

# GUIDELINES FOR SICOT CONGRESSES

Any National Representative may, with the support of his/her National Orthopaedic Society, invite SICOT to hold its annual **Orthopaedic World Congress** at a site in his/her country.

Applications for meetings should be received in general 4 years prior to the event. They should contain the following information:

- the name of the country and city;
- the official approval of the local authorities;
- the approval of the National Orthopaedic Association to indicate support – it is not expected to participate in the organisation, running or finances of the meeting;
- the name of a Member of SICOT living in the proposed country as President of the Congress;
- suggested dates for the meeting;
- preliminary budget;
- floor plan of the Congress venue.

All host countries will be given an opportunity to present their invitation to the Congress Site Committee. Proposals are elaborated by the SICOT 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 four or more countries invite the event for the same year, a selection will be made beforehand by the Congress Site Committee and the Executive Committee.

## 1. GENERAL INFORMATION ABOUT THE SICOT HEAD OFFICE

- 1.1 **Secretary General:** Prof James Waddell
- Head Office:** Rue de la Loi 26 – b.13  
BE-1040 Brussels  
Belgium  
Tel.: +32 2 648 68 23  
E-mail: congress@sicot.org

### 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 sites for referral to the International Council and decides on the budget. Together with the President-Elect, Programme Chairman, and the local Congress President, it decides on the scientific and social programmes.

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

The Programme Committee, together with the SICOT President-Elect, the local Congress President and the Chairmen of the SICOT Subspecialty Committees, organises the scientific programme of the event. The Programme Chairman will liaise with selected partner societies willing to participate in the meeting.

The Programme Committee, together with the Education Academy, an international panel of orthopaedic surgeons and traumatologists, and the SICOT subspecialty committees, is responsible for reviewing and scoring the abstracts.

The Congress Site Committee together with the Executive Committee will do the initial shortlisting at the Spring EC meeting. A bid will be considered as valid only if the National Representative has signed the Agreement and if a tentative budget of the whole event is submitted with the bidding document.

The SICOT Head Office is responsible for the overall management of the Congress, and answerable to the Executive Committee.

## **2. GENERAL INFORMATION ABOUT THE CONGRESS**

### **2.1 *List of future places and dates***

<u>Montreal (Canada)</u>	2018, Orthopaedic World Congress
<u>Muscat (Oman)</u>	2019, Orthopaedic World Congress
<u>Budapest (Hungary)</u>	2020, Orthopaedic World Congress
<u>Belgrade (Serbia)</u>	2021, Orthopaedic World Congress

### **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 and Programme 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 Programme Committee, the Congress 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 Congress).
- 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 Programme Committee 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 Programme Committee decides what Industry sessions or workshops proposed by the Industry can be accepted. Industry workshops are generally limited to lunch hours.

#### Free Papers

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

#### Postgraduate Instructional Courses

Logistical requirements will be defined in collaboration with the Programme Chairman and SICOT Head Office.

Comments: No honoraria are generally paid to speakers and/or chairmen, except for a compensation of travel and accommodation (against original documentation) to some selected invited plenary speakers. 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 Programme Committee and Executive Committee.

- 3.2.1 Dispatch of invitations to speakers, chairmen and moderators, on behalf of the Programme Chairman and 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 1.

### **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 Internal auditors and SICOT Treasurer approve the accounts.
- 3.3.3 The financial deficit, if any, will be borne by SICOT and the hosting chapter upon negotiation. From the net surplus (Congress income minus Congress expenses minus 2/3 running costs of the Head Office), a percentage agreed between SICOT and the hosting chapter will be donated to the national SICOT section to be used to promote SICOT activities.
- 3.3.4 The bidding party is responsible for the cost of the local accommodation and venue visits by SICOT representatives or staff before the selection, while SICOT will be responsible for the airfare. The costs of any subsequent site visits after selection, if needed, will be charged to the meeting budget.
- 3.3.5 Seed funding may be available to local organisers for early cash flow needs.
- 3.3.6 Signatories of Congress contracts (DMC and venue) are the SICOT Secretary General and/or President or Treasurer. Persons entitled to effect payment for SICOT are the authorised SICOT signatories.
- 3.3.7 The third party liability insurance 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 Board of Directors and chairmen of committees;
  - Invited speakers appointed by the Programme Committee and special guests and officers of other societies appointed by the Executive Committee;
  - SICOT National Representatives with membership in good standing.
- 3.3.10 Commercial sponsorship is acceptable on the basis of approved SICOT procedures and is managed directly by the SICOT Head Office with the support of a Commercial Agent. The Commercial Agent, SICOT Head Office and the 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 in SICOT's name. Sponsorship funds may not be used directly by local organisers.
- 3.3.11 In case of a combined meeting, the financial deficit or benefit is shared by both societies. The details are subject to a separate agreement.

### **3.4 *Trade or technical exhibition policy***

- 3.4.1 A trade or technical exhibition is organised as part of the 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. Other sponsors' orders 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 Executive Committee.

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. These announcements are co-ordinated through the SICOT Head Office.

#### **3.5.3 Checklist of publications**

- Call for abstracts
- Posters / leaflets
- Preliminary Programme
- Final Programme – on-site distribution
- SICOT website
- Abstracts CD-ROM/USB

### **3.6 *Publicity policy***

Advertising policy: advertising space in 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 Congress be kept confidential until all relevant contracts have been signed.

## **4. CONGRESS PRESIDENT'S RESPONSIBILITIES**

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

### **4.1 *Liaison with Congress Scientific Advisory Committee***

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

### **4.2 *Social programme***

4.2.1 Proposals for social event venues. Financial responsibility for the official social programme lies with SICOT.

4.2.2 Proposals for 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 Congress President, with the help of the local Destination Management Company. 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 Congress Party). 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 material. 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 Congress President is requested to contact local authorities, try to obtain support from the Congress city, and promote local advertising of the Congress. The 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 Congress 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 Congress bags.

4.4.6 Official invitations to support visa requests.

### **4.5 *Press***

The Congress President, in liaison with the Executive 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 Head Office 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 Congresses 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, and 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 Commercial Agent and/or the local DMC respectively, i.e.:

5.3.1 Allocation of space.

5.3.2 Scientific programme and technical back-up.

5.3.3 Sets and signs.

5.3.4 Equipment and furniture (on site).

5.3.5 Catering.

5.3.6 Staff.

### **5.4 *Promoting and publicising the Congress***

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 on-site registrations.

**5.6. *Sponsoring***

Together with the Commercial Agent, liaison and contractual agreement with organisers of satellite (industry sponsored) sessions and all other negotiations and promotional policies related to the Congress sponsors.

**6. LOCAL DESTINATION MANAGEMENT COMPANY'S RESPONSIBILITIES**

A local agency (Destination Management Company or DMC), responsible for 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 contract negotiations with, the agency, however, will be done by the Secretary General. All costs to be covered by SICOT must be approved beforehand by the Secretary General.

**6.1 *Staffing on site***

**6.2 *Accommodation scheme – hotels***

**6.3 *Assistance in the 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, budgeting included***

**6.8 *Preparatory meetings***



**Congress Schedule**  
- *sample schedule* -

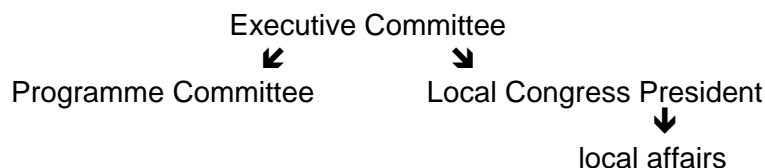
<b>When</b>	<b>What</b>	<b>Who</b>
24 months prior	Define offers for social events Establish a local scientific committee Contact national societies for collaboration Room allocation and contract venue, A/V and DMC	Congress President/ Organising Committee Head Office/ Secretary General
12 months	Create scientific programme template and suggest topics  Define or request suggestions for plenary speakers and current trend symposia  Define abstract management schedule Notify subspecialty chairmen	Programme Chairman Programme Chairman  Programme Chairman
12 months	Request titles and speakers of plenaries and current trend symposia Send the programme template to subspecialty committee chairmen Finalise social events programme and contracting Appoint Scientific Board reviewers per classification subjects Inform reviewers of job and schedule to abide by Call for abstracts: opening of the online submission Open online registration Open online hotel booking	Programme Chairman/Head Office  Head Office Secretary General  Programme Chairman/Head Office
8 months	Appoint new reviewers on Scientific Board, if required Abstract deadline; final statistics Evaluation forms sent to reviewers for their scores	Programme Chairman/Head Office
8-7.5 months	Abstract reviewing	Scientific Board
7 months	Send scores to subspecialty chairmen Issue official invitation to invited speakers	Programme Chairman/Head Office
6 months	Meeting in HO – Allocation of division by oral/short oral/poster & finalise programme  Review titles and speakers of industry symposia	Programme Chairman/Head Office Head Office/ Commercial Agent
5 months	Speaker notification and registration/payment request Confirmation to moderators Management of replacements, as required	Head Office Head Office Programme Chairman/Head Office
4 months	Final programme at a glance on the website	Programme Chairman/Head Office
1 month	Programme sent to local DMC for printing	Head Office
D day	Congress	All

*CSAC: Congress Scientific Advisory Committee*

## Congress Specifics

### Decisional process

The decision chart is as follows:



The Program Chairman with his/her Committee is responsible for the scientific content of the whole programme. The local Congress President sits on the Executive Committee as a co-opted member. The local Congress President handles social activities and the press, submits a local theme for the programme, and can be assisted by a local scientific/organising committee.

## SCIENTIFIC PROGRAMME

### Programme and course schedule

The programme includes:

- Plenary sessions: max. 4 sessions of 30 minutes each.
- Lunchtime or evening industry workshop.
- Invited speaker lectures: 12 minutes + 3 minutes discussion.
- Free papers presentations: 6 minutes + 2 minutes discussion / short oral presentations: 3 minutes + 2 minutes discussion – subject to appreciation by the CSAC and/or the moderators of the sessions.
- For instructional courses and symposia, special rules can be applied.
- The sessions last 90 minutes.
- Posters are presented electronically only.

### Associations and societies

- Scientific sessions may be held by Partner Societies during the Congress.
- Conditions are specifically discussed.

### Abstract processing

- Abstracts are reviewed by a minimum of 2 reviewers.
- They feature classification codes.
- The scoring system ranges from 0 to 10.
- 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: Congress Party (paying), including cultural event

Day 3: Closing Ceremony/Farewell and cultural event, if any

## **REGISTRATION**

- Registration is combined for SICOT and Partner Societies.
- Registration fees are centrally established by SICOT.
- Lower fees are set for registrars, trainees, nurses, groups, and local participants, if applicable.

## **LOGISTICS**

### **Timing**

Preferred dates: End of August / beginning of September  
Length of Congress: Two and a half (2.5) to three (3) full days, excluding exhibition set-up and dismantling

SICOT administrative meetings, Diploma Examination and specific educational sessions are to be set up before the Congress.

**Agreement for Congress Site Candidature**

As a SICOT National Representative, and with the support of my National Society,  
I am presenting an official candidature of \_\_\_\_\_ (city/country)  
to host a SICOT Congress in the year(s) \_\_\_\_\_.

I accept the attached guidelines.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print name and country \_\_\_\_\_

\_\_\_\_\_