



## **GUIDE FOR THE ELECTION OF THE HOST CITY FOR THE MEETING OF THE LATIN AMERICAN SOCIETY FOR IMMUNODEFICIENCIES (LASID)**

### **VII LASID MEETING 2021**

#### **IMPORTANT DATES\***

Opening presentation letter of intent (p. 3)	<b>July 1, 2019</b>
Close call presentation letter of intent (p. 3)	<b>July 10, 2019</b>
Response to letters of intent Presidency (p. 3)	<b>July 15, 2019</b>
Open call formal presentation of venue (p. 3)	<b>August 1, 2019</b>
Close call formal presentation of venue (p. 3)	<b>August 15, 2019</b>
Publication of submissions of presentations via web and e-mail (p. 3)	<b>August 20, 2019</b>
Opening virtual vote (p. 6)	<b>September 1, 2019</b>
Close virtual vote (p. 6)	<b>October 8, 2019</b>
Announcement LASID meeting new venue (LASID2019)	<b>October 11, 2019</b>

**\*Changes might happen if special requirements are met before deadlines. See the document below**

#### **INTRODUCTION**

The Latin American Society for Immunodeficiencies (LASID) has the mission to promote awareness of primary immunodeficiencies (PID) in Latin America. As such, one of its major objectives is to promote medical education and interactions between the medical and scientific community, and to foster basic and clinical research in these diseases. The LASID biannual meeting is an educational initiative aimed to achieve these objectives and we have developed this guide in order to facilitate the process of nominating a host city and organizing the presentation of a venue for the next LASID Meeting to be held in October of 2015.

Our society had its foundations in the Latin American Group for Immunodeficiencies (LAGID) an interest group that was born in 1993 during<sub>1</sub>

the ALAI Congress in Santiago (Chile), and LAGID held its first meeting in Buenos Aires (Argentina) in 1994 (see table). Following that initiative, a number of LAGID meetings were held almost annually until 2009, when LAGID became LASID and the first LASID Congress was held in Cartagena de Indias (Colombia). The following table summarizes the different countries and cities that have hosted LAGID and LASID Meetings until the most recent in Santiago in October of 2013.

	YEAR	COUNTRY	CITY
<b>LAGID</b>	<b>1994</b>	<b>Argentina</b>	<b>Mar del Plata</b>
	<b>1996</b>	<b>Chile</b>	<b>Santiago</b>
	<b>1997</b>	<b>Colombia</b>	<b>Medellín</b>
	<b>1998</b>	<b>Brazil</b>	<b>Sao Paulo</b>
	<b>1999</b>	<b>Uruguay</b>	<b>Punta del Este</b>
	<b>2000</b>	<b>Costa Rica</b>	<b>San Jose</b>
	<b>2001</b>	<b>Argentina</b>	<b>Buenos Aires</b>
	<b>2002</b>	<b>Brasil</b>	<b>Campinas</b>
	<b>2003</b>	<b>Mexico</b>	<b>Cancun</b>
	<b>2004</b>	<b>Chile</b>	<b>Santiago</b>
	<b>2005</b>	<b>Mexico</b>	<b>San Miguel de Allende</b>
	<b>2007</b>	<b>Brazil</b>	<b>Sao Paulo</b>
	<b>LASID</b>	<b>2009</b>	<b>Colombia</b>
<b>2011</b>		<b>Mexico</b>	<b>Mexico City</b>
<b>2013</b>		<b>Chile</b>	<b>Santiago</b>
	<b>2015</b>	<b>Argentina</b>	<b>Buenos Aires</b>
	<b>2017</b>	<b>Brazil</b>	<b>Sao Paulo</b>
	<b>2019</b>	<b>Mexico</b>	<b>Cancun</b>

In addition, LASID has been encouraging the participation of patient organizations in our meetings. Starting in 2009, our Society has been inviting Organizations such as the International Patient Organization for Primary Immunodeficiencies (International Patient Organization for Primary Immunodeficiencies, IPOPI) and the Jeffrey Modell Foundation amongst others, to actively participate in the LASID meetings, either through a meeting of its affiliated organizations or adherent patients and/or symposia and special activities. Our policy is to continue with this initiative and therefore, the **Local Scientific Committee (LSC)** that is awarded the Organization of the next LASID meeting, must consider a parallel day within the program for these organizations to actively participate according to the guidelines of the local scientific committee (see below).

## GENERAL INFORMATION

- A. **DATE OF THE EVENT.** The LASID meeting must be held biannually in October of each odd year (see chart for LAGID/LASID events). The dates must be carefully considered (see below) and the LSC must consult about potential conflicts that may exist with other events that can compete with the LASID meeting. Should this occur, the LSC might consider alternative dates but always trying to stay in October. Exceptional considerations will be made to move the dates to the month immediately preceding October or after it.
- B. **DURATION OF THE EVENT.** The duration of the Congress is 3 days. The proponents may nevertheless, consider a pre-Congress day or similar, if there is a possibility of financing and there is interest from potential attendants. The LSC will determine the topic(s) as indicated.
- C. **INFORMATION FROM PAST EVENTS THAT MUST BE CONSIDERED.** The LASID meeting has been growing considerably in attendance and more visibility internationally since its first event was held in Colombia. This means that planning must consider the following aspects:
- Attendance: the average attendance in the past 3 Meetings: around 500 people.
  - Location: the LSC must consider a main hall with an average capacity of 400 people for the general conferences. Consider a living room with minimum capacity of 50 people for patient organization's related events. It is possible to consider some other type of physical space for conducting a pre -conference or a satellite symposium (at the discretion of the committee promoting the event) event.
  - Posters: the average share of original work in poster format in the 3 previous LASID meetings was 100-150. For the continued development of these activities a lounge of about 500 square meters will be required. Alternatives to present electronic posters can also be considered and might require slightly less space.
  - The format and presentation of the Meeting must be retained as follows: VII Meeting of the Latin American Society for Immunodeficiencies (LASID) - LASID Meeting 2021.
- D. **APPLICATION FOR THE VENUE OF THE NEXT CONGRESS.**
- The LASID president will make a call for the nomination of cities starting in **July 1, 2019**, through the LASID website and via email to all its active members. Continuous reminders will be sent to achieve a good call.
  - **Letter of Intent**: The nominations for the next city and venue for the biennial LASID Meeting must be made as a **letter of intent** by the<sub>3</sub>

LSC, from the date of the opening of the call (see above) until its deadline on **July 10, 2019**, and preferably in English. The **letter of intent** should be addressed to the LASID presidency, detailing location, potential dates, preliminary scientific committee (5 National members) and the name(s) of a potential Agencies or Organization(s) that might be in charge of organizing the logistics of the Meeting (see below).

- **Timeline:** The LASID president will have 5 days starting from **July 10, 2019** to answer the letters to the LSC, denying or approving them and communicating the results via email. The LSCs will receive notification of the results on **July 16, 2019**. Then on **August 1, 2019**, the president will invite the selected LSCs to formulate and submit the official presentation of the application of the venue. The deadline for submissions will be **on August 15, 2019** (see below) and the presentations must be sent to [president@lasid.org](mailto:president@lasid.org). On **August 20, 2019** all accepted proposals will be posted on the LASID website and sent via email in pdf format for general viewing during. On **September 1, 2019**, virtual voting will proceed by personal invitation via email (see below). A link will be sent to all members who are accredited to vote.
- **NOTE: LASID PRESIDENCY will only be the authorized distributor of the material to its members and LSC should not distribute any material until the closing of the bid and the new host city is announced.**

### **DEFINITIVE PROPOSAL FOR PUBLIC PRESENTATION OF HOST CITY FOR LASID2021**

- E. **PREPARATION OF THE PRESENTATION OF THE PROPOSAL.** The proposal must be in **ENGLISH** (Spanish and Portuguese can be used as complementary versions and might be posted on the web as well and sent via email). PowerPoint will be the standard for presentation (compatible website version must be used, please consult the webmaster for details). If you want to include the official logo of the Society, it shall be requested to the address: [president@lasid.org](mailto:president@lasid.org)
- F. The Proposal must be ACCURATE AND EASY TO READ AND BRIEF:
1. **Presentation of the host city and country:** geographic location, altitude, climate at the time of the Meeting, number of inhabitants, currency, facilities for the achievement of local and foreign currency, etc. Major transportation (airport, ground transportation, etc.).
  2. **Preliminary program:** schedules from start to completion of the scientific sessions, schedules for registration, presenting lectures, posters and oral presentations, etc.

3. Possible list of **local and international speakers**.
4. Presentation of possible **physical location of the event**: address, access, facilities, technical specifications (main living rooms and satellites), estimated room and board costs per person, etc.
5. Brief description of **other scientific events** (at least 2) of importance that have been held in the host city in the past 3 years.
6. Presentation of the **commercial area**: physical space estimated costs and possibly, letters of intent from potential sponsors or otherwise a brief presentation of a plan to approach and contact the industry and other potential sponsors.
7. Brief Description of costs of **air and ground transportation** with estimates per person.
8. Possible **accommodation** including hotels, inns and others, defining their category (high-to- low cost) and geographical location with respect to the physical location of the event. Provide an estimate of the number of hotel rooms in the area of influence of the event to estimate the total capacity.
9. Brief description of **social events**: Opening Reception, Opening Ceremony and Reception closing of the Meeting. These events should prevail for all members and attendees, so the social events hosted by industry and other organizations must be considered in order to avoid potential conflicts. Dinner for the guest speakers and entertainment event for attendees.
10. **Sightseeing and shopping**.
11. **Electronic references and links** to the city and its attractions.
12. Submission of a **preliminary proposal for overhead image** of the Meeting for distribution for promotional purposes.

## Other Recommendations

- The presentation should be no more than 25 slides in total and must be appropriately illustrated with the necessary information, avoiding too many details so it does not become difficult to read.
  - Audio and video can be embedded in the presentation without making it too heavy for easy posting on the LASID website (see webmaster for details).
  - **IMPORTANT: All Proposals will be sent to an appointed committee of members chosen by presidency to select only the ones that meet the requirements indicated in this guide.**
- G. **DEFINITION OF AN AGENCY FOR THE LOGISTICS AND GENERAL ORGANIZATION OF THE LASID MEETING.** The LASID meeting is an international event that is widely recognized throughout the world. Therefore, the Agency (is) selected to manage and organize the Meeting must be carefully considered. Only registered agencies with

- proven expertise must be considered by the LSC.
- H. **ORGANIZING AGENCY.** The proposal must include one or more possible names of national / local Agencies that could potentially organize the event. However, once the **letter of intent** is approved, the proposal will only include 2 possible Agencies/Event organizers. The LSC must substantiate the experience of the chosen Agencies in the organization of international events (see details below).
- I. **FUNDING OF THE EVENT.** The approval of the letter of intent by LASID means that the LSC should include a timeline of to the event with possible funding sources from varied sources such the government, non-governmental agencies, the pharmaceutical industry, both national and international.
- J. **FUNDING FROM LASID.** According to the approved budget of LASID for the previous year, a percentage will be set apart for the initial organization of the Meeting. This support will be defined by the Board of LASID in agreement with the presidency, and not less than the amount of 2000 USD or its equivalent in foreign currency.
- K. **ECONOMIC BENEFITS DERIVED FROM CONGRESS.** The surplus for the year of the event should have a distribution that looks like this:
- o 70 % for LASID
  - o 30 % for the Local Organizing Committee
- L. **IN THE ABSENCE OF SUITABLE PROPOSALS.** In the event that no proposals are presented within the time limits or do not meet the requirements as stated in this guideline or both, the President or in his absence the Board of LASID will appoint an organizing committee chosen from within the members of the Society, that will be responsible for exploring possible locations. This committee must generate a written report and define the host city without the need for voting.
- M. **IF ONLY ONE PROPOSAL IS PRESENTED.** **If only one proposal is presented by the closing of the deadline (see page 1), it still must meet the requirements as stated in this guide to be presented as a candidate venue. Then, the process of voting will not be held and the city will be announced as the new venue for the next LASID meeting.** This committee shall comply with the dates defined in Section D of this document.
- N. **OFFICIAL VOTING.** The presidency will call for voting via email and through the website LASID. This election will be exclusively for members in good standing in their membership fees and all the documentation required by LASID that certifies them as members.

Members in training are not allowed to vote. The members eligible to vote shall be convened by the membership committee from **September 1, 2019** at 0:00 pm EST to **October 8, 2019** 0:00 pm EST. The winner will be announced on **October 11**, during the LASID Meeting social closure event. The Board of LASID will supervise the voting and the results will be made public including the vote count/country, but **without the names of the voters**.

**O. RULES FOR VOTING AND SELECTION.** Active members in good standing will be allowed to vote only once. Once the vote is submitted electronically, there will not be changes to it. The winner will be the proposal that gets the most number of votes (even if there is a difference in 1 vote). If the voting ends in a tie, a second election will be set and the voting will again proceed according to the rules stated above, until a difference between the proposals is met.

**P. IMPORTANT: LASID members in training and members or from the other categories such as institutional, volunteers, collaborators, associated and honorary (see definitions of categories of membership at [www.lasid.org](http://www.lasid.org), will not be allowed to vote. Voting is by invitation only.**

## **PROCEDURES AFTER THE OFFICIAL SITE OF CHOICE LASID 2021**

K. Once Agency/Event Organizer is selected; a contract must be submitted to the presidency of LASID that includes:

- Operational Costs
- Definition of functions
- Timelines
- Staff in the organization and support during the course
- Other aspects not defined in this document.

**L. The Presidency of LASID** will appoint a new committee that will supervise the progress in the organization of the event.

**M. The LSC** will submit progress reports every 4 months after the announcement and all the way to the date when the LASID Meeting starts. These reports must be validated by the LASID committee and Presidency and may be challenged if they do not meet the minimum requirements.

**N.** Other provisions that are defined by the seer committee.

**Francisco Espinosa, MD**  
**LASID President**