

Recommendations to organize an ELMI meeting

This document serves as a guideline in the process of choosing future venues for ELMI meetings and will help local organizers to meet the “ELMI format”:

1) Date:

- “Default” time of ELMI is in May, but Pentecost should be avoided.
- Alternative options are March, April or June, but Easter, FOM and other large microscopy conferences should be avoided. At least a week between ELMI and other microscopy conferences is needed for companies for instrument transport time.
- Try to avoid public holidays, especially in the ELMI Meeting host country during installation and de-installation of the microscope systems

2) Programme:

- Start Tuesday afternoon (e.g. Keynote lecture(s))
- Schedule separate slots for scientific lectures and company workshops on Wednesday and Thursday. Provide enough time for the workshops to enable real hands-on demonstrations by the companies.
- Schedule scientific lectures on Friday until early afternoon
- Reserve slots non-parallel to the ELMI programme for
 - i. ELMI Steering Committee meeting:
preferred time during lunch or dinner, if separate food is available for SC members
 - ii. core facility satellite meeting:
usually Tuesday 9:00 – 17:30 before keynote
 - iii. Euro-BioImaging breakout sessions and status quo:
embed status quo talk in ELMI programme
try to fit breakout sessions before or after the official ELMI meeting
- invite a reasonable number of female speakers
- Ask companies to label their workshops e.g. to distinguish introductions from in-depth information for experts
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3) Venue:

- Optimally concentrate the meeting in one venue: lectures, workshops, exhibition and hotel rooms in one place.
- Space for 250-350 participants and offer enough workshop capacity for this amount of participants.
- Easy to reach for most participants, e.g. close to international airport.
- Multiple rooms of different size for workshops are needed, big companies (e.g. Andor, Leica, Nikon, Olympus, PerkinElmer, Zeiss) request 60m² or more, while smaller companies prefer smaller and cheaper rooms
- Access to workshop rooms via elevator if necessary.
- Space to store empty boxes during the meeting should be available.
- Early delivery should be possible and workshop rooms should be available a few days in advance.
- Workshop and exhibition rooms
 - i. How many workshop rooms will there be in total?

- ii. Where are the workshop rooms located? Ground floor? How close to the lectures?
- iii. If the workshop rooms are not located on ground level are there elevators? If so what are the dimensions (door width, capacity)?
- iv. Airconditioning in the ws room? How precise is the temp control?
- v. Door width of ws room?
- vi. Electricity: How many circuits are available in each individual ws room?
- vii. Windows? Curtains to dim the room?
- viii. Is a projector and screen available?
- ix. possibility to transport 120x80 cm palettes from delivery to workshop rooms and exhibition area (including elevators) is mandatory.
- x. The maximum dimensions (size and weight) of boxes to be delivered to workshop and exhibition area needs to be communicated to companies well in advance.

4) Organizing team:

- Who are the main organizers and scientific committee ?
- Will the meeting be supported by a microscopy society (e.g. local microscopy society, RMS) ?
- Is the national BioImaging community involved ?
- The majority of the scientific advisory board who will select the speakers should have a history or relation to the ELMI community. Members of the scientific advisory board are expected to chair a session during the ELMI meeting.

5) Registration fee and company contribution:

- Offer group registration and group fee payment for workshop organizing companies.
- Keep the registration fee for academic and industrial participants equal.
- Companies organizing workshops pay for the booked rooms. A discount of the registration fee for a limited number of people for those companies is helpful to motivate companies to organize workshops.
- Companies can sponsor e.g. events like dinners, special lectures etc.
- The registration fee depends on local conditions, but organizers should take care to keep the fee reasonably low compared to the last meetings.
This can be achieved by booking venues which are reasonably prices, find a suitable conference date off-season and have the whole meeting in one hotel (conference, catering and accommodation from one provider).