

## **Guidelines for the Selection of Future Hosts of the Global Symposium on Ketogenic Therapies**

The International Neurological Ketogenic Society (INKS) has established a structured and transparent process to select future hosts for the Global Symposium on Ketogenic Therapies. This document outlines the guidelines and procedures that the Executive Committee will follow to ensure a fair and rigorous selection process.

### 1. Call for expressions of interest

#### 1.1 Announcement

- The call for expressions of interest should be announced at least two years prior to the planned symposium date.
- Announcements should be made through official INKS communication channels, including the society's website, newsletters, and social media platforms and at the previous conference.

#### 1.2 Submission Deadline

- Clear deadlines for EOIs and full proposal submissions should be set, typically six months after the announcement.
- Late submissions will not be considered unless an extension is formally announced.

### 2. Proposal Requirements

- All sections of the proposal form must be completed as described in the application process. Any details that are incomplete will be returned to the applicant and will not be considered unless they are re-submitted complete and within the deadline.

#### 2.1 Essential Information

Proposals must include the following:

- Host Institution/Organization: Name and background of the proposing institution or organization.
- Location: Detailed information about the proposed city and venue.
- Dates: Proposed dates for the symposium.
- Organizing Committee: Names and qualifications of key members of the local organizing committee.

## 2.2 Venue and Facilities

- Relative safety & accessibility of the city
- Description of the conference facilities, including room capacities, AV capabilities, and accessibility.
- Information on accommodation options and their proximity to the venue.

## 2.3 Financial Plan

- A detailed budget including projected income and expenses.
- Potential sponsors and funding sources.

## 2.4 Logistical Considerations

- Transportation options for international and domestic attendees.
- Visa requirements and support for international attendees.
- Local attractions and potential for social events.

## 2.5 Previous Experience

- Evidence of the host's experience in organizing similar international conferences or events.

## 3. Evaluation Criteria

### 3.1 Scientific and Academic Merit

- The host institution's reputation and contributions to the field of ketogenic therapies.
- Potential for high-quality scientific content and engagement with leading experts including proposed key topics and speakers

### 3.2 Accessibility and Location

- Geographic diversity and accessibility for international participants.
- Suitability of the proposed venue and facilities.

### 3.3 Financial Viability

- Realistic and detailed financial plan with secured funding sources.
- Potential for financial support from local sponsors and stakeholders.

- Robust liability plan in the event that the conference makes a loss.

### 3.4 Organizational Capacity

- Demonstrated experience and capacity of the local organizing committee.
- Ability to handle registration fees, logistics, promotion, and coordination of the symposium.

## 4. Review Process

### 4.1 Initial Screening

- A sub-committee comprising the Executive Chair, Education Committee Chair and previous meeting Scientific Organising Committee Chair will conduct an initial review of all submitted proposals to ensure they meet the minimum requirements.
- Proposals that do not meet these requirements will be rejected at this stage.

### 4.2 Detailed Evaluation

- Each remaining proposal will be evaluated based on the established criteria.
- The sub-committee, including a representative of the INKS Finance Committee, will score proposals individually, and an average score will be calculated.

### 4.3 Shortlisting

- The top three to five proposals will be shortlisted based on the scores.
- Shortlisted applicants/teams may be asked to provide additional information or clarification or to give a presentation to the committee.

### 4.4 Site Visits (if necessary)

- Site visits to the proposed locations may be conducted to verify the suitability of the venue and facilities. INKS will facilitate the funding of their representative where appropriate.

## 5. Decision Making

### 5.1 Final Deliberation

- The Executive Committee will hold a final meeting to consider the shortlisted proposals.

- Shortlisted teams may be invited to give a presentation to the Executive Committee. This can be virtual due to the distances involved.
- A thorough discussion will be conducted considering all evaluation criteria and any site visit reports.

## 5.2 Voting

- A formal vote will be taken by the Executive Committee members.
- The proposal receiving the majority vote will be selected as the host for the upcoming symposium. However the Executive Committee may at its discretion approve proposals not selected for the current symposium for future symposia, especially where this would enhance the geographical diversity.

## 5.3 Notification

- The selected host will be formally notified in writing.
- Announcements will be made through INKS communication channels.

## 6. Post-Selection Process

### 6.1 Contract and Agreement

- A formal agreement outlining the roles, responsibilities, and expectations will be signed between INKS and the selected host institution. Refer to Proposals to host Global Symposia document, ref GS0624.

The agreement will include key dates and milestones for the following:

- Reporting of sponsorship income at 12,6 & 3 month intervals prior to the symposium
- Date for the notification of registration fees to be notified and target date on which registrations will open
- A cashflow forecast showing key inflows and outflows in the period before and after the holding of the symposium
- The date on which a final decision to hold the symposium is to be made

Any significant deviation from the agreement and the key dates and milestones should be notified to the INKS Executive Committee immediately.

### 6.2 Continuous Support

- The Executive Committee will provide ongoing support and guidance to the local organizing committee to ensure a successful symposium.

### 6.3 Feedback and Evaluation

- Participant feedback including participant requests for future topics for symposia is very important

Post-symposium, a detailed report and feedback session will be conducted to evaluate the success of the event and identify areas for improvement.

These guidelines aim to ensure a fair, transparent, and rigorous process in selecting future hosts for the Global Symposium on Ketogenic Therapies, thereby maintaining the high standards and scientific integrity of the event.

Process of selection by EC to host Global Symposia

March 2025, review date March 2027

