

1. ISN NEXUS SYMPOSIA CONCEPT

The ISN launched the ISN Nexus Symposia series in order to address important translational aspects and clinical needs in the practice of nephrology. The inaugural Nexus Symposium on "Bone and the Kidney" took place in Copenhagen, Denmark from 12-15 October 2006. The overall goal of the scientific program is to cover all relevant aspects on the selected topic from basic research to translational science into clinical practice. Accordingly, each day of the scientific program is specially structured to accommodate Symposia on basic science as well as clinical and translational research sessions linking advances to practice. The Nexus Symposia incorporate a series of high-level keynote lectures given by leaders within the field from around the world, along with industry sponsored symposia, poster and oral sessions, and networking breaks. At least one slot in the program is reserved for Meet the Expert discussions or other similar interactive sessions to support young investigators.

To deliver on its goals, Nexus Symposia need to be of clear hands-on clinical and/or translational relevance and therefore, content needs to appeal to a primarily clinical audience.

Another main focus is to create an environment that stimulates strong networking opportunities for developing new clinical and translational research projects, which is facilitated by the program, conference venue and size.

The website of the ISN Nexus Symposia where all past events website can be viewed is:

<http://www.theisn.org/isn-information/nexus/itemid-541>.

2. SCIENTIFIC CORE COMMITTEE COMPOSITION

The scientific program of the ISN Nexus Symposia is driven by the symposium co-chairs, who are appointed on recommendations of the Nexus Core Committee. The Nexus Core Committee recommends two co-chairs (1 researcher, 1 clinician) for approval by the Executive Committee of the ISN at least 18 months prior to the dates of the respective Nexus Symposium. Symposium co-chairs are leading the efforts to assemble the scientific program of the respective Nexus Symposium. In this task they work closely with the Scientific Core Committee (SCC) members. The SCC members are appointed based on the recommendations of the symposium co-chairs and are approved by the Nexus Core Committee of the ISN. The SCC has the overall responsibility for the scientific standards of the symposium within the framework set out for the Nexus Symposia. The composition of the SCC is therefore a key element in guaranteeing the scientific quality of the symposium.

1) It is customary, but not required that members of the SCC are also members of the International Society of Nephrology (ISN)

2) Normally any one institution should not be represented on the SCC by more than one person

3) The SCC should have a strong regional expertise within the region where the Symposium will be held

4) The SCC should include a balanced international representation and clear representation of specialty areas relevant to the symposium theme

5) The SCC should strive to have a balanced gender representation

Experience shows that large committees tend to be inefficient and for this reason the SCC should be limited to not more than 7-10 members

3. ROLE AND RESPONSIBILITIES OF SYMPOSIUM CO-CHAIRS

The role and responsibilities of the Symposium Co-chairs correspond with the roles and responsibilities of the Scientific Core Committee members indicated in point 4 of this document. In addition to the tasks outlined in point 4 the Symposium Co-chairs will have the key tasks outlined below:

- Key task of identifying the members of the Scientific Core Committee (subject to approval by the ISN Forefronts and Nexus Core Committee)
- Defining the topics for abstract submission and approving the abstract review procedure
- Reviewing travel grant applications and selecting travel grant winners
- Reviewing and giving input into marketing materials, e-blasts, etc.
- Advice, recommendation on host cities / countries and possible venues for the symposium (final selection is made by the ISN Nexus Core Committee)

- Advice on collaborations with / endorsements of related organizations

4. ROLE AND RESPONSIBILITIES OF SCIENTIFIC CORE COMMITTEE (SCC)

The SCC and Symposium Co-chairs exercise their responsibility in three main aspects outlined below. The roles and responsibilities of the Scientific Core Committee members as well as Symposium Co-chairs are defined but not limited to the tasks outlined below:

- Definition of the scientific program of the symposium, including defining the symposium themes/ titles for each day; the topics for the keynote lectures, basic science, clinical science and translational sessions within the format provided by ISN staff
- Suggestions on invited speakers. Speakers are suggested on the basis of relevance to the theme, personal knowledge and recommendations *or* on the basis of recent publications. Final decision on invited speakers is the responsibility of the Symposium co-chairs
- Reviewing scientific abstracts submitted for the symposium
- Reviewing and approving industry symposia proposals
- Giving concrete advice and provide active involvement in fundraising
- Active involvement in promoting the Nexus Symposium
- SCC members are required to speak and/or chair at least one session of the symposium. Session chairs will be responsible for liaising with the speakers of their session to make sure that there is no overlap between the speaker presentations and assist the meeting organizer in reaching out to the invited speakers

5. ISN STAFF RESPONSIBILITIES

The Symposium Co-chairs and SCC are expected to work closely with the ISN Global Operations Center staff to compile the program of the symposium. The work of the SCC will be done mainly through email and conference calls. ISN staff will manage and execute, with input from the SCC and symposium co-chairs, the following symposium elements:

- Selection of Destination (based on overall ISN strategic criteria and advice/ recommendation from Symposium Co-Chairs)
- Venue review and selection (based on ISN Nexus requirements)
- Determination of timing for the event (based on ISN strategic considerations and advice from Symposium Co-Chairs)
- Scientific Program and Speakers Management (invitation letters, speaker follow up etc.)
- Abstracts Management Systems
- Travel Grant Application Coordination
- Fundraising (with advice and active involvement of Symposium Co-Chairs and SCC members)
- Sponsorship and Exhibition Management
- Marketing and Communication
- Registration Management
- Hotel Reservation Management
- Overall Conference Management
- Budgeting, Financial Management and Controlling (including VAT aspects)
- Symposium Evaluation
- Publications and Conference Capture
- Web site
- Continuing Medical Education (CME)
- Reporting to ISN Executive Committee

6. SYMPOSIUM CO-CHAIRS, SCC MEMBERS AND SPEAKER BENEFITS

The SCC members, Symposium Co-chairs and invited speakers are entitled to the following support of their participation at the symposium:

- Complimentary registration for the symposium
- Complimentary 3- nights hotel accommodation for the duration of the symposium
- Travel costs covered up to a maximum amount according to the ISN policies

7. NEXUS SYMPOSIA PROGRAM FORMAT

Thursday (Day 1)		Friday (Day 2)		Saturday (Day 3)		Sunday (Day 4)	
12:00 - 18:00	Arrival & Registration	07:00 - 08:30	Poster Mounting	07:00 - 08:00	Meet the Expert Breakfast	08:30 - 09:30	Keynote Lecture 5 <i>1 speaker</i>
13:45 - 16:15	POTENTIAL Advisory Board (sponsorship item)	08:30 - 09:30	Keynote Lecture 2 <i>1 speaker</i>	08:15 - 09:15	Keynote Lecture 3 <i>1 speaker</i>	09:30 - 10:00	Coffee Break, Exhibition & Poster Viewing
17:00 - 17:30	Welcome Addresses	09:30 - 10:00	Coffee Break, Exhibition & Poster Viewing	09:15 - 10:00	Coffee Break, Exhibition & Poster Viewing	10:00 - 12:00	Symposium 6 <i>max. 4 speakers</i>
17:30 - 18:30	Opening Keynote Lecture <i>1 speaker</i>	10:00 - 12:00	Symposium 1 <i>max. 4 speakers</i>	10:00 - 12:00	Symposium 4 <i>max. 4 speakers</i>	12:15 - 13:15	Industry Lunch Symposium 4
18:30 - 20:00	Welcome Reception & Exhibition	12:15 - 13:15	Industry Lunch Symposium 1 (sponsorship item)	12:15 - 13:15	Industry Lunch Symposium 2 (sponsorship item)	13:30 - 15:30	Symposium 7 <i>max. 4 speakers</i>
		13:30 - 15:30	Symposium 2 <i>max. 4 speakers</i>	13:15 - 14:45	Poster Session and Break	15:30 - 15:45	Close of meeting
		15:30 - 16:00	Coffee Break, Exhibition & Poster Viewing	14:45 - 16:45	Symposium 5 <i>max. 4 speakers</i>		
		16:00 - 18:00	Symposium 3 <i>max. 4 speakers</i>	16:45 - 17:15	Coffee Break, Exhibition & Poster Viewing		
		18:00 - 19:30	Oral Presentations from best Abstracts	17:15 - 18:15	Keynote Lecture 4 <i>1 speaker</i>		
		19:30 - 22:00	POTENTIAL Advisory Board (sponsorship item)	18:30 - 19:30	Industry Lunch Symposium 3 (sponsorship item)		