



**International Federation  
for Emergency Medicine**

**The conference hosting manual for the  
International Conference  
on Emergency Medicine (ICEM)**

**September 2021**

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## 1. GENERAL

Congratulations on being selected to host the International Conference on Emergency Medicine (ICEM).

This manual is a guide to aid planning, organizing and implementing the annual ICEM. Its purpose is to communicate IFEM's standard conference practices and requirements, to share experience gained from past events and to ensure that successive ICEMs meet the highest standards.

Increasing conference attendance, program diversification and the organizational complexity of annual conferences had led to the recognition that the conference continuity and planning could be improved with such a manual.

## 2. BROAD PRINCIPLES FOR SUCCESSFUL ICEM HOSTS

Each conference will be of the highest quality, aiming to attract a large and diverse audience from all parts of the world.

The target audience for the core meeting should be specialist emergency physicians.

The conference has the following core requirements:

1. There will be 1 day of pre-conference workshops the day before the main program. The main conference will last 4 days.
2. A Professional Conference Organizer with experience of international conference organization, and evidence of excellent feedback for conferences within the previous 3 years is engaged to work with the Local Organizing Committee.
3. Content will be planned as in-person and virtual up until the publicity phase (6-12 months in advance) when a firm decision about hybrid / non-hybrid will be agreed; in-person attendance may be subject to cancellation (for all or some delegates) according to international travel restrictions, at any point up until the start date of the conference.

4. Venue insurance is compulsory and must be in place prior to booking the conference venue.
5. All presentations at the meeting must be available in English. Other languages may be spoken in presentations if appropriate translation services are available.
6. For a wholly virtual conference or the virtual component of a hybrid conference:
  - a) The virtual conference platform should enable easy access for multiple conference tracks, break out rooms, plenary and concurrent sessions, IFEM marketplace, industry liaison and social events for global attendees.
  - b) the option for streaming immediately available during / after the actual presentation.
  - c) Capacity to store and share content for 3 months following the conference is required.
  - d) A pricing and access structure enabling sessional or subject matter or other custom track attendance for virtual attendees is preferred.
  - e) Integration of local cultural flavour within the program is encouraged.
7. For an in-person conference or in-person component of a hybrid conference:
  - a) Adequate conference facilities/venue (minimum 3,000 capacity for fully in person conference).
  - b) Adequate facilities for break-out sessions.
  - c) Sufficient hotel capacity, type, standard/grade, indicative prices (in US\$), and proximity to the conference venue and ideally alternative accommodation options available.
  - d) Shuttle or other transport options for distant hotels, and transfers from airport or train stations.
  - e) Air transportation availability and sponsored airline(s)/access to the conference city.
  - f) Cultural opportunities and opportunities for tours.
8. For a hybrid conference:

- a) The details of the virtual and in person components and how both will be integrated for a high quality attendee and exhibitor experience should be carefully planned.
9. The ICEM agreement has been signed and submitted as part of the bid process.
10. ICEM hosts agree to comply with all conditions of these planning guidelines.

The COVID 19 Pandemic has highlighted the value of virtual or hybrid meetings and future ICEM meetings should be arranged as meetings for both in person and virtual attendance. This will expand the possibilities for a geographical diversity of presentation content and styles.

### **3. ORGANIZING RESPONSIBILITIES**

#### **a) Appointment of the “Member At Large”**

The President of the Host Organization will appoint a “Member at Large” to the IFEM Board, two years prior to hosting the ICEM. The role of the member at large is to liaise between the local organizing committee, host organization, conference oversight committee and IFEM Board for 2 years prior to the conference.

#### **b) Local Organizing Committee**

The President of the Host Organization will appoint an ICEM Local Organizing Committee (LOC) that will complete the planning of the ICEM meeting and a Scientific Committee that will select plenary speakers and sessions, concurrent sessions and free papers and posters for the meeting. At least three (3) members of the host organization conference organizing committee must agree to serve on the committee for the duration of the planning for each ICEM conference. Ideally this will include the scientific chair and conference chair to provide continuity throughout the process.

The LOC should as an early priority decide on an appropriate theme for the meeting to inform the content and notification of the meeting.

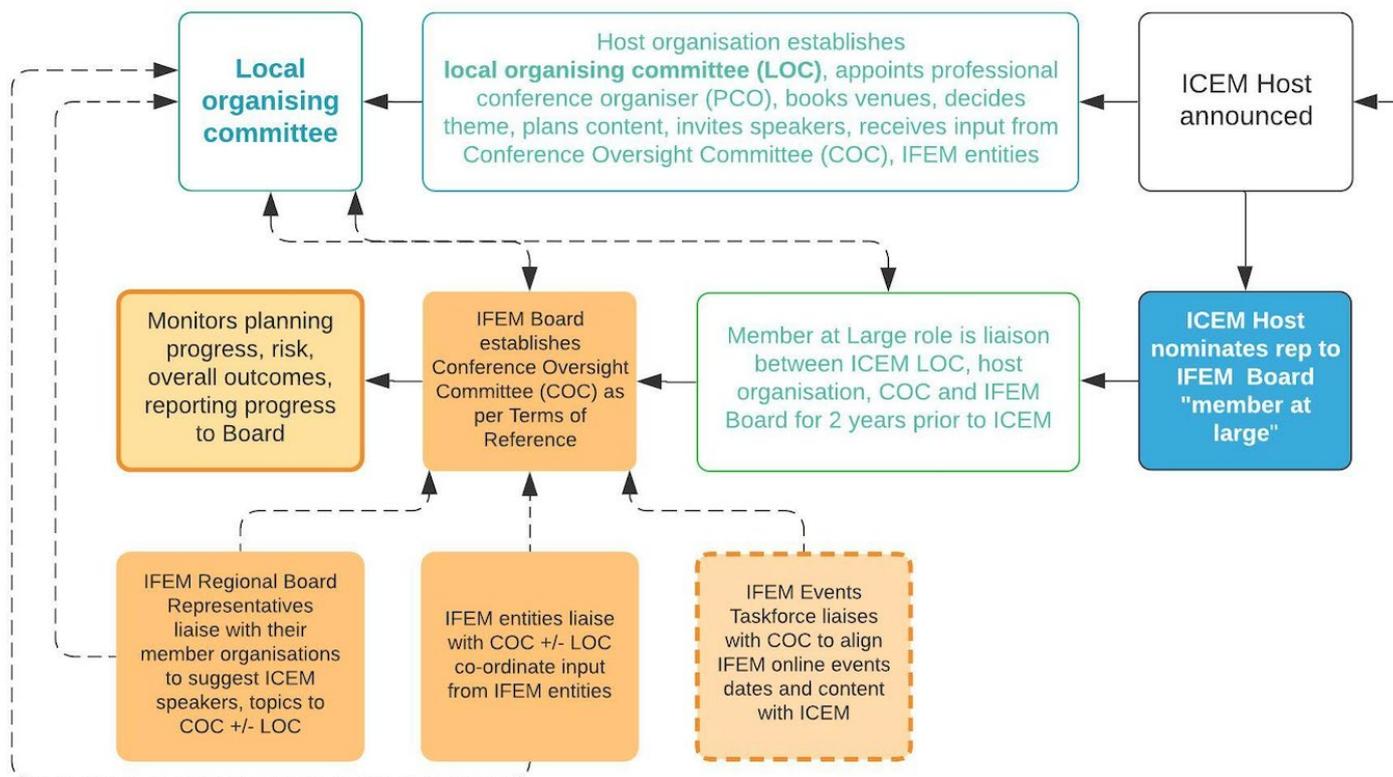
### **c) ICEM Conference Oversight Committee**

The IFEM Board will appoint a Conference Oversight Committee (COC) and Chair two years before the date of the proposed ICEM meeting. On appointment, the COC Chair will contact the Chair of the LOC in order to establish communication regarding the format and content of the meeting. This includes plenary and concurrent sessions, pre-conference workshops, free paper sessions and the selection of the George Podgorny Lecturer. The Chair of the COC will be an “ex-officio” member of the LOC.

The role of the COC is to liaise with the LOC from the outset of the conference planning process to ensure alignment with ICEM goals and the vision for the IFEM conferences. The COC also monitors planning progress, risk, overall outcomes, and reports progress to the IFEM Board.

The COC will be available to assist and guide the host organization with regard to any aspect of the ICEM. The Chair of the COC will act as liaison between the COC, the LOC, the IFEM Events Taskforce and the IFEM Board.

The Chair of the COC or representative should provide a regular report on the progress on all aspects of the upcoming ICEM to the IFEM Board. This report should include scientific content and program, invited speakers, financial update, social events and other issues which may be of interest to the IFEM Board.



#### d) IFEM Regional Board Representatives

The names and contact details of the IFEM regional board representatives will be provided to Chair of the LOC by the IFEM secretariat. The LOC Chair should make early contact with the IFEM regional board representatives regarding the selection of speakers from each region. These regional board representatives are responsible for identifying potential conference speakers from both regional Emergency Medicine organizations and local members of IFEM Committees, Taskforces and Special Interest Groups. The COC Chair should also liaise on a regular basis (at least quarterly) with the regional board representatives to assist with appropriate regional representation on the conference program.

#### e) IFEM Committees, Taskforces and Special Interest Groups

The LOC Chair should also make an early approach the Chairs of all IFEM Committees, Taskforces and Special Interest Groups (IFEM entities) to identify potential speakers and/or workshop facilitators from their respective entities. The entity Chairs will forward the names of potential speakers to the LOC Chair, and it is the responsibility of the LOC to make contact with the potential speakers.

The Chairs of the IFEM entities may also be able to assist the LOC with the development of both plenary and concurrent sessions or subject area tracks and speakers consistent with the theme of the meeting.

#### **4. ACCREDITATION**

Continuous Professional Development (CPD) credits may be obtained from IFEM member associations wishing to offer credit to their members. If requested by any member association, the LOC will ensure timely responses to confirm arrangements.

#### **5. SCIENTIFIC PROGRAM CONTENT OF ICEM LECTURES**

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.

The number of international emergency medicine conferences being held every year is increasing with resultant competition in attracting delegates to events. To ensure that the ICEM maintains its status as having a very unique international flavour which showcases both the host's region and the highest levels of international expertise, the LOC is encouraged to include innovative content or conference delivery mechanisms to the general conference format. These "novel concepts" must be presented to the COC for discussion and approval.

##### **Specific requirements for program content:**

- a) The clinical content should include core ED clinical topics: Resuscitation and critical illness, cardiac, respiratory, gastrointestinal, toxicological, trauma, paediatric, geriatric, surgical, orthopaedics, behavioural / mental health issues, obstetrics and gynaecology, international global emergency medicine, innovations in EM, plus locally relevant clinical issues.
- b) The clinical support and administrative content of the ICEM meeting should include topics such as digital health and technology in EM, quality and safety, education and training, ED organization/ leadership/ advocacy, research, wider health system context issues of global or local relevance.
- c) Core program streams or tracks (eg. 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 and every effort must be made to stream the conference based on interests that are aligned not being concurrent. There should be at least one stream/track for every 200-300 anticipated attendees. Each program stream should be chaired by one or two senior emergency medicine physicians. This is an excellent opportunity for diversity in assignments, especially from Affiliate Member Associations or non-member countries.

- d) The LOC should ensure that there is diversity of speakers, track chairs and conference organizers with no fewer than 40% from either gender. Inclusiveness across gender, race and ableness must be achieved.
- e) Allocation of presentations and other assignments should be focused primarily on development of the **highest quality scientific program and should reflect the diversity of IFEM**. This should be done by selection of qualified individual presenters from Full Member, and Affiliate Member Associations. Qualified presenters from non-member countries may be used in core tracks or by including in a “Developing Emergency Medicine” track.
- f) It is recommended that the LOC seek permission from presenters for presentations to be recorded and utilized by IFEM.
- g) Research free papers and posters The IFEM Research Committee should be involved in the free paper and poster selection process. The chair of the Research Committee should be contacted at least 18 months in advance to participate in organizing the review and selection process. Support for poster or abstract presentations from areas where Emergency Medicine is developing can be offered to promote mentoring in attending and higher level involvement in ICEM. There must be a separate research track of at least 4 hours duration on each of a minimum of 2 of the 4 days of the conference so that oral papers can be presented. Poster presentations should be displayed in a prominent position in the Conference venue and posters should be rotated on all days of the conference. Facilitated poster presentation sessions are encouraged.
- h) Industry or trade shows must not be situated in the same room as the posters in order to allow accreditation of the poster viewing.

- i) The program should include the *Campbell MacFarlane Best Poster Award* (refer *Appendix 2* for Guidelines).
- j) The LOC may choose to include Awards from external sponsors or organizations, subject to approval by the IFEM Board.
- k) Arrangements may be made by the LOC for publication of the Conference Abstracts. Approval must be sort from the COC.

## 6. SPECIFIC REQUIREMENTS FOR CONTENT IN THE ICEM CONFERENCE

- a) The Opening Reception should follow immediately after the finishing time of the pre-conference workshops. Ideally the pre-conference workshops should be held in venues that are part of the main conference venue or within short walking distance of the Opening Reception venue otherwise transportation should be arranged.
- b) The Scientific Program must include the *George Podgorny Lecture* which should be allocated as an honour to an outstanding contributor to International Emergency Medicine. The LOC is responsible for choosing the speaker in consultation with the COC, utilizing the theme and program for guidance. The chosen George Podgorny speaker and the conference keynote plenary speakers must be approved by the ICEM COC before confirmation to the speakers.
- c) The time to be allocated for the *George Podgorny Lecture* shall be 1 hour.
- d) The time to be allocated for the IFEM Awards Ceremony shall be 30 minutes in duration.
- e) Official Opening Ceremony on first day including IFEM President, Conference Chairperson and any invited host country dignitaries.
- f) One quarter (25)% of the time in the main tracks must be allotted for audience interaction to meet international accreditation standards.
- g) For in-person conferences, 1-2 days prior to the commencement of the conference should be allocated to IFEM Committee meetings, including a Board and Assembly meeting.

- h) There will be an International Development Track in the afternoon of one of the core days (4 hours).

## **7. SOCIAL**

Key provision includes:

- a) An Opening Reception on the evening before the first day of the main conference. This reception should follow immediately after the finishing time of the pre-conference workshops. Ideally the pre-conference workshops should be held in venues that are part of the main conference venue or within short walking distance of the Opening Reception venue otherwise transportation should be arranged.
- b) An IFEM Leadership Dinner arranged for the night of the first or second day. The list of invitees is available from the Secretariat. Transportation to the venue must be arranged for all invitees if not within a short walking distance of the main venue/main conference hotels.
- c) A Delegate Conference Dinner on the night of the second or third day (not on the same night as the Leadership Dinner). The main aim of the Conference Dinner is to promote fellowship and international interaction. Entertainment requiring delegates to remain seated should be limited to allow interaction. Group transportation should be arranged if the venue is far from the conference venue.
- d) Reasonable ground transportation for the main social events.
- e) Accompanying persons/family tour or activity options.

## **8. MEETING SCHEDULE**

- a) 1-2 days prior to the commencement of the conference should be allocated to IFEM Committee meetings, including a Board and Assembly meeting for in person conferences.
- b) The general timetable should be 0800-1700 on first three days with an earlier finish on the fourth (last) day.
- c) Plenary sessions should last 1-2 hours and are best given in the morning.

- d) The time allocated for the George Podgorny Lecture shall be 1 hour.
- e) The time allocated for the IFEM Awards Ceremony shall be 30 minutes.

## **9. GENERAL GOOD CONFERENCE PRACTICE**

- a) All sessions must be Chaired/Moderated and timed.
- b) Strict adherence to starting and ending times is required. Time for questions and for interaction must be provided to meet current accreditation standards. One quarter (25)% of the time must be allotted for audience interaction to meet international accreditation standards.
- c) Ending times of streams/tracks should be coordinated and punctual to allow audience cross-over.
- d) The scheduled refreshment breaks and lunch breaks must be at the same times on all days of the conference.

## **10. FACILITIES AND DAILY CONFERENCE AMENITIES**

Key principles include:

- a) the provision of sufficient rooms with sufficient space for each program stream.
- b) planning to accommodate greatest interest in clinical tracks and flexibility to cope with variable interest.
- c) Opening ceremony and plenary session on first day is usually most well attended. Typically, capacity of the auditorium for opening ceremony should at least be able to seat 2500 delegates.
- d) Free conference WiFi must be provided for all delegates in all conference venues and meeting rooms.
- e) Refreshments shall be provided with morning and afternoon breaks. Typically these are to include coffee, tea, water and snacks.

- f) Lunch should be provided for registrants as part of their registration fee and should cater for specific dietary requirements (e.g. Vegan, Vegetarian, Halal, Kosher etc). The option to provide a category of conference registration without catering may be considered for some ICEM Conferences in limited circumstances as agreed with the COC.
- g) Exhibit Hall/Trade Display. Sponsorships and Exhibit functions will follow the host country ethical guidelines for interactions between physicians and industry. The poster viewing areas must not be in the Trade Display area (this is in order to comply with international members' rules for certification for CPD credits which does not allow trade information to be in the same space as posters or anything else that might be included as scientific content).
- h) There should be AV assistance available in each presentation room for each session.
- i) A Media liaison person should be identified.
- j) A speaker preparation room must be provided to allow presenters to review, upload and or edit their presentations on-site. Technology support experts for presentations must be available on-site.
- k) IFEM Leadership Conference and Meeting Room in the hotel or conference centre stocked with beverages and snacks.
- l) A booth must be allocated free of charge in the main exhibition area for the host of the next ICEM meeting and for the IFEM.

## **11. FINANCIAL ARRANGEMENTS**

- a) The IFEM President, IFEM Board, COC members, the President of each IFEM Member Association (in good standing) or their designee and the IFEM Executive Officer(s) and up to two IFEM Secretariat Staff will be given Complimentary registration to ICEM, including social events. In addition, the IFEM President will be provided with appropriate lodging for the duration of the meeting. The LOC 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.

- b) The successful Host Country must pay the current stipulated IFEM royalty 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.
- c) The LOC may choose to offer a reduced rate of registration for Trainees and delegates from emerging countries. The LOC may also offer a registration rate exclusive of catering in limited circumstances subject to the approval of the COC.
- d) Any profit from the ICEM will be retained by the Host Country and any loss will be absorbed by the Host Country.
- e) A Professional Conference Organizer must be utilised, and an agreement must be signed between the Host Country and the PCO, with a copy to the IFEM COC and Secretariat.
- f) IFEM requests that ICEM registrants be informed that by registering for ICEM they are giving permission to the PCO to share their details with IFEM. At the conclusion of ICEM the PCO will provide registrant database (name, country, organization, email) to IFEM.

**a) Faculty remuneration**

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

- a) Registration fees, including evening social functions, will be waived for faculty presenting at least twice but preferably three times in the core Scientific Program including workshops, marketplaces etc, or presenting a Plenary Session. Chairing or Moderating Sessions and Poster presentations can be included in this calculation.
- b) Travel expenses may be paid for a plenary speaker, at the discretion of the Host Country.
- c) Honoraria are discouraged and may not be paid to any emergency physician presenter (including plenary speakers) or any non-Plenary speaker.

- d) 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

## 12.TIMELINES

ACTIVITY	DUE DATE
Call for Expressions of Interest to IFEM Members	6 YEARS OUT
Closing date for Expressions of Interest	
Book conference centre	3-4 YEARS OUT
<b>1. Actions at this point</b>	18 MONTHS 2 YEARS OUT
International Scientific Advisory Board considered	
Definition of financial, logistics and scientific committees	
Definition of marketing and sponsorship plan	
Definition of Scientific Program	
Definition of social events and locations	
Obtain domain name for website	
Definition of budget	

ACTIVITY	DUE DATE
<b>2. Actions at this point</b>	18 MONTHS OUT
Budget review and overview	
Definition of theme, topics, and speakers	
Consider social program	
Identify 'First Announcement' and its distribution	
First draft of program and exhibit layout	
Launching of the ICEM website	
Consider social media/mobile app	
<b>3. Actions at this point</b>	12-14 MONTHS OUT
Budget review and overview	
Logistics and operations	
Follow-up marketing and sponsorship plan	
Promotions (website/social media/app) update	
First announcement	
Finalise program overview	
<b>4. Actions at this point</b>	11 MONTHS OUT
Secure accommodation	
Budget review and overview	
Identify 'second announcement' and its distribution	
Accommodation status	
Send out call for abstracts	
Follow-up marketing and sponsorship plan	
Promotions (website/social media/app) update	
<b>5. Actions at this point</b>	9 MONTHS OUT
Budget review and overview	
Promotions (website/social media/app) update	
Prepare registration and final call for abstracts	
Accommodation status	
Invitation and definition of keynote speakers	
Identify and define topics and chairs for sessions and workshops	
Define final social program	
Registration opens nine months prior	
Follow-up sponsorship and exhibition	
<b>6. Actions at this point</b>	7 MONTHS OUT
Budget review and overview	
Promotions (website/social media/app) update	
Prepare registration and final call for abstracts	
Install registration online and abstracts handling system	

ACTIVITY	DUE DATE
Review progress on organisation of plenary sessions	
Sessions and workshops	
Liaise with IFEM Secretariat regarding business meetings	
Place registration and call for abstracts on website	
Liaise with IFEM Secretariat re award ceremony	
Consider early bird registration deadline (can be extended)	
Follow-up sponsorship and exhibition	
<b>7. Actions at this point</b>	5 MONTHS OUT
Consider progress for Campbell Macfarlane Best Poster Award	
Budget review and overview	
Review progress on organisation of Plenary Speakers	
Sessions and Workshops	
Review progress on registration	
Define student/developing country attendees sponsorship fund	
Advise successful applicants as funding becomes available (to allow travel plans)	
Promotions (website/social media/app) update	
Review and confirm accommodation	
Deadline for abstracts	
<b>8. Actions at this point</b>	3 MONTHS OUT
Budget review and overview	
Abstracts classification	
Define Chairs for sessions and workshops	
Contact Assembly members re accommodation bookings	
Send out invitations for Leadership Dinner/special events	
Final program to be published at least three months prior	
First registration deadline	
Follow-up sponsorship and exhibition	
Second registration deadline	
Finalise Business Meeting Schedule	
<b>ICEM Conference</b>	
Final report and accounts meeting	Within 3 months of conference date
ICEM report to IFEM Board	Within 3 months of conference date
ICEM royalty payment to IFEM Secretariat	Within 3 months of conference date

### 13.FINAL POST-ICEM REPORT

At the conclusion of the ICEM, the LOC will prepare an ICEM Final Report in the prescribed format. This should be forwarded by the Chair of the LOC to the IFEM Board within 90 days of the conclusion of the meeting.

This report will be available to future bidders, and will contain the following information, at a minimum:

- a) Program Details including the number and type of tracks offered
- b) Attendance details by country (actual) and track (estimated)
- c) Number of Full Delegates, Day Registrations, non-IFEM members
- d) Trade Display statistics, details, names of exhibitors
- e) Social agenda
- f) A financial report with broad categories of income and expenses
- g) Number of hotel rooms booked through Conference Organizers
- h) Number of educational tracks filled by Member Associations
- i) Successful innovations
- j) Participant evaluations
- k) Marketing and promotion lessons
- l) Other information, as appropriate

G-06 The Conference Hosting Manual for the International Conference on Emergency Medicine (previously known as the Guidelines for the International Conference on Emergency Medicine)

<b>Version</b>	<b>Date</b>	
v01	Oct 2007	Adopted by IFEM Board
v02	Oct 2014	
v03	Oct 2016	
v04	Apr 2017	
V05	Apr 2019	
V06	September 2021	

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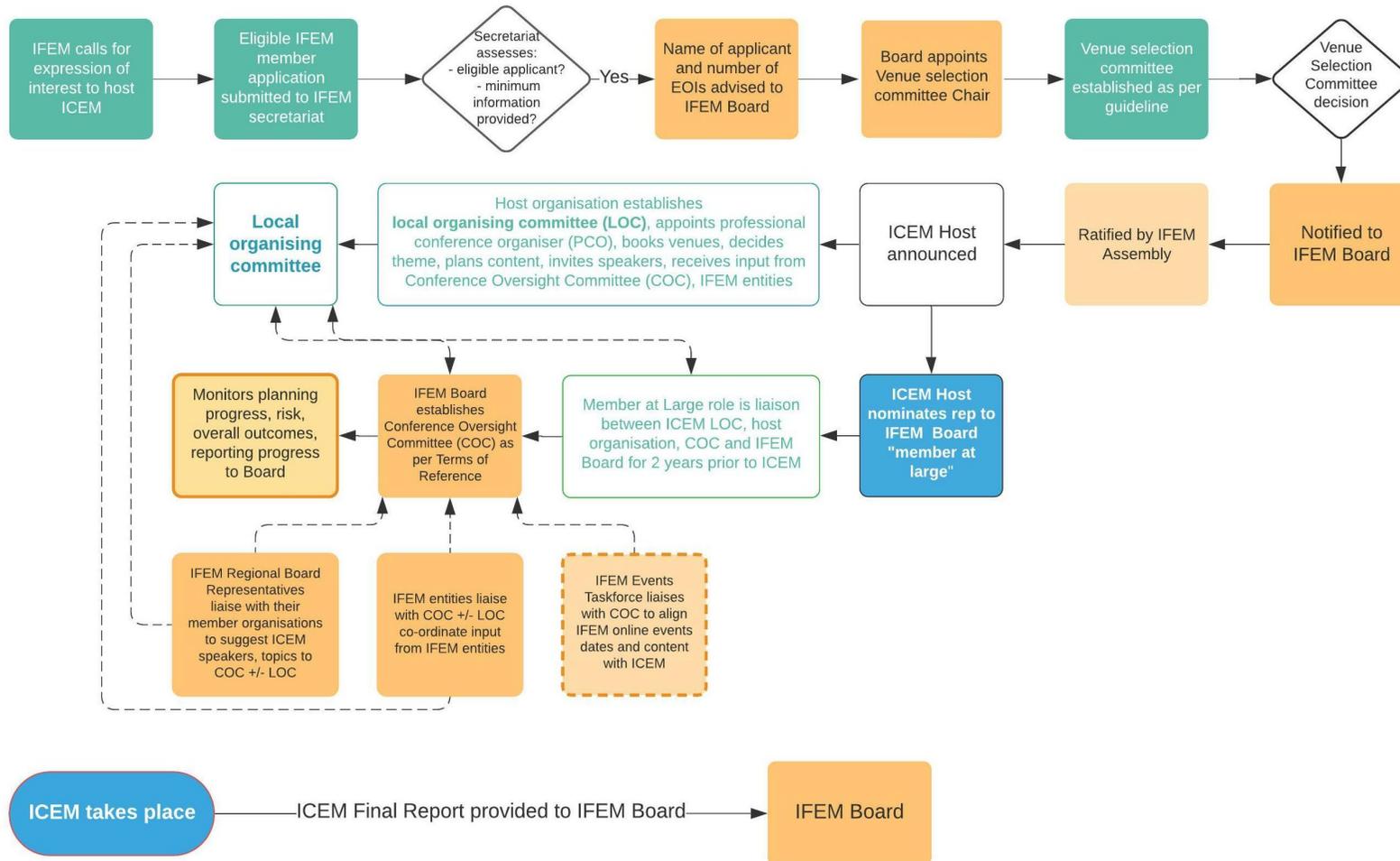
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## Steps in Bid and Organisation - International Conference on Emergency Medicine



## Appendix 1: ICEM Agreement

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 current stipulated royalty 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 "The Conference Planning Guidelines for the International Conference on Emergency Medicine" (paragraph 9.2).

This does not include satellite meetings, which, depending on circumstances may be subject to Federation requirements as outlined in "Guidelines for IFEM Symposia".

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 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 conference planning manual.

English is the official language of the Federation and the Conference. 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. Scientific posters must be in English.

## 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 in good standing will be provided complimentary conference registration. Complimentary registration is also required for members of the IFEM Board (maximum 7 registrants in addition to the IFEM president), the IFEM Executive Officer and up to two additional IFEM Secretariat staff. Members of the IFEM CPD Conference Oversight committee should also have registration provided, however, this may be offset by having this team chair or provide sessions as part of the conference.

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 within 3 months following the Conference.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

President

(Society)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

President

International Federation for Emergency Medicine

## **Appendix 2: Guidelines for the Campbell MacFarlane Award**

### **GUIDELINES FOR THE CAMPBELL MACFARLANE BEST POSTER AWARD**

The Campbell MacFarlane Best Poster Award is awarded at each ICEM Meeting. The Organizing Committee of the host country is responsible for administering the Award.

#### **Process for Adjudication**

1. The 25 best poster papers will be selected by the local Scientific Committee.
2. They will be assessed by judges during the Conference for the Campbell MacFarlane best poster award.
3. It is suggested that the Adjudication Panel will comprise four members of the local scientific committee and four members from the IFEM Research Committee.
4. On each day of the Conference, a pair of judges (1 local + 1 overseas) will assess about 6-7 posters by a standard grading sheet. Scoring criteria shall be at the discretion of the local Scientific Committee.
5. The highest scored poster will win the Campbell MacFarlane Best Poster Award.

#### **Presentation of the Award**

The IFEM Secretariat is responsible for preparing the Certificate for each Award Winner. The Certificate and information detailing the achievements of Dr Campbell MacFarlane will be prepared in a presentation folder, with the name of the Winner to be added following adjudication. Presentation will take place at the ICEM Awards Ceremony, or closing ceremony as appropriate.

#### G-08 Guidelines for the Campbell MacFarlane Best Poster Award

Version	Date	
v01	Oct 2007	Adopted by IFEM Board
v02	April 2014	

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