

WPOP Appendix 8

Working Party Congress guidance



1. Working Party Sessions

What is a Working Party session?

Working Parties are invited to submit proposals for 90-minute sessions or workshops in which they can showcase the work they do within their groups. These Working Party sessions or workshops are scheduled within the main congress days as parallel sessions and are accessible for all congress attendees. Each proposal should include a detailed schedule for the full session or workshop, including a session title, presentation titles, speakers, moderators, and their email addresses.

The 90-minute slot may be divided among as many speakers as the WP prefers. One speaker per WP session or workshop will receive full funding, covering the costs of the speaker's flights, 3 nights accommodation and registration).

When can WPs propose sessions?

At the moment, suggesting Working Party sessions or workshops is only possible for the June ISBT Congresses held in even-numbered years.

For congresses held in June and November in odd-numbered years, the Scientific Secretary will reach out to the Working Parties for topic ideas. However, there are no Working Party sessions included in the programme, so full session proposals cannot be submitted.

How can WPs propose sessions?

Working Party Chairs will receive an invitation email from the ISBT Central Office. They will need to complete a submission form.

A WP may suggest multiple sessions or workshops, but acceptance is not guaranteed.

Before submitting, the WP Chair must contact the proposed speakers to obtain their tentative confirmation and inform them that the proposed session is subject to approval by the Scientific Committee.

What happens after submission?

The Scientific Committee, led by the Scientific Secretary and including both Local Organizing Committee members and ISBT subject-matter experts, reviews all submitted proposals and decides whether they are accepted. Acceptance criteria include the novelty of topics and speakers and whether the topics fit or overlap with the scope of the rest of the programme. WP suggestions (when applicable) might be used for plenary sessions.

Once the decisions are made, the Central Office will communicate them to the WP Chairs. Accepted sessions or workshops will be added to the programme, and MCI (the Professional Congress Organiser) will contact the accepted speakers with the official invitation. MCI will also arrange funding for one speaker per session.

If a session is not accepted, or if the Scientific Committee recommends different speakers, the WP Chair is responsible for informing the originally proposed speakers and is requested to suggest new ones.

2. Working Party Business Meetings

At the June ISBT Congresses, WPs have the opportunity to hold face-to-face business meetings (free of charge)—typically on the local day, the first day of the congress.

Who can attend the business meetings?

These meetings are open to WP members and guests invited by the WP. Representatives of the official Corporate Partners (CPs) are also invited to attend by the Central Office staff according to their CP benefit packages. Please note that attendees may be checked upon entry.

How can WPs organize a business meeting?

WP Chairs are asked to submit a business meeting request form, indicating the preferred day and time, as well as practical details such as the expected number of attendees, table setup, and technical requirements. The ISBT CO will arrange the WP meetings over two days (usually Saturday and Sunday) prior to the congress. Time allocations are made to reduce the potential for subject matter clashes and consider preferences wherever possible.

Hybrid business meetings

To support WP members who cannot attend the congress in person, hybrid participation is available. The Central Office staff creates and distributes Zoom links for each WP. A hosting laptop with Zoom, a screen, and a microphone will be provided in the meeting room. However, it is recommended that the WP assigns a member with a personal laptop to monitor the online attendance during the meeting.

The WP is responsible for monitoring and moderating the online participation and involving online attendees whenever appropriate. All meetings are recorded, and the recording will be made available to WP members upon request.

3. Free registrations available for Working Parties

At the June ISBT congresses, each Working Party has the opportunity to allocate five free registrations. The intention is that this will facilitate the attendance of those needed at the meeting, including but not limited to the WP leadership. The WP Chair allocates these places, and they can be made available to anyone (not limited to WP members) to support attendance at WP business meetings or sessions.

WP Chairs are asked to submit their forms for the five free registrations well in advance of the congress. The selected attendees will receive a discount code from MCI, which they can use during the registration process to waive the registration fee.

WP Chairs must contact the attendees they intend to allocate a discount to and confirm their participation before submitting the form.