

Objective

The main objective of the Chair is to help organise a well-run, scientifically successful and financially viable conference. In achieving this, we would recommend the following guidelines.

Role of the Chair:

- Select a high-quality programme of speakers
- Make informal invitations to speakers
- Select contributed oral presentations and posters from abstracts submitted
- Finalise the conference programme
- Advise Abcam on potential sponsors/exhibitors
- Advise Abcam of any known competing meetings
- Keep Abcam informed of progress
- Act as champion of the meeting and seek opportunities to promote the meeting

Abcam (Events Team) will:

- Take on the financial risk of running the meeting
- Set appropriate registration fees, in consultation with the Chair
- Set the scale of expenses to be paid to speakers, in consultation with the Chair
- Issue formal invitations to speakers
- Formally accept (or otherwise) contributed orals/posters
- Advertise and promote the conference
- Seek and formally liaise with sponsors/exhibitors
- Identify, negotiate and sign all contracts relating to the venue
- Arrange all accommodation, social programmes, suitably equipped lecture theatres and other rooms such as poster venues
- Advise on marketing strategies and timelines
- Produce all conference materials, printed and web based
- Keep the conference Chair informed of progress

Early actions:

- Date suggestions
- Venue suggestions
- Make informal invitations to speakers
- Provide text on aims/sessions/themes of conference for marketing material