



**GUIDELINES**

**FOR THE**

**INTERNATIONAL CONFERENCE**

**ON EMERGENCY MEDICINE (ICEM)**

**APRIL 2017**

**GUIDELINES FOR THE  
INTERNATIONAL CONFERENCE ON EMERGENCY MEDICINE (ICEM)**

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Appendix 1: ICEM Agreement

## 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 Assembly at least five (5) years in advance.

Effective 2019, the ICEM will be held annually, in the month of June.

## 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 signed by the President of the bidding Member Association, using the ICEM Agreement proforma (Appendix 1).
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.
5. At a minimum, bids should include the following:
  - Information on conference facilities/venue (minimum 2,500 capacity)
  - Detailed description of facilities for break-out sessions
  - Detailed description of the proposed scientific programme (*refer para 4 below*)
  - Hotel capacity, type, standard/grade, indicative prices (in US\$), 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 organisation that will serve as the Professional Conference Organiser (PCO). Such a Professional Conference Organiser should have international experience hosting similar conferences to ICEM.

6. The bid must include the signed ICEM agreement, indicating that the bidding member will be responsible for any financial loss that might arise from the conference (Appendix 1).
7. Members bidding to host ICEM may choose to include letters of support from within the bidding country (Ministry of Health, National/ Regional Tourist Organisation etc.) in their bid, however letters of support from other IFEM Member Organisations (Full or Affiliate) are not acceptable and may disadvantage the bid.
8. The IFEM will announce the bid deadline at least eight months prior to enable interested members adequate time to prepare bids.
9. Members bidding to host ICEM should send at least one electronic copy and two hard copies of their bid to the Secretariat at least 90 days in advance of the meeting at which the site is to be awarded.
10. Final selection of the ICEM site will be by a vote of the members of the full IFEM Board and ratified by the Assembly. The Chair of the Continuing Professional Development Committee will appoint an ICEM Venue Selection Committee that will evaluate all proposals and make a ranked recommendation to the IFEM Board at least 30 days prior to the meeting at which it will be considered.

### **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. Both Committees will include as a Full Member, at least one International Coordinator from each of IFEM's defined geographic regions (Africa, Asia, Australasia, Europe, North America and Central/South America). 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 Professional Development (CPD) 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 in the prescribed format. This should be forwarded to the IFEM Executive and the IFEM Board within 6 months. This report would be available to future bidders, and would contain the following information at a minimum:
  - Programme 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 programme and should also reflect the diversity of 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 in a “Developing Emergency Medicine” track.
2. The Scientific Programme must include the *George Podgorny Lecture* which should be allocated as an honour to an outstanding contributor to International Emergency Medicine. The Organising Committee is responsible for choosing the recipient, utilizing the theme and programme for guidance.
3. The suggested distribution of scientific participation is 70% from Full Member Associations, 20% from Affiliate Member Associations and 10% from non-member countries.
4. Core programme 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. Each programme 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. The 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.
6. The programme should include the *Campbell MacFarlane Poster Presentation Award*.
7. The Organising Committee may choose to include Awards from external sponsors, subject to approval by the IFEM Board.
8. Arrangements may be made by the Organising Committee for publication of the Conference Abstracts.

9. It is recommended that the Organising Committee seek permission from presenters for presentations to be recorded and utilized by IFEM.

## 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 is required.
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.
11. 1-2 days prior to the commencement of the conference should be allocated to IFEM Committee meetings, including a Board and Assembly meeting.

## 6. FACILITIES AND DAILY CONFERENCE AMENITIES

1. Principles include: sufficient rooms with sufficient space for each programme stream; planning to accommodate greatest interest in clinical tracks and 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.
8. A booth should be allocated free of charge for the host of the next ICEM meeting.

## 7. SOCIAL

1. Opening Reception on the evening before the first day of the Conference.
2. A Leadership Dinner arranged for the night of the first or second day. A suggested list of invitees is available from the Secretariat.
3. A Conference Dinner on the night of the second or third day. The main aim is to promote fellowship and international interaction. Entertainment should be limited to allow interaction.
4. Auxiliary/Spouse Tour or Activity Programme.

## 8. FACULTY REMUNERATION

The tradition of ICEM meetings has been not to reimburse faculty or to provide lodging only. These practices are in evolution and 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 twice in the core Scientific Programme, 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 Speaker, 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 and the IFEM Executive Officer will be given complementary registration to ICEM, including social events. In addition, the IFEM President will be provided with 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 to conflict with other duties of the President.

2. The successful Host Country must pay a royalty of \$75.00 (US) per registrant to IFEM for the privilege of hosting 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.
3. The Organising Committee may choose to offer a reduced rate of registration for Trainees and delegates from emerging countries.
4. Any profit from the ICEM will be retained by the Host Country and any loss will be absorbed by the Host Country.
5. If a Professional Conference Organiser is utilised, an agreement should be signed between the Host Country and the PCO.

## 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 programme stream/track chairs
12 months prior	Confirmation of presenters/subjects
12 – 3 months prior	Final confirmation of all presenters, moderators, posters completed
6 months post	ICEM outcomes report and royalty cheque sent to IFEM Secretariat

A more detailed timeline is available to successful host organisations.

G-01 Guidelines for the International Conference on Emergency Medicine

Version	Date	
v01	Oct 2007	Adopted by IFEM Board
v02	Oct 2014	
v03	Oct 2016	
v04	Apr 2017	



**Agreement Relating to the  
International Conference on Emergency Medicine (ICEM)  
(Year)**

This document is an Agreement between

..... (the Society)

and the

International Federation for Emergency Medicine (the Federation)

for the Society to host the International Conference on Emergency Medicine (the Conference) on behalf of the Federation in 20XX.

It describes the minimum requirements the Federation expects of the Society in relation to the Conference. 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 is made by the Federation Board to award the Conference to the successful bidder, a copy of the document signed by the Federation President will be returned to the Society.

**1. Financial Requirements**

The Society agrees to pay the amount of US\$75 to the Federation for each conference attendee. This amount is to be paid within 90 days of the end of the Conference. The definition of an attendee is found in the Federation's document "*Guidelines for the International Conference on Emergency Medicine*".

This does not include satellite meetings, which, depending on circumstances may be subject to Federation requirements as outlined in "*Guidelines for IFEM Educational Meetings other than the International Conference on Emergency Medicine*".

The Society agrees to indemnify the Federation against loss, financial or otherwise, including any legal action, associated with the Conference.

**2. Conference Date**

The Conference must be held within the month of May or June of the Conference year. Should the Society propose to alter the date at any time after acceptance of the Bid, the IFEM reserves the right to seek an alternate host organization for the Conference.

**3. Conference Structure**

The Conference program will be of 4 days duration not including satellite or associated meetings.

The Society is to include a draft conference program as part of its bid. This is to include the following:

- An opening ceremony
- An IFEM Awards ceremony
- The George Podgorny Lecture
- An international development track

The Society will establish a mechanism to ensure international participation in the conference as described in the Federation's Guidelines.

English is the official language of the Federation and the Conference. Tracks may be in other languages as long as English translations of the proceedings or abstracts are made available.

**3. Federation Requirements**

The President of the Federation shall be provided with complimentary registration and lodging for the duration of the conference. The Presidents of Federation member societies will be provided complimentary conference registration.

Arrangements for meetings of the Federation Board and its committees and subcommittees will be made in liaison with the Federation secretariat.

A full report shall be submitted to the Federation following the Conference.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
President  
(Society)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
President  
*International Federation for Emergency Medicine*