Secretariat and requested to confirm that they accept the role of organizing the conference. The place and approximate dates of holding the event will be announced as soon as possible on the website of INEBRIA. If the local organizer encounters any difficulties following through with the plans, it is important to notify the Secretary of INEBRIA as soon as possible.

2-Getting started with organizing a conference

Most conferences start actively preparing a minimum of 18 months before the conference date. There are a number of tasks to be completed as follows:

Setting the dates

It is recommended the Conference to takes place around fall each year (beginning of September-beginning of November). When possible, the conference should start on a Wednesday afternoon with the Co-ordinating Committee meeting and a welcome reception and finish on Friday afternoon. It will normally include a social dinner on Thursday evening. Please, when possible, avoid fixing the dates in conjunction with similar or competing conferences all around the world, by checking for announcements.

Choosing a conference chair and local organizing committee (LOC)

There should be a team of 4 of 5: one academic member acting as chair and taking overall responsibility, two other academic members and two administrative staff, one responsible for finances and another responsible for more logistical issues. Additionally, you should decide whether or not to use a local professional company, making sure that they can support you throughout the whole process, especially in the registration and payment matters.

Defining the conference theme, topics and scope

The theme, topics and the scope of the conference have to be decided as soon as possible in order to start planning the scientific program. This should be discussed with the CC. The purpose is to attract people to the meeting to discuss issues that reflect the interests of our community, are important, exciting and forward looking, and which also balance traditional INEBRIA areas of interest with new or interdisciplinary areas. Please, make sure that the topics are in line with INEBRIA's objectives (for details, [Annex 4](#)).

Setting up conference finances

It is recommended to designate a financial lead as early as possible in order to prepare budget, look for funding among the available public/private sources, ask for quotes and make arrangements for a bank account, credit card payment facilities, procurement, and taxes).

For a conference hosted by external funders you should organize a bank account established for that purpose and designated as the "INEBRIA Conference" account (only if the conference is fully

supported by funders) and organise a method of payment for delegates (e.g. PayPal for online payments).

Fees

The fees should be the lowest possible to cover the costs (see example below). The registration tool should include diverse fee categories:

- Early and late fee
- Reduced fee for developing countries

Example: Barcelona 2012 conference (in Euros)

	Fees		
	Until 15th May	Until 31st July	Last minute on-site
Standard	300	350	400
Reduced registration*	200	200	200
Inebria/xaROH members	250	275	300

Do not forget to provide the option of on-site payment option and cancellation terms and instructions. Wave registration fees for INEBRIA Secretariat staff, CC members and invited (Plenary) speakers, if possible.

Preparing the budget

The budget for the conference has to be determined at least 6 months prior to the conference and is the responsibility of the LOC. Preliminary registration fees are set at the creation of the budget. LOC sets fees to recover costs and will retain 50% of the excess revenue. It is important for organizers to understand this when considering decisions for the conference that have financial impacts (e.g. travel commitments for participants, including invited speakers, special events, expanded number of conference rooms, non-standard audio-visual equipment.)

Obtaining co-sponsorship

Local organizers should approach suitable (public or private) institutions, companies, etc. in order to set up a relationship and encourage funding and co-sponsorship.

WHO co-sponsorship is recommended and can be obtained after preparation of the appropriate forms:

- Request for a meeting/event to be co-sponsored by the regional office for Europe of the WHO - ([Annex 5](#))
- Request application for WHO co-sponsorship - ([Annex 6](#))
- INEBRIA Cover Letter - ([Annex 7](#))

The INEBRIA Secretariat can assist you in obtaining it but please note that WHO co-sponsorship does not imply funding, but rather support and visibility (use of logo). WHO co-sponsorship implies the active participation of WHO in the planning and organization of a meeting convened by an outside body and the term "co-sponsorship" should only be applied to meetings of this description. Decisions on proposals that WHO should co-sponsor a meeting are taken by the assistant director-general or regional director concerned.

Note that raising funding from Pharmaceutical companies might interfere with WHO co-sponsorship, which is why this issue is enquired about in the initial pro forma, please consult with CC for advice in this area. Please also note the INEBRIA position statement on the alcohol industry (for details, go to [Annex 8](#)) and consult with the CC if there are any uncertainties about the suitability of a possible sponsor.

Contracts with providers

When running a conference, you will negotiate contracts with various service providers, such as hotels, convention centres, meeting-management services, catering, etc., and it is key to have always in mind your conference requirements when negotiating a contract. Each conference negotiates the "Terms of Sale" (such as the number of sleeping room nights, room rate, meeting space, etc.) with the specific provider.

Cancellation of Event Insurance Policy

A "Cancellation of Event Insurance Policy" shall be purchased, if and when feasible, to cover the loss of revenue due to cancellation, interruption, postponement, or failure to vacate the premises in the event caused by circumstances beyond control of INEBRIA such as, adverse weather, labour strikes, etc. This insurance policy should also cover additional expenses that would be necessary to re-schedule or postpone the Conference for no more than (60) sixty days.

It is advisable to also have a Contingency Plan, to cover unexpected events. Before the conference begins, prepare a plan for unexpected events, also known as a contingency plan. Emergencies that might occur include: natural disaster, unexpected illness, injury or death, or political unrest. This plan should include ways to communicate with key personnel and coordination with on-site support resources and local authorities. The plan should be reviewed with all volunteers staffing the conference prior to its start.

Deciding the venue

This is a decision of the utmost importance. The selection of a convenient and affordable venue is often the key factor in a successful conference. When selecting a site the following should be considered:

- Conference budget
- Meeting and room requirements
- Have conferences been held there recently

- Previous experience organizing conferences

The process of selecting the venue should begin well in advance of the dates the Conference is to be held. It is recommended to have preliminary costings from a candidate venue when applying to host a conference.

It is highly recommended to host the conference at a health, scientific or academic institution (Health Department, University, etc.), or other public or community venue, known for innovative content. Universities offer the advantages of space and cheaper facilities such as meeting halls, small meeting rooms (CC Meetings, etc.) and inexpensive menus for catering services. If this is not possible, consider organizing it in a hotel. In big cities with an airport with good international flight provision, hotels are more than adequate to hold a conference. They should be well situated in the centre of the city, not on the outskirts. This has advantages for evenings and for accompanying persons, who will do some sightseeing, shopping, etc. The size and number of meeting rooms is an important factor when selecting a venue. Conference attendance projections fluctuate and require that seating be provided for a minimum of attendees.

Minimum space requirements:

- Plenary Room (150-250 participants)
- 2 or 3 additional parallel meeting rooms
- Exhibition space (for posters and sharing booklets or additional information)
- Small room (for Administration)
- Registration desk

Setting up the Registration procedure

The registration form has to be prepared by LOC and provided through the website with electronic forms. Special attention must be paid to create an international registration form useful for professionals from different countries, so make it as simple as possible and use mandatory fields only when necessary.

In the case of accompanying attendees it is probably better to have a separate charge for each event (e.g. social dinner) than an overall "Accompanying Person's Fee".

The payment of the registration fee will be done to a local bank account to be set up by local organizers. You should determine which payment options you will accept (e.g. cheque, visa, MasterCard). Seek the advice of the Secretariat about the handling of registrations associated with requests involving visas.

Finding accommodation

The best option should be to find hotel facilities within the range of 3 or 4 stars, and not too far away from the venue (maximum 10-15 minutes walking distance), at the lowest rates you can obtain after negotiation. Please inform participants that they are responsible for booking their own accommodation, though plenary speakers will need to have their rooms pre-reserved. Hotel room booking procedures with lists of services and prices should be available on the website.

Prior to conference, hotel or convention centre management staff must be contacted to ensure that all meeting and facility arrangements previously agreed upon will be ready.

Catering

There should be Tea and Coffee at registration, mid-morning, and afternoon and a buffet Lunch. Ensure that special dietary requirements based on religion, health or any others are given to the caterers in advance.

Organizing the Social Programme

If funding makes it feasible, the welcome reception will take place the day before the conference. The social dinner should cost max 50€/participant, and it is advisable to find a location/restaurant which could offer the attendees an experience of the locality. It is also key to make sure that the information about the venue and how to get there has been properly provided.

Communicating about the conference

First announcements should be made through INEBRIA website as soon as possible and distributing a brochure during the previous conference. The dedicated conference website should be ready at least 9 months prior to the conference dates.

It will be important to send regular emails with updated information on the conference preparation to all INEBRIA members and also to create with the help of the secretariat a conference site (see examples by clicking here [example 1](#), [example 2](#)) and to update it regularly.

The minimum contents at the conference site are:

- Conference Overview
- Preliminary Conference Program
- Organizing Committee
- Scientific Committee
- Abstracts Submission

- Conference Registration
- Conference Location
- Accommodation
- Other information of interest (transportation, moving around, touristic info)

It can be very useful to create a communication plan; create key messages and other written material about the conference and identify scientific journals and websites (local and international) to advertise the conference.

Create an email address list specifically for conference-use this shared box for all communications. Use a shared directory for conference -no work to be saved anywhere else.

Communications should be devised in accordance with the established theme and all information used to publicise the event must be complete and accurate to eliminate unnecessary enquiries.

Nowadays, it is essential to manage conference use of social networks; set up a Facebook page, and create Twitter/Whatsapp account could be advisable.

It is most useful to have a specific email account to get all the information to and from the event.

Technical requirements

It will be necessary to have PC with internet connection and other services such as projectors, microphones, switches available for PCs and laptops. Arrange that appropriate equipment and supplies are available and in adequate quantities, not to mention equipment repairs, if and when required.

Microphones are often a nuisance and therefore must be strategically placed and their efficiency checked and rechecked. A portable (or fixed) microphone must be available for plenary speakers and two/three others may be needed for questions. A good laser pointer must be available for the presenter.

It is also very important to ensure free WIFI access for all participants.

Logistics Check-List

To facilitate conference organization it is advisable to elaborate a check-List indicating all the duties (who does what and by when).

Scientific organization

Setting up the scientific committee

Members of the Scientific Committee (SC) should be invited by the LOC. The SC is responsible for drawing up the programme on behalf of the Coordinating Committee (CC) for each annual conference, with the local organizer of the annual meeting as chair. The SC and the CC will decide

the broad outline of the conference (e.g. theme, invited speakers, etc.) but leave the details to the local SC. This SC will report regularly to the CC. In all cases, the scientific or programme part should be under the complete control of the INEBRIA organizers.

The main organizer of the forthcoming annual INEBRIA meeting will be co-opted into (participate in all meetings of) the INEBRIA CC during the period in which the meeting is being organized.

Setting up the programme

It is started through 2 main mechanisms:

1. Call for Abstracts
2. Inviting Plenary Speakers

1. Call for abstracts

Abstracts on any aspects of brief interventions for alcohol or other drugs use are welcomed.

Submission process

The LOC is free to decide to set up this process the way they think is best. In order to reduce expenses, it is however advisable to take advantage of the forms and instructions already developed which have been used in previous conferences:

- Submission of abstracts - ([Annex 9](#))
- Instructions for submitting the abstracts - ([Annex 10](#))

Note that any improvements or adaptations, depending on the local needs, are always possible, and INEBRIA Secretariat can work closely with the LOC on that. The call should be open from 1st February until the end of April, with a 2-week extension possible. Variations to this calendar might occur if the conference does not take place within the usual dates. Announcement to INEBRIA members by e-mail and through the website are essential.

Authors should be required to declare COI when submitting abstracts (for instructions and forms, [Annex 11](#)).

Collection of abstracts through the existing forms is saved in a database that later on will be used to organize the revision of the abstracts and the program.

For questions on abstract submission contact INEBRIA Secretariat at inebria@gencat.cat.

Abstracts review

The abstract review process involves members of the SC being invited to review the abstracts for quality and acceptability. Ordinarily, most or all abstracts should be deemed acceptable for poster presentations.

Two reviewers should review each abstract independently and in those cases where discrepancies are found a third reviewer should be invited to arrive at a final decision.

Instructions (to consult, [Annex 12](#)) and forms will be provided to reviewers. The database facilitates the of the revision process.

Once final decisions are made, authors should be informed about the decision on their abstract.

2. Inviting Plenary Speakers

Plenary speakers are a major factor in the success of any conference/seminar. They should be selected and invited according to their ability to contribute to the theme, their stature and background in the field and their presentation competence. Plenary speakers must be approved by the SC. Seek approval prior to extending speaker invitations (include speaker information and URL).

Diversity in plenary speakers is encouraged. One primary source of speakers could be from within INEBRIA. Other sources include: members of other professional organizations, universities and colleges, government agencies and other recommendations made by the Scientific Committee. The Chair or a member of the organizing committee should invite the speaker by phone; obtain commitment from the plenary speaker in writing (e-mail is acceptable); and request a working title. INEBRIA does give free registration to all Invited Speakers regardless of their affiliation. Invited Speakers are also invited on a complimentary basis to all special events held in conjunction with the conference. There is a different procedure for the Annual Nick Heather lecture, who is selected by the CC according to set criteria (details at [Annex 13](#)).

Programme Schedule

The Programme consists of:

- Parallel Sessions (usually 4 oral presentations)
- Plenary Sessions
- Poster Sessions
- Symposia
- Workshops

After review of the abstracts, scheduling of the program begins. The first step is to schedule the plenary speakers, followed by the symposia and workshops. This forms the skeleton for the scientific program and allows the themes to be highlighted.

The accepted oral presentations need to be combined into coherent sessions. In each session, the presentations should be ordered from first to last. Finally the poster presentation session should be scheduled.

The SC should select session chairs to introduce speakers and manage the sessions. It is recommended to invite local or relevant experts participating in the conference to do so. Clear instructions should be provided to them informing about the need to promote discussion as much as possible.

All these sessions have to be put together in a preliminary program with titled sessions, including meeting room assignments and that has to be circulated for final review and approval by the CC.

In addition, the SC provides a Program Overview which is a list of meeting topics along with program and meeting rooms are assigned. The preliminary program is circulated for final review and approval.

In order to keep the timeline of the event, reminders providing the scheduled time for the presentation must be sent out to all speakers.

Presentations should be kept in the same order as shown in the conference programme. If changes have to be made, these should be done at least one week prior to the presentation so the speakers and audience can be informed of the change (this is to allow individuals wishing to attend sessions for particular presentations to hear the presentation they selected and not miss it due to a time change).

Upload the scientific programme on the web as soon as possible: if possible the preliminary version by the beginning of July and the final one by the beginning of September.

3-Conference management

Registrations desk

The registration desk should be clearly signposted and very accessible. It is essential to avoid queues, thus it is advisable for registration to open early, the day before and if possible to distribute registration documents to the delegates' hotels in advance. On the first day several people should manage the desk, and the rest of the time at least one person should take care. A list of attendees should be prepared in alphabetical order listing the full name, affiliation, professional address and payment status. Have in mind probable payments on site. Have blanks receipts and a facility for cash/cheques to cover them.

Provide to participants a pack with the following documents:

- Conference programmes
- Badges (preferably, slightly smaller than the holder)
- Evaluation sheets
- Additional tickets (e.g. dinner, workshops)
- Additional (tourist) information with map and information in how to get to the hotel and to the venue
- List of emergency telephone numbers
- Giveaway and other material; these may be in the form of pens, memo pads, bags calendars

Have staff telephone numbers and taxis numbers always on hand and do not forget to put together a set of elements to facilitate your work at the registration desk (note pads, paper, sticky notes, pens, pencils, and scissors). Do not forget to have blank badges and spare programs.

All rooms must be verified beforehand to ensure that adequate lighting, heat and ventilation are available.

Stationery

At the entrance of the meeting area display a large map. Using colour-coding show the number of the rooms used for the meetings.

Signposting, preferably colour coded, must be clearly visible. There should be signs at strategic points indicating the direction of the main meeting room, the exhibition hall, the toilets including toilets "accessible" to wheelchairs. It is also very important to have a First Aid Kit, located in a very accessible place.

You will also need to have a lap top computer to either use online or with relevant documents downloaded. Finally, use a wipe board for messages.

A photocopying service might be necessary.

Verification of spaces

All rooms must be verified beforehand to ensure that adequate lighting, heat and ventilation are available. It is also essential to check that the audiovisual equipment works properly.

Speakers and presentations

A preparation room is needed for speakers to check their presentation on computer. This room must be supervised by the audio-visual staff.

In each meeting room, do not forget to create folders for each session to hold presentations together and facilitate saving them. During the breaks, the speaker(s) of the following session should be briefed on all the audio-visual controls. There is a need to provide time prior to each block of sessions for speakers to get their presentations loaded, etc. Make sure that all the necessary programs are available. It should also be mentioned when people can come with their own laptop.

Offline information

Make sure that the most important information can be obtained offline; for instance from the conference booklet. It's preferable to do everything online, but if the Wi-Fi doesn't work and foreign speakers or attendees have burned through their roaming data plan, they have no way to get at the information.

Conference evaluation

The evaluation questionnaire (see [Annex 14](#)) is given on arrival and should be filled in in-situ by all participants. It covers all aspects of the event (logistics, overall impression, impact, benefits, general feedback, specificities, etc.) and it helps INEBRIA to improve the organization of conferences every year. Modifications and adjustments to conference needs are welcome.

Note that in order to encourage responses, conference certificates (for Attendance, Chairs, Presentation and Oral Presentation), will be given to the participants once they had filled up the questionnaires.

4- Conference closing

Administrative closing

In order to close administratively the conference you should pay final invoices, send any receipts, distribute any funds, close bank accounts and submit final financial reports to sponsors and to INEBRIA CC.

Send letters of thanks to speakers, sponsors, supporters, speakers, dignitaries by e-mail as appropriate. Prepare and distribute minutes of any official meetings and make financial reports to sponsors.

Scientific closing

Add presentations to the web if presenter gives permission and finally write up evaluation report.

Publications resulting from the Conference

Publications arising from the conference are strongly encouraged. Any proceedings or journal issues with abstracts or collections of papers must be approved by INEBRIA CC. Requests for approval should be submitted to INEBRIA Secretariat, who will coordinate the request. The SC is responsible for the production of all material that is published in relation to the conference. The publishing process includes providing authors with formatting instructions as well as managing all the details of finalizing papers for publication and submitting them to journals.

Important:

- Do not claim or guarantee that any abstracts will be published. INEBRIA can decline to publish the conference proceedings that do not meet quality standards.
- Do not claim or guarantee that any abstract will be indexed in any database. Indexing services evaluate conferences and independently determine what they will index.
- If you decide that non-presented abstracts will not be published you must clearly communicate this to authors prior to the conference.

Annex 1 - Proforma for proposing an INEBRIA Conference

1. Location, Dates

City

Proposed venue if possible

Proposed dates if any restrictions on these

2. Individuals

Who will be involved? How will they manage the workload?

Including:

Scientific Lead

Organizational Lead (in-house or professional conference organizers?)

Staffing (prior to and during the conference)

Prior experience of INEBRIA? Prior conference organization experience?

3. Criteria

How will the proposed annual meeting advance the aims and objectives on INEBRIA (see website, no more than 200-500 words)?

4. Budget

See budget proforma if helpful

What are the proposed registration fees and on what numbers of participants are they based?

How many local participants are expected to attend?

What additional funding is proposed/possible? Please explain if you intend relying on any external funding to organize the conference that may be contentious (such as that from the pharmaceutical industry or alcohol industry)

Likely best and worst case scenarios for budget?

Annex 2 - Budget proforma for INEBRIA Conference

Expense projections	Estimated High	Estimated Low	Actual
1. Venue	10000	5000	
2. Materials for distribution (programs and giveaways)	10000	5000	
3. Management of registration (website, etc)	6000	4000	
4. Catering/meals—routine	10000	5000	
5. Catering/meals—conference dinner event	3000	1800	
6. Staff (in kind support or paid)	10000	0	
7. Speakers/waived registrations/travel/hotel	10000	5000	
8. Discounted reg fees (allowed for in income)	0	0	
9. Unexpected costs	2000	0	
Total Expenses	61000	25800	

Income Projections	Proposed Fee	Projected Best		Projected Worst		Actual		
	Fee	Numbers	Income	Numbers	Income	Fee	Numbers	Income
Registration Fees (full)	250	120	30000	60	15000	250		0
Registration Fees (INEBRIA members)	200	100	20000	60	12000	200		0
Registration Fees (reduced)	150	30	4500	30	4500	150		0
Extra social dinner	40	60	2400	30	1200	30-50		
Total number of Participants and Income		310	56900	180	32700		0	0

Other Income	Best	Worst	Actual
Government (e.g. direct funding)	10000	0	0
Grants (e.g. funding body)	0	0	0
Sponsorship (e.g. industry)	0	0	0
Total Other Income	10000	0	0
Total Projected Income	66900	32700	0

	Best	Worst	Actual
Projected Profit/Loss	41100	-28300	0

Annex 3 - Draft criteria for deciding the location of future INEBRIA conferences

Primary criterion:

To ensure the annual meeting, which is the main activity of the network, advances the aims and objectives of INEBRIA.

Secondary criteria:

1. Potential for synergy, building on existing national and regional BI initiatives/developments, thus serving broader benefits for the host location.
2. Attractiveness of the location in terms of the likely impact on attendance of existing members.
3. Consolidation of the commitment of existing members by involving them in hosting.
4. Growth capacity, likelihood of attracting new members by locating the conference where many researchers are already active in BI but who are not yet members.
5. Promotion of equity, particularly between countries and regions, for example in capacity building in developing countries.
6. Minimisation of organizational risk, specifically the possibility of the arrangements falling through.
7. Optimisation of the expected quality of the event, for example through the extent of national or regional expertise in the host location.
8. Willingness/likelihood of the host to avail of the support, and permit the influence, of the CC.

Annex 4 - Inebria Objectives

INEBRIA is an international network of researchers, policy makers, practitioners and other stakeholders interested in the potential of brief interventions in health and other settings to reduce the harms produced by alcohol and other drug use. It aims to provide global leadership in the development, evaluation and implementation of evidence-based practice in the area of early identification and brief intervention for hazardous and harmful substance use. Its objectives are as follows:

1. To share information, experiences, research findings and expertise in the area of early identification and brief intervention for hazardous and harmful substance use.
2. To promote best practice in, and encourage the development of, guidelines for the wide dissemination and implementation of evidence-based early identification and brief intervention for hazardous and harmful substance use.
3. To identify gaps and needs for research in the field of early identification and brief intervention for hazardous and harmful substance use, promote international research co-operation and set standards for research.
4. To promote the integration of the study of brief interventions for hazardous and harmful substance use with the wider context of measures to prevent and reduce substance-related harm.

The network currently has 365 members. Although the bulk of the membership is based at present in Europe, the USA and Latin America, INEBRIA seeks new members in all continents of the world. In addition to regular annual conferences, the network supports NGOs and other bodies in organizing and co-sponsoring events and other activities. In addition to meetings, members communicate ideas, request advice, share opinions and new information by means of a Google group, to which it is easy to sign up.

INEBRIA was originally formed in 2004 following the end of the WHO Collaborative Project on Identification and Management of Alcohol Related Problems in Primary Health Care. At the Annual General Meeting in 2011 it was resolved to expand the network to include brief interventions for other psychoactive substances besides alcohol.

The annual scientific meeting is the key event for the network. We have held nine annual conferences located in Barcelona, Spain (2004), MÜNSTER, Germany (2005), Lisbon, Portugal (2006), Brussels, Belgium (2007), Riberão Preto, Brazil (2008), Glastonbury, UK (2009), Göteborg, Sweden (2010), Boston, USA (2011), Barcelona, Spain (2012), Rome, Italy (2013), and Warsaw, Poland (2014).

INEBRIA is supported by a secretariat based at the Health Department of the Government of Catalonia in Barcelona and includes a semi-autonomous branch located in Brazil (INEBRIA-Latina). Jim McCambridge was elected as the President of INEBRIA in 2012, succeeding Nick Heather and Peter Anderson in this role. Strategic leadership is provided by a Co-ordinating Committee who meet quarterly to oversee the development of the network.

Annex 5 - Request for a meeting/event to be co-sponsored by the regional office for Europe of the WHO

- Organization requesting co-sponsorship

Name:

Address:

Phone:

Fax:

E-mail:

Web-site:

- Is your organization a non governmental organization in official relations with WHO?

Yes No

- If not, please state the character of your organization:

international national governmental

regional educational institution commercial enterprise

other - please specify:

- Event/meeting details

Title of the meeting/event:

Date of the meeting/event:

Venue:

Web site (if any):

- Attachments enclosed:

invitation letter draft programme or agenda draft list of participants

other - please specify:

- Has your organization previously applied for co-sponsorship for similar purposes in connection with the same subject matter?

Yes No

If yes, for which meeting/event?

Was co-sponsorship then:

Approved Refused

If approved, please provide a copy of that approval and relevant background documents

- Please specify whether any commercial companies are involved in the meeting/event by way of:

(a) financial support / in-kind support:

Yes No

If yes, please specify type:

(b) organization of the meeting/event:

Yes No

If yes, please specify in what way:

(c) participation in a scientific committee, workshop etc.:

Yes No

If yes, please specify in what way:

(d) other involvement (for example, exhibition, reception etc.):

Yes No

If yes, please specify:

If yes has been answered to any of the questions under section 5, please specify:

➤ name(s) and nature of business of the commercial company(ies) concerned:

➤ will the commercial company(ies) have or be reasonably perceived as having a direct commercial interest in the outcome of the meeting/event?

Yes No

- Please confirm that the influence of WHO will be assured in preparation of the agenda, in selection of speakers and participants, and that your organization accepts WHO's views and policies and active participation in the meeting/event:

- Please list major subjects to be discussed at the meeting/event:

- Would WHO's sponsorship of the meeting/event further the scientific, technical and/or managerial interests of WHO?

Yes No

If yes, in what way?

- Does the meeting/event have political or commercial implications?

Yes No

If **yes**, in what way?

- How would support from WHO facilitate national participation?

- Please state what form the report or proceedings of the meeting/event will take and to whom this will be distributed and confirm that the report/proceedings will be sent to WHO for review and clearance prior to distribution in any form whatsoever:

- Is WHO expected to make a financial (or other) contribution?

Yes No

If **yes**, specify and justify why to do so is in WHO's interest:

- Do you wish to request to use the WHO emblem in connection with the event?

Yes, permission to use the WHO emblem is requested No, use of the WHO emblem is not requested

If **yes**, please complete sections 14 and 15 below and then sign and date this application in the space provided at the end of this document.

If **no**, please sign and date this application in the space provided at the end of this document.

- For which purpose do you wish to use the WHO emblem?

information circular(s) meeting documents
 headed notepaper report/proceedings/other publication
 web site (URL):
 other - please specify:

- Has your organization previously applied for use of the WHO emblem for similar purposes in connection with the same subject matter?

Yes No

If **yes**, was use of the emblem then:

Approved Refused

If you are requesting to use the WHO emblem, please **attach** a proposed final layout showing the approximate location and size of the emblem and, if applicable, the proposed location or size of any other emblem to be used.

Authorized signatory on behalf of the organization requesting co-sponsorship:

Signature:

Date

.....

Name and title:

President of the Inebria Network

.....

Annex 6 - Applications for WHO co-sponsorship

1. Are the subjects to be discussed, and objectives of the event, of direct relevance to the work-plan of [unit/department]?

Yes No

If yes, in what way?

2. Are the subjects to be discussed, and objectives of the event, in conformity with WHO's policies, strategies and priority concerns?

Yes No

If yes, in what way?

3. Would WHO's co-sponsorship of the event further the scientific, technical and managerial interests of WHO?

Yes No

If yes, in what way?

4. Does the event have political implications?

Yes No

If yes, in what way?

5. Would WHO be actively involved in the planning and organization of the event?

Yes No

If yes, in what way?

6. Name of the organizer of the event:

Status of the organizer

- WHO Collaborating Centre
- NGO in working relations with WHO
- NGO in official relations with WHO
- Other

Nature of its work or business:

OBJECTIVE

Membership (if applicable):

7. Would a WHO staff member be participating in the event?

Yes No

8. Please specify whether any *commercial companies* are involved in the event by way of:

❖ financial support / in-kind support

Yes No

If yes, please specify:

❖ organization

Yes No

❖ participation in a scientific or other committee

Yes No

If yes, please specify:

❖ Other (e.g., exhibition, etc.)

Yes No

If yes, please specify:

If “yes” has been answered to any of the questions under section 8, please specify:

❖ the names and nature of business of the commercial companies concerned:

❖ whether the companies might have, or be reasonably perceived as having, a commercial interest in the topics to be discussed at the event:

❖ whether other companies that are known to have an interest in the topics to be discussed have also been invited:

9. Please specify the WHO Region(s) from which participants are expected to come.

10. Is use of the WHO emblem requested by the organizers for use on material related to the event?

Yes No

If yes, please provide details as to the nature of the requested use (e.g., for use on brochures advertising the event; event letterhead; final report.) and please attach draft layout if available.

Use the logo on all the information about the conference.

§§§§§§

Annex 7 - Inebria Cover Letter

Dear Sirs,

On behalf of the INEBRIA Network, I would like the World Health Organization to consider co-sponsoring the INEBRIA Conference that is planned to take place in _____ on the _____

The conference will be hosted, organized and co-sponsored by: _____

We would also like to use the WHO emblem in all the conference flyers, materials and electronic announcements according to the example attached.

WHO has co-sponsored already the most of the previous conferences organized by INEBRIA.

I look forward to receiving a positive reply to our application in the near future.

Yours sincerely,

President of the INEBRIA Network

Annex 8 - Inebria position statement on the alcohol industry

INEBRA aims to provide global leadership in the development, evaluation and implementation of evidence-based practice in the area of early identification and brief intervention for hazardous and harmful substance use. In so doing, one of our objectives is to promote integration of the study of brief interventions for hazardous and harmful substance use within the wider context of measures to prevent and reduce substance-related harm. It is appropriate, therefore, that INEBRIA considers its position with regards to industries whose interests may be in conflict with our aims and objectives, and this statement concerns the private sector alcohol industry.¹ This is increasingly concentrated in large companies acting globally, who seek to influence public policy at national and international levels, in order to advance corporate interests. This position statement follows a report of a working group convened to consider these issues in depth, whose full report is available on the INEBRIA website.

INEBRA believes that the commercial activities of the alcohol industry pose a conflict of interest (COI) of such magnitude that any form of engagement with the alcohol industry may influence its independence, objectivity, integrity and credibility internationally. INEBRIA views any attention given by the industry to brief interventions as likely to be detrimental to evidence-based public health. INEBRIA will therefore manage in a transparent way its relationship with the alcohol industry, as well as seek the same transparency from its members.

INEBRA discourages all members from seeking or receiving funding from, and indeed having any relationships with the alcohol industry. This includes any organizations funded directly or indirectly such as research funding bodies (ABMRF/The Foundation for Alcohol Research and ERAB/The European Foundation for Alcohol Research) and public relations organizations which claim to be concerned with social aspects of alcohol in order to influence policy. A list of these organizations is available on the INEBRIA website, which will be updated regularly.

While membership of INEBRIA will not be contingent on non-receipt of funds from the alcohol industry, all current members and individuals wishing to join INEBRIA will be invited to endorse this position statement. All individuals wishing to present at an INEBRIA meeting will also be required to complete a COI declaration for the work being presented. Members of the Coordinating Committee will also sign a COI declaration and may not have worked with or received funding from the alcohol industry, directly or indirectly, in the 5 years prior to their election date, or during their term of office.

1 “The alcohol industry should be broadly defined to include producers, distributors, sellers and marketers of alcohol, including any company that derives significant revenues from producing, selling or marketing alcoholic products, or products necessary for the production of alcoholic beverages. The alcohol industry also includes beer, wine and spirit trade associations and alcohol social aspects and public relations organizations. INEBRIA draws a distinction between alcohol industry activities within the state sector (e.g. in distribution monopolies) which are managed in the public interest, and those which are in the private sector, where the pursuit of profit motivates industry actions. This position statement is concerned with the latter.

The Coordinating Committee will monitor developments in this area and will make decisions which advance INEBRIA’s aims and objectives, as defined by the statutes, and guided by this position statement.

Annex 9 - Submission of abstracts form

* Type of presentation

- Oral Presentation
 Poster (Measures 110cm x 90cm)
 Symposia (4 presentations, each lasting 20 min. and a general discussion)

Author

*First Name: _____ * Family Name: _____
Primary Professional Title: _____
* Name of Institution: _____ Department: _____
*Mailing Address: _____
Street: _____ Nr: _____
City: _____ ZIP_Code: _____
* Country: _____ Telephone: _____
* Email Address: _____ Fax: _____

* Co-authors (please give full name, degree and city):

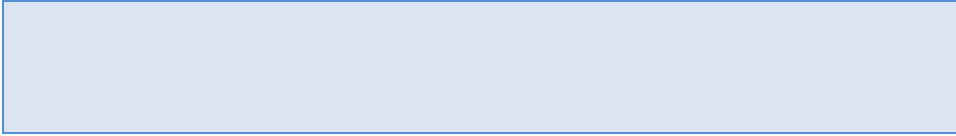
* Conference topics (to be decided for each conference)

* Abstract: Please limit your abstract to 3000 characters with spaces (Introduction, Objective, Methods, Results and Discussion)

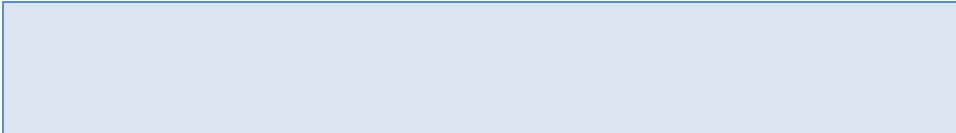
Introduction

Objective

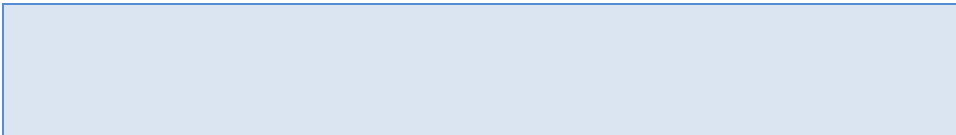
Methods



Results



Discussion



Thank you

Annex 10 - Instructions for submitting the abstracts

INTRODUCTION

INEBRIA is a network of people with common interests and aspirations for brief interventions. Our aims and objectives require us to help raise standards of brief interventions research.

At this stage in INEBRIA's development, the network would like to be as inclusive as possible and conferences are perhaps the best way INEBRIA has to raise the quality of research by enabling people to learn from more experienced researchers and make valuable contacts. Thus, these submission rules are not meant to prevent people from attending our conferences but we do encourage you to submit worthwhile pieces of work of sufficient quality to warrant international attention, and thus as far as possible, meet the standards of prestigious peer-reviewed journals

Abstracts on any aspects of screening and brief interventions (SBI, also known as Early Identification and Brief Intervention (EIBI)) *for alcohol and other drugs use* are welcomed.

Three types of abstracts will be considered (300 word limit—see submission form):

- Research
- Program (clinical or educational) evaluation
- Workshops or experiential or theory-based/generating

1 and 2 Research and program abstracts must include an introduction, a description of the methods, results (even if preliminary) and conclusions.

Note: It is generally not acceptable to state that results are pending without at least providing some preliminary findings. In unusual cases the review committee may accept abstracts of studies that will have very important results that will only be available at the time of the meeting but not at abstract submission time. In such cases, the author should make a very convincing case that major late-breaking results are imminent and will be available and presented.

Workshop and experiential or theory-based/generating abstracts are meant to provide an opportunity for participants to share learning in a less formal and less structured way. This format may be most appropriate for those wanting to share developing thinking on clinical or training experiences, exploration of theory relevant to SBI, qualitative insights gained from implementation, delving into mechanisms of change, and methodological challenges and solutions. These abstracts will include an aim, the question(s) to be addressed, a summary of the anticipated presentation, and conclusions. They will not be eligible for the best abstract selection.

When reviewing, special attention will be paid to the following criteria:

- Clarity (interpretability)
- Originality
- Importance to the field of brief intervention

Individual abstracts

Abstracts submitted individually will be considered for oral or poster presentation (you may choose to have your submission considered for oral, poster, or either). Due to limited time in the conference program, submitting an abstract for consideration for oral presentation only may decrease the likelihood of acceptance.

Oral presentations will be strictly limited to 10 minutes in length followed by an additional 5 minutes for questions. In some years three individual research or program abstracts will be chosen for presentation in a Best Abstract Plenary session. Abstracts submitted as part of symposia are not eligible since by definition they will be presented as part of a symposium. Workshops and experiential or theory-based/generating abstracts are also not eligible for the best abstract plenary.

Poster presentations: An author must be present to display and discuss the poster. Posters will be evaluated for awards during the poster session.

We welcome abstracts on the following topic areas, although anything relevant to alcohol SBI will be considered.

Symposia

A symposium is 90-minute session presented based on a coordinated submission of abstracts that are related. A symposium presentation includes:

- An introduction
- 4 oral presentations based on submitted abstracts
- And a discussion

Each component is 10 minutes total and 5 minutes for questions.

The introduction and discussion may be done by one or two people, who may or may not be presenters of abstracts submitted, one of whom will likely be the Chairperson of the symposium. A Chairperson may only lead one Symposium proposal.

The symposium Chairperson submits a symposium proposal that includes:

- The title of the symposium
- List of the lead authors and titles of the abstracts included in the symposium proposal
- The names of the people providing the introduction and leading the discussion
- Summary of the goals for the symposium (approximately 300 word limit-see submission form)

Note: ****EACH ABSTRACT MUST BE SUBMITTED INDIVIDUALLY** (in addition to and separate from the symposium proposal), **INDICATING THEY WISH TO BE PART OF A SYMPOSIUM AND PROVIDING THE SYMPOSIUM TITLE AND CHAIRPERSON'S NAME.**

Workshops

Workshops should be interactive and encourage active attendee participation. Proposals should describe the learning objectives for the workshop and the anticipated content and learning methods.

Examples of workshops include:

- Sessions for learning brief intervention skills
- Discussing implementation of brief interventions
- Discussions of research methodology issues
- Demonstration of educational material
- Demonstration of Information Technology tools utilized for conducting brief interventions

The key consideration for workshop selection (aside from relevance to alcohol or drugs brief interventions) is that the topic or approach proposed is best suited for small group interactive learning. In addition, workshops may be appropriate for brief presentation and discussion of preliminary findings from clinical, educational and research programs that are better discussed in this format than in abstract format.

Workshops will be 90 minutes in duration.

Funding Declarations and Conflicts of Interest

For all types of abstracts full information on all relevant funding sources must be provided and a statement on possible conflicts of interest must be included. Where no such conflicts exist, author should state this. Studies funded directly or indirectly by the alcohol industry will not be accepted.

Annex 11 - INEBRIA COI Declaration Form for presenters at the annual conference 2015

Guidance for authors

The corresponding author should use this form to declare all funding sources and competing interests for the presentation being submitted. ALL authors are requested to disclose to the corresponding author any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within three years of beginning the work submitted that could inappropriately influence, or be perceived to influence, their work. Authors should use the following questions to declare funding sources and to decide whether they have any competing interests:

1. Funding sources

1.1. Funding sources for this work

List all funding sources for the work. If the present work was supported directly or indirectly by the alcohol industry, or by third-party organizations funded by the alcohol industry, please give both the name of the organization (e.g., the International Center for Alcohol Policies) and describe its connection with the industry if that connection would not be apparent to the conference participants. If none declare "None"; if yes, please describe organization and type of financial award. Please see list of organizations at <http://www.parint.org/isajewebsite/conflict4.htm> for examples.

2. Competing interests: Financial support of other work & employment

2.1 Have you in the three years prior to the beginning of the work accepted financial awards from an organization that represents an interest which may in any way be affected financially from the kinds of research described in your original study. Please declare any direct or indirect connections with the alcohol industry, or by third-party organizations funded by the alcohol industry, regardless of whether the funds are connected with the present work. Awards that should be declared include: reimbursement for attending a symposium; a fee for speaking; a fee for organizing education; funds for research (other than those declared above); travel funds to attend a meeting; or fees for consulting. If none declare "None"; if yes, please describe organization and type of financial award.

2.2. Have you in the three years prior to the beginning of the work been employed by an organization that may in any way be affected financially from the kinds of research described in your study or the topic of your review, editorial, or letter? Do you hold any stocks or shares in an organization that may in any way be affected financially from the kinds of research described in your study or the topic of your presentation? Have you been paid to serve as an expert witness on the subject of your presentation? Do you have any other competing

financial interests? If none declare “None”; if yes, please describe organization and type of employment, stocks, or paid activity.

3. Competing interests: Non-financial

3.1. Do you have any significant or obvious non-financial competing interests (real or apparent) that should be known about in order to judge the objectivity of a particular article or other work? If none declare “None”; if yes, please describe.

** Required info*

In accordance with Article 5 of Organic Law 15/1999 of 13 December on Personal Data Protection, we would like to inform you that your personal data has been collected, incorporated and processed in an automated file called “Information Submission and Registration” of Gencat in order to process the publication required by the citizen. The body responsible for the file is the Directorate-General for Citizen Attention. The individual concerned will be able to exercise his or her right of access, correction, deletion and opposition at the following address: Via Laietana, 14, 3r, 08003 Barcelona.

The deadline for submission of abstracts is _____

Forms of contributions: Please submit the abstract for your proposed contribution (oral presentation, poster or symposia) using this on-line [form](#).

SUBMIT ABSTRACT



Annex 12 - Revision of abstracts instructions

Thank you again for agreeing to review the abstracts for the annual INEBRIA Conference.

Please read this entire message carefully as it contains specific information about how to review.

Conflict of Interest Policy

These abstracts are blinded (you will not see author names or institution; each abstract is numbered and titled). Keep in mind that we have assigned abstracts randomly for review so you may recognize one as yours or that of one of your colleagues.

If you recognize an abstract as either:

- Belonging to yourself
- Belonging to a close colleague of yours
- It is an abstract that would present a conflict of interest for you to rate for any reason

Please let us know which conflict exists and do not review the abstract.

Specific Instructions

Authors were provided with the following instructions. Please have them in mind when reviewing the abstracts.

There are three abstract categories: (1) Research, (2) Program Evaluation, and (3) Experiential or Theory-Based/Generating. The main difference among the categories is in the expected content of the abstracts.

There are also abstracts that are part of symposia (that consist of 4 abstracts and a summary to be presented during a single session) and abstracts that describe workshops.

If you would like a reminder of the abstract types, see the descriptions in the attachment to this email entitled INEBRIA Submission Instructions.

Individual Abstracts and Workshops

- You will be asked to recommend individual abstracts for poster or oral presentation. To choose, please take into account the author's preference that is displayed and the format you believe would be best. In general, abstracts for oral presentation should have higher ratings (there are limited time slots) and be very clear and well organized. For workshops, confirm you recommend it as a workshop. If an abstract does not meet the criteria of quality for an oral presentation, propose poster only if the quality is somewhat ok or reject.

- Read and rate the abstract/workshop with attention to 3 criteria (that were given to submitters):
 - Clarity (interpretability)
 - Originality
 - Importance to the field of screening and brief intervention (SBI)
- For workshops, the main consideration is that they should be best suited to a format that involves small group discussion and interactive learning.
- When finished reviewing each abstract, click “send” at the bottom of the reviewer page. You will have to review a list of submissions.

Symposia

- If you have been assigned to review a symposium, you will receive all 4 of the individual abstracts associated with that symposium. Please rate Each Individual abstract AND then rate the symposium as a whole. Read further for clarity:
- You will also be asked to:
 - Rate the symposium as a whole using the full range from 1 to 5 where 1 is best (question X on the reviewer form)
 - Indicate whether the abstracts fit together well to be presented in one session, and also if the abstracts would be better presented separately as individual abstracts
- NOTE: You should not answer questions 9, 10 and 11 on the reviewer form until you have read all of the individual abstracts that comprise the symposium submission.
- We recommend that you open each abstract that is part of the symposium first, read through all four and the symposium summary, and then rate each and save each rating. You may want to print each abstract in the symposium to review side by side or simultaneously BEFORE saving. You may do this in whatever way you wish but please realize that once you save a rating you will be unable to edit your responses.
- When finished reviewing each abstract in the symposium, click “save” at the bottom of the reviewer page.

Thank you for your contributions to the abstract review process for the annual INEBRIA Conference!

Please direct any questions or concerns to: inebria@gencat.cat.

Annex 13 - The Nick Heather Lecture

Throughout his career Nick Heather has made major contributions to both furthering understanding of the nature of alcohol problems and to the evidence-base on how to respond effectively to them. In the 1980s he provided ground-breaking articulations of the emerging scientific consensus on the limitations of the disease model of alcoholism and the need to develop a public health perspective. He was an early pioneer of brief interventions, and has continued in the subsequent decades as a leader in the development of research and practice in this area. He was active in fostering internationally important collaborations and was the founding president of INEBRIA.

The Nick Heather Lecturer will be selected by the INEBRIA Coordinating Committee in advance of the annual conference. The Lecturer will be invited to present a lecture of up to one hour with any title and on any subject they choose, so long as it advances understanding of the nature of alcohol and other drug problems and/or how to respond to them. They are encouraged to be unafraid to question and to challenge conventional wisdom, poor evidence and weak translation into policy and practice. The lecture should be designed to show leadership to the field globally, in keeping with their views on where and how it is most needed.

The first lecture was given by Nick Heather himself.

Annex - 14 Conference Evaluation Questionnaire

Please complete the following questionnaire in order to help us to evaluate the conference.

1. Personal information

a. Name (optional): _____

b. Country: _____

c. Gender: 0. Male | 1. Female

d. Inebria Member: 0. No | 1. Yes | 2. Don't Know

2. Indicate the category that best describes your work position:

1. Politician/Decision maker

4. NGO

2. Policy Adviser

5. Health professional

3. Public Health

6. Other: 2a. _____

3. Please check the two most important logistical factors that influenced your decision to attend this conference: 3a = factor 1, 3b = factor 2

1. Location

3. Networking opportunities

2. Conference dates

4. Other: 3c. _____

4. Overall impression of the conference?

1. Excellent

4. Poor

2. Good

3. Fair

5. Very Poor

5. The potential impact of the conference Please rate the following statements on a 5 point scale: 1=not at all satisfied, 2=somewhat satisfied, 3=satisfied, 4=very satisfied, 5=strongly satisfied.

	1	2	3	4	5
a. Opportunity for interaction with attendees (colleagues)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Opportunity for interaction with or by trainees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Personal competence increased	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Valuable for my daily work activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Contributes to improve regional policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Did the conference...

	1. Yes	2. No
a. Help you to develop a new collaboration?	<input type="checkbox"/>	<input type="checkbox"/>
b. Help you to strengthen an existing collaboration?	<input type="checkbox"/>	<input type="checkbox"/>
c. Help to develop your SBI research ideas?	<input type="checkbox"/>	<input type="checkbox"/>
d. Inspire plans to implement new SBI studies?	<input type="checkbox"/>	<input type="checkbox"/>

7. Administrative Feedback Please rate the following statements on a 5 point scale: 1=strongly disagree, 5=strongly agree.

	1	2	3	4	5
a. I received sufficient information on the conference in advance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Information via Email was effective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Information provided on the website was useful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. General Conference Feedback

Please rate the following statements on a 5 point scale: 1=strongly disagree, 5=strongly agree

	1	2	3	4	5
a. The issues raised at the conference were important and useful to deal with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The duration of each session was appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The individual presenters had adequate time to present their material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The subjects covered at this conference were relevant to my work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The conference provided adequate networking and collaborative opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. The number and length of breaks were adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. The social program was attractive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. The concurrent sessions helped me to increase my knowledge and skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Was the conference...

1. Too many days	2. Too few days	3. Just the right number of days
------------------	-----------------	----------------------------------

10. How many days should this conference be (including preconference)?

1. 1 day	2. 2 days	3. 3 days
----------	-----------	-----------

11. Were the days at the conference...

1. Too long	2. Too short	3. Just right
-------------	--------------	---------------

12. Particular Aspects of the Conference

Please rate these on a 5 point scale: 1=inadequate, 5=excellent

	1	2	3	4	5
a. Plenary/large group sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Concurrent oral abstract presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Concurrent Symposia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Concurrent workshop presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Small group sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Conference dinner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Reception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Venue (hotel, conference space)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. Any comments on the best sessions?

14. Any comments on the worst sessions?

15. Any comments on the format of the overall conference?

16. Any recommendations for future conference format and content?