MINUTES OF A MEETING OF THE OLD AND NEW TECHNICAL PANELS OF ISSCT, BANGKOK, 14 MARCH 1992, 2:00 PM

1. Present: Brian Egan (Outgoing Chairman), Benjamin L. Legendre ( Incoming Chairman), Jean-Claude Autrey, Paul Cochereau, James H. Cock (Editor), Gerhard de Beer, Trevor Fallon, Warren Gellie, Colin Hudson, Jorge Lois, Freddie Martin, Peter Moberly, Paul H. Moore, Paulo Nogueira Jr., Brian Purchase (Secretary), G.C. Soopramanien

2. Purpose of Meeting

The purpose of the meeting was to pass on the experiences and recommendations of the old committee to the new committee.

A list of recommendations arising from the earlier meeting and from subsequent informal discussion between members of the Panel was presented and discussed briefly. The following recommendations were put forward for consideration by the Technical Coordination Committee when it meets to make detailed arrangements for the next Congress.

3. Recommendation Arising from the 1989-92 Technical Panel

3.1 Administration of submitted papers

It was felt that this would be smoother if handled by the Technical Panel more or less independently of the Congress Organizing Committee thus facilitating more direct and timely contact with authors. The recommended future procedure is:

(a) Authors submit papers (2 copies) direct to appropriate Commissioner, preferably accompanied by a floppy disc Wordperfect version of the paper.

(b) Commissioners should

- immediately acknowledge receipt of papers.
- advise the author of the Section Chairman to whom the paper would be forwarded, and his address.
- advise the author of the deadline date by which the Chairman will advise him of acceptance/rejection of the paper.
- if not already provided by the author, request details of address, phone and fax/telex numbers.
- copy the "acknowledgement of receipt" document to the General-Secretary and/or Editor. (The document must have full details of author's names and the title of the paper).

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- advise the author of the deadline date by which the Chairman will advise him of acceptance/rejection of the paper.
- if not already provided by the author, request details of address, phone and fax/telex numbers.
- copy the "acknowledgement of receipt" document to the General-Secretary and/or Editor. (The document must have full details of author's names and the title of the paper).
- in liaison with Chairmen send to the General-Secretary a consolidated list of all accepted papers with an indication of how they should be grouped in the conference program.

(c) Chairman should

- liaise with the Commissioner regarding acceptance/rejection of each paper (i.e. give the Commissioner a chance to balance Sections in his commission, if necessary).
- advise the author of acceptance/rejection, acceptance being provisional on ISSCT membership of at least one author (enclose application form). Copy to Commissioner, General-Secretary and/or Editor.
- immediately send abstracts of accepted papers to Vice-chairmen for translation.
- immediately send copy of edited versions of accepted papers to Editor.
- return rejected papers to authors.

(d) The Editor/General-Secretary should check membership of authors before publishing papers in the final Proceedings.

3.2 Early Publicity for Congress and Guidelines for Authors

Early publicity for Congress, and guidelines for authors, should be submitted to National Committees and followed up with periodic reminders (most authors are not adhering to the guidelines).

3.3 A New Technical Image

Numerous members expressed concern about the declining technical standard and they suggested that initiatives were needed to give the Society a new technical image. Suggestions were:

- Workshops and symposia should be given more emphasis and the possibility of holding workshops in conjunction with Congress should be remembered.
- Chairmen should consider having a workshop report back as a paper at the Congress.
More papers should be by invitation. It was even suggested, but not accepted, that all papers should be submitted as posters with only a selected number being invited for oral presentation.

Authors who are not confident in English should be encouraged to arrange for an English speaking person to read their manuscript into a tape recorder for playback at the Congress.

The use of video presentations should be encouraged at poster and oral sessions.

Major effort should be made to ensure that preprints of papers are available at the Congress.

3.4 Permanent Secretariat

The 1989-92 Technical Panel recommended to the Executive that a permanent (part-time) secretariat be established. This would improve the Society by:

- establishing a permanent address.
- improving publicity for and coordination of the Society.
- improving administration of technical aspects through:
  - improved communications with authors thus avoiding frustration and withdrawal of good authors.
  - timely production of preprints.
  - stimulating the production of an up-to-date computerized index of ISSCT proceedings.
  - making available an up-to-date address list of members.
  - accumulating experience in the issues involved in organizing an International Society and its Congresses and Workshops.

A permanent secretariat was considered to be particularly pertinent to technical aspects of the Society and it was recommended that the new Technical Panel should maintain an active interest in Executive’s progress towards establishing the secretariat.