

**SIOP Executive Board Meeting**

**Toronto, Canada**

**Wednesday 22 October 2014**

**08:00 – 12:00**

**DRAFT Minutes**

**Participants:**

Giorgio Perilongo – SIOP President

Gabriele Calaminus – SIOP Immediate Past-President

Gregory Reaman – SIOP Treasurer

Paul Rogers – SIOP Secretary General

Perry Gil-Ran – SIOP 2014 Project Manager

François Doz, Chair of the scientific committee

Mariana Kruger, SIOP Continental President for Africa

Alan Davidson, Chair of 2015 LOC

Chi-Kong Li, Chair of 2013 LOC

Cormac Owens, 2016 LOC

Michael Capra, Chair of 2016 LOC

During the 15 last minutes: Faris Madanat, SIOP Asia 2015 LOC Chair

Suzanne Wollaert – SIOP Secretariat

Valérie Kuffer – SIOP Secretariat

Lorraine de Montmollin – SIOP Secretariat

Eric Bouffet, Chair of the 2014 LOC

1. **Welcome**

Giorgio Perilongo welcomed participants and thanked them for joining. He welcomed the newly nominated LOC chair of future congresses. He introduced the SIOP Handbook, planned to help future LOC with the preparation of the congress.

1. **Honk-Kong 2013**
	1. **Final meeting report**

Perry Gil-Ran and Chi Kong-Li presented the 2013 final report and attendees. The identified challenges were discussed:

1. Sponsorship

Perry Gil-Ran explained that it had been difficult to reach potential sponsor. It was observed that local branches of companies were not able to decide on investments in their area without headquarters’ approval, which reduced the ability for SIOP to obtain sponsorship from large industries. The final sponsors list showed mainly NGO, charities and smaller companies. François Doz raised that the issue of sponorship should be addressed before the end of 2014 for the SIOP 2015 Congress. He reminded that where public support is not possible, private support should be a priority.

1. Roles and responsibilities

Chi Kong-Li explained that the logistics of the opening ceremony was a challenging responsibility of the LOC. For such events organization, a DMC could be very useful.

François Doz said that the detailed roles and responsibilities of the LOC/PCO/DMC was to be clearly defined.

Chi Kong-Li raised that the duties for the organization of the Educational day were not very clear and needed detailed guidelines.

1. Improvements and proposals

Alan Davidson said that the existing timeline for the preparation of the congress needed to list LOC deadlines.

It was said that Poster sessions timeslot could be changed to an earlier congress to increase the attendance. Chi Kong-Li added that a slide at the end of all sessions could encourage people to attend.

Chi Kong-L asked how membership during the congress could be improved. Paul Rogers proposed to reduce the rate for people to register during the congress. It was decided

Perry Gil-Ran reminded all that the typhoon that occurred the day before the congress also impacted the success of the meeting. Gregory Reaman outlined that despite the figures showing a loss, SIOP had received 100,000 Euros that were guaranteed by the contract with Kenes. It was outlined that a constant communication between LOC and Kenes was essential to ensure a successful congress

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| **Actions:*** Perry and the Board to finalize the congress handbook and go into more details – to be ready by the end of November
* Kenes to keep a comparison of each congress
* Membership: registration at the booth to get a discounted rate
* Kenes to check if there was an increase in membership from Japan, China, Korea after the congress (comparison 2012 – 2013 – 2014 membership years)
* Define the limit age for YI to 40 instead of 45 given the age distribution of attendees
* Kenes to send the pictures of the SIOP 2013 congress
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1. **Toronto 2014**
	1. **Latest updates**

Perry Gil-Ran presented the updated numbers for SIOP 2014: 1850 delegates from 90 countries including 350 SIOP members.

It was raised that SIOP should find a way to increase the attendance of SIOP members to the congress. François Doz added that SPAC members would be also strongly encourage to join SIOP.

Congress organization

Eric Bouffet explained that finding chairs had been a difficult process given that Experts on special fields are difficult to identify. He added that it should have been started earlier.

Eric Bouffet asked Kenes about the need for SIOP to be CME accredited. He said that it had been very difficult to obtain, when only 300 people claimed. Perry Gil-Ran explained that not all delegates would need the CME at the end of the congress. He added that accreditation entity can vary according to the location but might have impacts on the claim of grants.

Eric Bouffet raised that there had been ad hoc expenses of the LOC, including administrative headcount. He asked if these expenses would be covered by the congress. Chi Kong-Li explained that the 2013 LOC had anticipated on the national society budget that there would be additional expenses. Perry Gil-Ran said that these LOC expenses should be mainly due to educational day as speakers and registration are not covered by the congress budget. Gregory Reaman asked Meagan Cameira to list additional expenses and send it to SIOP.

It was outlined that the ownership of the task of hiring hostesses and volunteers needed some clarification.

Abstracts

François Doz explained that the late breaking abstracts session was introduced and was successful. He thanked Eric Bouffet for insisting to have this done in 2014. He added that abstracts that were not conform should not be reviewed. Pediatric Blood and Cancer (PBC) raised the issue they had faced to publish these abstracts. This was spotted too late in the process but will be addressed during the meeting between the Executive Board and PBC leadership.

Satellite events:

Perry Gil-Ran explained that several groups organizing a satellite event had been changing their program and requesting logistical support (room, AV materials …) until the last minute that caused additional work for the LOC and Kenes. It was raised that these meetings were benefiting SIOP congress and that it was SIOP role to encourage networking through these events. It was decided that not all needs could be satisfied and the last minutes requests should not be fulfilled if not possible.

Scholarships

Eric Bouffet explained that the current process gives the responsibility to the LOC to raise the money to fund 21 PODC scholarship and 5 nursing scholarship without being included in the process of the selection of scholarship recipients. Paul Rogers said that the current process would be provided to the board and reviewed.

* 1. **Any other last minute issues**

No update for this meeting.

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| **Actions:*** IPSO and PROS to receive the handbook
* Nurses and PODC have to receive the preliminary program as soon as possible to create their own program – other meetings cannot be micromanaged
* 2015 abstracts submission should filter abstracts that are not conform
* Scholarship procedure to be redefined and included in the congress handbook
* Scholarship to be addresses in the next conference call
* Kenes to outline on the congress website that satellite meetings should be organized early
* Eric Bouffet to list the expenses that were made by the LOC to address this issue
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1. **Cape Town 2015**

Alan Davidson reported on the SIOP 2015 congress.

There was a discussion about hiring a local PCO. A secretariat for the LOC or a coordinator could be a solution. Giorgio raised that having a local person will bring more confusion in terms of responsibilities. Perry explained that a coordinator could be needed to finalize the social events arrangements. It could be a local DMC but not a PCO.

Alan Davidson explained that the LOC had already faced issue raising money for scholarship. He proposed to include the Advocacy committee to participate to this fundraise. It was agree that SIOP Executive Board would sign a letter to support the 2015 LOC.

**Participation and program**

Alan Davidson explained that the attendance expectation was currently the main weakness due to the congress being held far away from most of delegates’ provenance, but also because of COG dates conflict.

Alan Davidson said that any proposal for the Educational Day were to be submitted to the scientific committee for their review and discussion. The LOC will send a final proposition to by January. Giorgio Perilongo reminded that 10,000 Euros were paid by SIOP to support expenses for speakers.

Alan Davidson reported that PROS was disappointed not to be included in the program for 2015 in Cape Town. They have asked to have a stream regardless. It was decided that PROS would need to come to SIOP and ask if they could have a stream. Perry Gil-Ran raised that nobody came at the PROS meeting on Day -2 during the 2014 Congress.

Alan Davidson said that a Fellow Education Workshops (FEW) would be organized by PODC and was to be self-funded.

**Fellowships and travel Grant**

MRC could grant 10,200 000 Euros to sponsor attendees. In order to confirm this gran, Alan Davidson said he needed the scientific program and details from previous congress attendance. He asked if Sanofi Espoir Foundation could sponsor people already in contact with them in African countries. These scholarship are in addition to the PODC scholarships.

**Political participation**

The attendance of political figures is being discussed. Mariana Kruger will be the main figure to obtain recognition from governments. It was proposed to organize a satellite session for Advocacy with several ministry of health and WHO.

**Any other issue**

Alan Davidson outlined that the Gala Dinner venue booking urgently need to be finalized.

It was noticed that some people were worrying about attending to a congress in Africa. Marianna Kruger said that some information to reassure people should be posted on the website.

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| **Actions:*** Alan to send letter to be sent by Giorgio regarding sponsorship
* Perry Gil-Ran to provide a report on the attendance of previous years congresses to Alan Davidson
* Health advises to be put on the congress website (Ebola, Malaria, etc)
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1. **Dublin 2016**
	1. **Site visit – Executive Board meeting January 2015**

Michael Capra presented the venue for 2016 congress. Dates are now confirmed to be 18th – 21st October 2014. He explained that the venue selected was excellent venue. Space renting is expensive but the AV will be included in the package. Main hotels will need to be selected as there are no hotels attached to the congress centre. It was asked that Kenes sends timelines for promotion. It was confirmed that the site visit would be 29-30 January 2015.

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| Actions: * Headquarters hotel for SIOP 2016 to be chosen
* Kenes to send the promotional timeline
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* 1. **Any other issue**

No update for this meeting

1. **SIOP congress 2017**
	1. **Presentation of the various venues and site selection report**

Perry Gil-Ran presented the Site Selection report prepared by Kenes. It was raised that the ECCCO and COG meetings would be held on 12-17 September 2017. Risk with Washington is related to the high costs of hotels.

It was decided that the SIOP 2017 Congress would be held in Marriott Wardman Park. Proposed dates are 11 to 14 October 2017. It was decided that other bidders would be informed of the results.

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| **Actions:*** Advertise dates of the congress on the SIOP website
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1. **SIOP Asia congress 2015**

Faris Madanat, SIOP Asia 2015 LOC Chair joined the meeting.

Giorgio Perilongo explained that SIOP was aiming to be more present during these regional meetings, therefore a complimentary booth for SIOP will be organized.

Gregory Reaman said that the agreement at the Executive Board was that regional meetings should be covering educational topics. Chi Kong-Li said that most of Asia meetings were attended by people from the organizing country. These are usually educational meetings specifically for the region. The role of this regional meeting needs to be defined. Paul Rogers said that maybe Oceania should be included in the Asia continental meetings.

Giorgio Perilongo thanked for this introduction and first contact.

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| **Actions:*** SIOP booth at SIOP Asia 2015 in Amman, Jordan to be organized
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