



GUIDELINES

For IFEM Symposia

October 2012

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1. GENERAL

The Board of the International Federation for Emergency Medicine (IFEM) invites individuals and organisations to conduct educational and scientific gatherings on its behalf to further the aims and objectives of the Federation as described in its charter. There is no set format to these meetings except that they should not be intended or be perceived to compete with or replace the International Conference on Emergency Medicine (ICEM). ICEM is the premier event on the IFEM calendar and is conducted every two years, usually in May or June.

These meetings shall acknowledge the IFEM as a sponsoring organisation.

2. MEETING STRUCTURE

The Board wishes to encourage innovation in design and content. These guidelines are not intended to be prescriptive, beyond ensuring the status of the ICEM is not affected. Meetings could include lecture-based meetings, skills workshops, or simulation training. They could be stand-alone meetings or satellite-type symposia attached to other regional or national meetings. They could be Internet based.

While not intending to be prescriptive, it is expected that the duration of the meetings will typically be between ½ to 2 days. The content will typically be focused on a particular clinical area or on a particular need either in terms of the geographic location of the meeting, or a segment of the emergency medicine community.

The Board wishes to encourage the development of initiatives that may be portable or able to be repeated in different locations, or readily adapted for different needs.

No meeting shall proceed without the endorsement of the IFEM President (or their designee).

3. ORGANISING COMMITTEES AND ACCREDITATION

The structure of the Organising Committee will be appropriate to the type of meeting that is planned. It should include sub-committees or individuals responsible for the scientific content, financial management and social program as required.

- a. The Committee will include at least one IFEM representative as a full member. The IFEM President in consultation with the Organising Committee Chair will choose these individuals. Where there is a separate committee or sub-committee responsible for the scientific content of the meeting, there will be a representative of the IFEM as a full member. This may be the same person as on the Organising Committee. In future, the IFEM President may have this and other responsibilities delegated to a Committee of the IFEM Board, established for this purpose.
- b. The Board recognises the complexities and difficulties associated with meeting individual countries' Continuing Professional Development (CPD) certification requirements for IFEM sponsored meetings. The meeting organization will offer

a generic certificate specifying the hours of maximum CPD credit, which delegates can use to obtain credit in their home country.

- c. At the conclusion of the meeting the Organising Committee will prepare an Outcome Report to be forwarded to the IFEM Executive and the IFEM Board. This report would be available to future meeting planners, and is expected to at least contain the following information:
 - 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.
- d. The Board expects the Organising Committee to engage the services of a professional conference organiser unless this function exists in-house. The Board believes that the participation of such professionals is significantly related to the quality of meetings.

4. SCIENTIFIC CONTENT

The Board expects that these meetings will be targeted at specific needs identified by the Organising Committee or from within IFEM. It follows that it will not be possible or appropriate to set detailed educational objectives in these Guidelines. Despite this, certain principles can be stated:

- a. The aims and objectives of the meeting shall be consistent with the objectives of the IFEM as described in its charter.
- b. The curriculum should be focused primarily on development of the highest quality scientific program, based on best available evidence or best practice.
- c. The curriculum and content should reflect the diversity of the IFEM.
- d. There is no requirement for prescribed levels of geographic representation within the teaching faculty. Levels of participation by full or affiliate members or others will be dictated by the learning objectives of the meeting.
- e. The content of the program shall be free of commercial bias. Where a presenter has a connection with a for profit organisation, this shall be fully disclosed to delegates.

A representative of IFEM shall be a member of the program scientific committee.

5. MEETING SCHEDULE

The meeting schedule will be determined by the Organising Committee and will be appropriate to the nature of the meeting. These meetings are not expected to include

any formal IFEM business or meeting activity unless specifically requested by the IFEM President or the Secretariat.

The Organising Committee should note that the IFEM Board and its Committees meet annually at the Annual Scientific Meeting of the American College of Emergency Physicians (ACEP), and biennially at the ICEM. Meetings covered by these Guidelines should not interfere with that schedule.

Where the IFEM President is attending the meeting, the Organising Committee should provide an opportunity for the President to participate in the program, for example either as part of any introductory session or welcome ceremony, or as part of the social program.

6. FACILITIES AND DAILY CONFERENCE AMENITIES

- a. Sufficient rooms with sufficient space for the program stream including parallel tracks where scheduled.
- b. Refreshments with morning and afternoon breaks are typically provided.
- c. Free lunch for registrants is considered a usual practice.
- d. Exhibit Hall/Trade Display. Sponsorships and Exhibit functions will follow the host country ethical guidelines for interactions between physicians and industry.
- e. Technical (including AV) assistance in each presentation room for each session where appropriate.
- f. Media liaison where appropriate.

7. SOCIAL

A social program, if any, will be developed within the context of the meeting. As a general principle, the Board encourages opportunities for informal interaction between colleagues. The Board acknowledges the highly stressful nature of emergency medicine and desires to see opportunities developed for relaxation. The Board is also conscious of the need for personal well-being and expects any social program to encourage the responsible use of alcohol.

8. FACULTY REMUNERATION

The Board asserts two underlying principles in relation to faculty remuneration:

- a. That the IFEM exists only as a result of the generous donation of time, skill and effort by committed individuals. This includes the tradition of not paying faculty at IFEM educational meetings. The Board wishes this tradition to continue.
- b. That the IFEM must generate a financial surplus in order to continue its operation and recognises the same need exists for other not for profit like-minded organisations. Indeed, the Board sees these meetings and symposia as away of generating additional operating revenue for itself and its member organisations.

Given this, the Board recognises that some educational activities will require content and other experts, including commercial organisations, who will not make themselves available unless they are sponsored and paid. The Board is therefore prepared to be

flexible in relation to faculty remuneration. The Organising Committee is required to develop a set of rules in relation to remuneration for its particular meeting and which the Board (or its designate) must approve. An agreement clearly reflecting the application of these rules must be sent to each potential presenter, chair, moderator, or poster or paper submitter as soon as possible after the first contact concerning their participation in the meeting. This document should be signed and returned before any work is done on the applicable session. Delegates shall be made aware of any conflicting interests of faculty.

The Board will not endorse a meeting the principal purpose of which is the financial gain of any particular individual or for-profit entity. The Board reserves the right to withdraw its endorsement at any time where it feels its principles are being disregarded.

9. FINANCIAL

- a. The IFEM President or their designee will be given complementary registration to the meeting, including social events. In addition, the IFEM President will be provided appropriate lodging for the duration of the meeting.
- b. The Organising Committee must pay a royalty of whichever is the lesser of \$50.00 (US) or an amount equivalent to 10% of the standard delegate registration fee, per registered delegate, to the IFEM for the privilege of hosting the meeting. 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 generates a revenue surplus. The bid must include the signed Symposium agreement, indicating that the bidding member will be responsible for any financial loss that might arise from the conference.
- b. The Organising Committee will retain any financial surplus from the meeting, and will absorb any loss.

10. SITE SELECTION AND SUBMISSION PROCEDURE

- a. Where the proposal is for stand alone meeting, it must be endorsed by the local IFEM Member Association. Where the bid is for a satellite meeting, it must be endorsed by the convenor of the principal meeting.
- b. All proposals must agree to comply with all conditions of these Guidelines. This agreement must be affirmed in the submission and the submission document must be signed by the chair of the Organising Committee and either the President of the local Member Association or the convenor of the principal meeting in the case of a satellite meeting. The bid must include the signed Symposium agreement, indicating that the bidding member will be responsible for any financial loss that might arise from the conference.
- c. Proposals shall clearly describe the duration of the meeting, its scientific or educational focus and its target audience.
- d. English is the official language of the International Federation. Meetings may be held in other languages depending on the circumstances of the meeting. The Board expects that where appropriate an English translation of the proceedings will be available. This shall be covered in the bid submission.
- e. At a minimum, bids should include the following:
 - Information on conference facilities/venue

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- Detailed description of facilities for break-out sessions, if required
 - 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.
- f. The proposal must include a clear statement that the Organising Committee will be responsible for any financial loss that might arise from the meeting.
- g. Submissions should be received by the IFEM Secretariat no less than one year prior to the date of the proposed meeting.
- h. A copy of the submission should be received by the Secretariat at least 90 days in advance of the meeting at which the submission is to be considered.
- i. The IFEM President or their delegate has final responsibility to authorise a meeting under these Guidelines.

Appendix: Symposium Agreement Template

This document is an agreement between (the Society) and the International Federation for Emergency Medicine (the Federation) for the Society to host a meeting or educational symposium, namely (*insert the name or title of the meeting as appropriate*) on behalf of the Federation on (*date*).

It describes the minimum requirements the Federation expects of the Society in relation to the meeting. It is to be signed by the President of the Society and to be submitted along with any other documents supporting the Society's bid. Once the decision has been made by the Federation to proceed with the Society's proposal, a copy of the document signed by the Federation President will be returned to the Society.

By signing this agreement, the President of the Society signifies agreement that the meeting will be conducted in the general manner outlined in the document; "Guidelines for IFEM Symposia".

Specifically, the President of the Society agrees that:

1. The Society will make a financial payment of US\$.....to the Federation for each meeting attendee. This amount is to be paid within 90 days of the end of the meeting. The definition of an attendee is found in the Guidelines.
2. The Society agrees to indemnify the Federation against loss, financial or otherwise, including any legal action, associated with the meeting.
3. The President of the Federation shall be provided complimentary registration and lodging for the duration of the conference.
4. Arrangements for the conduct of any business meetings of the Federation or its committees and subcommittees will be made in liaison with the Federation secretariat and will be at the cost of the Society.
5. A full report shall be submitted to the Federation following the Conference.

Signature
President, Society

Signature
President, IFEM