

IIS Board of Trustees Meeting March 27th 2009

Present: John Allen, Crist Filer, Dave Hesk, Scott Landvatter, Brad Maxwell, Alex Susan, Bill Wheeler.

Also Present: Gary Rotert.

1. Chicago Update

BM updated the Board on the status of the Chicago meeting. As of 27th March, 96 registrations had been received. This is broken down into 47 IIS members, 2 students, 7 from the SWBA, 11 vendors, 14 non-members and 16 guests. BM noted that early registration does not close for another month and historically registrations tend to dramatically accelerate about 2 weeks from the deadline.

In terms of financials, a total of about \$95,000 has been ordered through the Cvent registration process with about \$71,000 received 'on line' through credit card payment. Approximately \$24,000 is due from registrations which will be paid by check. As BM receives these check payments they will be forwarded to DH for payment into the Synergy account. DH will then transfer the funds to the symposium account managed by SL on a regular basis.

BM noted that overall the registration process has gone very smoothly. A number of registrants have been able to firstly register and at a later date modify their registration to submit an abstract. The only major issue with the process to date, which has now been resolved, was that the monthly \$ limit for 'on line' transactions was exceeded shortly after the registration went live. This resulted in a number of registrations that were unable to be completed. BM added that the monthly \$ limit has since been increased and this has resolved the problem.

BM stated that during the Chicago BoT meeting, he plans to demonstrate a number of the Cvent reports and features to the members of the BoT. This will enable the Board to determine whether the Cvent process would be applicable for future International Symposia. In response to a question from BW about whether the Cvent website is ready to be set up for future meetings, BM responded that the Chicago organizers currently have a one contract with Cvent which runs through July/ August 2009. BM added that it was decided on a one year contract to allow the organizers to evaluate the Cvent process, but it would possible to contract Cvent to run future meetings if future meeting organizers wished to do so. BM also noted that the Cvent process is organized so that most of the set up can be copied and re-used from meeting to meeting. DH noted that the majority of the work would involve updating and loading the email lists.

BM stated that the hotel in conjunction with Mary Hansen is finalizing the vendor information packages which should go out electronically in the next two weeks. In

addition BM stated that vendor booths are currently being assigned in the order of received registrations.

In terms of abstracts, a total of 28-30 abstracts have been received as of March 27th. Of those as would be expected, the majority have been submitted for the long lived isotope sessions on Monday and Thursday. Of some concern is the lack of abstracts submitted for the Production of Isotopes Session, which was scheduled to offer members of the WCI a chance to participate in an IIS meeting. BM plans to follow up with the WCI on the status of the Production of Isotopes Session.

WCI plans to send a delegation of 12-14 people to attend the conference. They have also accepted an invitation to attend the joint BoT/BoR meeting.

BM stated that he has contacted the International Atomic Energy Agency (IAEA) to request travel funds for participants from developing countries to attend the meeting. The IAEA have offered \$3,000 in travel funds for 3 speakers, with the requirement that the IIS waive the registration cost for the speakers. BM agreed with the IAEA contact that the sponsorship money will be paid to the IIS and that it will be paid to the sponsorship recipients upon submission of an expense report. The IAEA also asked that the IIS make this request formally in writing on IIS letterhead, which BM stated he had completed.

BM then initiated a discussion regarding requests for waived registrations from members of the IAEA and the WCI in attending the symposium. It was agreed by members of the BoT that as the Society is a self sustaining not for profit organization, that these requests should not be granted, which is consistent with IIS policy on expense reimbursements. In general the only expenses paid at a Symposium are for the Plenary Speakers, IIS and Melvin Calvin Award winners and selected invited speakers in the scientific sessions, which are paid out of the session budget.

In terms of the Hilton reservations, a total of 42 rooms have been reserved as of March 27th. 23 rooms have been reserved on Saturday evening before the start of the conference. BM plans to contact the Hilton to reduce the size of the room block as it is increasing likely that the original room block of 300 rooms will not be met. In response to a question from DH about total attendance projected by the organizers, BM stated that 200 to 250 is the targeted range.

Instructions to the Session Chairmen were given out on how to manage the submitted abstracts. After the close of early registration, the sessions will be finalized and the conference programme completed. The organizers along with the SWBA organizers plan to visit Chicago in mid May to finalize details with the hotel.

As of March 27th, 59 registrants had signed up for the IIS symposium banquet and 16 registrants had signed up for the SWBA function.

Through data collected through Cvent, it has been found that only about 15% of the emails sent out have been opened and that only about 50% of IIS members have visited the conference web site. It is likely that company firewalls are preventing a number of emails reaching their intended recipients. The organizers plan to make a series of telephone calls to groups who have not yet responded to the emailing and confirm that they are aware of the conference. It is also planned to send out additional emails through Cvent informing potential registrants about the numbers of people who have already registered, the number of abstracts etc., to boost attendance at the conference. BM also plans to post updated information regarding the number of registrants, vendors, abstracts etc on the IIS website. In response to a question from JA regarding the number of registrants from Europe, BM stated about 20-25% of the total registrants were from Europe.

The proceedings of the conference will be published as an edition of the Journal of Labelled Compounds and Radiopharmaceuticals. BM stated that he has been in contact with Wiley to establish the guidelines for authors to prepare and submit their articles.

The BoT meeting will take place on Sunday June 14th between 10am and 12 noon. After lunch, the joint BoT and BoR meeting will take place between 1 and 3pm, where the WCI will be invited to attend. The IIS business meeting will take place on Monday June 15th during the morning session.

In response to a question about sponsorship and the various sponsorship levels available, CF stated he would email the BoT the information.

Post meeting note: CF emailed sponsorship information to the BoT members.

2. Financial Report

SL stated that the state of Illinois has denied the IIS tax exempt status. SL will forward the notification letter to BM to provide to the Chicago Hilton.

3. IIS Elections

CF stated that the elections for the 2010-2012 BoT are currently in progress. The deadline for receipt of election ballots is April 15th.

4. AOB

JA stated that a proposal to host the 2012 International symposium is being put together and will be presented to the joint BoT/BoR meeting in Chicago.

Next teleconference

BM will update the BoT with the registration data upon conclusion of the early registration period. A teleconference will be held if deemed necessary.

David Hesk
IIS Executive Secretary