

GUIDELINES AND RULES FOR ORGANISING THE IFCC INTERNATIONAL CONGRESSES OF CLINICAL CHEMISTRY AND LABORATORY MEDICINE (ICCCLM)

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1. Introduction

A constitutional objective of the International Federation of Clinical Chemistry and Laboratory Medicine (**IFCC**) is to sponsor and support regular International Congresses of Clinical Chemistry and Laboratory Medicine (**ICCCLM**). These Guidelines are established by the IFCC Committee on Congresses and Conferences (**C-CC**) to facilitate the continuity and success of these regularly scheduled Congresses.

2. Purpose

The ICCCLM delivers a world-wide forum for the free and open exchange of information on the science and technology of clinical chemistry and laboratory medicine in the academic, clinical, or industrial setting; an international forum for clinical laboratory scientists and physicians to interact with their peers; and a forum to promote human health.

These Guidelines are intended to provide a structure for the organisation of these ICCCLMs which will ensure that each is of the highest possible quality and meets the needs of all IFCC member organisations.

3. Process

Member Societies of IFCC shall be invited to host and organise the ICCCLM. A process for soliciting applications from prospective host Societies and selection of the host (or hosts) is described later in these guidelines. Each ICCCLM shall be organised by a Congress Organising Committee (**COC**) appointed by the host Society(ies). The duties of the COC are described later in these guidelines.

4. Time and site of ICCCLM

- 4.1 Dates. The IFCC sponsors the ICCCLM on a 3-year cycle (2008, 2011, 2014, 2017 etc.). The COC will set the date and duration of the Congress following information made in the approval application, subject to the approval of the C-CC.
- 4.2 Time. The time within the announced year when the Congress will be held depends on local considerations and other scheduled, related international congresses and meetings as identified by the C-CC.
- 4.3 Invitation. The Society (or Societies) to host an ICCCLM are normally selected six years prior to the meeting. Approximately seven years before the Congress and at least one year prior to the selection of the host Society (or group of Societies), the C-CC will notify the Representatives of each Full Member of the IFCC of the opportunity to organise the ICCCLM schedules for seven years hence (e.g., invitation extended in 2004 for the 2011 ICCCLM). This invitation will include a questionnaire (see Appendix) stating the information to be provided about the proposed Congress facilities and a statement that the applicant will agree to conform and abide by the provisions of these Guidelines.
- 4.4 Applications. Within six months of receiving the invitation, and no later than six months before the next regularly scheduled C-CC meeting, the applicants will send their application with the completed questionnaire, the above mentioned statement, and available supporting literature to the IFCC Office (both e-mail and regular mail).
- 4.5 Selection of ICCCLM Site. Applications received by the C-CC within the specified time frame will be reviewed by the C-CC, which will appraise the applications and rate them using the congress site rating scale (see Appendix) with respect to details provided, facilities available, preliminary scientific program, and other aspects specified in the application. The review, the ratings, and the C-CC recommendation will be forwarded to

the IFCC Executive Board at least three months prior to the next regularly scheduled IFCC EB meeting. The IFCC Executive Board will approve the C-CC recommendation for the site of the ICCCLM from those applications received, or request a re-appraisal based on the same applications and ratings made by the C-CC, but subject to other EB considerations. The final selection is made by the IFCC Executive Board and will be announced by the EB at the next regularly scheduled Council meeting (at the next ICCCLM). The Chair or Members of C-CC and IFCC EB, who are members of a bidding National Society, must exclude themselves from rating the congress sites and presenting the bids and ratings to EB.

5. Congress Organizing Committee (COC)

- 5.1 Membership. The Organising Society(ies) will appoint a Congress Organising Committee (COC) to be in charge of arrangements for the ICCCLM. Having a representative from industry as a Full Member of the COC is recommended.
- 5.2 Liaison with C-CC. One member of the COC is to be nominated by that Committee to serve as an Associate Member of the C-CC and may attend all C-CC meetings (at the expense of the COC). **One member of the C-CC is appointed as a member of the COC and will take part in the COC meetings at the expense of the IFCC.** Minutes from the C-CC and from the COC have to be shared via their joint members.
- 5.3 General duties. The COC will plan the scientific, professional, and social program of the ICCCLM, organise the Congress, contract with all parties to deliver the scientific presentations and social functions, provide the venue for these events, and promote the Congress through regular media. The general format and Organisation of the ICCCLM shall be modelled after previous meetings. The COC of an ICCCLM will enjoy the full collaboration and co-operation of the C-CC and its process of on-going review and support. The COC is obliged to appoint a PCO for administrative support; it is notified that IFCC's preferred PCO is MZ Congressi, Milano, Italy. At least 3 years before the scheduled ICCCLM an agreement between IFCC (President, Treasurer) the organising society (Congress President) and the selected PCO has to be signed.
- 5.4 Fees and accommodations. The Organising Committee will endeavour to arrange the most reasonably priced fees and accommodations for the participants and discuss this matter with the C-CC. Consideration should be made for special registration fees for young scientists to attract their participation.

6. Obligations toward IFCC Bodies

As an IFCC-sponsored event, the ICCCLM should be promoted as such, and there shall be prominent display of the IFCC logo on all promotional activities.

- 6.1 Meeting Rooms for IFCC. The COC will provide meeting facilities, at no expense to IFCC, for the EB, the Council meeting, the General Assembly, and other organisational and working meetings as indicated in Section 9.6 below. Facilities required will be specified by the IFCC Secretary and communicated to the COC at least six months prior to the ICCCLM.
- 6.2 IFCC Executive Board. The COC will exempt members of the IFCC EB from all Congress registration fees for scientific and social activities and provide them with hotel accommodations, at no expense to IFCC or the individual, for the duration of the EB meeting prior to the ICCCLM and for the duration of the Congress.
- 6.3 Registration fees. The COC will waive registration fees for scientific and social activities for individuals attending any functional units of the IFCC that were notified six months in advance. A list of these individuals is to be made available by the IFCC Secretary.

- 6.4 IFCC Symposia: Within the scientific program up to 5 IFCC symposia will be included. Details about topics and lecturer are prepared by COC in collaboration with the IFCC C-CC.
- 6.5 IFCC Exhibition Space. Ample space in a highly visible area shall be allotted in the exhibition area to the IFCC booth at no expense for promotional activities, for meeting IFCC members, and to carry out its scientific and professional activities. The booth furnishings are provided to the IFCC at no cost (tables, chairs, carpet, walls to display posters, etc.) Specific requirements for the IFCC booth should be discussed with the IFCC office at least six months prior to the ICCCLM.
- 6.6 Reports to IFCC. The COC shall make a periodic summary report of progress not less than twice each year to the C-CC.

7. General conduct of congresses

- 7.1 Attendance. The ICCCLM will be open to all health professionals and legitimate participants. The organisers of a meeting shall recognise that if they cannot or do not adhere to these Guidelines, the IFCC Executive Board may cancel the meeting or transfer responsibility for it to another Full Member Society or Societies that will adhere to these principles.
- 7.2 Choice of Chairs and Lecturers. To ensure the international character of the ICCCLM, the Chair of each symposia and other sessions, as well as lecturers, should be chosen not only from the organising country or countries but also from other IFCC member societies to the maximum extent feasible to ensure scientific excellence while working within reasonable budgetary limits.
- 7.3 Scientific Presentations. The ICCCLM site should offer state-of-the-art video and audio equipment to ensure that scientific presentations can be made using a variety of media. The COC is requested to facilitate computer-generated projections in standardised formats.
- 7.3 Equipment for Exhibition. Arrangements should be made for the unconditional duty-free entry and removal of equipment to be utilised solely for exhibition purposes at the Congress.
- 7.4 Exhibition Site. Commercial exhibits should be set up in an area convenient to the lecture halls and with due consideration to exhibitors (see also Section 8) to allow ready passage of registrants through the exhibit area. It is a great advantage to house the exhibition on contiguous space located at the same facility of scientific sessions.

8. Code of practice with regard to Exhibitions

- 8.1 Advance Information. At least three years notice should be given of the venue of the Congress and an invitation extended to commercial companies to participate in the trade exhibition. Corporate Members of the IFCC should be given preferential consideration for exhibit space and invited three months prior to non-members. A detailed layout of the exhibition area and details of exhibition services (e.g., telecommunications, storage, internal transport, water and power supplies, and security, i.e., fire and safety precautions and insurance arrangements) should be included.
- 8.2 Financial Arrangement. Details of the charges and other financial arrangements should be given together with the initial invitation.
- 8.3 Reservations. Reservations for exhibit space should be accepted on the basis of the date of application and payment of requested deposits.

- 8.4 Program. The program, format of the Congress, and projected attendance should be sent to exhibitors as soon as available.
- 8.5 Exhibition. Availability of the exhibition area for erection and dismantling of stands will be conveyed to the exhibitors at least three months before the meeting. At this time, detailed information on services for exhibitors (see 8. 1) should also be provided. Corporate members of IFCC will receive a 20 % discount from the exhibition fee.
- 8.6 List of Exhibitors. A list of accepted exhibitors will be circulated to the exhibitors at least four weeks before the Congress.
- 8.7 Exhibitor Committee. An Exhibitors' Committee will be founded to provide advice to the Congress organisers (See also 4.2).
- 8.8 Insurance. Arrangements must be made for insurance coverage for public liability and loss by fire and theft; exhibitors will be informed of the coverage available.
- 8.9. Timetable. The exhibition will be opened simultaneously with the beginning of the scientific program and should not be extended for more than 30 minutes after the end of the last session. It is recommended that time is generously allocated and evenly spaced throughout the meeting for the participants to visit the exhibition. As general guidance, allow about one hour for morning and afternoon coffee and about two hours for lunch.
- 8.10 Workshops. Workshops, demonstrations, and other special arrangements by exhibitors during the Congress are encouraged and should be accommodated and arranged for by the COC at the expense of the requesting exhibitor.

9. IFCC support

- 9.1 Publicity. Notices of the event will appear in the Journal of the International Federation of Clinical Chemistry (eJIFCCC). Notification to the IFCC Members and to other organisations and groups in the field and to journals concerned with laboratory medicine can be provided through the IFCC Secretariat and mailing lists on file. IFCC will promote the ICCCLM through the IFCC website www.ifcc.org and announcements to all member societies requesting promotion of the ICCCLM in their national journals. The IFCC will encourage its Corporate Members to support the ICCCLM.
- 9.2 Financial Assistance. Within the limits of feasibility and upon application by the Organising Committee, the IFCC will provide direct loans to the organisers of an ICCCLM. (See also 11.3). Expenses of lecturers in IFCC educational and scientific symposia will be covered by IFCC.
- 9.3 Information. Lists of possible exhibitors and organisational and individual participants will be made available by the C-CC to the organisers. Background information and accumulated experience on the planning, budgeting, and conduct of previous and current international congresses and meetings will also be made available via the C-CC liaison to the meeting.
- 9.4 Travel Fellowships. The IFCC will make the provision to support the attendance and participation of young professionals at the Congress through the funding of travel fellowships.
- 9.5 Scientific and Educational Program. Assistance in organising the themes and structure of the scientific program of an ICCCLM is available from the Committees and Divisions of IFCC. The scientific program should reflect the world-wide expertise that an Organisation such as IFCC brings to such a meeting. IFCC will provide and organise up to 5 specific educational, scientific programs that may target specific geographic or scientific audiences. Educational courses should be organised at the ICCCLM to fulfil the needs of members. Assistance from IFCC is available in the conduct and Organisation of such courses.

- 9.6 Organizational Meetings. Meetings of the IFCC Council, the EB, and a General Assembly will be scheduled at the ICCCLM following a detailed timetable communicated to the COC by the IFCC Secretary. Other IFCC Committees, Divisions, and Working Groups are expected to arrange sessions in conjunction with the ICCCLM. Thus, by holding official meetings of IFCC functional units at the ICCCLM, the IFCC is providing a nucleus of experts in the field from all over the world who could be involved in the ICCCLM as participants or as possible lecturers. This world-wide audience is an attractive one for the commercial exhibition.
- 9.7 IFCC Awards. The IFCC bestows six prestigious awards to prominent clinical chemists at the time of the ICCCLM. The awards and travel expenses of these individuals are covered by IFCC, and these distinguished scientists may be called upon by the organisers to provide plenary lectures as is mutually acceptable. The presentation of the awards is to be scheduled for the opening ceremony.
- 9.8 Finance associated with IFCC presence at ICCCLM. Travel expenses for IFCC officers and members of IFCC functional units will be paid by the IFCC under its standard arrangements.
- The COC will provide hotel accommodation at no expense to IFCC or individuals for members of the IFCC Executive Board for the duration of the Executive Board meetings prior the ICCCLM and for the duration of the Congress. Hotel accommodation for all other non-speaker IFCC representatives will be paid by the IFCC under its standard arrangements.
- The travel expenses registration costs and accommodation costs of recipients of IFCC awards will be covered by IFCC.
- 9.9 Congress Organizing Committee. The C-CC and EB will not wilfully and with malice withhold approval of arrangements made by the COC. Approval will have been deemed to have been granted if no response has been made by the COC through its Chairman or Secretary two months following transmission by regular airmail of information from the COC.
- 9.10 Other Support. The C-CC which is responsible for promoting, co-ordinating, and supporting the regular ICCCLM will help the COC as requested to contact possible sources of support for special events, lectures, and workshops.

10. Progress and final reports

The COC of an ICCCLM will provide the C-CC with regular (6-12 months) progress reports including budget, scientific, and social programs. A final report should be provided containing records of scientific and social programs, participants, and exhibitors. For the financial reports, see Section 11. This report should be submitted to the C-CC no later than six months after the conclusion of the Congress.

11. Finance

- 11.1 IFCC Licence Fee. IFCC will licence the successful applicant Society(ies) to organise the ICCCLM in accordance with these Guidelines. A licence fee will be paid to the IFCC and this licence fee must be included in the budget for the Congress. The licence fee will be levied at a rate of 20% of the income of the Congress, which is derived from delegate registration fees, exhibition fees and commercial sponsorship.
- 11.2 Accounting Procedures. The ICCCLM is primarily an educational event. However, the commercial exhibition and related activities that are run in association with the ICCCLM shall, for financial purposes, be regarded as non-educational and, therefore, subject to taxation. In order to separate the educational and non-educational elements of the Congress IFCC requests that the delegate registration fees shall be paid directly into the IFCC bank account in Geneva. The IFCC will deduct the licence fee from this income and

will use the balance to pay for the educational elements of the Congress, on the advice of the COC. Exhibition fees and commercial sponsorship shall be paid into a bank account designated solely for the Congress, which is operated by the Organising Society(ies)/COC. All costs associated with the commercial elements of the Congress shall be paid from this account. Delegate charges and costs related to the provision of accommodation and social events must be included in the final accounts of the Congress. These may either be processed directly through the designated Congress account or be subcontracted to an external agent.

- 11.3 IFCC Loan. Upon request from the Organising Society(ies)/COC the IFCC will, where feasible, provide an advance loan up to CHF 100,000.- to assist with the initial expenses of the Congress. Any such loan must be repaid in full before the Congress takes place and be included in the final accounts.
- 11.4 Insurance. The COC will implement an insurance plan to assure that major expenses such as the venue and hotel obligations would be covered should sudden cancellation of the meeting take place because of an unexpected catastrophe such as an earthquake, major fire or similar disasters.
- 11.5 Preparation of Budgets. The COC will prepare a budget with expected financial arrangements for the Congress during the second year after selection. This budget shall allow for payment of all Congress expenses and yield a reasonable surplus. This budget shall be submitted to the C-CC and the IFCC EB for approval. Thereafter, the COC shall produce an annual update of the budget, which is submitted to the C-CC.
- 11.6 Preparation of Accounts Within six months of the close of the ICCCLM, the COC will provide to the C-CC, as part of the Final Report, a complete audited account of the income and expenditure of the Congress.
- 11.7 Congress Surplus. After payment of all expenses the financial surplus from the Congress shall be retained by the Organising Society(ies).
- 11.8 Liability of the IFCC. In exceptional circumstances the expenses of running the ICCCLM (including the IFCC licence fee) may exceed the income of the Congress. Provided that the financial management of the Congress has been carried out in strict accord with these Guidelines the IFCC may undertake to be liable for a sum not exceeding 50% of any such deficit.

12. Free circulation of Scientists

- 12.1 Principles. The IFCC subscribes to the principles of the International Council of Scientific Unions (ICSU) concerning the free circulation of scientists as published in "Advice to Organisers of International Scientific Meetings" 1983/84 (available from the ICSU Secretariat 51 Bd de Montmorency, F-75016 Paris, France).
- 12.2 Visas. The organisers of the ICCCLM shall insure through consultation with their appropriate government agencies that no obstacles will be raised to the granting of visas to any bona fide scientist who wishes to participate.
- 12.3 Political Activities. The organisers of a meeting shall ensure that no scientific meeting is disturbed by political statements or by any activities of a political nature.

14. Agreement – contracts

For the promotion and management of the programme and the exhibition of ICCCLMs written agreements between the IFCC, the organizing Society and the PCO have to be signed by the IFCC-President, IFCC-Treasurer, National Society President and the General Manager of the selected PCO not later than 4 years before the scheduled congress.

Appendix A

EVALUATION OF APPLICATIONS

The following weighting scale will be applied in evaluating applications:

	<u>Points</u>	<u>Zero Score</u>
I. Participation:		
1. National Society(ies) support	5	No letter(s)
2. Potential for participation in a region 'new' to ICCCLM	7	Replicate site
3. Potential for regional participation in Satellite meetings planned	5	None planned
4. Host society involvement in IFCC	2	No involvement
II. Facility:		
5. Facility will accommodate anticipated audience	6	Too small
6. Suitability of facility for lectures and posters	7	Too small
7. Suitability of facility for IFCC activities	3	No space
8. Suitability of facility for commercial exhibition	7	Too small/Unsuitable
9. Ready access by international exhibitors & delegates	3	No access
III. Accommodations:		
10. Hotel facilities and cost	5	50% >last mtg
11. Convenient transportation available	3	No transport
12. Cultural aspects of venue	5	None
V. Financial:		
13. Anticipated registration fee (lower is better)	4	50% >last mtg
14. Anticipated revenue to IFCC (higher is better)	6	50% <last mtg No plan attached
VI. Other:		
15. Other facilities and infrastructure	7	Serious deficiency
16. Site is open to all scientists	Required	
Total points	75	