



International Federation for Emergency Medicine

GUIDELINES FOR SELECTING THE VENUE/HOST ORGANISATION FOR THE INTERNATIONAL CONFERENCE ON EMERGENCY MEDICINE

A. SELECTION CRITERIA

1. Application to host an ICEM shall be made by a Full or Affiliate Member of IFEM (subsequently referred to as “the organisation”). Applicants must be in good standing to be eligible to apply.
 - 1.1 IFEM may consider applications that are a combined bid from two such organisations who wish to act as co-hosts.
 - 1.2 IFEM encourages organisations that have not held an ICEM to submit an application.
2. The organisation shall agree to adhere to the Conference Planning Guidelines for the International Conference on Emergency Medicine (April 2019) and shall submit the signed ICEM Agreement confirming that any profit or loss from the Conference will be borne by the organisation.
3. The application shall be made by an organisation that already sponsors an Emergency Medicine Conference and include details of previous conferences.
4. The application shall demonstrate that appropriate infrastructure is available to support the Conference, as outlined in paragraph 2 of the Conference Planning Guidelines.
 - 4.1 IFEM will, *inter alia*, consider the size and configuration of venue; the arrangements for the Conference; the Local Organising Committee; access to the host city; transport access and cost; accommodation options and cost; ground transportation options and the availability of cultural and recreational activities.
 - 4.2 Applications that include a Professional Conference Organizer (PCO) will be given preference.
5. The application will include a draft scientific program outline that fully meets the requirements as described in the Conference Planning Guidelines for the International Conference on Emergency Medicine.

B. PROCEDURE

1. The organisation shall submit the application to the President of IFEM via the Secretariat.
2. One electronic copy of the application must be sent to the Secretariat by the closing date. Late application will not be considered.

3. The application shall be decided upon at least six years before the projected year of the Conference, unless otherwise agreed to or in the case of exceptional circumstances.
4. The President shall appoint a Chair of a Venue Selection Committee to assess application(s). Once appointed, the Chair shall establish a Venue Selection Committee that comprises up to four others who are not from the organisations applying to host the meeting. If no chair can be found, this role will fall to the Chair of the IFEM CPD Committee. The Chair of the Venue Selection Committee will be responsible to the Board of IFEM for ensuring the transparency and accountability of the selection process. The Venue Selection Committee will provide its recommendation to the IFEM Board who will table it for ratification by the IFEM Assembly.
6. Where there is more than one application that the Venue Selection Committee scores equally, the host organisation shall be decided upon in the following order:
 - 6.1 Preference will first be given to an organisation that has not previously held an ICEM.
 - 6.2 Preference will then be given to an organisation that has been a full member of IFEM for the longer period.
 - 6.3 If still unable to separate organisations, by vote of the IFEM Board upon the recommendation of the Venue Selection Committee.
 - 6.4 The decision of the IFEM Board is final and there is no appeal process.
 - 6.5 Applications will not be held over for the next application cycle by IFEM.
 - 6.6 Application packages may be resubmitted for the following cycle.
 - 6.7 Feedback will be provided in a teleconference upon request however, rubrics, rankings, and other working documents of the CPD committee will not be shared.
7. At the meeting of the IFEM Assembly, votes may only be cast by Full Members in good standing.
8. If no applications are received, the IFEM Board may, at its discretion, elect to revert to the rotation of member organisations from UK/Australasia/Canada/USA.
9. IFEM may elect to award two successive ICEMs from the one bidding process provided notice is given to applicants at the time of the call for bids.

Appendix 1: Scoring Sheet

G-14 Guidelines for Selecting the Venue/Host Organisation for the ICEM

| Version | Date | |
|---------|--------------|---------------------------|
| v01 | October 2003 | Adopted by IFEM Board |
| v02 | Oct 2016 | Approved by IFEM Board |
| v03 | March 2018 | Approved by CPD Committee |
| v04 | April 2019 | Approved by IFEM Board |

VENUE SELECTION CRITERIA 3 - CAPACITY

Score 1-5 where 1= low confidence of compliance and 5= high confidence.

VENUE SELECTION CRITERIA 4 - INFRASTRUCTURE

Score 1-5 where 1= low confidence of compliance and 5= high confidence.

1. Does the venue size and configuration have the capacity to host 2,500+ delegates in a manner that supports the aims of IFEM?
2. Do the conference organisers (including contractors/PCO, if any) have a demonstrated capacity to manage such an event?
3. Does access to the host city in terms of distance and airfares encourage a broadly based attendance?
4. Do the range, availability and cost of ground transportation both to the conference venue and within the host city add to the ability of delegates and families to participate in the event?
5. Does the host city demonstrate a range of hotel, residential and housing options in terms of cost and an ability to accommodate delegates and families?
6. Does the host city and/or region demonstrate a range of social, cultural, and recreational activities to complement the academic program, including family-oriented activities?

VENUE SELECTION CRITERIA 5 – SCIENTIFIC PROGRAM

Score 1-5 where 1= low confidence of compliance and 5= high confidence.

1. Is the proposed theme of the conference relevant to specialist emergency physicians?
2. Does the structure of the program permit diversity in types and styles of presentations?
3. Are there sessions such as workshops that foster interaction and debate between delegates?
4. Are there sessions that foster dialogue and information sharing across different countries?
5. Are there sufficient sessions and facilities for free papers?
6. Does the submission include a plan for audio-visual support that will meet the needs of presenters and delegates?
7. Is there a clear statement regarding the relationship between the host organisation and any sponsors or trade exhibitors?
8. Is there a clearly stated intention to adhere to the inclusivity guideline set forth by IFEM for speakers, volunteers, and delegates?

INTANGIBLES

1. Geographical desirability/diversity of this location in relation to the preceding ICEM(s)?
2. Is the host city in an area free from violence/unrest/war at the time of the application?