

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 will be announced at least two years prior to the planned symposium date.
- Announcements will 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 will be set, with a typical timeline of six months after the announcement.
- Late submissions will not be considered unless an extension for all applicants is formally announced.

2. Proposal Requirements

- All sections of the proposal form must be completed as described in the application process. Any missing details or sections that are incomplete will result in the proposal form being returned to the applicant. The proposal will only be considered if it is re-submitted complete and within the deadline.

2.1 Essential Information

Proposals must include the following:

- Host Institution/Organization: Name and background of the proposed 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 about 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 large scale 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 appointed by the Executive Chair, which includes the previous symposium's 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 Shortlisting and Detailed Evaluation

- Each remaining proposal will be evaluated by the appointed sub-committee based on the evaluation criteria and a shortlist of the most suitable proposals will be established.
- Shortlisted applicants/teams may be asked to provide additional information or clarification or to give a presentation to the committee.
- The sub-committee, including a representative of the INKS Finance Committee, will then score proposals individually, and average scores for each section will be calculated. In the event of tied scores the sub-committee will meet and if possible, reach a consensus about the winning proposal. If a consensus cannot be reached there will be a sub-committee vote with the Chair of the sub-committee having the casting vote.
- Based on this evaluation the sub-committee will inform the Executive Committee of their selection for ratification.
- The sub-committee at its discretion may also approve excellent proposals not selected to host the next symposium, to host the subsequent Global Symposium.

4.3 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. Notification

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

6. Post-Selection Process

6.1 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 deadlines and milestones for the following:

- The final decision on the symposium event dates
- Date for the symposium registration fees to be notified and target date on which registrations will open
- Reporting of sponsorship income at 12, 6 & 3 month intervals prior to the symposium alongside up-to-date cashflow forecasts

Any significant deviation from the deadlines and milestones within the agreement 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 will be required and a 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.

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