



# International Federation for Emergency Medicine Member Application Form

## A) Organisation Contact Information

1) Registered Name of Organisation

2) Organisation Mailing Address

3) Country

4) Organisation Email Address

5) Organisation Phone No (inc country and area codes):

6) Organisation Fax No. (inc country and area codes)

7) Organisation Web Address

8) Membership Category being applied for:

See last page for member category information

## B) About your organisation

9) What year was your organisation established?

10) Is there a charter / by-laws reflecting its goals?

10) Name of current President:

11) How many members does your organisation have?

12) What member categories does the organisation have?

13a) Does your organisation have non-physician members?

13b) If yes, please describe:

14) History of your organisation

**C) About Emergency Medicine in your country** (NA for Ex-Officio applications)

15) Is Emergency Medicine recognised as a medical specialty in your country?

16a) Are there other organisations representing emergency physicians in your country?

16b) Please give details if yes:

17) Does a recognised physician training program exist in your country?

18) Which organisation is responsible for running the program?

**D) Details of person who will represent your organisation in IFEM matters if the application is successful**

19) Representative Name

20) Position in organisation

21) Representative Mailing Address

22) Representative Email address

23) Representative Phone No. (inc country and area codes)

**E) Supporting documentation and declaration**

Copy of by-laws or charter attached

OR

Web address of by-laws:

Other documentation attached (please specify):

I confirm that all information given is correct at the time of completing this application form

Signature \_\_\_\_\_

Date

Print name

Position

## Notes for Completing the Application Form

### Membership Category Information

Application for membership is dependent on the applicant being a national emergency medicine association.

There are three levels of membership which are described below – Full membership, Affiliate membership and Ex-Officio membership. Application forms together with the Memorandum and Articles of Association (in English) should be forwarded to the IFEM Secretariat. Applications will be considered at the next scheduled IFEM Board meeting. To obtain a membership application form click on the link at the end of this page.

**Full Member:** A Full Member of the IFEM will be the leading national emergency medicine organization for physicians in a country in which emergency medicine is officially recognized as a medical specialty and where there also exists at least one (1) recognized training program in emergency medicine. A Full Member will appoint one (1) representative to the Board; this representative will have one (1) full vote. Full Members are eligible to apply for consideration for the right to host the IFEM's biannual conference, ICEM.

**Affiliate Member:** An Affiliate Member may be any national emergency medicine organization for physicians practicing emergency medicine in a country where the specialty of emergency medicine is not yet officially recognized or residency equivalent training programs in emergency medicine do not yet exist. An Affiliate Member may also be any additional national emergency medicine organization for physicians practicing emergency medicine from a country already represented by a Full or Founding Member. Affiliate Members may appoint one (1) non-voting member to the Board. Affiliate Members are eligible to apply for consideration for the right to host the IFEM's biannual conference, ICEM.

**Ex-Officio:** An Ex-Officio member will be defined as a multinational emergency medicine organisation. Ex-Officio members may appoint one (1) non-voting member to the Board.

### Fees and Exemptions Information

Annual subscriptions, fees and charges, and criteria for concessions and exemptions for member organisations to be set by the Board on the recommendation of the Finance Committee.

Fees and subscriptions calculated in \$US and paid to the Secretariat each year in the currency appropriate to the Secretariat host nation.

Concessions and exemptions considered by the Honorary Treasurer and the Executive Officer (EO) of the Secretariat in line with the By-Laws, and based on written application by member organisations. Reviewed by Executive and the Board only when outside the By-Laws.

The Honorary Treasurer has been authorised by the Board of the IFEM to waive the annual subscription from an organisation from a country with a per capita GNI below the threshold (currently US\$10 000) upon application by that organization for the waiver to apply.

Threshold level for per capita Gross National Income (GNI) is based on data published by the World Bank.

**Full Member Fees:** \$200 + \$1 per individual member (up to 1000 members)

**Affiliate Member Fees:** \$100 + \$1 per individual member (up to 1000 members)

**Ex-Officio Member Fees:** No Fee levied

### Tips for completing the application form

Ensure that all fields are completed fully with as much information as possible and that the application form is signed by an authorised individual.

Please give as much detail as possible in question 13 and attach a charter or by-laws document, if possible in English. You can also provide a web address as an alternative.

Contact the Secretariat if you are not sure which category you should apply for or require any clarification.