

# **Minutes of meetings of the coordinating committee, May 27<sup>th</sup> and May 31<sup>th</sup>, 2001, held in Toronto during the 27<sup>th</sup> annual Alcohol Epidemiology Symposium**

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## **Present**

Moira Plant (President)  
Harald Klingemann (Vice President)  
Thomas Greenfield (Vice President elect)  
Ingeborg Rossow (President elect)  
Trygve Ugland (Treasurer)  
Alan Ogborne (Secretary)  
Martin Plant  
Pia Mäkelä  
Marie Chouquet  
Robin Room  
Marja Holmila  
Kim Bloomfield  
Andrée Demers  
Kaye Fillmore  
Sharon Wilsnack (second meeting only)  
Guillermina Natera (second meeting only)

## **Regrets:**

Allaman Allamani  
Sturla Norland

### **1. Approval of Agenda**

Approved

### **2. Membership**

It was clarified that Guillermina's membership on the committee will run for two years because she is replacing Tom who had two more years as an ordinary member. Other new members with four year terms are: Kim, Pia, Sharon and Marie. Retiring members are Robin, Kaye, Moira, Martin and Sturla.

### **3. Approval of minutes of Oslo meeting**

A motion to approve these minutes was moved by Robin. Approval was unanimous without discussion.

### **4. Report on planning for Toronto meeting**

Norman Giesbrecht came to present this report. He indicated that there were 151 registrants excluding six who initially registered and then withdrew. Of the 151, 32 had their registration fees waived. Eleven (11) also received partial support.

A total of 106 abstracts were submitted and 70% arrived by the deadline. Seventy three (73) papers were on the Web.

Norman had several recommendations for the work for future organizing committees. First, there is a need to be very clear about how requests for partial support will be handled. These take a lot of time and Norman recommended that support only be considered in the case of those who (1) have not received support in the previous two years, (2) submit an abstract, and (3) completely fill in the application form.

There was general support for this but several members expressed the hoped that organizing committees will have some flexibility because there are sometimes very good reasons why abstracts are not submitted on time. It was, however, agreed that the coordinating committee would support decisions made by organizing committees.

Norman also recommended that organizing committees be very clear about letters of invitation. Some people require these letters to obtain a visa. Norman recommended that it be made clear that only one such letter will be issued on each case and that the KBS will not otherwise become involved in the visa application or country entry process (e.g. by meeting people at airports to facilitate entry to the country). Norman also recommended that letters of invitation should only be sent to those who have paid registration fees.

The committee agreed and proceeded to a general discussion about applications from people who are primarily interested in using the KBS meeting to obtain visas for other purposes. It was agreed that KBS keep a running list of organizations and individuals who have sought to use KBS only to get visas. Hard copies of the list will be made available to organizing committees for information and update. It was also agreed that the procedures for handling these cases be added to the CD-ROM guidelines for conference organizers. These procedures will include informing relevant embassies if those believed to have obtained visas do not show up for the conference.

Norman also raised issues concerning the format of papers and deadlines for their submission. These issues were referred to a working group and taken up at the second meeting (see below).

## **5. Report from secretary**

Alan reported that a database of members had been created from the original Word file. He also indicated that he may not be able to attend the conference in Paris because he was now in private practice and may not be able to find the funds. When the committee reconvened members supported a proposal by Moira to ask the organizers of the Paris meeting to provide partial support to enable to Alan to attend. Alan expressed his gratitude for this generous proposal.

## **6. Report from treasurer**

An account of income and expenditures is attached.

Trygve reported that the society has 295 members who have paid at least once since 1996. Ninety three have not paid since 2000 or earlier while 68 have paid for 2001, 22 are paid up through 2002 and 12 are paid up through 2003. Between Oslo and

Toronto Trygve received fees from 80 people, of whom 44 were paying from personal resources (US\$15) and 36 from institutional resources (US\$50).

Trygve considered that this was a good year for KBS financially. We raised US\$6000 for the Toronto conference because many members paid their fees. This was due to a more active approach by Trygve. More people are expected to sign up or renew their membership at the conference.

Next year may not be so good, however, and it was not clear that the society will have US\$6000 to support the conference in Paris. There was a general discussion about raising fees and finding other ways to raise funds and this was referred to a working group whose report was considered when the committee reconvened (see below).

## **7. Future meetings**

Marie reported on plans for the next meeting in Paris. The meeting will be held from June 3<sup>rd</sup> to June 7<sup>th</sup> 2002 at Val de Grâce, in the 3<sup>rd</sup> arrondissement, in the oldest Military Hospital in the city, and that there will be no charge for meeting rooms. However, these will only be available from Monday to Friday and thus pre- and post-conference meetings and workshops will be held at the university. Kim will work with Marie to find rooms for the GENECIS group meetings.

Clerical help will be available and funds are being sought to support the conference. Andrée indicated that she will help Marie as and when needed and that an update of the CD-ROM guidelines will also be available. Harald also indicated a willingness to help if required.

The theme of the conference will be Science and Policy and the organizers plan to have four plenary sessions that focus on aspects of this issue.

There was some discussion of the option of having a conference with pre-defined versus emergent topics for plenary sessions but it was agreed that local organizers should be free to plan sessions relevant to local interests, so long as this did not constrain acceptance of free submissions. This may involve inviting some people to address specific topics during plenary sessions.

When the committee reconvened Jacek reported that plans are underway to hold the 2003 June conference in Krakow. This is a beautiful old city and where the accommodation will be considerable cheaper than in Warsaw.

Marja also indicated that it may be possible to have the 2004 conference in Helsinki.

## **8. Future thematic and other meetings**

Marja distributed a flyer concerning a thematic meeting on Community-Based Prevention of Alcohol and Drug-related Harms to be held in Helsinki from March 18<sup>th</sup> to March 23<sup>rd</sup>, 2002.

When the committee reconvened, Anja Koski-J@nnes reported on plans to hold a thematic meeting on qualitative and quantitative studies of substance use over the life course in Stockholm in October 2002. The participation costs will be about EU250. Abstracts will need to be submitted by May 31<sup>st</sup> 2002.

Anja was advised to check to see if the proposed meeting dates conflicted with meetings of the American Public Health Association or a symposium of the Swiss Institute for the Prevention of Alcohol and Drug Problems (see below).

Robin moved approval of these thematic meetings and approval was unanimous.

There was a discussion about the policies and procedures for thematic meetings adopted by the Coordinating Committee in the past and Robin agreed to ask Esa Österberg whether he had these and to submit them to the KBS Website.

Harald reported that there is to be a meeting 26-30 October 2002 to mark the 100<sup>th</sup> anniversary of Swiss Institute. The theme will be 'From Science to Action'. Harald indicated that the organizers would welcome KBS as a cosponsor of the meeting and would be willing to pay US\$1000 to use the membership list to distribute publicity. This was approved.

## **9. KBS archives**

This was not discussed

## **10. Other business**

Tom has offered to propose that the Website be hosted by the ARG.

Committee members expressed their appreciation for Ron Roizen's work on this site.

There was a brief discussion of changes at ICAA and it was agreed that no action was required of KBS at this stage. However, KBS would respond positively to any constructive approaches from ICAA.

## **11. Business arising**

When it reconvened on May 31<sup>st</sup>, the committee received recommendations from a working group establish at the first meeting to consider future conference deadlines, visa applications, the formatting of papers and KBS membership fees. The working group members were: Ingeborg, AndrJe, Alan, Moira, Martin, Tom, Trygve and others

### **Deadlines**

The working group recommended that the deadlines for the submission of abstracts should be February 1<sup>st</sup> and that this be made very clear in conference materials

### **Visa applications**

Conference materials need to be very clear that only one letter will be sent to facilitate visa applications.

### **Formatting for the web.**

The working group also recommended greater clarity regarding length of papers, margins, paper size and related issues, and proposed that papers be submitted in PDF format whenever possible. The group also proposed that papers that do not conform to the specifications be returned to the authors, and not edited by organizing committees.

The matter of putting late papers on the web after the conference would be up to local organizing committees.

Robin recommended the use of the numbering system used in Iceland and Tom agreed to take this recommendation to the ARG Web manager.

There was a brief discussion of how long papers would remain on the Web but no decision were taken. It was, however, pointed out the use of a password to access these papers was due to the concerns of journal editors about the publication status of new submissions.

It was agreed that all these issues will be addressed in a revised version of the CD-ROM guidelines for conference organizers

### **Membership fees**

The working group recommended that membership fees be increased to US\$ 25 for individuals and US\$75 for those supported by institutions. It was agreed to put this to the members at the annual membership meeting and to conduct a mail poll of all members within three months.

### **Other fund raising options**

1. Add US\$30 to registration fee. This would contribute to KBS support for participation by students and others with limited funds. KBS would make up the total to US\$6000. This was agreed and the CD-ROM Guidelines will be amended accordingly.
2. Charge US\$100 extra to non members who want to come to the conference. This would provide an incentive for people to join the society or pay their fees and may raise extra funds from those who, for any reason, did not want to join the society yet want to come to the conference. This was agreed and the CD-ROM Guidelines will be amended accordingly.
3. T-shirts and coffee mugs. These are options that might be considered in the future. However no decision were taken.
4. \$1000 contribution to the society from fees and other funds raised in connection with thematic meetings, where this was possible. This was agreed in principle and Ingeborg, Tom and Trygve will draw up a draft contract.