



GUIDELINES
FOR THE
INTERNATIONAL CONFERENCE
ON EMERGENCY MEDICINE (ICEM)

10 October 2007

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1. GENERAL

The International Conference on Emergency Medicine (ICEM) is currently conducted every even numbered year, over a four day period (plus any optional satellite meetings) in the month of May or June. Selection of host country and site is decided by the IFEM Board at least five (5) years in advance.

2. SITE SELECTION AND BID SUBMISSION PROCEDURE

1. Bids must come from IFEM Member Associations either Full or Affiliate
2. All bidders must agree to comply with all conditions of these Guidelines. This agreement must be affirmed in the document and the bid document must be signed by the President of the bidding Member Association.
3. Bids should be for a core meeting of four days in length that would reasonably allow attendance with no more than a four night stay by attendees. The target audience for the core meeting should be specialist emergency physicians. Other tracks or satellite meetings may target other groups.
4. All presentations at the meeting must be available in English. Other languages may be spoken in presentations if appropriate translation services are available. Any plans to translate presentations into other languages should be included in the bid as well.
5. At a minimum, bids should include the following:
 - Information on conference facilities/venue (minimum 1500 capacity)
 - Detailed description of facilities for break-out sessions
 - Hotel capacity, prices, and proximity to the conference venue
 - Shuttle or other transport options for distant hotels
 - Air transportation availability and sponsored airline/access to the conference city
 - Cultural opportunities and opportunities for tours
 - Proposed budget that includes expenses required by these Guidelines
 - The background and experience of the individual or organisation that will serve as the primary Conference Organiser. Along with other factors, favorable consideration would be given to bids including a Professional Conference Planner with international experience.
6. The bid must include a clear statement that the bidding member will be responsible for any financial loss that might arise from the conference.
7. The IFEM will announce the bid deadline at least one year prior to enable interested members adequate time to prepare bids.
8. Members bidding on the ICEM should send copies of their bid to all IFEM Full Member Associations and the Secretariat at least 90 days in advance of the meeting at which the site is to be awarded. Additional copies of the bid should be available for review by representatives of Member Associations on site.
9. Final selection of the ICEM site will be by a vote of the members of the full IFEM Board, not the Executive. The IFEM President will appoint an ICEM Site Selection/Venue Committee that will evaluate all proposals and make a prioritised recommendation to the IFEM Board at least 30 days prior to the IFEM Board meeting at which the venue decision will be made.

3. ORGANISING COMMITTEES AND ACCREDITATION

The President of the Host Organisation will appoint an ICEM Meeting Committee that will complete the planning of the ICEM Meeting, and a Peer Review Committee that will select papers and posters for the meeting.

1. At a minimum, in addition both Committees will include as a Full Member at least one “International Coordinator” from every continent. These individuals will be chosen by the IFEM President in consultation with the Host Organisation President and the Presidents of all IFEM Member Associations on that continent. The same person may serve as the International Coordinator for both Committees.
2. If requested by any Member Association, the ICEM Meeting Committee will also incorporate a Member Liaison if necessary to facilitate obtaining Continuing Medical Education credit for the Conference from those countries that want to offer credit to their members.
3. At the conclusion of the ICEM the Organising Committee will prepare an ICEM Outcome Report to be forwarded to the IFEM Executive and the IFEM Board. This report would be available to future bidders, and would contain the following information at a minimum:
 - Program Details including the number and type of tracks offered
 - Attendance details by country (actual) and track (estimated)
 - Number of Full Delegates, Day Registrations, non-IFEM members
 - Trade Display statistics, details, names of exhibitors
 - Social agenda
 - Registration costs
 - Number of hotel rooms booked through Conference Organisers
 - Number of educational tracks filled by Member Associations
 - Successful innovations
 - Participant evaluations
 - Other information as appropriate

4. SCIENTIFIC CONTENT

The educational level of presentations at the ICEM shall be at the level of the specialist emergency physician. Any presentations at other levels must be at satellite meetings or in additional tracks that do not detract from the opportunities available to specialist emergency physicians.

1. Allotment of presentations and other assignments should be focused primarily on development of the highest quality scientific program, and should also reflect the diversity of the IFEM. This should be done by selection of qualified individual presenters from Full Member Associations. Qualified presenters from Affiliate Member Associations and non-member countries may be used in core tracks, or by including a “Developing Emergency Medicine” track. The Scientific Program must include the *George Podgorny Lecture* which should be allocated as an honour to an outstanding contributor to International emergency medicine.
2. Suggested distribution of scientific participation is 70% from Full Member Associations, 20% from Affiliate Member Associations, and 10% from non-member countries.

3. Core program streams or tracks (e.g. paediatrics, EMS, trauma) vary with each ICEM, but each ICEM must include at least one international stream with sufficient time allotted to showcase all member countries, and one afternoon time slot for an International Development Track. Parallel sessions should not be on the same subject streams. There should be at least one stream/track for every 200-300 anticipated attendees (e.g. four or five streams for 1000 attendees).
4. Each program stream should be hosted by one or two senior practitioners. This is an excellent opportunity for diversity in assignments, especially from Affiliate Member Associations or non-member countries.
5. Abstract panel for presentation of papers and posters should be composed of a panel of experienced and expert reviewers, and be graded on standardised criteria. Selection of abstracts and papers may be meritorious, except that at least 20% of poster space should be allocated to poster sessions entitled "International Development" to allow the best posters from countries that would otherwise be unrepresented based on the standardised cut-off. Organisers are encouraged to set selection criteria in such a manner that participation in poster presentations is maximized.

5. MEETING SCHEDULE

1. Official Opening Ceremony on first day including IFEM President, Conference Chairman, and any invited host country dignitaries.
2. International Development Track in the afternoon of one of the core days.
3. General timetable should be 0900-1700 on first three days, with an earlier finish on last day.
4. All sessions must be Chaired/Moderated.
5. Plenary sessions should last 1-2 hours and are usually in the morning.
6. When short presentations are given (e.g. three 20 minute presentations in an hour) time should be allowed for panel discussion and audience participation.
7. Ending times of streams/tracks should be coordinated to allow audience cross-over.
8. Strict adherence to starting and ending times.
9. Time to be allocated for the *George Podgorny Lecture* shall be 1 hour.
10. Time allocated for the IFEM Awards Ceremony shall be 30 minutes.

6. FACILITIES AND DAILY CONFERENCE AMENITIES

1. Sufficient rooms with sufficient space for each program stream. Planning to accommodate greatest interest in clinical tracks. Flexibility to cope with variable interest.
2. Refreshments with morning and afternoon breaks.
3. Free lunch for registrants.
4. Exhibit Hall/Trade Display. Sponsorships and Exhibit functions will follow the host country ethical guidelines for interactions between physicians and industry.
5. AV assistance in each presentation room for each session.
6. Media liaison.
7. IFEM Leadership Conference and Meeting Room in the hotel or conference centre stocked with beverages and snacks.

7. SOCIAL

1. Opening Reception on the evening before the first day of the Conference.
2. Leadership Dinner, night of the first or second day. The organizers must invite all IFEM Member Association Presidents, members of the Executive, ICEM International Coordinators, IFEM Past Presidents, Keynote Speakers, and IFEM Medal recipients.
3. Conference Dinner, night of the second or third day. Main aim is to promote fellowship and international interaction. Entertainment should be limited to allow interaction.
4. Auxiliary/Spouse Tour or Activity Program.

8. FACULTY REMUNERATION

The tradition of international meetings has been not to reimburse faculty, or to provide lodging only. These practices are in evolution, and the ICEM must reflect this evolution while making all potential faculty aware of the policies in effect.

1. Registration fees, including evening social functions, will be waived for faculty presenting at least two (2) times in the core Scientific Program, or presenting a Plenary Session alone. Chairing or Moderating Sessions, and Poster presentations are normally not included in this calculation.
2. Lodging may be provided to Plenary Speakers, including emergency physician presenters, at the discretion of the Host Country.
3. Travel expenses may not be paid for any emergency physician presenter, or any non-Plenary speaker. Travel expenses may be reimbursed to a non-emergency physician Plenary presenter if necessary at the discretion of the Host Country.
4. Honoraria are discouraged and may not be paid to any emergency physician presenter, or any non-Plenary speaker. Honoraria may be paid to a non-emergency physician presenter if necessary at the discretion of the Host Country.
5. An Agreement clearly reflecting the application of these policies must be sent to each potential presenter, chair, moderator, and poster or paper submitter as soon as possible after the first contact concerning their participation in the ICEM. This document should be signed and returned before any work is done on the applicable session.

9. FINANCIAL

1. The IFEM President and the President of each IFEM Member Association or their designee will be given complementary registration to the ICEM, including social events. In addition, the IFEM President will be provided appropriate lodging for the duration of the meeting. The ICEM Organising Committee may, at its discretion, ask and expect that the IFEM President present a minimum of two scientific sessions during the ICEM, scheduled at times not in conflict with other duties of the President.
2. The successful Host Country must pay a royalty of \$50.00 (US) per registrant to the IFEM for the privilege of hosting the ICEM. This includes all registrations, paid or complimentary, and must be paid to the Secretariat within 90 days of the conclusion of the meeting regardless of whether or not the meeting makes a profit (meetings scheduled prior to 2012 will be subject to prior agreements, so this provision to go into effect after 2010).
3. Any profit from the ICEM will be retained by the Host Country, and any loss will be absorbed by the Host Country.

10. TIMELINE

6 - 8 years prior	Calls for Expressions of Interest to Full and Affiliate Member Associations
5 – 6 years prior	Selection of winning bid, confirmation of venue, dates
2 years prior	Active promotion of Conference, appointment of International Coordinators
18 – 12 months prior	Call for papers, abstracts and presentations. Appointment of program stream/track chairs
12 months prior	Confirmation of presenters/subjects
12 – 3 months prior	Final confirmation of all presenters, moderators, posters completed
1 – 3 months post	ICEM outcomes report and royalty cheque sent to IFEM Secretariat