WPOP Appendix 10 - WP guide to in-person meeting requests

1. Purpose

This guide sets out the process, including roles and responsibilities, for applying for funding and/or administrative support for in-person Working Party (WP) meetings at the Central Office (CO) in Amsterdam. Please read it before submitting a request, and share it with your WP as needed.

2. Who to contact

The Scientific Officer (science@isbtweb.org) is your main point of contact for all WP matters, including in-person meeting requests. If the Scientific Officer is unavailable, the Science & Education Officer (academy@isbtweb.org) will be able to assist. Once your meeting is confirmed, the Office Manager (office@isbtweb.org) will arrange the venue, travel, and accommodation reservations.

3. Process overview

The process runs in two stages: first is obtaining approval from the Board for funding for an in-person WP meeting, and then the planning of a specific in-person meeting once dates are finalised.

3.1 Annual funding request

1. Submit your meeting request according to WPOP Appendix 4 and 5 for meetings planned for the following financial year.

2. The ISBT Board reviews all funding requests during its February meeting. Once the Board has made a decision, the Scientific Officer will inform you of the outcome, including your approved budget and any conditions attached to it.

3. You will then be asked to confirm that you accept approved budget and conditions.

3.2 Booking your meeting

1. Meeting dates must be finalised well in advanced so that the Scientific Officer can be informed of the meeting dates, final agenda and confirmed list of participants at least 4 months prior to the meeting.

2. The Scientific Officer, together with the Executive Director, will review the final agenda and all other submitted information to check that the request is compliant with the initially approval.

3. Once confirmed, the Office Manager will book the meeting room and help with travel, accommodation, catering, and AV arrangements, if required.

4. Requirements and deadlines

To ensure your meeting success, please adhere to the following deadlines:

What's needed	Deadline*
Submit your initial funding request for Board approval**	Deadlines are set annually and communicated via email, usually towards the end of the 3rd quarter of the financial year
Contact the Scientific Officer with your meeting details (dates, final agenda and confirmed meeting attendees)	No later than 4 months before the intended meeting date
Travel bookings – for participants travelling within Europe	No later than 2 months before the meeting
Travel bookings – for participants travelling from outside Europe	No later than 3 months before the meeting
Food allergies and dietary restrictions for all participants	No later than 1 month before the meeting
Expense claims for reimbursement	Within a month after the meeting (see Section 7)

*Note: Requests submitted after these deadlines may be rejected, at the CO's discretion.**See WPOP Appendix 5 for budgeting guidelines for flights, accommodation and meals for the submission of the funding request.

5. Budget Guidance

5.1 Travel

The CO will calculate a maximum amount reimbursable (MAR) for travel per participant, based on the timelines above. Any amount above the MAR will be for the participant's personal account.

5.2 Accommodation

The CO will calculate an accommodation MAR based on the start and end times of the meeting, the distance/duration of travel per participant, available budget.

5.3 Meals

The CO arranges lunch and coffee breaks during the meeting (approximately €15 per participant), which must be included in the budget. One additional meal such as dinner may also be covered if included in the approved budget.

6. Logistics Support

The Office Manager (office@isbtweb.org) can provide logistics support for the event according to the above timelines. Please note that if a flight booking made on your behalf by the CO results in a loss due to last-minute change of plans without a valid reason, ISBT will need to be reimbursed for that expense.

The WP is responsible for booking hotels and restaurants. The CO will share a list of recommended hotels and restaurants near the office.

7. Expense Claims

Participants can submit expense claims for reimbursement up to 1 month after the meeting; claims submitted after this period will not be processed. As WP Chair, you are responsible for confirming the total reimbursement amount to each attendee, as per the budget allocation planning agreed with the CO, and for making sure that meeting participants follow the timeline for expense claim submission.

8. Questions

Please get in touch with the Scientific Officer (science@isbtweb.org) for questions related to the application process and the Office Manager (office@isbtweb.org) for logistics related questions.