IIS Board of Trustees Meeting 18ᵗʰ March 2012

Present: Dave Hesk, George Ellames, Carolee Lavey, Brad Maxwell, Alex Susan
Also present: Jens Atzrodt, Volker Derdau
Apologies for absence: Ruth Hough Engel

1. Heidelberg Update

JA and VD updated the BoT on the current status of the Heidelberg meeting. Prior to the meeting JA and VD provided the BoT the most recent monthly report on registrations, abstract submissions, exhibitor registrations from the University and an updated budget. As of the most recent report there were 55 registrations which based on attendance from past meetings is roughly in line with expectations given the meeting is still 5 months away. There are currently 24 abstracts submitted with about two weeks before the early registration and submission deadline. A reminder announcement to the IIS membership was sent out late last week at the end of April. VD stated that there are plans to draft a preliminary scientific programme in May. Currently there are 16-17 exhibitors registered, with a number of additional possibilities yet to register. JA stated that he will ensure the BoT are copied on the monthly updates as they are released.

JA and VD noted that registration from the US and UK is low and that based on feedback from a number of the session chairmen, overall attendance from these regions will be low due to increasing travel restrictions by companies and overall reduction in travel budgets. CF also noted that obtaining sponsorship commitments from US companies is also proving to be very challenging and will provide an update to the organizers. A discussion was held regarding mechanisms to further promote the conference, particularly with regards to participation from the US and the UK. The meeting has been announced in JLCR and the Conference website has been linked to the websites of other major institutions and conferences, such as ISSX. BM suggested using the ACS running calendar to promote the conference, which is provided free of charge. In addition the American Association for Pharmaceutical Sciences could also be used to advertise the conference. CL suggested contacting Wiley about the potential to place an advertisement on the homepage.

DH stated that he will take care of ordering the award plaques for the IIS and Melvin Calvin award recipients and BM added that the award winners have been contacted and instructed regarding their travel arrangements, accommodation, registrations, etc.

The BoT discussed the current status of the budget with JA and VD. It is currently projected that around 120 paid attendees will be required for the conference to become self financing.

At the conclusion of the discussion the BoT thanked JA and VD for all their efforts in the organization of the conference and also pledged to work to try to increase attendance from the US.

2. Membership Report

DH reported that the membership renewal process is well underway. Some positive response has been obtained from non-member attendees of the North East US, UK and CED meetings. DH will send out a reminder email to non responders in the next 2 weeks.

Action: DH to Email a reminder to members who have not yet renewed their IIS membership.

Currently there are 197 Paid members through the end of 2012, 5 life members and 54 members from 2011 yet to renew. Together with the membership from Romania, Russia and China, the membership total stands at 342.

DH will also send out an invoice to the Romanian and Russian Chapters for their Associate Membership dues.

Action: DH to invoice Romanian and Russian Chapters for Associate membership dues.

In addition DH has also collected responses to join the new Google based IIS Discussion groups with the majority of responders indicating that they wish to join all three groups. BM stated he has released the administrator rights to the leads for the three groups. GE noted that should one or more of the Discussion groups reach the size that qualifies them for a BoT representative, members of multiple groups would have to select the one they wished to represent them on the BoT.

3. Elections update

BM updated the BoT on the 2013-2015 elections. At the close of nominations, three candidate applications were received for President, one for vice-President, one for Executive Secretary, one for Chief Financial Officer and two for the positon of Regional Trustee for Europe. Following discussions with the Elections Committee, it was decided t

Action: DH and BM to send out a reminder email to the membership calling for nominations.

Action: BM to contact Slava to simplify the access to the election application form.

DH stated that he has drafted three ballot forms which will be sent out separately by global region. The ballots will have the same nominations for President, Vice-President, CFO, and Secretary but will also have a different Regional Trustee depending on the geographic region. CL noted that for a region to qualify to have a Regional Trustee on the BoT, the membership of that region must be at least 10% of the total IIS membership.

4. Heidelberg Update

JA updated the BoT on progress with the Heidelberg meeting. The conference registration and abstract submission tool is now live on the conference website and email announcements have gone out to the entire IIS membership. Details on the

conference have also been posted on the IIS website. To date there are 6 registrations, 7 exhibitors and 2 sponsors. In response to a question from AS, JA confirmed that all Plenary and Invited speakers have been confirmed. JA also stated that a block of 20 rooms have been reserved in one of the hotels for the Plenary speakers which could also be used for the IIS and Melvin Calvin award recipients.

Detailed instructions have also gone out to each of the session chairmen providing information on how to access the submitted abstracts for their respective sessions. JA also reported that the symposium treasurer will be providing frequent financial updates to the BoT.

Action: JA to contact the Symposium Treasurer to provide update on the budget.

As was done at past symposia, with the exception of the IIS and Melvin Calvin award winners, speaker expenses will be covered out of the symposium budget. JA stated that the organizers are being very cautious with offering expenses to speakers and noted that interest in the conference remains high in the absence of significant financial support for the plenary and invited speakers. Break even for the conference is projected at about 150 registrants. While this appears based on previous attendance to be a modest total, it was agreed in light of current travel restrictions being imposed by many companies, it will still require significant effort to reach this level of attendance and that every effort to widely publicize the meeting will need to be made. Wiley has offered to advertize the meeting on the back cover of JLCR for the next two issues and will consider whether it would be possible to advertize in other chemistry and DMPK based Wiley journals.

The Melvin Calvin and IIS award winners have been notified and as stated earlier, their travel expenses and registration will be covered from general IIS funds which will be reimbursed by RHE after these expenses are submitted by the award recipients. The Melvin Calvin award will be given at a special session of the symposium, which will include a lecture given by the award recipient. The IIS awards will be given out at the symposium banquet.

JA also stated that the organizers are in discussions with Wiley as regards publication of the conference proceedings. It has been decided not to publish all the extended abstracts as separate articles in the Proceedings as per the Edinburgh meeting due to the negative effect on the impact factor of JLCR. In addition based on negative feedback from the authors of the extended abstracts that were grouped together and published as a complete session article following the Chicago meeting, it has been decided not to repeat this process. Hence a special edition of JLCR will be published which will contain selected peer reviewed full length articles.

Production and distribution of the Conference handbook is still under discussion with Wiley, with a view to possibly making this available to all JLCR subscribers and then distributing this at the conference to attendees.

5. AOB
None.

Next BoT meeting
This will be held around March 2012 and will be organized by AS.

 David Hesk
 IIS Executive Secretary