

Terms of Reference

Conference organizing committee

Background and rationale

The SBNet aims to facilitate the exchange of first-hand information on the practical aspects of biosafety and biosecurity. To achieve this, a yearly applied biosafety conference is provided.

Objectives

The following objectives are defined:

- To organize the conference venue including all needs for the conference
- To organize catering during the conference
- To organize the conference dinner
- To organize accommodation for the council and invited speakers
- To gather and provide accommodation information for members – if possible
- To serve as the contact for sponsors and exhibitors
- To coordinate the exhibitors

Membership

The working group shall consist of one SBNet council member and the local host, which is subject to change every year and should have as little tasks as possible.

Additional members from within the SBNet may be invited if needed.

The chair of the working group is a member of the SBNet council and as such elected by the membership.

Operation and reporting

The council defines the strategy and sets priorities and tasks.

The working group reports to the council on its activities.

The chair of the working group is in charge of reporting to the council.

The working group interacts closely with the Scientific Program and Training Group, the treasurer and the secretary-general.