

**Eleventh International Congress of Toxicology (ICTXI),
Palais des Congrès de Montréal, Montréal, Canada, July 14 - 21, 2007**

Post Congress Summary Report, May 2008

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A. Organizing Committee Report:

Organizing Committee Membership:

Honorary President: Gabriel L. Plaa, Université de Montréal
Congress President/Chair, Organizing Committee: Malle Jurima-Romet, MDS Pharma Services
Congress Co-Chairs: Thomas E. Massey, Queen's University,
and Sheldon H. Roth, University of Calgary
Secretary: P. David Josephy, University of Guelph
Chair, Scientific Program Committee: Daniel G. Cyr, INRS-Institut Armand-Frappier,
Université du Québec
Co-chair, Scientific Program Committee: Robin Walker, CanBioPharma Consulting Inc.
Chair, Local Arrangements Committee: Marc Baril, Institut de recherche Robert-Sauvé
en santé et en sécurité du travail
Chair, Communications and Public Relations Committee: Douglas L. Arnold, Health Canada
Chair, Financial Contributions Committee/ President, STC: Michel Charbonneau, INRS-Institut
Armand-Frappier, Université du Québec
Past-President, STC: Barbara F. Hales, McGill University
Congress Director: Laurier Forget, National Research Council of Canada
Congress Manager: Pierre Lamoureux, National Research Council of Canada

The Organizing Committee began meeting in Dec. 2002, nearly five years before the Congress, and met several times annually until the event, as shown in the following table:

2002			2006	
December 7	meeting		January 25	meeting
2003			April 21	meeting
April 12	meeting		June 14	teleconference
September 13	meeting		September 11	meeting
November 3	teleconference		December 3	meeting
December 7	meeting		2007	
2004			February 2	meeting
March 9	meeting		May 11	teleconference
June 1	meeting		June 5	teleconference
December 5	meeting		June 20	teleconference
2005			July 14	meeting
February 17	meeting		July 14 - 21	ICTXI
May 17	meeting		December 14	wrap-up meeting
September 26	meeting			
December 4	meeting			

From the outset, the Organizing Committee's objective was to organize and host an ICT that would be scientifically rewarding, financially successful, and personally memorable for delegates and their families. We are proud to report that ICT XI met these objectives.

B. Registration Figures:

<i>Registration Type</i>		<i>Continuing Education Courses</i>	
Full Registration	864	CE-1 Pathology for the Non-Pathologist	60
Student Registration	177	CE-2 Toxicokinetic Data/ Risk/ Safety	52
Complimentary	198	CE-3 Omics in Toxicology	48
Total Registration	1,239	CE-4 Immunotoxicology	55
<i>Accompanying Persons</i>	50	CE-5 Balancing Safety/ Animal Welfare	28
		CE-6 Cardiotoxicity of Non-Cardiac Drugs	28
		Total Cont. Ed. Registration	271

Commercial Exhibition

Number of Exhibit Booths: 63; Number of Companies or Organizations: 56

C. Program Committee Report:

International Program Committee:

Membership:

Daniel G. Cyr (Chair), INRS-Institut Armand-Frappier, Canada
Robin M. Walker (Co-Chair), CanBioPharma Consulting Inc., Canada

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Silvia B.M. Barros, University of São Paulo, Brazil
M. George Cherian, University of Western Ontario, Canada
Kevin Chipman, University of Birmingham, UK
Jean-Michel Danger, Université du Havre, France
Erik Dybing, Norwegian Institute of Public Health, Norway
Patricia Frank, Patricia Frank and Assoc., USA
Corrado Galli, University of Milan, Italy
Jay I. Goodman, Michigan State University, USA
Barbara F. Hales, McGill University, Canada
Gabrielle M. Hawksworth, University of Aberdeen, UK
Tohru Inoue, National Institutes of Health Sciences, Japan
Curtis D. Klaassen, University of Kansas, USA
Kanji Koyama, Tsukuba University, Japan
Robert Kroes, Utrecht University, Netherlands
Dominique Lison, Université Catholique de Louvain, Belgium
Taku Nagao, National Institute of Health Sciences, Japan
Sally Perreault Darney, US Environmental Protection Agency, USA
Anand Prakash Sahu, Industrial Toxicology Research Centre, India
Kai Salvolainen, Finnish Institute of Occupational Health, Finland
Tetsuo Satoh, HAB Research Laboratories, Japan
Songsak Srianujata, Mahidol University, Thailand
Donna L. Seger, Vanderbilt University, USA
I. Glenn Sipes, University of Arizona, USA
Ellen K. Silbergeld, Johns Hopkins University, USA
Eugenio Vilanova Gisbert, University Miguel Hernandez of Elche, Spain
Hiroschi Yamasaki, Kwansei Gakuin University, Japan
Kyu-Hwan Yang, Korean Research Institute of Bioscience and Biotechnology, Korea

National Program Committee:

Membership:

Daniel G. Cyr, Chair, INRS-Institut Armand-Frappier, Université du Québec, Pointe Claire, QC

Robin M Walker, Co-Chair, CanBioPharma Consulting Inc., Rockwood, ON

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Tye Arbuckle, Health Canada, Biostatistics and Epidemiology Division, Ottawa, ON

George M Cherian, University of Western Ontario, London, ON

Linda Dodds, Dalhousie University, Halifax, NS

Donald J. Ecobichon, Elgin, ON

Michel Fournier, INRS-Institut Armand-Frappier, Université du Québec, Pointe Claire, PQ

Barbara F. Hales, McGill University, Montreal, PQ

Gordon M. Kirby, University of Guelph, Guelph, ON

Gideon Koren, Hospital For Sick Children, Toronto, ON

Francis Law, Simon Fraser University, Burnaby, BC

Eve Mylchreest, DuPont Haskell Laboratories, Newark, DE, USA

David S. Riddick, University of Toronto, Toronto, ON

Claude Viau, Université de Montréal, Montréal PQ

Program Committee Timetable:

2004:

Autumn - Send out program proposals

November-December - Confirm membership, finalize committee

December - Finalize the International Scientific Program Advisory Committee

December - Meeting of the National Scientific Program Advisory Committee

December - Reminder notice for ICT XI Proposals

2005:

January - Further reminder notice for ICT XI Proposals

February - Finalize selection of two possible speakers for the Deichmann Lecture

February - Receive and rate proposals

March - Meeting of the Int'l Scientific Program Advisory Committee (SOT, New Orleans)

March - Present first rough draft of rated proposals

May-June - Finalize proposals

September - Meeting of the Int'l Scientific Program Advisory Committee (Eurotox, Krakow);
present the final draft; fine tuning

October - Send out official invitations to symposium lecturers

December - Meeting of the National Scientific Program Advisory Committee;
finalize the Scientific Program and select Chairs

2006:

March - Meeting of the International Scientific Program Advisory Committee (SOT, San Diego);
present the final program

July - Final Announcement mailing

September - Meeting of the Int'l Scientific Program Advisory Committee (Eurotox, Dubrovnik);
present the final program

September-December - Send out official invitations to Continuing Education lecturers and
Chairs

November - Call for Abstracts

December - Meeting of the National Scientific Program Advisory Committee

2007:

January 15 - Abstract Deadline

January 30 - Begin review of Abstracts

March 1 - Deadline for receipt of Continuing Education summaries from course Chairs

March - Send letters of acceptance for Abstracts

May 1 - Deadline for registration of authors

June 1 - Deadline for submission of Continuing Education course lectures

June - Preparation of Continuing Education course booklets

July - Publish Book

July - Meeting

Instructions for Speakers:

1. Each speaker was allowed 25 minutes for their presentation, followed by 5 minutes for questions from the audience.
2. All presentations required the digital projection of PowerPoint presentations and must be prepared and submitted according to the "Instructions for Speaker Guidelines".
3. The following information was provided to help speakers prepare presentations:
 - a. Prepare your slide to communicate ideas, not details. If someone wants details, let them ask you in the discussion period.
 - b. Put the minimum amount of information on the slide to communicate the idea you want. After the draft of the visual, see what can be left out of the visual and still communicate the idea. Reduce the draft to reduce the material on the visual to minimum.
 - c. Graphical presentations of data often communicate an idea more quickly than a tabular presentation of the same data. Photographs may also be effective, but avoid pictures of animals.
 - d. A table in a published article is much too detailed for a slide presentation. Take the time to think through what conclusion you want to present from the table and present the least amount of material you can to communicate that idea.

e. A slide presentation should include a title slide, a slide stating the question or hypothesis to be addressed, and a slide describing the overall approach you used to address the question. A "methods" slide should be included but should never include the details of the method unless the purpose of the talk is to describe the method. The next several slides should present the results obtained, and a final slide should give the conclusions of the study.

4. Each speaker was required to adhere strictly to their time limit. There were five concurrent sessions and audience members were free to move from one session to another. Therefore, the timing of each session is critical to allow for audience members to attend presentations they deem of interest.

5. The session chairs were given full authority to assure that standards of conduct were met.

6. Continuing Education lectures were of 35-40 minutes duration with 5-10 minutes for questions.

Instructions for Debaters:

1. Each speaker was allowed to address the audience for up to 10 minutes, presenting evidence either in support of or against the motion that endocrine disruptors have an impact on human health.

2. After speaker presentations, each opposing side had 5 minutes to rebut the argument. There was a second round, in which each opposing team had an additional 5 minutes to rebut arguments.

3. At the end of the debate, the audience was asked to participate, with specific questions to either team.

4. Both the speakers and the audience were expected to maintain the same level of civility and propriety adhered to in the regular scientific sessions, except that humour, hyperbole, and friendly sarcasm are encouraged.

5. The session chair was given full authority to assure that these standards of conduct were met.

Instructions for Round Table Presenters:

Round Table sessions are intended to stimulate interactive discussion with the audience on highly relevant topics of international concern to the community of toxicologists. The presenters were encouraged to present a balanced view of their topic including controversial areas to stimulate discussions with the audience.

1. Each speaker was allowed to address the audience for up to 20 minutes to present data on their selected topic. The speakers were asked to adhere to the "Instructions for Speaker Guidelines" for the preparation and submission of their presentations.

2. At the end of the three presentations, the chair encouraged discussion with the audience and between speakers. This was done either with specific reference to the presentations or with the use of more general questions to encourage interactive discussions.

3. The session chair was given full authority to assure that these standards of conduct are met.

Speaker Reimbursements:

All symposia speakers (except those invited on the basis of submitted poster abstracts) received complimentary registration, as well as one of the following stipends (in Canadian \$), based on their location:

Eastern North America: \$500

South and Western North America: \$750

Europe: \$1,000

Asia and Africa: \$1,500

Scientific Review:

All contributed symposium proposals were ranked by the international scientific program committee on a scale of 1-5. All proposals that were ranked as excellent (4+) were included into the program. Proposals that were ranked 3-4 were considered for the program based on subject area (*i.e.*, clinical or basic). Special consideration was given for proposals with particular relevance to developing countries. The drafts of the scientific program were reviewed by the national and organizing committees and ratified by the international committee.

All contributed abstracts were reviewed by members of the scientific program committee for their relevance and ethics. Highly ranked abstracts were given further consideration for oral presentation within pre-selected symposia.

D. Budget and Congress Management Report:

Expenses

Printing	\$36,817
Postage	\$1,898
Exhibits	\$6,748
Rentals	\$218,356
Shipping	\$1,069
Continuing Education Courses	\$4,377
Signage	\$8,399
Marketing	\$59,238
Social Functions	\$110,018
Committee Expenses	\$36,515
Travel Expenses (NRC)	\$8,744
Travel Support*	\$127,269
Contracting Services	\$4,358
Administrative Assistance	\$33,504

Materials and Supplies		\$11,818
Media Relations Centre		\$409
Website Management		\$34,060
Accompanying Persons Program		\$2,256
General Office		\$10,257
Conf. Services Office: Mgmt. Fees		\$331,706
Total Expenditures		\$1,047,818
Revenue		
Registrations Fees		\$769,651
Commercial Exhibits	53 @ \$2300 average + ads	\$142,030
Banquet (self-financing)		\$33,725
Sponsorships / Fundraising		\$208,544
Continuing Education Courses	300 @ \$175	\$51,454
Deichmann Lecture	\$1000 US	\$1,039
Total Revenue		\$1,206,443
Surplus		\$158,625

*including honorarium for Deichmann Lecturer

E. Communication and Public Relations Committee Report:

Timetable of Activities

48 – 36 months prior to meeting

- Create logo
- Develop Congress theme
- Prepare preliminary marketing plan
- Prepare website, etc.

36 - 24 months

- Activate Congress website (upon conclusion of preceding ICT X)
- Distribute promotional handout
- Prepare list of toxicologists to be contacted (ICT XI contracted for a listing of authors who published toxicology papers during last five years)

24 - 12 months

- Prepare and email 1st announcement
- Prepare and email 2nd announcement/1st call for Abstracts and early registration
- Update websites (Congress, IUTOX, etc.)

12 - 6 months

- Prepare and email 3rd announcement with Abstract due date, etc.

6 - 0 months

- e-mail authors of accepted Abstracts
- Prepare and email 4th announcement
- Finalize and publish Program Book
- Finalize Abstracts CD, etc.

Outline of Committee Responsibilities:

- a. Develop marketing plan and identify target audiences: International and National Societies; Government Agencies, Non-governmental agencies, etc.
- b. Website responsibilities.
- c. Contact IUTOX societies to establish weblinks.
- d. Meeting attendance and placement of advertisements.
- e. Media relations.

Issues and Concerns:

- Lack of assistance from some member societies re. distribution of announcements.
- IUTOX's occasional tardiness in updating website.

Marketing

We promoted ICTXI, both to potential attendees and exhibitors, at the following events:

ICT X

SOT meetings: New Orleans 2005; San Diego 2006; Charlotte 2007.

EUROTOX 2006

In addition to personal presence (booths) at the above meetings, brochures were sent to several other meetings.

Web Site

Extensive effort and resources went into creating and maintaining an up-to-date web site. The web site was later used to allow registered delegates to access and download the accepted abstracts (June 1).

Publications:

First Announcement

Call for Abstracts

Exhibitor Prospectus

CD-ROM with categorized Abstracts

Opening Ceremony Program

Final Ceremony Program

Graphic Design

Internal and external graphic artists were used to produce items such as Announcements, Web site, Publications, CD ROM, Delegate Badges, Delegate bag, and Certificate of Attendance.

Information Technology Requirements

Information technology was a very important aspect of the planning and its importance in event planning will continue to grow.

- numerous e-broadcasts
- scientific abstracts: receipt, evaluation, and author notification
- delegates: registration, production of reports, badges, etc
- use of the web for all conference information (no need for printing and mailing costs)
- dedicated e-mail address for congress

Budget

The budget was in a constant state of updating over many years, especially because of changing external factors, such as inflation, the unexpected rise in value of the Canadian dollar, the number of abstracts received and projections of delegate numbers, consideration of fees for student vs. full-fee-paying delegates, and (perhaps most importantly) the prudent management of our expenses.

The objective was to (at least) break even. Despite lower attendance than hoped and predicted, and thanks to vigilance on the expenses, the Congress made a substantial profit and contribution to IUTOX and STC.

Contracts

Our five main contractors were:

- Palais des Congrès (facility rental, communications, security)
- Capital Traiteur (food and beverages for the Opening Reception, cafeteria services, coffee breaks, Wednesday night gala dinner)
- TelAv Audio-Visual (audio-visual services in all meeting rooms, Message Centre, two-way radio system and the pre- and on-site Paper Management system for all oral presentations)
- Clarkson Conway (functional and directional signage, banners and Opening Ceremony decorations, poster boards, registration kiosks, exhibition management and ancillary equipment and services)
- McCopier (office furniture, fax, photocopiers)

All suppliers had to be kept well informed and a coordinated approach was essential. This was accomplished through a series of meetings and documents prepared by the Congress Secretariat and was fine-tuned as we approached the Implementation Phase of our planning.

Visas

When hosting an international meeting, most delegates come from abroad, and many of them required entry visas. Once the confirmation of acceptance of abstracts is sent; a constant stream of requests is received by the Secretariat. A pre-approved letter (some requiring

modifications) was sent to all who requested an invitation letter, although some visa applications by delegates were submitted too late to receive their visa.

Delegates must be forewarned of the necessity of submitting their visa applications very early (for certain countries, up to 12 weeks required).

Certificate of Attendance

At most international meetings, many delegates require an official document confirming their attendance. When preparing our personalized delegate envelopes, with name badge, banquet ticket, etc., we produced a certificate for everyone who had registered, and inserted it into their kit. For those who registered on site, we had the capability of producing one within a few hours.

Tours & Travel Agency

The response to organized tours was disappointing. Few people took advantage of the pre-organized tours that could be reserved and purchased on line.

Accommodation

We negotiated contracts with many hotels, with varying quantities of room nights, and then contracted with Tourisme Montreal to manage the Housing Bureau (online). Bedroom pick-up was good and allowed for several complimentary room credits that were used for:

- Special guests (R. Burford)
- Banquet performers (Painchaud Family)
- some Invited Speakers (Scientific Program Special Session)
- some Committee members

Exhibition

A great deal of time went into preparing a Prospectus, gathering potential lists of companies, using our attendance at the various SOT meetings in particular to canvas potential exhibitors and web site updates. We also spent considerable time canvassing potential companies through phone solicitations. Although we had a respectable number of companies that attended, the effort was perhaps greater than the end result.

Volunteers

- Provided visibility (identified volunteers) for delegates
- Worked with coordinator to determine requirements, policies, recruitment and selection
- Maintained daily contact

Coordination

The Congress Secretariat was involved in every aspect of the planning and worked hand-in hand with each committee chair, and their sub-committees. This is imperative for the smooth running of the meeting, and facilitated information coordination, which contributed to the overall effectiveness of the planning team.

Closing Note

We could not have achieved our degree of success had it not been for the strength and dedication of everyone involved. It was a team effort and delivered on its prime objectives: a rewarding scientific program and a financial success.

F. Local Organizing Committee Report:

A LOC should be established at the same time as the scientific committees, because the scientific orientation of the congress will affect the approach of the LOC regarding some elements of the Congress. The ideal LOC group includes about ten members. There is some work to do during the years prior to the Congress (early planning), but the major challenge occurs during the final six months.

Early planning:

Three major elements were put in place. Themes were developed, such as our “O” Night. A group to entertain during the banquet was found, because such contracts have to be signed well in advance (more than one year). Finally, and most costly, in term of efforts and resources, was the task of filling the exhibitors’ booths. We sent email to thousand of corporations, in four email blocks, in fall 2005, spring 2006, summer 2006, and fall 2006.

Final six months:

Assure the presence of the LOC members for all activities held during the Congress itself. Recruit and organize 45 student “volunteers”. Registration fees for the volunteers were waived and the volunteers were recognized during the Congress with a pizza and beer party.