



AUCKLAND, NEW ZEALAND  
**INTERNATIONAL SOCIETY FOR  
 GASTROINTESTINAL HEREDITARY  
 TUMOURS (InSiGHT)**  
 20 – 23 March 2019 | [www.insight2019.com](http://www.insight2019.com)



## Final Report

### Established a budget

- Determine likely income from registration fees by category based on previous meeting
- The meeting dinner was an additional cost to the registration fee
- Early bird registration finished on 14 January 2019 and then a late fee started on 1 March 2019
- Please find attached the final P&L. Items included in the variable costs are:
  - Registration fee - NZ\$45 per person (PCO charge for processing and managing the registration process)
  - Satchel - NZ\$8 per person
  - Name badge – NZ\$7.50 per person (PCO charge for designing and printing name badges)
  - Day catering – NZ\$65.00 per person (morning tea, afternoon tea, lunch)
  - Registration refreshments – NZ\$15.00 per person
  - Welcome Reception – NZ\$48.00 per person
  - Meeting Dinner – NZ\$20.00 contribution. All attendees paid NZ\$145.00 per person
  - Also included in the variable cost expenses were the costs for the dinner and the Waiheke Island tours. The income for the dinner and these tours (self-funding) is recorded in the under social function income

### Venue

- SkyCity Auckland Convention Centre was the venue for the 2019 Meeting.

### Registration fee and process

- The ability to register including booking social functions including any organised activities and accommodation was done via an online process.
- The following fees were confirmed for 2019:

<b>Full registration</b>	<b>Earlybird</b> until 14 Jan 2019	<b>Standard</b> from 15 Jan - 28 Feb 2019	<b>Late</b> from 1 Mar 2019
InSiGHT/NZ Society of Gastroenterology Member	\$1,150.00	\$1,350.00	\$1,550.00
Non Member	\$1,400.00	\$1,600.00	\$1,800.00
InSiGHT/NZ Society of Gastroenterology Member, Nurses, Genetic Counsellors, Students/Residents, Trainee, Registrar	\$850.00	\$1,050.00	\$1,250.00

Non Member Nurses, Genetic Counsellors, Students/Residents, Trainee, Registrar	\$1,100.00	\$1,300.00	\$1,500.00
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Inclusions:

- Attendance at all Meeting sessions
- Satchel and contents
- Day catering
- Registration/Networking ticket
- Welcome Reception ticket

<b>Day registration</b>	<b>Earlybird</b> until 14 Jan 2019	<b>Standard</b> from 15 Jan - 28 Feb 2019	<b>Late</b> from 1 Mar 2019
Thursday or Friday	\$580.00	\$580.00	\$580.00

Inclusions:

- Attendance at Meeting sessions for day registered
- Satchel and contents
- Day catering

<b>Half day registration</b>	<b>Earlybird</b> until 14 Jan 2019	<b>Standard</b> from 15 Jan - 28 Feb 2019	<b>Late</b> from 1 Mar 2019
Thursday AM or Thursday PM (21 Mar)	\$290.00	\$290.00	\$290.00
<b>Friday AM or Friday PM (22 Mar)</b>			
<b>Saturday AM (23 Mar) \$290.00</b>			

Inclusions:

- Attendance at Meeting sessions for half day registered
- Satchel and contents
- Lunch and morning tea OR afternoon tea for day registered

**Website**

- This was live 24 months out, the meeting website address for 2019 was [www.insight2019.com](http://www.insight2019.com)

**Abstracts**

- Determined format and instructions - attached our guidance.
- Judging abstracts - electronic with a number of categories to score - our guidance attached.
- Score from the three is averaged but Chair reviewed all scores for all abstracts to check number out of keeping or consistent underscoring.

- Abstracts then placed by score in appropriate sessions for oral presentation.
- Arranged for abstracts and programme to be published in Familial Cancer Journal

### **Programme and chairs**

- Determined topic themes for each of the four sessions in a day i.e. before and after morning and afternoon tea.
- Approached major speakers at 18 months and secure by 15 -12 months year and remaining speakers by 12- 9 months.
- Determine day/session hours 0830 to 1700 or 1730
- Opening talk in each session 20-25 mins (opening session two talks before free papers)
- Free papers five mins each followed by grouped discussion of equivalent three minutes per paper - up to five papers together
- Final talk of session 15-20 mins.
- Strict timing of talks - this was enforced from the beginning of the meeting
- Clear instructions to chair people including bios and total time of talks and time to be allowed for discussion was sent two weeks prior.
- Final programme can be found on the Meeting website, programme page:

Please click here and enter the following:

Username: gallery

Password: Pd2DRvp

### **Posters**

- We devised posters into three categories:
  - Genetic research/ diagnosis
  - Clinical - Syndrome characterisation
  - Clinical - management
- Posters in these categories then allocated to two judges but averaged score from initial, scoring provided so a score out of 10 for presentation added to the top 10-15 posters after viewing.
- Decision in each category handed to Chair at afternoon tea time of second day and awarded at the dinner - poster award certificate to be ready for the name.
- Springer journal offered three poster prizes and these were presented at the dinner.

### **Speakers**

- Five major speakers and we covered five nights' hotel and breakfast costs, registration and dinner including partners - the speakers agreed to this level of funding from the outset.
- Welcome cards/ gifts in room of major speakers
- Main speaker talks 25 mins
- Remainder invited speaker lectures 15-20 mins
- 25 min talks were advised to leave five mins for discussion
- 20 min invited speaker talks three mins for discussion
- 15 min talk two minutes for discussion.
- The total number of speakers including panel / debates was 30 plus
- Clear instructions to speakers including total time of talk and time to be allowed for discussion was sent two weeks prior.
- The process after giving a free oral presentation was the speaker sat at the head table next to the chairs (and same for each subsequent speaker) so a head table of eight plus was required. Then invite first speaker to come up as well when discussion starts – this facilitated a timely discussion
- Roving microphone plus microphones in the aisles were available

## **Social/Networking events**

- Wine and cheese over three hours of registration the night before the Meeting started worked extremely well - left only 60 to register the next morning.
- Welcome reception
  - scheduled at end first full day
  - informal venue within walking distance
- Council dinner held after welcome reception.
- Meeting Dinner
  - 160 attended in 2019
  - Reserve tables for speakers and council members and chairs other international groups e.g. CHA, EHTG, and the South American Group etc – we also labeled the places.

## **General**

- Meeting bag
  - local design/flavour
  - environmentally friendly and reusable
- Name badges were not plastic
- Arranged photographer/ videographer for meeting and social events and ensured full meeting photo was taken before lunch on Friday
- Meeting App
  - Was developed and released two weeks prior
  - This include a full programme, speaker bios, chairpeople, sponsors information and general information
  - was made available to other groups CGA, EHTG no more than one month after the end of the meeting.
  - The final meeting app can be accessed here:

To install the Meeting app on your Android or Apple smartphones and tablets:

- Please visit the Android or Apple App store on your phone or tablet;
- Search for 'EventsAir';
- Install the 'The Event App by EventsAir' on your phone or tablet;
- Enter the event code 'insight' and submit

- Small A5 handbook
  - Included a welcome message
  - Major speaker bios and photos
  - Full programme and associated meetings e.g. human variome project are going on add by invitation only.
  - Acknowledge sponsors
- Arranged media and press releases prior to meeting

## **EVENT STATISTICS - INSIGHT2019**

REGISTRATION STATISTICS: Registrations

Day Registration - Friday 3

Day Registration - Thursday 4

InSiGHT Member - Early Bird 78

InSiGHT Member - Late 3  
InSiGHT Member – Standard 16  
InSiGHT Member Nurses, Genetic Counsellors, Students / Residents - Early Bird 28  
InSiGHT Member Nurses, Genetic Counsellors, Students / Residents – Late 1  
InSiGHT Member Nurses, Genetic Counsellors, Students / Residents – Standard 4  
Invited Speaker 6

Non-Member - Early Bird 31  
Non-Member – Standard 12  
Non-Member Nurses, Genetic Counsellors, Students / Residents - Early Bird 32  
Non-Member Nurses, Genetic Counsellors, Students / Residents – Late 1  
Non-Member Nurses, Genetic Counsellors, Students / Residents – Standard 12

Half Day Friday AM Registration 1H  
Half Day Thursday PM 1  
Total: 238

Meeting Gala Dinner  
Additional ticket 1  
Attending 161

Registration / Networking  
Additional ticket 2  
Attending – Inclusive 229

Registry meeting 73

Welcome Reception  
Additional ticket 23  
Attending – Inclusive 216