

GUIDELINES FOR SICOT CONFERENCES AND CONGRESSES

SICOT membership meets at Triennial World Congresses and annually in the two years between World Congresses, for Annual International Conferences (AIC).

Any National Delegate/Secretary may, **with the support of his/her National Society**, invite SICOT to hold its meeting at a site in his/her country.

Applications for meetings should be received at least 4 years prior to the event for an Annual Conference and 7 years for a World Congress. These meetings should usually be held in August or September.

All host countries will be given an opportunity to present their invitation to the Congress Site Committee. Proposals are elaborated by the Head Office, together with the Congress Site Committee. Decision regarding congress site rests ultimately with the International Council, upon recommendation by the Executive Committee.

When more than four countries invite the event for the same year, a selection will be made by the Congress Site Committee and the Secretary General.

1. GENERAL INFORMATION ABOUT THE SICOT HEAD OFFICE

1.1 **Secretary General:** Prof Jochen Eulert
Executive Director: Beatrice Chaidron
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1.2 **Structure of the association**

The structure of the association is here described in its aspects related to congress management.

The Executive Committee, together with the Congress Site Committee, selects the potentially eligible congress site for referral to the International Council, and decides on all the congress policies, whether logistical or scientific, as well as on the congress budgets.

The International Council, formed by the Society's national delegates or secretaries, makes the final selection of the congress site, according to the constitutional voting procedures.

The Local Conference President oversees some of the organisational aspects of the Conference, such as the social aspects and the public & press relations.

The Congress Scientific Advisory Committee (CSAC) with the Local Congress President will organise the scientific programme of the event. The CSAC will normally consist of the SICOT President-Elect as Chairman, Current Congress President and his representative, Past Congress President, Next Congress President and his representative, plus 3 members nominated by the President and approved by the Board of Directors; the President and representative of the next two Annual International Conferences, Education Committee Chairman, SICOT Editor. The CSAC will liaise with the Presidents of affiliated societies or other willing to participate at the meeting.

The SICOT Scientific Board is an international panel of surgeons & traumatologists responsible for reviewing and scoring the abstracts.

The Education Committee builds the post-graduate instructional course programme if any, according to the time schedule and session availability defined by the CSAC. It refers the proposal to the CSAC for integration into the final programme.

The Congress Site Committee reviews the candidatures for the Conference together with the Secretary General, Executive Director and selects four venues. A bid will be considered as valid only if the National delegate has signed the Agreement (see p12) and if a tentative budget of the whole event is submitted with the bidding document.

SICOT Head Office is responsible for the overall management of the triennial world congress and the annual international conference, and answerable to the Executive Committee.

2. GENERAL INFORMATION ABOUT THE CONFERENCE

2.1 *List of future places and dates*

Pattaya (Thailand):	2009, Annual International Conference combined with the Royal College of Orthopaedic Surgeons of Thailand
Gothenburg (Sweden):	2010, Annual International Conference combined with the Swedish Orthopaedic Association
Prague (Czech Republic):	2011, Triennial World Congress
Dubai (U.A.E):	2012, Annual International Conference
Rio de Janeiro (Brazil):	2014, Triennial World Congress combined with the Brazilian Society of Orthopaedics and Traumatology

2.2 *Official Language:* English

2.3 *Eligibility of attendance*

Open meeting to all registrants (medical and healthcare profession)

DIVISION OF RESPONSIBILITIES

3. SICOT RESPONSIBILITIES

Executive Committee & Congress Scientific Advisory Committee

3.1 *Choice of venue; time-planning and meetings schedule*

The final choice of the venue rests with the International Council, whilst the Executive Committee establishes the timetable for the yearly event, and advises the Congress Scientific Advisory Committee, Conference President as well as the SICOT Head Office on the following:

- 3.1.1 Objective and theme of programme
- 3.1.2 Duration of the event and preferred time of the year (taking into consideration climate, religious holidays, university terms, cheap tariffs, etc.)
- 3.1.3 Expected levels of attendance
- 3.1.4 Session format, and possibility of allied or industry meetings
- 3.1.5 Administrative meetings requirements (Working groups or committees before, during and after conference)
- 3.1.6 Registration deadlines and fees
- 3.1.7 Opening and closing ceremony requirements
- 3.1.8 Social events programme, and attendance

3.2 *Decisions on Scientific Programme policy and content*

The Congress Scientific Advisory Committee (CSAC) is responsible for all scientific matters relating to the SICOT Event. All financial matters such as which speakers might be sponsored, travel and hotel arrangements, will be dealt with by the SICOT Executive Committee.

Industry Symposia/Workshops

The Chairman of CSAC decides what Industry sessions or workshops proposed by the Industry can be accepted. Industry workshops are limited to lunch or evening hours.

Free Communications

Abstracts shall be submitted to the SICOT Head Office where they will be registered and processed for evaluation by the (extended) SICOT Scientific Board. All correspondence regarding acceptance or rejection of abstracts will be effected by the Head Office under the guidance of the CSAC Chairman. All abstracts will be scored by two peer reviewers (generally one from the country where the meeting will be held, one from an international panel).

Postgraduate Instructional Courses

Courses will be organised by the Education Committee. Logistical requirements will be defined in collaboration with the CSAC Chairman and SICOT Head Office.

NB: No honoraria are generally paid to speakers and/or chairmen, except for a compensation of travel and board (against original documentation) to some selected invited plenary speakers and course teachers. Expenses for hotel and travel are reimbursed to guests if any, on the basis of economy fares unless other decision.

The following points should be agreed and entrusted to the SICOT Head Office following approval by the Congress Scientific Advisory Committee and Executive Committee:

- 3.2.1 Dispatch of invitations to speakers, chairmen and moderators, on behalf of the CSAC Chairman and Conference/Congress President.
- 3.2.2 Correspondence with all speakers, authors, reviewers, etc, in order to centralise information at the SICOT Head Office. The SICOT Head Office is responsible for the administration of papers - abstracts, pre-prints, manuscripts and proceedings (if any).
- 3.2.3 Management of Abstract review schedule as per sample in Appendix.

3.3 *Financial policy*

- 3.3.1 The Executive Committee is responsible for approving the budget of the meeting. Proposed changes to the budget must be submitted to the SICOT Head Office, before final approval by the Executive Committee.
- 3.3.2 Professional auditors and SICOT Treasurer approve the accounts.
- 3.3.3 The financial deficit, if any, will be borne by SICOT. If there is an adequate surplus, a percentage will be donated to the National Society, upon decision of the Executive Committee, to be used to promote SICOT activities.
- 3.3.4 The SICOT Head Office is responsible for the cost of site visits to the host country by SICOT representatives or staff. The costs will be charged to the meeting budget
- 3.3.5 Funding may be available to local organisers for early cash flow needs.
- 3.3.6 Signatories of conference contracts (PCO and venue) are the SICOT Secretary General and/or President or Treasurer. Persons entitled to effect payment for SICOT: authorised SICOT signatories.
- 3.3.7 The third party liability and cancellation coverage is taken out by SICOT.
- 3.3.8 Registration fees are set by the Executive Committee, and are to be levied in Euros. On-site fees can be levied in local currency.
- 3.3.9 Free registration is granted to:
 - Members of the Executive Committee
 - Invited Speakers appointed by the CSAC and special guests and officers of other societies appointed by the EC
 - SICOT National Representatives
- 3.3.10 Commercial sponsorship is acceptable on the basis of approved SICOT procedures and is managed directly by the Head Office with the support of a commercial agent. The commercial agent, SICOT Head Office and the Conference/Congress President should work closely towards securing sponsorships from local and international sponsors, on the basis of a pre-defined list of sponsored items. The commercial agent is responsible for invoicing sponsors directly at SICOT's name. Sponsorship funds may not be used directly by local organisers.

3.4 Trade or Technical Exhibition policy

3.4.1 A trade or technical exhibition is organised as part of the conference/congress, and as a source of income. The price per square meter space is set by the Executive Committee.

3.4.2. It is entrusted to a commercial agent on a commission basis. Priority choice will be given to the major sponsors who contribute to industry symposia. Other sponsors' order will be allocated on a "first come, first served" basis. Invoicing is carried out by the commercial agent, and the funds paid into a SICOT-held bank account.

3.5 Publication and Mailings policy

3.5.1 Timetable of deadlines for invitations or printed material shall be established by the SICOT Head Office and agreed to by the CSAC.

3.5.2 Means of announcement: via the SICOT booth at national and international meetings (including prior SICOT meetings); through the SICOT Newsletter, the SICOT e-Newsletter and the International Orthopaedics journal as well as other non-SICOT publications; through poster advertisement distributed via the national delegates. These announcements are co-ordinated through the SICOT Head Office.

3.5.3 Checklist of publications

- Call for abstracts
- Poster
- Preliminary Programme
- Final Programme –on-site distribution
- SICOT Congress website
- Abstracts Book or CD-Rom

3.6 Publicity policy

Advertising policy: Advertising space in conference/congress publications is sold by the commercial agent. Such publications need to feature a disclaimer of SICOT responsibility. Sponsors' advertising and publicity materials on site are submitted to specific rules.

3.7 Confidentiality

The Executive Committee requests that the venue and the dates of the conference be kept confidential until all relevant contracts have been signed.

4. CONFERENCE/CONGRESS PRESIDENT'S RESPONSIBILITIES

The following checklists reflect normal procedures and need to be effected by the local Conference/Congress President. The Conference/Congress President reports to the Executive Committee.

4.1 *Liaison with Congress Scientific Advisory Committee*

Conference/Congress Presidents are invited, as members of the Congress Scientific Advisory Committee, to propose topics, speakers and chairmen for the scientific programme.

4.2 *Social programme*

4.2.1 Overall responsibility for selection of social event venues (together with SICOT Head Office for input on such events) - according to SICOT budget. Financial responsibility for official SICOT social programme lies with SICOT.

4.2.2 Entertainment programmes for the opening ceremony, and other social events.

4.2.3 Related social events - hospitality by local administrations and other authorities (town hall, embassy).

4.2.4 Accompanying guests' programme as suggested by professional agency.

4.2.5 Approval of print items related to social events.

Comments: To guarantee the local flavour of the meeting the social programme should be arranged and organised by the Conference Presidents, with the help of the PCO (Professional Congress Organiser). They should design proposals for official "open" SICOT events (i.e. Opening Programme or cultural evening included in registration fees); for tourist programmes, and for "closed" SICOT events (i.e. Executive Committee Dinner, and Presidential Dinner). Individual budgets for each event need to be submitted to the Society's Executive Committee for approval. Close co-operation with the SICOT Head Office is essential to guarantee that the correct arrangements are included in all relevant printed matter. The National Delegates' Banquet is to be organised according to the conditions laid down by the Head Office.

4.3 *Local Authorities and Related Associations*

The Conference/Congress President is requested to contact local authorities, try to obtain support from the conference city, and promote local advertising of conference. The Conference/Congress President is also invited to contact the local National Orthopaedic Society, to promote the SICOT event.

4.4 *Liaison with the SICOT Head Office*

The Conference President collaborates with the SICOT Head Office for:

4.4.1 Implementation of SICOT procedures

4.4.2 Checking of print items

4.4.3 Assistance on venue contract, negotiation and agreement

- 4.4.4 Assistance in selecting a local professional agency
- 4.4.5 Choice of conference bags
- 4.4.6 Official invitations to support visa requests

4.5 *Press*

The Conference President, in liaison with the Communication Committee, is in charge of press relations. The SICOT Head Office may assist in the administrative planning of such activities.

- 4.5.1 Advance newsletters, press releases, press briefings; invitation and briefing of spokespersons
- 4.5.2 Referral to SICOT offices for on-site arrangements
- 4.5.3 Post-congress press releases and monitoring

5. SICOT HEAD OFFICE'S RESPONSIBILITIES

The SICOT Head Office organises the meetings of the Society.

All the following tasks will be performed by the Head Office itself or under its full responsibility, and within the allocated budget:

5.1 *Financial management and budget follow-up*

5.2 *Production and distribution of documentation pre-congress and during congress*

- 5.2.1. Selection of logo and choice of colour scheme for print (in accordance with the SICOT graphics chart). Design of layout for programme covers/letterhead/poster.
- 5.2.2 Proofing of copy and of translation for any print item into the agreed official languages, if necessary.
- 5.2.3 Establishing and maintaining print deadlines.

5.3 *Logistics*

The contract for the congress centre is to be negotiated and signed by the Secretary General. The organisational set-up within the congress centre is decided by the Head Office, in collaboration with the local PCO, i.e.:

- 5.3.1 Allocation of space
- 5.3.2 Scientific programme and technical back-up
- 5.3.3 Sets, signs
- 5.3.4 Equipment and furniture (onsite)

5.3.5 Catering

5.3.6 Staff

5.4 *Promoting and Publicising the Conference*

5.4.1 Agreement on mailing lists; Choice of advertising media; Liaison with journal editors.

5.4.2 Research on related associations and related conferences for additional distribution of publicity material and attendance and promotion at related conferences, within allocated budget (free desks at other conferences).

5.5 *Registrations*

The Head Office designs registration procedures and handles the management of advance and onsite registrations.

5.6. *Sponsoring*

Liaison and contractual agreement with organisers of satellite (industry sponsored) sessions and all other negotiations and promotional policies related to the conference sponsors.

6. PROFESSIONAL CONGRESS ORGANISER'S RESPONSIBILITY

A local agency (professional congress organiser or "PCO") responsible for all aspects of accommodation, transport, social events, etc., is to be selected from among at least three competing agencies. Selection should be based on best possible services concerning the responsibilities described below. The PCO acts under the supervision of the SICOT Head Office.

The final selection of, and negotiations of the contract with, the agency, however, will be done by the Secretary General.

6.1 *Staffing on site*

6.2 *Accommodation scheme – hotels*

6.3 *Organisation and/or management of technical or trade exhibition*

6.4 *Public transportation and shuttle bus service*

6.5 *Logistics of tourist and social events*

6.6 *Co-ordination and supervision of technical aspects, if required*

6.7 *General assistance before, during and after the Meeting*

6.8 *Preparatory Meetings*

Conference Scientific Programme Schedule
- *sample schedule* -

When	What	Who
24 months prior	Define or Request suggestions for Plenaries and Current Trend Symposia	CSAC and Conf President
	Review suggestions and increase/reduce topics Request details on speakers, titles, etc.	CSAC
	Review titles and speakers of Plenaries and Current Trend Symposia; industry symposia	CSAC
12 months	Finalise above sessions (incl. Chairmen, dates, etc.) Issue official invitation to sessions speakers & chairmen	CSAC Head Office
	Define abstract management schedule Appoint Scientific Board reviewers per classification subjects Inform reviewers of job and schedule to abide by	CSAC/Head Office “
	Call for abstracts : opening of the online submission	Head Office
9 months	Discuss Programme contents of Industry sponsored symposia Discuss “hot topic sessions” (2 or 3 max.) for novelties Replace speakers not attending or clashing	CSAC “ “
8 months	Abstract deadline; final recording Appoint new reviewers on Scientific Board if required	Head Office CSAC
7.5 months	Abstract and evaluation forms sent to reviewers for their grades	Head Office
	Abstract reviewing	Scientific Board
6.5 months	Grades to be centralised and keyed in	Head Office
6 months	Allocation of division by Oral/poster/poster discussion Confirmation to free communication presenters, and chairmen Management of replacements as required	CSAC Head Office CSAC/Head Office
3 months	Programme on the website	Head Office
1 month	Programme and abstracts book sent to local PCO	Head Office
D day	Conference	

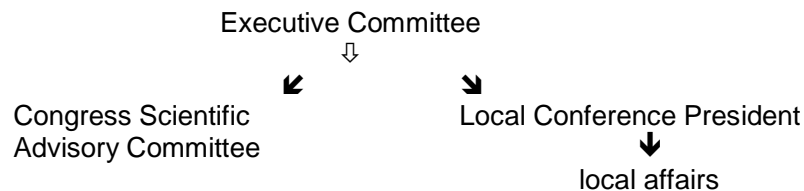
CSAC: Congress Scientific Advisory Committee

Annual International Conference: Specifics

The specific feature of AIC is the inclusion of hot topics, i.e. the half day on the research and clinical application would be opened for hot subjects.

Decisional process

The decision chart is as follows:



The local President sits on the Executive Committee as a co-opted member. The local President will handle social activities, press, will submit a local theme for the programme and can be assisted by a local organising committee

SCIENTIFIC PROGRAMME

Programme topics

The Annual International Conference would feature a limited number of topics (two or three)

Programme and course schedule

The programme would include (see attached schedules):

- Plenary Sessions: max 4 sessions of 30 min each;
- Lunchtime or evening industry workshop;
- Invited speakers lectures: 10 min + 5 min;
- Free papers presentations: 6 min + 2 min discussion – subject to appreciation by the CSAC and/or the moderators of the sessions;
- The sessions would last 90 min.

Associations and societies

- There will be scientific sessions by affiliated Associations and Societies during the conference.
- Conditions will be specifically discussed.

Abstract processing

- Abstracts would be reviewed by 2 reviewers;
- They will feature classification codes;
- The scoring system ranges from 0 to 10, with 0 and 1 automatically rejected;
- There should only be one oral presentation per author.

SOCIAL ACTIVITIES (social events regarding administrative meetings are not included)

Day 1: Opening Ceremony and Welcome Reception

Day 2: Fun Night for young surgeons

Day 3: President's Dinner (paying), including cultural event

Day 4: Farewell and cultural event, if any

REGISTRATION

- Registration would be combined for SICOT and affiliated societies
- Registration fees will be centrally established by SICOT
- Lower fees set for registrars, trainees, nurses...
- Member registration fees will apply to members of affiliated societies

LOGISTICS

Timing

Preferred Date: End of August / beginning of September
Length of Conference: Three (3) full days, excluding exhibition set-up and dismantling and SICOT administrative sessions

Agreement for Congress Site candidature

As SICOT National Delegate/Secretary, and with the support of my National Society,
I am presenting an official candidature of _____ (country)
to host a SICOT congress/conference in the year(s) _____.

I accept the attached guidelines.

Signature _____

Date _____

Print name and country _____
