

FINAL REPORT

SSIEM Council Meeting

Friday 6th December 2002

The 40th Annual Symposium of the SSIEM took place in Dublin between 3rd and 6th September 2002. The venue was the Arts Block and the O'Reilly Hall of University College (UCD), Dublin

1. Organisation

In 1995 the Local Organising Committee 'volunteered' to host the 40th Annual Symposium of the SSIEM. It was anticipated that 350 delegates would attend. Trinity College with its campus accommodation was chosen as the venue with the conference dinner in the O'Reilly Hall, UCD. Representatives of Council inspected the proposed sites. In 1998 the local committee was informed that about 500 delegates would probably register. The conference venue was switched to Arts Block and the O'Reilly Hall of University College Dublin at Belfield, and the conference dinner to the Pavilion at Leopardstown Race Course, then a building site!

The organisational structure consisted of the Local Organising Committee, the Local Scientific Committee, the Scientific Committee of the SSIEM and Council. In 1999 a conference secretariat (Ovation Group) was selected with responsibility for delegate registration and accommodation, transport and the Conference Dinner.

The local organising committee was responsible for all other aspects of the Conference including liaising with the University Conference Office and caterers, the audio-visual company (AvCom), the display company (Jack Restan Ltd), the printers, and securing sponsorship and dealing with all aspects of their exhibit. The committee employed 10 'student' stewards for the duration of the conference to act as hosts within the auditoria and Arts block.

The local organising committee met monthly and then weekly during the final two months

- **Web-site.** This was developed and maintained by Dermot and Deirdre Deverell. Links were provided to the Conference Secretariat site for registration and to 'Newcastle' for abstract submission and to the web sites of all the Principal sponsors and sponsor as well as to AerLingus, the official carriers for the conference. The majority of registrations were received by FAX, but the majority of abstracts were received by e-mail

The web-site was well received as it provided a lot of information about the conference, the venue and Dublin, including details of transport

2. Scientific Programme

The overall theme of the conference was 'Multisystem involvement in Inborn Errors of Metabolism'. The scientific programme included 7 plenary sessions, 6 parallel sessions, and the Komrower Lecture. The dieticians meeting took place on the Tuesday morning. On the advice of the SSIEM Council the mini-symposium, which traditionally took place on the Tuesday afternoon was incorporated into the overall programme and the official opening took place during the Welcome

Reception on the Tuesday evening rather than on the Wednesday morning. The Scientific Committee acknowledges the significant input of the Council in finalising the scientific programme.

There are 19 invited speakers, and three participants (invited) in the debate, in addition to the Komrower Lecturer. There are 42 oral presentations and 281 posters with 5 dieticians' posters on display throughout the conference. There was one lunch-time meeting sponsored by Genzyme®

The Symposium was officially opened by the Minister of State for Children Mr Brian Lenihan at the Welcome Reception, held in Dublin Castle on Tuesday evening

Satellite Meeting

- Dietician's Meeting – held on Tuesday 3rd September in morning (the dieticians participation should be reviewed and consideration given to include the session as part of the main meeting)
- ERNDIM Meeting – Monday afternoon and Tuesday morning
- Lunch-time meeting, organised and sponsored Genzyme® (Wednesday)
- There were six break-out meeting organised by local interested groups. These mainly took place during lunch and coincided with the attended poster session

Decision by Council: *Should the dieticians' meeting be fully incorporated into the scientific meeting. If so this will need to be considered by the local organising committee when preparing their scientific programme. In excess of 260 delegates attended the Dieticians' meeting which was held on Tuesday morning.*

Two speakers left immediately after their lectures and consequently they were not available for the discussion after the session. The Local Organising Committee was not aware to these late changes to the travel arrangements.

3. Abstracts

557 abstracts were received before the closing date by Neil Hamilton, 373 of which were original, the remaining being sent in error, updated (modified) or in duplicate or triplicate; 11 were received by FAX. A number of late abstract requests were received but these were not accepted.

Abstracts were read, scored and selected by Guy Besley, Cornelis Jakobs, Eileen Treacy and Philip Mayne in Dublin on the 10th May, Neil Hamilton maintained the data base. Eileen Naughten was unable to attend the selection process due to ill health. The following was the outcome

Oral presentation	42
Poster presentation (one subsequently withdrawn)	287
Abstract Only	19
Rejected	25

All authors were notified by e-mail, FAX or letter within 14 days. Just under 10% of e-mails were returned due to incorrect addresses. These were corrected and re-sent. Seven individuals did not receive notification. Abstracts were collated by Guy Besley and submitted to the Publishers.

230 posters were displayed in the Arts Block (Registration/Exhibition/Tea/Coffee Area) and about 60 in the conservatory adjoining the O'Reilly Hall (Plenary Lecturer Theatre). Attended poster sessions took place on Wednesday (odd numbers) 12.30 to 13.45 and Friday (even numbers) 13.00 to 14.30. The requirements for the poster session were discussed at the AGM.

800 abstract books were ordered from Kleweur. There was confusion as to who was responsible for paying for the abstract books (about 2000 in total). The Local Organising Committee finally decided to incorporate this cost although it was not included in the original estimate of expenditure.

Decision by Council: *the electronic transmission of abstracts needs to be re-considered in order to capture the e-mail address on line and to reduce the number of repeat abstracts. Before the abstract is sent a check box should appear asking the sender to verify the sending of the abstract. The closing date should not be immediately after a weekend as a number of delegated sent the abstracts from personal e-mail (home) addresses. This caused some confusion. The*

numbering system allocated to posters should be reviewed as this too caused confusion and much time was wasted sorting the posters.

With a full scientific programme it is difficult to give adequate time to the posters with poster walks etc. Perhaps e-mail addresses should be included in the abstract book so that delegates can contact the corresponding author after the conference

The Local Organising Committee wishes to acknowledge the significant input by all members of the Scientific Committee, but in particular that provided by Neil Hamilton and Guy Besley.

4. Lecture Theatres

Plenary sessions took place in the 1000 seater O'Reilly Hall with parallel sessions taking place in a 300-seater student lecture theatre. The audiovisual display was contracted to AvCom who also manned the speakers' room. All speakers received speaker instructions personally. They were also posted on the web-site. Chairpersons also received written guidelines. As a consequence few speakers exceed their allocated time.

During the conference a number of additional meetings took place. These were difficult to schedule, as the majority did not want to coincide with lectures. The following meeting rooms were organised by the Local Organising Committee

Meeting Rooms

Tuesday	4 rooms required ERNDIM 1 Council Meeting	
Wednesday	3 rooms lunch	Dieticians/ meeting SSIEM training meeting South American Group
Thursday	2 rooms lunch	
Friday	1 room lunch	

5. Registration

Registration was organised by The Ovation Group

		Dublin 2002 12/06/02	Dublin 2002 Final
Full Registration	Early (by 31 st May 2002)		
	SSIEM Members	264	263
	SSIEM non-members	146	146
	Students	29	29
	Accompanying persons	34	50
	Late (after 31 st May 2002)		
	SSIEM Members	5	68
	SSIEM non-members	4	84
	Students	1	11
	Accompanying persons		12
	Invited Speakers	24	24
	Committee	11	11
	Complementary	1	3
	Sponsors		
	Full (Principal)	2	9
	15% reduction (Sponsor)	4	8
	Others	7	
Day Registration	Members/non members	13	73
	Students	1	11
	Exhibition Staff		36
	Total (registered delegates)	509	740
	Registered full delegates	495	656
	Registered day	14	84

The above table gives some indication as to the number of delegates who registered after the Closing date in June. A student was defined as undergraduate or postgraduate and young scientist in training (under 30 years of age).

The Local Organising Committee received a number of requests to bend or modify the rules to cater for 'exceptional circumstances.' The Committee agreed early on that it would not deviate from the published rules for registration. Members of the Local Organising Committee's hospital departments attended sessions FOC, in appreciation for the additional support and work that they undertook. They are not included in the above numbers.

6. Accommodation

The majority of the accommodation was organised by the Ovation Group and by the University. Official accommodation was arranged in student apartments on-site and in three local hotels. All invited speakers and guests were accommodated in the local 3* hotel. Approximately 50% of the delegates were sponsored; this included the majority of the dieticians. The vast majority of sponsored delegates were accommodated in hotels, some of the accommodation was arranged through the conference secretariat but about 20% was arranged directly with official and non-official hotels. This caused some difficulty when arranging transport to the social events. Approximately 40% of the delegates chose the student accommodation. Apartments were to have been allocated on the basis of gender but in a few situations this did not occur.

7. Meals

Tickets for coffee and lunch were dispensed with. This speeded up the whole process. Lunch bags were available from Tuesday till Friday. In the past lunch had not been available on the Tuesday but was included this year. By collating the number of lunch bags required with the accommodation list there was little wastage and consequently some saving. A cafeteria was available on site and was used extensively throughout the four days. Water dispensers were available in the Arts block. On reflection coffee should have been provided during lunch.

The Jewish New Year fell on Friday 6th September – arrangements were made to accommodate some American Jews in Irish Jewish homes on the Friday evening. This was arranged by a delegate.

8. Sponsors

The following companies sponsored and exhibited during the meeting. Details of sponsorship arrangements are shown in Appendix 2. The local organising committee received no official complaints from the sponsors although there were a few problems, primarily due to poor communication within the individual companies and their failure to either read or pass-on correspondence. Every effort was made to make sure that they participated fully in the meeting. As registration, parallel sessions, the majority of posters, coffee/tea and lunch breaks all took place within the Arts Block the sponsors had constant exposure to delegates. Exhibition space was predetermined by the University and marked on the floor so that all exhibitors knew exactly what to expect in advance. A Display Company was available to provide additional exhibition walls if required but the local organising committee did not provide exhibition booths unless they were requested and paid for in advance.

The local organising committee was unable to secure sponsorship for umbrellas, but when the number of fully registered delegates exceeded 600, (35 short of the original targeted breakeven) the committee decided to order 700 umbrellas.

Company	Sponsorship category
Biochrom	Principal sponsor
Genzyme	Principal sponsor
Milupa	Principal sponsor
SHS International	Principal sponsor
Sigma-Tau	Principal sponsor
Gluten Free Foods	Sponsor
JEOL	Sponsor
Micromass	Sponsor

Perkin Elmer Life Science	Sponsor
Swedish Orphan International	Sponsor
TKT Europe-5S	Sponsor
Wisepress	Educational sponsor
MetaX	Exhibitor
Orphan Europe	Exhibitor
Taranis	Exhibitor
Vitaflo International	Exhibitor

In addition the following local companies provided support

Company	Support given
AerLingus – official carriers	6 free AerLingus flights
Aer Rianta	Support for welcome desk in Dublin airport
Bord Fáilte	Funding for promotion
Coca Cola Bottlers (Ireland)	Free water (River Rock) and juices
AccuScience	12 'Golf' Umbrellas for Stewarts
Waterford Crystal	Inscribed Kromrower Bowl
Celltech Pharmaceuticals	Funding

Decision by Council: *commercial companies are now paying reasonable sponsorship to attend the Symposium but in return they are demanding and attempt to dictate the format of parts of the conference. They are professional but the local organising committee may not have their level of experience. Consequently the Council should advise the Local Organising Committee regarding the expected level of sponsorship so that there is continuity from year to year*

- *Sponsors must be advised early that all satellite meeting associated with the conference MUST be approved in advance.*
- *Sponsors MUST have a contact person who will deal with all aspects of their participation within the conference including the delivery of their exhibition material and stand. They should be encouraged to use a local representative to facilitate delivery of their exhibit.*
- *Sponsors must be advised well in advance of the delivery day and the expected time that their stand will be complete and the time when they can remove their stand. Sponsors must not be allowed to leave before the courier has collected their stand material.*
- *Sponsors must have their own insurance; certification must be presented to the local organising committee in advance of the meeting*
- *Conference venues have their own rules and regulations and these must be presented to the sponsors at the time when 'sponsorship contracts' are exchanged.*

9. Social Programme

The following social programme was arranged

- Tuesday evening – Welcome Reception hosted by the Minister of Health and Children in Dublin Castle – canapés and open bar
- Wednesday evening – Theme night Trinity College Dublin. Buffet meal and open bar
- Thursday evening – Conference Dinner The Pavilion Leopardstown Race Course

On the morning of the Conference dinner, the local organising committee decided to increase the bar facilities to include stout and lager at a minimal increase in cost. This appears to have been well received. Due to travel congestion in Dublin extra time was allowed for coaches to reach their destinations. On all three occasions the coaches arrived early, before the host venue was ready.

The Thursday afternoon social events had to be restricted depending on the size of the venue. These were generally well received although there were mixed reports of the Dublin City Tours. These appear to have depended on the quality of the tour guide.

A football match was alleged to have taken place between a Shortland and Fowler selection on Thursday evening. This apparently resulted in a 3-all draw. However, few witnessed the event!

Decision by Council: *traditionally the Tuesday evening welcome reception allows delegates to explore the local city and sponsors to entertain their guests. However, delegates are hungry and complain that there is never enough food! There was a full buffet at the conference venue in Prague.*

Despite promotion in the programmes and on the website there was little interest in the football match. This would probably only be successful if the complete local team could be mustered

10. Budget

The budget estimates and registration fees were approved by Council. An advance of St£10,000 was made to the Local Organising Committee in January 2002. All registration fees were handled by the conference secretariat, The Ovation Group but a separate bank account was opened by the Local Organising Committee and managed by its chairman and hospital financial controller. Sponsorship funds passed through this account as well as transfers from the conference secretariat in order to pay invoices. The final accounts will be audited by the hospital financial controller before submission to the Council

The committee covered the following costs from within the registration fee:

- Apex/economy travel and accommodation for all invited speakers. All invited speakers were collected from the airport by a member of the committee or by a driver.
- All invited speakers and chairpersons were given some Waterford crystal, a vase for women and whiskey tumblers for men. The Komrower lecturer was given an inscribed Waterford Crystal bowl
- The Registration fee of the Chairman of the International Society. There is no reciprocal arrangement between the SSIEM and any other national or international organisation
- The registration fee of the secretary and treasurer of the SSIEM
- The registration and accommodation (student) of the local organising committee (7) and hotel accommodation for the President of the SSIEM

There was a budget overrun in a number of areas

- The audiovisual costs increased, as it was not possible to use some of the University equipment. The local organising committee thought it appropriate to incur these increased costs as the success of the scientific meeting did depend on the presentation of lectures. There was one equipment failure, a university OHP. There was some fluctuation in the voltage supply to the O'Reilly Hall which did on occasions affect the intensity of the projector lighting
- The cost of the book of abstracts was not included in the initial estimates as the Local Organising Committee was informed that this cost was born by the SSIEM
- Additional items were subsequently included such as umbrellas, open beer bar at the conference dinner, lighting and sound at the conference dinner as the original band's costs included these but they pulled out one week before the conference
- Transport from 'unofficial' hotels which were not originally included in the schedule

11. Conclusion

The Local Organising Committee and Scientific Committee were honoured that the SSIEM Council chose Dublin to be hosts for the 40th annual conference. We hope that the venue, the scientific and social programme and the organisation met the high standards of previous SSIEM meeting. The committees thank the Council and its individual officers and members for their support and encouragement. The committees enjoyed the experience but once is enough!

Philip D Mayne
On behalf of Local organising Committee

Appendix 1

	1992	1993	1995	1996	1997	1998	2001	2002
	Belgium	Manch'ter	Toledo	Cardiff	Sweden	York	Prague	Dublin
Argentina			2			2	3	5
Australia	5	9	4	7	2	10	6	9
Austria	6	4	7	6	5	8	8	7
Bahrain						1	1	1
Belgium	39	10	15	18	12	16	19	20
Brazil	4	1	2			4	13	17
Bulgaria	1	1		1	1	2	1	0
Canada	5	4	11	4	11	10	3	15
Chile			3					1
Colombia			2					2
Croatia		4	3	1	2	5	4	4
Cyprus			1	1		2	1	1
Czech Republic	1		6	9	4	9	15	13
Denmark	7	9	5	9	2	9	23	20
Egypt			1		1	1		0
Estonia			4	1			1	2
Finland	4	1	8	6	5	4	9	8
France	26	11	31	11	12	21	27	33
Germany	28	18	19	30	30	42	41	47
Greece			3	3	1	5	3	3
Hong Kong			1	1		2	1	0
Hungary		2	1	2	3	6	7	5
India								1
Indonesia								1
Ireland	4	6	6	10	4	7	11	30
Israel	7	5	13	6	3	5	8	12
Italy	33	17	36	11	13	25	35	49
Japan	8	1	4	1	9	1	8	2
Latvia				1	1	1	2	0
Mexico			1		1			1
Morocco						1	1	0
Netherlands	46	32	45	53	35	50	50	49
New Zealand						1	2	1
Norway	4	5	8	6	8	10	11	13
Poland	5	6	8	8	8	11	19	18
Portugal	8	10	15	6	6	6	13	7
Russia	1			1	2	1	3	3
Saudi Arabia				1		1		2
Slovakia							2	3
Spain	20	13	87	19	23	28	35	37
Sweden	10	4	13	11	46	17	13	19
Switzerland	10	4	8	8	5	12	7	8
Turkey	4	4	7	9	4	5	2	8
UK	68	68	71	137	58	128	87	119
USA	18	17	36	20	18	28	53	52
Venezuela			2					1
Others	4	1	7	4	1	3	27	12
	365	254	483	409	329	500	575	661
No Delegates Registered		Restricted				611	620	740
Total No attending						650	680	838

NB. For comparison, delegate numbers per country as recorded in Conference List of Delegate Booklet

Appendix 2

Information for potential Sponsors

The SSIEM Conference will be held on the Campus of University College (Dublin) at Belfield, which is located approximately 6km south of the centre of Dublin. Registration, the principle exhibition, coffee and lunch breaks, parallel sessions and the majority of the posters will be located in the Arts Block while the plenary lectures will take place in the O'Reilly Hall approximately a two minute walk across the campus.

Following discussion with exhibitors in Prague purpose-built booths will not be provided; if this is a requirement construction of exhibition booths can be arranged. Units of about 9m² and multiples thereof may be hired in the exhibition hall within the Arts Block. Similar to last year there will be three categories of sponsorship, Principal Sponsors, Sponsors and Exhibitors, the benefits of which are shown below:

Principal Sponsors

- Exhibition Space – preferential reserved siting
- Two Full named Registration Fees (excluding accommodation) to the Symposium (additional lunch packs and social programme tickets may be purchased in advance)
- Invitation to welcome Reception – Dublin Castle for all exhibitors
- Placement of Company logo on the Principal Sponsors section on the Web site and in the Final Symposium programme
- Opportunity to place literature (provided by Company) in Conference bag

Sponsors

- Exhibition space – preferential siting
- 15% off SSIEM Registration Fee at time of booking for two
- Packed lunch Tuesday to Friday for two (additional lunch packs and social programme tickets may be purchased in advance)
- Invitation to welcome Reception – Dublin Castle for all exhibitors
- Placement of Company logo in the Sponsors section on the Web site and in the Final Symposium programme
- Symposium bag with list of delegates
- Opportunity to place literature (provided by Company) in Conference bag

Exhibitors

- Exhibition space – allocated on first come basis
- Packed lunch Tuesday to Friday for two (additional lunch packs and social programme tickets may be purchased in advance)
- Listing of Company name in the Final Symposium programme
- Symposium bag with list of delegates
- Invitation to Welcome Reception (Dublin Castle) for all stand exhibitors

In addition Companies may wish to support the conference by sponsoring additional options such as:

- notepad and pens (provided by Company) for the conference bag
- single or half page (A5) advertisements in Final Programme for delegates
- Company logo or Company details on Internet screen savers. A minimum of two internet access points for delegates will be provided in the Arts Block

Companies may also wish to hold satellite meetings and this can be arranged with prior notice providing such meetings do not clash, in time or content, with the main scientific programme.

Appendix 3

Exhibition Costs for Sponsors

Space will be allocated on a first come bases dependent of Category of Sponsor and on space requirements.

Stand sizes are predetermined:

3m x 3m	Exhibition space sizes available – 9m ² , 18m ² , 27m ²
3m x 2.5m	Exhibition space sizes available – 7.5m ² , 15m ²
4m x 2m	Exhibition space sizes available – 8m ² , 16m ²

Category of Sponsor	Exhibition Space	Summary of Package (see letter for details)
Principal Sponsor	500 EUR per m ²	2 full registration fees (excl. accommodation) Company Logo on web-site and final programme Literature in Conference bag (supplied by Company) Invitation to Welcome Reception for Exhibitors
Sponsor	325 EUR per m ²	15% of two registration fees (excl. accommodation) Packed lunches for 2 Tues to Fri Company Logo on web-site and final programme Symposium bag and list delegates Literature in Conference bag (supplied by Company) Invitation to Welcome Reception for Exhibitors
Exhibitor	225 EUR per m ²	Packed lunches for 2 Tues to Fri Listing of Company on web-site and final programme Symposium bag and list delegates Invitation to Welcome Reception for Exhibitors
Educational Sponsor	900 EUR per site	Packed lunches for 2 Tues to Fri Company Logo on web-site and final programme Symposium bag and list delegates Invitation to Welcome Reception for Exhibitors
Additional sponsorship available		
Lecture theatre	500 EUR	300 seater-lecture theatre with full projection facilities excluding dual projection. Available lunch-time Wed to Fri
Meeting Room	200 EUR	50 seater-meeting room. Available throughout conference
Screen saver on Internet access	500 EUR	Internet access available to all delegates in Arts Block – Registration, exhibition, poster, coffee area
Half page (A5) advert in Final programme	500 EUR	Landscape format, supplied by Company. Final programme circulated to all delegates
Note pads and pens		*Supplied by Company (containing company logo) and placed in Conference bag – 650+ delegates expected
Umbrellas		*Supplied by Company (containing company logo) and placed in Conference bag – 650+ delegates expected