

Annex 1 - Proforma for proposing an INEBRIA Conference

1. Location, Dates

City

Proposed venue if possible

Proposed dates if any restrictions on these

2. Individuals

Who will be involved? How will they manage the workload?

Including:

Scientific Lead

Organizational Lead (in-house or professional conference organizers?)

Staffing (prior to and during the conference)

Prior experience of INEBRIA? Prior conference organization experience?

3. Criteria

How will the proposed annual meeting advance the aims and objectives on INEBRIA (see website, no more than 200-500 words)?

4. Budget

See budget proforma if helpful

What are the proposed registration fees and on what numbers of participants are they based?

How many local participants are expected to attend?

What additional funding is proposed/possible? Please explain if you intend relying on any external funding to organize the conference that may be contentious (such as that from the pharmaceutical industry or alcohol industry)

Likely best and worst case scenarios for budget?