



ICS Board of Trustees Meeting and Conticom-ICS Ltd Directors Meeting Minutes

Friday 31 August 2018, 09:00 – 10:30

Meeting space: Philadelphia Convention Centre, Meeting room 301

Trustees present: Sherif Mourad (Chair/General Secretary), Jerzy Gajewski (Treasurer), David Castro Diaz, Mauro Cervigni, Alex Lin, Cristina Naranjo-Ortiz

Apologies: Carlos D’Ancona, Alex Digesu, Marcus Drake

ICS office staff: Daniel Snowden (Executive Director/Company Secretary), Dominic Turner (I.T. Director), Avicia Burchill (Projects and Events Manager)

	FRIDAY 31 AUGUST
1	<p>Decision on PCO contract – IN CAMERA</p> <p>SM concluded by saying we will review the service level agreement together and extend the contract and we will re-evaluate directly after the Gothenburg meeting.</p> <p>ACTION POINT 439: ICS and Kenes to work together on the one year extension to the contract and to review and implement the service level agreement.</p>
2	<p>Decision on bids to host ICS 2022</p> <p>SM explained that Vienna and Paris were chosen to go through while Prague and Lisbon have been advised of the decision.</p> <p>Prague’s extended exhibition area is still under construction and Lisbon was offering a different venue to that outlined in the bid. This was problematic in terms of ease of access for delegates.</p> <p>SM explained that Paris prices are high but overall the bid looks promising. They offered a reduced convention centre cost and free shuttle buses from airport. The Chair is also working on free transport pass during the meeting.</p> <p>SM summarised that Vienna is reasonably priced and the convention centre modern and well connected. The chairs are very highly scientifically respected and a strong scientific chair is also in place.</p>
3	<p>ICI-7 at ICS 2020</p> <p>SM summarised the meeting with ICI editors and confirmed it was a good meeting and we decided on the role of the ICI Steering Committee. SM confirmed there will be applications from ICS members for ICI committees. The applications will be reviewed and chosen by the steering committee. This is a positive change and a diplomatic move. SM concluded by saying that we expect to take the same process of the office in preparing the book.</p>
4	<p>EAU Guidelines – IN CAMERA</p>

5	<p>Summary of meetings during ICS 2018 – IN CAMERA</p> <p>JG spoke to Allergan and they explained they cannot support any doctors out of US. They suggested that they may be able to sponsor a lecture. SM felt it was unacceptable to offer dinners when they are not supporting the main event. JG confirmed they will come to 2020. A discussion was held to contact Dysport & Xeomin.</p> <p>ACTION POINT 441: Follow up on actions from industry meetings held. Contact Dysport and Xeomin.</p>
6	<p>February 2019 Board meeting</p> <p>DS confirmed most likely to be held in London at the Novotel hotel over Friday 1st Feb and Saturday 2nd Feb.</p>
7	<p>Any other business</p> <p>JG asked if we can have a timer for presentations so that the Chair of sessions can see the timings and ensure the session runs to time.</p> <p>ACTION POINT 442: Ask Kenes to add visible timers for session/workshop chairs to ensure sessions run to time.</p> <p>AL said that some delegates complaining about the app. DT explained this was an area where the office was upset about the quality and service from the provider. This would be resolved by the communication SLA with Kenes and by seeking to work directly with the app designer rather than having Kenes act as middle man.</p> <p>ACTION POINT 443: Dom to evaluate 2018 app preparation with a view to improvements for 2019 onwards. Aim to produce in-house or work directly with external app provider.</p> <p>There was a discussion about the cadaver course and whether to hold a course next year. It was agreed to investigate but to ensure a longer lead in time.</p> <p>MC noted that the scientific committee assigned 3 people for a session and when a chair doesn't attend this is very disappointing. Also there are several with many presentation. There should be a rule to limit the number of abstracts presented.</p> <p>CN reported that after discussion with both nurses and physio committees there are concerns over the Brussels programme. Doreen McClurg offered herself as speaker but received no answer from the chairs.</p> <p>ACTION POINT 444: Follow up with the Brussels' chairs on Doreen McClurg's offer and in completing the nurse/physio programme.</p>

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