International Commission on Trichinellosis

Policies and Procedures

(adopted 24 October 2009)
(revised 13 August 2014)

1.   International Conferences

Regular International Conferences of the International Commission on Trichinellosis will be held at four year intervals. Additional meetings of the ICT may be held in cooperation with other societies as approved by the Executive Committee.

a. Conference Organizing Committees

Organization of the International Conference will be under the direction of a Local Organizing Committee and an International Scientific Program Committee. The Local Organizing Committee will be established and chaired by an ICT member representing the host country. Membership of the International Scientific Program Committee will be included in the proposal of the host country and will be subject to amendment and approval by the ICT Executive Committee.

The Local Organizing Committee will be responsible for all logistics including travel, accommodations and other local arrangements, social program, accompanying persons' program and securing financial support. The primary duties of the International Scientific Program Committee will be preparing the scientific program and securing speakers and session chairs.

b. Operational Expenses

The Local Organizing Committee will establish a registration fee based on costs required to fund all aspects of the Conference, including any costs associated with the publication and distribution of Proceedings to members and attendees. Any increase in the registration fee from the amount proposed must be approved by the ICT Executive Committee.

In establishing a registration fee, the Local Organizing Committee should include a lower registration fee for students and participants from developing countries.

To keep registration fees at a reasonable level, the Local Organizing Committee should seek support from government, industry and private sponsors.

The registration fee should include an amount of $50US per registrant, over and above the projected Conference costs, which will be provided to the Secretary General of the ICT for general operating expenses. Further, any additional funds remaining after all costs of the International Conference are paid should be provided to the Secretary General.

Following the Conference, the Local Organizing Committee shall prepare a written report summarizing key activities including a final financial statement. This report will be submitted to the Secretary General for distribution to the ICT Executive Committee and will be reported at the next ICT business meeting.

c. Conference Abstracts and Proceedings

The ICT Local Organizing Committee and International Scientific Program Committee will be responsible for receiving abstracts and manuscripts for the International Conference. Abstracts will be posted on the ICT website immediately following the International Conference.

Clear guidelines should be established by the Local Organizing Committee for the preparation of both abstracts and manuscripts. Guidelines for manuscripts should adhere to the format of the journal where these manuscripts will be published (see below).

A deadline should be established for manuscripts to be submitted in the weeks immediately following the conference to assure that the Proceedings will be published within one year following the Conference. Publication of ICT Conference Proceedings will be in a suitable journal or publication selected prior to the International Conference and approved by the Executive Committee. The Organizers should announce the journal in advance of the Conference and note that all papers submitted for publication would be peer-reviewed according to normal journal standards.

The Executive Committee will appoint an Editorial Committee, representative of the various scientific disciplines, which will be responsible for the publication of the Proceedings of the ICT Conference. The Local Organizing Committee will work with the Editorial Committee in obtaining manuscripts from ICT Conference participants.

The Editorial Committee will be responsible for the review of all manuscripts (finding peer-reviewers and minor editing of manuscripts). Authors will be responsible for revision of manuscripts, which could be accepted for their scientific content, but require improvement in the English language."

The cost of distribution of the Proceedings is the responsibility of the Local Organizing Committee and these costs should be included in the registration fees.

d. Selection of an ICT Conference Host Country

Approximately 90 days prior to each ICT International Conference a call for proposals to host the subsequent International Conference will be circulated to the membership by the ICT President and the Secretary General. Proposals may be submitted prior to the Conference or at any time up to December 31 of the year in which a conference is held. Each proposal should include the following elements:

- the background and rationale for holding the conference in the host country, including scientific focus on *Trichinella* and trichinellosis;
- the proposed dates of the Conference;
- the proposed location including the conference venue, hotels, etc.;
- the access to international airports and convenience of local transportation;
- proposed names of members of the Local Organizing Committee;
- proposed names of members of the International Organizing Committee;
- a provisional scientific program;
- a provisional social program;
- a list of tourist opportunities and/or an accompanying persons program;
- letters of institutional support from government or university officials;
- a summary of possible financial support from government, university or industry sponsors;
- a preliminary budget and proposed conference fees including provisions for meals, breaks, conference materials, welcome reception, closing dinner and any other social events of the Conference;
- a plan and guidelines (established in consultation with the ICT Editorial committee) for preparation of both abstracts and manuscripts;
- a plan for publication of the manuscripts in a referred & pier-reviewed journal;
- a plan for dissemination of information about the Conference; and,
- other relevant information such as the requirements for visas to enter the country.

After the submission deadline of December 31, the President will distribute all completed proposals to the Executive Committee and poll them for their preferences. The country receiving the most votes among the members of the Executive Committee will be selected as the next host country and will be notified by the President no later than 90 days after the submission deadline.

2.   Business Meetings

The International Commission on Trichinellosis will hold business meetings at each International Conference and at any meeting during intervening years at which a quorum of members is in attendance.   For the purposes of a Business Meeting, a quorum is to be at least 10% of the total number of ICT members. The presiding officer at an ICT Business Meeting shall be the President. In the absence of the President, the Vice-President shall preside. The order of an ICT Business Meeting shall be as follows:

    a. Opening remarks and call to order (President)
    b. Roll call and determination of a quorum (Secretary General)
    c. Approval of minutes from previous Business Meeting (Secretary General)
    d. Financial report (Secretary General)
    e. Executive Committee report (President)
    f. Committee reports (Committee Chairs)
    g. Old Business
    h. Nominations Committee report (Nomination Committee Chair)
    i. Elections
    j. New Business
    k. Adjourn

3.   ICT Standing Committees

Standing Committees of the ICT will be established from Members who volunteer or agree to serve. Each committee shall function under the leadership of a Chairperson assigned by the President and will include at least one member of the Executive Committee who will serve as liaison. The Chairperson of each committee will be responsible for communicating with all committee members and will prepare a brief written report for ICT Business Meetings during the International Conference and any intervening Business Meetings of the ICT.   The duties of each standing committee are as follows:

Nominations – The Nominations Committee shall solicit the nomination of Active Members who are qualified to serve on the Executive Committee. Nominations should be accompanied by letters of support from Active Members and must be received at least 60 days prior to the International Conference to be considered by the Nominations Committee. Consideration of EC nominees should include geographic representation and take into account the contributions prospective nominees have made to the ICT. The Nominations Committee shall submit a written report to the Executive Committee no less than thirty (30) days prior to the International Conference.

Membership – The Membership Committee shall review, and forward to the President, all nominations of membership to the Commission. Nomination of new Active Members may be made by any member of the Commission at any time by notifying the Secretary General. Nominations may also be made from the floor at the time of a regularly scheduled ICT Business Meeting (generally held in association with international conferences (ICT, ICOPA, or WAAVP). Nominees shall be individuals who are active in any aspect of _Trichinella_ or

trichinellosis. Nominations for Active Membership shall be presented for endorsement at a Business Meeting of the ICT by a majority of Active Members in attendance. The number of Active Members of the Commission shall not be limited, but, as a rule, shall reflect the *Trichinella*-related needs or scientific activity in a particular country.

The Membership Committee will make an effort to identify and solicit individuals from countries or regions that are not represented in the ICT. The Committee will monitor the status of Active Members and delete members as necessary. The Committee will identify, and recommend to the EC, candidates for Honorary membership. The Committee will recommend to the EC specific policies regarding membership.

The Secretary General will chair the Membership Committee.

Website – The Website Committee will oversee the general operation of the ICT website and will work closely with the ICT Web Master who will serve as a member of the Committee. Responsibilities include periodic review of the website for content and functionality. The Committee may also initiate other forms of electronic communication such as a listserv, Face Book page or a bulletin board.

Editorial – The Editorial Committee shall be responsible for publishing scientifically credible and journal quality manuscripts in the Proceedings of the International Conference. Committee responsibilities shall include development and distribution (in advance of the International Conference) of written guidelines for manuscript preparation, submission, review and processing arrangements with a publisher, and distribution of copies of the published proceedings to all paid registrants of the International Conference.

Finance – The Finance Committee will review the financial records of the Secretary General and provide a report to the Executive Committee no later than thirty (30) days prior to the International Conference. The Finance Committee will serve as a resource to the Local Organizing Committee for the International Conference, will assist in seeking financial support for the ICT Conference, and will review the financial statement at the conclusion of the Conference.

By-Laws – The By-Laws Committee will periodically (at least once in between International Conferences) review the ICT By-Laws and ICT Policies and Procedures for any necessary changes. The Committee will notify the EC when changes to these documents are required and will establish a process to implement changes in accordance with established policies.

Guidelines/Publications – The Guidelines/Publications Committee will periodically review ICT Recommendations and Guidelines documents for currency and relevance. The Committee will also review the need for publication of other information relevant to the goals of ICT.   The Committee will strive for the translation of all ICT guidelines, recommendations and other documents from English into various languages including French, Spanish, Portuguese, Russian, etc. All language versions of guidelines, recommendations and other documents will be posted on the ICT website. As necessary, the Committee will, with concurrence by or direction from the

EC, appoint subcommittees to commission and prepare new documents. Every effort should be made to publish new or significantly updated documents in a peer-reviewed scientific journal.

Student Awards – The Student Awards Committee will consist of all members of the EC. As funding is available, the Committee will solicit nominations for the ICT Student Research Award. The Secretary General will chair the Student Awards Committee.

## 4.	Ad Hoc Committees

An ad hoc committee (e.g., research, diagnostics, surveillance/epidemiology, nomenclature, etc.) may be established upon the recommendation of an Active Member or Members. Proposals for *ad hoc* committees should be submitted in writing to the President and should include a justification for establishing the committee, the length of time the committee is needed, the proposed committee membership and the expected output (i.e., reports, guidelines, etc.).   The President will submit the request to the Executive Committee and a decision on establishing the ad hoc committee will be made by majority vote.

## 5.	Surveillance and Epidemiological Reports

A basic function of the ICT is to collect information on the prevalence of *Trichinella* and trichinellosis in animals and humans. The President and/or the Executive Committee and Members acting on their behalf shall periodically survey the membership to acquire such information and shall post this information on the ICT website. In general, it is expected that ICT members contribute information relevant for the ICT website.

## 6.	Student Awards

As finances permit, the ICT Executive Committee will support travel awards to undergraduate and graduate students who wish to attend ICT International Conferences. The ICT Student Research Award competition will be open to undergraduate and graduate students who are conducting, or have conducted, research on the subject of *Trichinella* or trichinellosis. Nominations and applications for the ICT Student Research Award may be made by research/thesis advisors, by professional colleagues familiar with the work of the nominee, or directly by the student. The award or awards will be made based on the best research paper(s) submitted for presentation at the International Conference. The Student Research Award recipient will present his/her research during the Conference and will publish that research in the ICT Proceedings. Complete guidelines describing eligibility and nomination/application procedures will be posted on the International Commission on Trichinellosis Student Research Award section of the ICT website.