

GUIDELINES FOR THE ORGANIZATION OF ISSX MEETINGS

*Updated following Council Vote on June 12, 2014
Edits made by Council February 26, 2015
Edits made by Council December 10, 2015*

These guidelines govern the organization of meetings for which ISSX is the sole promoting society or one of several cooperating societies. Prospective organizers should be aware at the outset that profits from meetings constitute a major source of operating revenue for the Society. Inasmuch as ISSX is legally and fiscally responsible for the conduct of its meetings, final approval of all aspects of an ISSX meeting rests with the designated ISSX committees (SAC and FINANCE COMMITTEE) and Council.

1. Calendar of Meetings

It is the policy of ISSX to organize meetings on a regular schedule, with an International Meeting to be held in North America every third year. Regional Meetings are held in the intervening years, usually annually in North America, biennially in Europe, and Asia Pacific. The SAC is charged with the responsibility for setting up the meetings calendar on behalf of ISSX. This calendar is published in the *ISSX Newsletter* and on the ISSX web site.

An International ISSX Meeting is a meeting for the entire Society with a broad ranging program to serve the interests of all its various scientific and geographical constituencies. Regional Meetings are organized to serve the interests of members within these regions; they may be more specialized, and it is expected that the great majority of the invited speakers will be from the region in which the meeting is held.

Regional Workshops on specific topics may also be held from time to time, and these will operate under the same general principles as larger meetings of the society.

ISSX meetings may also be co-sponsored with other relevant societies, in which case authority, responsibility and income (or loss) are divided in a manner agreed upon between the societies at the beginning of the planning process.

Depending on the ISSX budget, the SAC has contingency for supporting other meetings in which ISSX is neither the principal nor the co-sponsor; requests for such support should be directed through ISSX headquarters.

2. Initiation of Meeting Planning

SAC is responsible for approving recommendations for locations of future ISSX meetings and for recommending individuals to organize meetings. Alternatively, individuals who wish to organize an ISSX Meeting may contact the SAC, through the ISSX Executive Director, at least 4-5 years in advance of the contemplated date of the meeting. A proposal submission form is available at issx.org. Firm scientific meeting programs, including topics and confirmed speakers, must be submitted to ISSX and SAC a minimum of one year in advance of the meeting.

Proposals for meeting venues and dates will be presented to SAC by the Executive Director.

Proposed meeting budgets will be developed by the Executive Director in consultation with the Finance Committee and must have final approval of the Finance Committee.

Preliminary discussions between the SAC, ISSX Council and prospective Chairs of the Meeting Organizing Committees (MOCs) will consider the points numbered 1 - 3 below, and will lead to a written proposal from the prospective organizer to the SAC which addresses the following issues:

1. The names and present positions of proposed core members of the MOC and the meeting's Scientific Advisory Board.
2. The provisional scope of the Scientific Program.
3. The numbers of attendees anticipated, by category (member, non-member, student).

The initial proposal should be submitted to the ISSX Executive Director who will review it and send copies to the ISSX President and the chair and members of the SAC. SAC will review the proposal with regard to the program and communicate any concerns or reservations to the Executive Director and ISSX Council who will transmit them to the chair of the MOC. The MOC should address these concerns and submit a revised proposal, if requested. The SAC chair will review the revised proposal and, once all issues have been resolved to their satisfaction, shall send written approval of the proposal to the Executive Director. Once the proposal has been approved in writing, indicating that no significant unresolved issues remain, the proposal will be submitted to Council for review.

When there are no significant unresolved issues, Council will vote to approve or disapprove the proposal. Once a meeting proposal is approved by Council, it will be added to the official ISSX Meetings Calendar. These preliminary procedures should be completed **at least three years** before the intended date of the meeting.

A provisional program that lists all speakers and the titles of their presentations should be provided to the SAC approximately **18 months** before the meeting. The SAC will review the program, provide suggestions to the MOC, and approve the revised finalized program in a timely manner, such that **the final program can be distributed 12 months before the meeting.**

3. Composition of Meeting Organizing Committee (MOC)

The composition of a MOC shall include the following. Minimally, at least two members of the MOC shall be from Industry.

- 1) A Chairperson and a deputy-chairperson (or, alternatively, two co-chairs) who will have overall responsibility for the organization and planning of the meeting program and who act as the primary contact with the Executive Director;
- 2) A member of the Scientific Affairs Committee;
- 3) A member of the Finance Committee;
- 4) Either the President or the President-Elect/Secretary of ISSX;
- 5) An ISSX member-at-large who has had previous experience in meeting program development
- 6) A new investigator. (ISSX defines a new investigator as one who is within ten years of having earned their highest degree.)

Every MOC member should have a specific area of responsibility such as short courses, abstract review, fundraising, etc. Fundraising for meetings should be coordinated with the Finance Committee, which is responsible for an independent program of fundraising on behalf of the Society.

Each member of the MOC must be a member of ISSX in good standing. The size of the MOC should be kept to the minimum number needed to cover the roles outlined above.

The MOC may be assisted by a Scientific Advisory Board, to include representatives of SAC from the relevant region, the President or President-Elect/Secretary of ISSX (who will provide continuity up to the time that the meeting will actually take place and be responsible for liaison with the Council and others as appropriate).

The ISSX Council and SAC must approve the membership of the MOC and the Scientific Advisory Board.

For International Meetings the MOC will be drawn, in part, from the Region in which the Meeting is held. In addition, these Meetings **must** have an International Scientific Advisory Board, nominated by the MOC and endorsed by the Council of ISSX and SAC, for planning the scientific program and other matters of general interest to the Society as a whole. There shall be no local organizing committee.

All members of MOCs and Scientific Advisory Boards must be ISSX members in good standing, *unless the meeting is a joint effort with another organization. In the latter case an appropriate proportion (approximately equal to the financial obligations of each society) of ISSX members and non-members should be utilized.*

4. Meeting Organization

After the proposed meeting has been approved by Council for inclusion in the ISSX Meeting Calendar, the MOC shall work with the Executive Director to organize all aspects of the meeting. Formal arrangements, preferably contractual, with the meeting venue and any other accommodation providers, should already have been made by the Executive Director. If not, the Executive Director will finalize these arrangements. Contracts should be made in the name of ISSX as an organization, as the Society will bear any necessary financial guarantees. Such contracts will be signed by the Executive Director.

The MOC works with its Scientific Advisory Board to construct the scientific program. The Executive Director, on behalf of the Society, formally invites speakers, session chairs, short course organizers and speakers, and other necessary participants and informs them in writing of any offers of financial support (see items 8 and 9 below).

The Executive Director will be responsible for most matters involved in the day-to-day organization and operation of the meeting.

5. Finances

The Executive Director and Finance Committee will discuss profit targets prior to development and approval of the meeting budget.

Meeting finances will be the responsibility of ISSX in consultation with the Society's financial advisor. If necessary, an account at a local bank may be established in the name of the Society and managed by the Executive Director with regular financial statements to be provided to the Financial

Management and Accounting Services staff of ISSX.

It is essential that MOCs consult with the ISSX Finance Committee and Treasurer before industrial or charitable support for the meeting is solicited. This is to ensure compliance with ISSX guidelines on corporate support.

6. Registration Fees

ISSX sets final registrations fees. Registration fees will be set by the Executive Director and Finance Committee at the time of budget development with input from the MOC.

ISSX emphasizes that its meetings are a major source of income to the Society and that registration fees must be set with the aim of ensuring at least a modest profit. However, as ISSX exists to serve its members and is not a commercial organization, registration fees should be kept as reasonable as possible and should not be inconsistent with those of comparable meetings organized within the geographical area.

The basic meeting registration fee should be sufficient to offset the real costs of producing the meeting and to reflect its real value. ISSX members should receive a significant discount, equal to more than two times the annual cost of membership dues, as a conspicuous benefit of membership. If feasible, a further discount should be offered to students and postdocs who are ISSX members (to at least offset their membership cost).

One-day registrations may be offered, generally at a price of $2/n$ x full registration where n = the number of days of the meeting.

Short Courses offered in conjunction with ISSX meetings are a valuable service to members as well as an important source of income for the Society. The basic fee for short courses must be high enough to offset the real costs of organizing the course and to reflect the real value of each course to non-members. ISSX members should receive a significant discount for short-course registration as a conspicuous benefit of membership. At the option of the organizers, a further discount may be offered to students and postdocs who are ISSX members. Course-only registrants do not receive access to the main meeting. Registration for the main meeting should not be a prerequisite for short course registration.

Non-member registrants should be advised that they can seek to join the Society upon registration (at the currently applicable dues rate), thereby becoming eligible to register at the members' rate. Participants who chose to register as non-members will not automatically be accorded ISSX membership.

Abstract-handling fees should not be charged due to the expense of processing a large number of small transactions, especially when currency conversions are involved.

7. Number of Meeting Sessions:

ISSX Meetings will have no more than four short courses and 12 symposia sessions. Short Courses and Symposia may have a maximum of four speakers unless granted an exception by the SAC and Council. The number of short courses and symposia will be dependent upon the expected registration and income.

8. Complimentary Registrations

At its meeting in Seattle, Washington in August, 1995, the Council adopted the policy that meeting (but not short-course) registration fees will be waived for all members of the ISSX Council (i.e., elected Officers, Officers-elect and Councilors) ***whenever a Council Meeting is scheduled during the meeting in question.*** At its meeting in Munich in October, 2001 Council decided that meeting registration fees would also be waived for all past Presidents of the Society. In order to determine the financial success of the meeting, these registration fees will be credited to the meeting income at the final fiscal analysis for the meeting in question. Meeting organizers are not expected to offer any other support to ISSX officials, unless they are invited speakers at the meeting. Grants to defray travel expenses of Councilors from outside the region of the meeting are an operating expense of the Society, not the meeting.

ISSX receives many requests for financial assistance from students, postdocs and scientists from developing countries. Since the travel grant program is a Society function rather than a meeting function, such requests will be reviewed and evaluated by the Membership Affairs Committee, and recommendations made consistent with a pre-approved amount in the Society's annual budget. Travel grant applications will be accumulated in the ISSX office until 10 days after the deadline for the submission of abstracts. At that time ISSX will summarize the relevant information from travel grant applications and submit this information to the Membership Affairs Committee Chair who, with the committee, will determine the number and amount of meeting travel awards.

9. Support for Invited Speakers and Others

Travel and housing allocations for invited speakers represent the largest meeting expense. Not only can these expenses be difficult to control but the care with which they are managed often represents the difference between financial success and financial loss. Therefore, it is important that the number of invited speakers be related to the expected number of registrants. A goal of two invited speakers for each 25 expected registrants is recommended.

ISSX wishes to help defray a substantial portion of the reasonable expenses of those who make a substantial contribution to the planning, organization, administration and success of its meetings. However, as the opportunity to attend an ISSX meeting is itself of value, it is not necessary to reimburse 100% of each individual's expenses for meeting attendance. Whenever feasible, reimbursements should be based on actual documented expenses up to predefined limits that are communicated in writing by the Executive Director at the time the individual is formally invited to participate in the meeting. See Appendix 2 for recent examples.

Symposium chairs should not be supported by ISSX unless they are also speakers in their own or another symposium. It is highly encouraged that all symposia chairs also serve as speakers in their, or another, session.

Substantial contributors are defined as MOC members, invited speakers, short course organizers and short course speakers. Others may be added to this group if their contributions to the meeting are sufficient to warrant such consideration. The inclusion of these additional individuals is at the discretion of the MOC and Executive Director, but must be included in the meeting budget that is approved by Council.

Reasonable support for invited speakers, short course organizers and short course speakers would include 1) meeting registration fee waiver, 2) travel support as described below, 3) an accommodations subsidy for two or three nights depending on circumstances.

Short course registration fees may be waived only for course organizers and presenters.

Summary of Approved Meeting Support

| | Waiver of Meeting Registration Fee | Meeting Stipend | Airfare | Hotel |
|--|------------------------------------|-----------------|---------|-------|
| MOC Members | x | | | |
| Speakers at Symposia, Keynotes, etc. | x | x | x | x |
| Short Course Organizers/Chairs | x | | | |
| Short course Speakers | x | x | x | x |
| Council Member Attending a Council Meeting | x | x | x | x |

Council members are reimbursed at the same level as for an invited speaker from the same region. Their reimbursement is not paid out of the meeting budget but rather the Leadership budget and does not impact the financial outcome of the meeting.

Under no circumstances shall speakers or participants at ISSX meetings be paid an honorarium or other fee for their participation.

Individuals are responsible for making their own travel arrangements. Actual documented travel expenses (advanced purchase coach airfares, 2nd class rail, etc.) and hotel expenses may be reimbursed up to limits stated in the letter of invitation. Reimbursements will be made by mail after the meeting and will require submission of original receipts. Reimbursements paid by wire transfer may incur bank fees. Under no circumstances will ISSX be liable for any bank service fees.

{Explanatory Note: Each payment of \$600 or more for travel reimbursement to a U.S. citizen must be substantiated by travel receipts. Without such receipts, a Form 1099 must be completed by ISSX and filed with the Internal Revenue Service (IRS)}.

10. Budget Approvals

Early in the meeting planning process a budget will be prepared by the Executive Director based on these guidelines and on models from previous meetings. As described in item 2 above, the initial draft budget prepared by the Executive Director will be submitted to the chair of the Finance Committee for comment and committee approval. Meeting budgets, which are incorporated into the society's overall annual operating budget, are approved by the Finance Committee then sent to Council for review and approval.

11. Post-meeting Financial Arrangements

The local account for a meeting, if any, must be closed in a timely fashion (within six months) after the meeting.

All meeting funds are coded in the ISSX office and deposited directly into the Society account. The final accounting for each meeting is submitted to the Finance Committee and Council for review.

12. Activities during ISSX Meetings

- (a) All formal ISSX Meetings must include the option for a **Council Meeting**, if requested by the President. These meetings normally take place apart from the Scientific Meeting, on a day to be set aside beforehand. The provision of rooms and catering for the Council meeting will be arranged by the Executive Director and will be a Society, rather than a meeting, expense. When constructing the Scientific Program, time may be set aside during the main program, but not on the first or the last day of the meeting, for the conduct of an ISSX **Business Meeting**. In addition, time must be allocated during one or more plenary sessions for **the presentation of Society Awards and lectures by the winners of the Scientific Achievement Award and New Investigator Awards**.

ISSX Standing Committees may request, or may be invited by the President, to meet during the meeting. If such committee meetings take place, the expense of a meeting room, if any, will be chargeable to the Society's budget.

- (b) **Dedication of a Meeting to a Specific Individual**
A meeting may be officially dedicated to a specific individual at the request of the MOC and with the approval of the ISSX Council. With such approval the dedication can be included in meeting related publications, such as the program and journal issue containing meeting abstracts.

Verbal announcement during the conference of the meeting's dedication to an individual can be made at the discretion of the MOC. Such dedication should not exceed 15 minutes within the opening or closing session of the meeting. Dedications not submitted to the Council for approval will not be included in meeting-related publications.

- (c) Each ISSX meeting should include a symposia session for new investigators.

13. Exhibitions

ISSX encourages the inclusion of trade exhibitions at its meetings, recognizing that they represent both a service to its membership and an important source of income. Such exhibitions will be held at all Regional and International Meetings. The fee to be charged to exhibitors will be set by the Executive Director, consistent with local rates at comparable meetings.

Commercial inserts into delegates' meeting packages must be pre-approved by ISSX staff and are subject to a fee (which becomes part of the meeting revenues).

14. Placement Service

ISSX Meetings may include a Placement Service for those seeking to fill scientific job vacancies relevant to ISSX members. Potential employers may register for this placement service at a rate to be set by ISSX consistent with local conditions.

15. Satellite Meetings

It is recognized that ISSX Meetings may attract satellite meetings and, in principle, this is encouraged. ISSX approval is required for such meetings and for their publicizing in association with a main Society meeting. Meetings approved as satellites will be held in the same geographic vicinity as the main meeting and would be expected to enhance the ISSX meeting and to serve the interests of its attendees.

Satellite meetings of 1-2 days duration, either directly before or after the main meeting, may be approved for each meeting of the Society. SAC or the MOC of the main meeting may recommend a satellite meeting to the Council. Proposals for satellite meetings, which must be received at least one year in advance of the main Society meeting, should be submitted to the ISSX Executive Director.

The Executive Director will be responsible for distributing satellite proposals to the chairs of the MOC and SAC, who will, in turn, distribute the proposals to their respective committees for review. SAC and MOC chairs will then be responsible for reporting the recommendations of their committees to the Executive Director, who will communicate their recommendations to Council. The ISSX Council has the sole authority to act for the Society in the approval of satellites.

Decisions regarding approval of satellite meetings will be made within three months of the receipt of a proposal at the ISSX Office.

A meeting that is granted satellite status may publicize itself as "an approved satellite of" the main meeting and receive a limited amount of free publicity in the ISSX Newsletter, as well as a link to the web site for the main meeting. Additional publicity would be consistent with prevailing practices and rates. A report of the satellite meeting will be required in time for publication in the first issue of the ISSX Newsletter following the meeting. There is no assumption that ISSX or the main meeting will assume financial responsibility for or provide administrative services to a satellite meeting.

The main ISSX meeting should be publicized in all satellite meeting promotional materials.

16. Program on Society Web site and Printed Program Book

The meeting program shall be available on the Society website and shall be updated as needed. The final program book shall be produced from the ISSX Office, which maintains an author database and prepares the meeting abstracts for journal publication.

17. Meeting Abstracts

Abstracts of all presentations at ISSX meetings will be published as special supplemental issues of *Drug Metabolism Reviews*. NOTE: The special supplemental issues may be print or electronic only versions at the discretion of the Council. Abstracts will be submitted to ISSX in accordance with the Society's published abstract instructions. ISSX shall be responsible for managing abstracts at all ISSX meetings.

The preparation of the abstract volume is the responsibility of the Executive Director, who will interact with the publisher (Informa).

18. Proceedings Volume

MOCs may wish to publish full texts of invited presentations as a separate monograph. This is

particularly encouraged for the International Meetings. Proceedings of individual symposia from ISSX Regional Meetings may also be published in an appropriate form such as a Special Issue of an appropriate journal.

Arrangements with publishers must be concluded with the advice of the ISSX Publications Committee and must be subject to a written contract. Royalties must be assigned to the Society.

19. Report in the ISSX Newsletter

It is a requirement of ISSX support of a meeting that a written account of the meeting appear in the next issue of the Newsletter after the conclusion of the meeting. The Executive Director shall ensure that this report is prepared and submitted promptly to the Newsletter Editor. The report may be illustrated with photos from the meeting as appropriate.

20. ISSX co-sponsored meetings

Whenever ISSX participates in a joint meeting with another society or other organization it shall be under the following terms:

1. There shall be a written agreement stipulating the division of financial liability as well as profits between the participating organizations. If the ISSX contribution is to be limited to a single cash grant, then a statement to this effect and the amount of the grant shall be provided.
2. ISSX will be responsible for the meeting finances (collection of revenues and payment of expenses).
3. ISSX should organize co-sponsored meetings.
4. ISSX members shall be accorded full access to all activities associated with the overall meeting. This access shall be at the lowest fee level (for registration, *etc.*) accorded to any other participants in the meeting.

Appendix 1 -- Financial Reporting

Except in unusual circumstances, meeting finances will be handled through ISSX. If a separate local meeting account is called for, the individuals named on the account as authorized to make withdrawals or request statements shall include the Treasurer of the MOC and the ISSX Executive Director. Meeting organizers who maintain a meeting bank account separate from the main ISSX account are required to arrange that bank statements be sent directly from the bank to ISSX. In addition, a complete itemization of all transactions, deposits and withdrawals on the account should be sent to the Executive Director. Insofar as possible, this should use the categories set forth below. Copies of bank statements should accompany these reports to the Executive Director.

Revenues

Registration fees
 Regular members
 Student/Postdoc members
 Non-members
 Guests
 Short Course(s)
 Other (includes Placement Service fees)
 Contributions
 Exhibit fees
 Advertising sales
 Banquet ticket sales
 Seed money from ISSX
 Housing reimbursement
 Investment income (interest)
 Miscellaneous
 Total Revenue

Expenses

Invited speaker expenses
 Wages, Benefits, Payroll taxes (if applicable)
 Hotel and Travel related to meeting set-up
 Composition and Printing (itemize*)
 Short course expenditures**
 Addressing, mailing, shipping*
 Catered and social events (identify banquet amt.)
 Management fees
 Projection and public address (audio-visual)
 Supplies & duplicating
 Rental of space, if any (e.g., Exhibit space)
 Council & committee meetings
 Travel Grants
 Contracted services (personnel)
 Telephone & fax
 Awards
 Return of seed funds to ISSX
 Credit card processing charges
 Computer Services
 Poster session and Exhibition expenses
 Loss on currency conversion or exchange rates
 Value added tax
 Miscellaneous
 Total Expenses

Net Revenue before transfers
 Transfers in
 Net Revenue

Net Expenses before transfers
 Transfers in
 Net Expenses

*includes meeting promotion

**speaker travel, supplies, audiovisual, copying, food & beverage

Appendix 2 -- Example of Reimbursement Allowances for Speakers

Speaker travel reimbursement levels are subject to budget limitations and are determined upon geographic region. Travel reimbursements are intended to **offset**, **but may not fully cover**, travel expenses associated with participation in the meeting.

Please submit copies or original airline and hotel receipts along with the reimbursement form after the conclusion of the meeting no later than **December 1, 20XX**. *Reimbursements, in the form of a travel grant, will be limited to the actual amounts of the receipts or the maximum allowance, whichever is lower.*

Reimbursement Allowances for Invited Speakers:

| Region | Meeting Registration | Estimated Economy Airfare | Estimated Hotel ★ | Maximum Travel Grant Amount |
|---------------------|----------------------|---------------------------|-------------------|-----------------------------|
| Australia | Waived | \$1,200 USD | \$886 USD | \$2,086 USD |
| Canada (Eastern) | Waived | \$700 USD | \$886 USD | \$1,586 USD |
| Canada (Western) | Waived | \$300 USD | \$886 USD | \$1,186 USD |
| Eastern Europe | Waived | \$850 USD | \$886 USD | \$1,736 USD |
| Western Europe & UK | Waived | \$800 USD | \$886 USD | \$1,686 USD |
| Japan | Waived | \$1,250 USD | \$886 USD | \$2,136 USD |
| Korea | Waived | \$1,000 USD | \$886 USD | \$1,886 USD |
| USA (Central) | Waived | \$350 USD | \$886 USD | \$1,236 USD |
| USA (Northeast) | Waived | \$300 USD | \$886 USD | \$1,186 USD |
| USA (Southeast) | Waived | \$300 USD | \$886 USD | \$1,186 USD |
| USA (Western) | Waived | \$200 USD | \$886 USD | \$1,086 USD |

★ *Hotel room rate is based on two nights at \$295.26 USD/night inclusive of tax at the headquarters hotel.*

Travel reimbursement amounts are computed based on **two nights** lodging (room & tax) at the headquarters hotel and an average airfare based on research conducted via popular travel search engines.

Invited symposium and short course speakers for this meeting were offered financial support for actual expenses for hotel and airfare up to the amounts shown. In addition, the meeting registration fee was waived. (Note, however, that each speaker still must complete and return a meeting registration form indicating that he or she is an invited speaker). Registration for short courses is waived only for short course speakers and organizers. Session Chairpersons are required to make a formal presentation at their session in order to be eligible for financial support. Otherwise, only their meeting registration is provided complimentary.

Speakers are encouraged to forego a travel allowance if their institution will cover their travel expenses. If this occurs and ISSX is notified, the institution will be cited as a corporate contributor to the meeting.

The above schedule assumes that speakers will book travel early in order to obtain the most favorable rates. All speakers are responsible for making their own travel arrangements.

Appendix 3 -- Example Letter of Invitation to Speakers

March 31, 2014

Dear Dr. Yamazaki,

On behalf of the Meeting Organizing Committee, you are cordially invited to deliver a lecture at a special joint scientific meeting of the International Society for the Study of Xenobiotics and the Japanese Society for the Study of Xenobiotics. The 19th North American ISSX / 29th JSSX Meeting will convene in San Francisco, California, USA from October 19 – 23, 2014 at the Hilton San Francisco Union Square Hotel. Your acceptance of this invitation will be appreciated greatly as your lecture and participation will assuredly contribute to the success of this meeting.

You are invited to lecture on **Monday, October 20, 2014** from **9:00 a.m. - 11:30 a.m.** as part of **Symposium 1: Humanized and Knockout Animal Models in PK Studies**. The title of your lecture is **Reactive Metabolite Formation of Drugs by Human P450s in Chimeric Mice with Humanized Liver**. Additional details follow:

Agreement Form: An online form has been created for you to indicate your acceptance of this invitation. Kindly go to <http://www.issx.org/agree> to indicate your acceptance and to enter additional information. Please complete the acceptance form by **Friday, April 11, 2014**.

Meeting Registration: We are very pleased to provide you with complimentary meeting registration. You will be asked to register through our online registration site and will be provided a source code to use to complete your complimentary meeting registration.

Travel Reimbursement: Speaker reimbursement travel grants are determined based upon geographic region and are intended to offset, **but may not fully cover**, your travel expenses associated with your participation in the meeting. Reimbursement is in the form of a travel grant and not an honorarium. No federal funds will be used to cover the expenses associated with your travel. Please see the reimbursement chart at www.issx.org/Reimbursement for an explanation of speaker travel grants.

ISSX has negotiated special rates for accommodations at the Hilton San Francisco Union Square Hotel. Reservations may be made through our web site or by telephoning the hotel's reservations department. You are requested to reserve and pay for your accommodations and to request reimbursement up to the maximum amount based on the reimbursement chart after the meeting.

Abstracts: Invited speakers are required to submit an abstract. The deadline for submission of your abstract is **Friday, August 1**. You will receive a separate communication by email soon with information and instructions related to abstract submission. Abstracts will be published in a special supplemental issue of *Drug Metabolism Reviews* as well as in the ISSX Online Abstract Database. The abstract submission deadline has been established so that we can ensure a timely publication of the special abstract issue.

The members of the Meeting Organizing Committee have been working diligently to make this meeting a great opportunity for the scientific community to exchange ideas and develop a common vision and cooperation in the study of Xenobiotics. Thank you in advance for your contributions to this meeting. We are looking forward to greeting you in San Francisco in October.

If you have any questions pertaining to the meeting, please do not hesitate to contact either of us personally

Yours Sincerely,

Tetsuya Terasaki, Ph.D. and Eric F. Johnson, Ph.D.
Co-Chairs, 19th North American ISSX / 29th JSSX Meeting

Timetable for ISSX Meeting Organization

5-4 years before meeting:

- ◆ Identify prospective Chairperson of MOC
- ◆ Identify prospective general locale for meeting site
- ◆ Identify several potential specific venues for meeting
- ◆ Identify Treasurer of MOC and several key members of SAB

4-3 years before meeting:

- ◆ Research and evaluate meeting venues
- ◆ Prepare meeting prospectus as described in Section 2 of "Guidelines"
- ◆ Identify and book specific venue

3 years before meeting:

- ◆ Preliminary program outline and financial proposal sent to SAC and Finance Committee respectively, for review
- ◆ Revised proposal requested, if necessary
- ◆ Once approved by SAC and Finance Committee, proposal is reviewed by Council; revised proposal requested, if necessary before Council votes to approve.
- ◆ Votes to approve or disapprove by SAC, Finance Committee or Council will be made only after it has been determined that no unresolved issues remain. *

3-2 years before meeting:

- ◆ Most members of MOC and SAB have been identified
- ◆ Preliminary announcements of site/dates released through ISSX Newsletter
- ◆ Consideration of short courses, main program themes, session chairs, speakers

18 months before meeting:

- ◆ Finalized program, including names of speakers and titles of presentations, sent to the SAC Chair
- ◆ Refinements/suggestions for program made by SAC before the first circular is prepared
- ◆ SAC provides final review/approval of meeting program

15-12 months before meeting:

- ◆ Formal invitations to speakers, including reimbursement details, sent by ISSX
- ◆ First circular prepared for mailing in consultation with Executive director

* Following final approval by Finance Committee, SAC and Council, any unavoidable modifications to programs and/or budget must be reported to the Executive Director and, if necessary, approved by Finance Committee, and/or SAC and Council.

Agreement

I (name of Meeting Organizing Committee Chair) confirm that I have read and agree to the *Guidelines for the Organization of ISSX Meetings*. I understand that the function of the Meeting Organizing Committee is to develop the scientific program. I understand and agree that ISSX has sole oversight and responsibility for all other components of the meeting including venue identification and selection, vendor selection and oversight, setting of fees, special events, marketing/promotion, and all other matters.

I confirm that I have read and agree to, and will abide by the above.

Signature of Meeting Organizing Committee Chair

Date