

## **ISRV School of Respiratory Viruses**

### **Planning and requirements 2025**

#### **Background**

The ISRV Schools of Respiratory Viruses are particularly aimed at scientists who are starting or in the early stages of a career in respiratory virus public health, surveillance, research, or product development. The Schools are delivered in two formats - a residential free-standing 5-day School, or 1-3 day mini-Schools held as satellites to other ISRV events (such as Options, RSV Symposia, or ISRV Special Interest Group events). Regardless of format, they are held in different regions of the world in order to maximize participation of students in all regions.

The School of Respiratory Viruses is a sustainable and regular feature of ISRV activities and ISRV's vision is that the School of Respiratory Viruses becomes the 'flagship' for training and outreach to the next generation of respiratory virus specialists, wherever the educational need arises.

#### **Schools aim to:**

- Provide early career scientists with a comprehensive understanding of the epidemiology, molecular biology, immunology, and pathogenesis of respiratory viruses, including influenza and MERS Coronavirus
- Cover control and prevention strategies of respiratory viruses
- Provide a forum for students to interact with "seasoned" respiratory virus experts, and more importantly, with each other, providing opportunities for the establishment of networks that may enhance career development and future collaborations
- Facilitate the creation of a global alumni network and continued education programme for School attendees

#### **Past Schools**

- School of Respiratory Viruses | Doha, Qatar | 19-23 January 2025
- Mini-School of School of Influenza | Brisbane, Australia | 28 September 2024
- School of Influenza | Vellore, India | 14-18 November 2022
- Mini-School of Influenza | Belfast, UK | 26 September 2022
- Mini-School of Influenza | Singapore | 29 August 2019
- Summer School on Influenza | Beirut, Lebanon | 7-11 May 2018
- School of Influenza | Siena, Italy | 11 - 15 April 2016

- Summer School on Influenza II Edition | Siena, Italy | 16-20 July 2012
- Summer School on Influenza | Siena, Italy | 1-5 August 2011

## Preparing a proposal to host a School of Respiratory Viruses

Proposals to organize ISRV Schools are either generated by the ISRV Council, Education Committee or via an open call to the global respiratory virus scientific community.

### Proposals should include the following information:

- Host institution/venue location.
- Local organizer/s. *It is very important to have an enthusiastic local organizer and for the local organizer to be able to call upon members of their faculty to help run the School. The local organizing team and local students attend the School without charge or at a reduced cost*
- Lecture theatre and break-out rooms/space. *Suitable teaching facilities, include a tiered lecture theatre (capacity of 100), AV facilities and support (recording of video and audio and live broadcast)*
- Nearby accommodation (distance from lecture theatre venue, cost per night room and breakfast). *Inexpensive accommodation typical of a university campus is ideal. Where university accommodation is not available, a suitable low cost hotel must be nearby.*
- Nearest airports
- Host country visa entry requirements
- Details of any travel advisories in place. *The hosting country and venue must be a low security risk with no travel active advisories.*
- Outline scientific programme. *5 days for residential Schools and 1-3 days for mini-Schools*
- Social programme
- Funding or costs met by host institution. (e.g. venue, AV, catering facilities)
- Details of any additional funding.

### Review and approval of proposals:

The School proposals are reviewed and approved by the ISRV Education Committee. The ISRV Executive Committee approve the budget (including the provision of a scholarship fund).

### Programme development:

Once the proposal is accepted, ISRV will work with the local organizer to form a School Organizing Committee (SOC). Ideally SOC should comprise the host (local) organizing scientist/s, *either* an ISRV trustee, a past ISRV School Organizer *and* a member of the ISRV Education Committee, plus the ISRV Administrative Support (who will provide organizational and administrative support).

## Schools Organizing Committee responsibilities

The SOC's responsibilities are to:

- Develop the complete scientific programme
- Review abstracts submitted by the students
- Review scholarship applications and award scholarships (see **Scholarships** below)

## Scientific program

For fully residential Schools the scientific programme should last 4-5 days and cover important aspects of respiratory viruses in order to provide a good all-round education. Examples of past Schools programmes are available from the Education Committee, and example of the Qatar programme is included in the [appendix](#).

Once the draft program has been co-created and agreed by the local organizer and the SOC, potential local and international speakers will be approached by the SOC to find out if they will support the School.

**Speakers:** ISRV will support the attendance of a limited number of international speakers for each School day. Although teaching by international experts is an important feature of ISRV Schools it is also important to draw upon faculty and local experts wherever possible as this will help to keep costs low.

**Abstracts:** All attendees are required to submit an abstract for presentation as either a poster or oral presentation during the School. Time for oral presentations should be included in the programme. The best oral presentation delivered during the School will receive the Professor Lars Haaheim Award.

**Accreditation:** ISRV will prepare Certificates of Attendance for the students. These are prepared by the ISRV admin support, and printed and distributed locally by the host.

In addition, ISRV and the local host should collaborate with a local educational establishment to provide formal accreditation for the students attending the School. Preparation for this should be done well in advance of the School.

## Local host organizer responsibilities

Although ISRV will provide some administrative support, it is expected that (in addition to the SOC duties) the host local organizer will:

- Liaise with the venue to identify the resources needed for the delivery of the program
- Manage relationships with speakers (Faculty and International)
- Arrange audio visual support during the event, and the recording and editing of presentations for distribution post-event
- Arrange catering and one social event
- Arrange helpers on the ground

- Identify any local sources of financial support

## ISRV administrative support

ISRV will provide administrative support for the School, including:

- Online registration facility, management of delegate enquiries, letters of invitation for visas (note attendees must be responsible for applying for their own visas)
- Promotion by means of a website, broadcast emails, design of onsite banners and flyers. The School will be advertised using whichever platforms are thought to be appropriate.
- Online sponsorship applications. The ISRV Admin Support will triage applications for eligibility, confirm the budget available and then this information will be passed onto the SOC to allocate scholarships.
- General administration such as budget, invoicing, payments and banking (see below)
- Scholarship awardee and International faculty travel arrangements (via FlightsPro, the approved travel agency)
- Issuing letters of invitation and visa paperwork.
- Accommodation bookings for international faculty and Scholarship recipients.
- Post-event survey
- Issuing invitations to attendees to join the ISRV Schools alumni network

## Financial administration

ISRV takes full responsibility for the financial administration and budget management of the School, managing all income and disbursements, and underwriting the school.

### **Budget:**

- A budget will be prepared by the ISRV Finance and Operations Manager and agreed by the ISRV Executive Committee. Budgets are prepared on the basis of a minimum of 30 students attending since less than this number renders the event unviable.
- The registration fee for local and non-scholarship students will be agreed following consultation with the host.
- International speakers may fund themselves, but if they cannot, ISRV offers funding for economy flights, ground transportation, and accommodation.
- The budget will include venue costs (unless funded by the host organization) and social programme costs.  
Venue costs may include:
  - Lecture theatre/breakout rooms
  - AV support and facilities (recording, broadcast and editing)
  - Catering - Lunch x 2 breaks per day Social One school dinner for all students and teaching faculty

**Local faculty costs**

Costs of attendance of local Faculty staff should if possible be met by the host organisation and are not included in the budget.

**Funding sources:**

Schools are funded through a combination of sources, including:

- A generous donation from Professor Lars Haaheim's widow.
- ISRV and Flu Lab Scholarship funding (TBC).
- The local hosting organization – where possible covering all venue costs and catering
- Other educational grants that can be secured by the host and/or ISRV.
- If a financial surplus is generated, the money will be allocated to the Lars Haaheim Fund in order to support students for future Schools.

**Alumni programme:**

All School attendees will be invited to join the ISRV Alumni programme and to join a mentoring scheme for career development.

**April 2025**

## Appendix

