

GUIDELINES FOR THE ORGANIZATION OF A SATELLITE MEETING TO AN IFCC-SPONSORED CONGRESS OR CONFERENCE

1. Purpose

The IFCC sponsors major international congresses and conferences, e.g. IFCC ICCCLM (WorldLab) and those jointly organized with IFCC Regional Federations, e.g., IFCC-EFLM EuroMedLab.

A Satellite Meeting (SM) is an important event that is held in association with these congresses or conferences. A SM is expected to enhance the image of the primary event and to serve the specific interests of its attendees on a small focused area of science.

The purpose of these guidelines is as follows:

- to ensure that the topic, title, content and speakers for the SM are of sufficiently high scientific quality;
- to ensure that the scientific programme is compatible and not in conflict with the scientific programme of the primary event;
- to provide direction to the processes from beginning to end in relation to planning, application / approval and organization of a SM.

2. Compliance with Applicable Codes of Ethical Business Practice

National and international agencies have established codes of ethical business practice that are applicable to in vitro diagnostic (IVD) industry and third party educational event organisers such as the IFCC and national societies.

The IFCC endorses these codes of ethical business practice and supports compliance for all educational events developed and/or supported by the IFCC.

A code with significant impact to the IFCC is the “MedTech Europe Code of Ethical Business Practice” since this code is applicable from an IFCC perspective to all third party educational events held in Europe or anywhere in the world if the delegates are from two or more “European” countries. Therefore this code or other comparable national or international codes may be applicable to a SM.

The MedTech Europe Code of Ethical Business Practice is available for download (Medtech Europe Code of Conduct.pdf) from the MedTech Europe website. <http://www.medtecheurope.org/node/715>

To alleviate the complex administrative burden of determining compliance and to harmonize interpretation of the code, “EthicalMedTech” hosts a platform referred to as the “Conference Vetting System” that enables third party educational event organisers to ensure compliance with the MedTech Europe Code of Ethical Business Practice. <http://www.ethicalmedtech.eu/conference-vetting-system/objective>

The IFCC requires use of the EthicalMedTech - Conference Vetting System to ensure code compliance for all applicable third party educational events. For third party educational events for which the MedTech Europe Code of Ethical Business Practice is not applicable, the IFCC recommends a method of self-assessment to ensure compliance with any other applicable code(s) of ethical business practice.

Refer to the “Compliance with Applicable Codes of Ethical Business Practice” document posted in the “Congresses and Conferences” – “Auspices and Congress Guidelines” section of the IFCC website for specific information relating to the MedTech Europe Code of Ethical Business Practice and the EthicalMedTech - Conference Vetting System.

3. Satellite Meeting

The SM is a one-day event in most cases, but a two-day event is possible.

The SM is held on the day(s) immediately before or after the primary event.

The SM is held either in the same venue of the primary event, or at a location in close proximity (suggested maximum of 4 h travel by train or bus; or 1.5 h travel by plane).

4. Participants and Primary Roles

a. Congress / Conference Organizing Committee or Satellite Meeting Task Force

The Congress / Conference Organizing Committee (COC) of the primary event invites, promotes and receives SM applications up to 18 months in advance of the primary event.

The COC is solely responsible for the evaluation and either approval or rejection of each SM application.

Once accepted, the SM will be promoted by the COC in association with the primary event.

The COC will make every effort to schedule the accepted SM applications as requested. However, the COC reserves the sole right to schedule the SM in order to create balance in the overall SM program. For this reason, early application is advised.

The COC will liaise with the different parties involved in the SM processes. The COC will receive and evaluate quarterly reports in regards to the planning, organization and status of each approved SM.

As the Scientific Partner (SP) has some degree of financial risk, the COC will consult with the SP when deciding to proceed or cancel an approved SM for any number of possible reasons, e.g., poor registration.

The COC may decide to delegate the SM roles and responsibilities to a COC sub-committee referred to as the Satellite Meeting Task Force (SMTF).

b. Scientific Partners

Scientific Partners (SP), e.g., National Member Societies or other reputable scientific/medical/technical organizations, will be invited to submit applications to host a SM up to 18 months in advance of the primary event.

To ensure that a SM is strictly educational and devoid of any commercial influence or content, a corporation does not as qualify as a SP.

Advance consultation with the COC is advised in order to avoid significant overlap with the scientific program of the primary event.

The application must include the topic and a description of the relevance to the IFCC and the potential attendees. At a minimum, the application should include the proposed title and information pertaining to the proposed content and speakers.

The application should include the preferred date(s) and information pertaining to the proposed location and venue.

The application must include information in regards to the proposed Organizing Secretariat (OS).

The official language of the SM will be English. Simultaneous translation service in the local language may be provided based on consultation between the SP, OS and COC. Once accepted, final details of the SM (scientific program, location, venue, organizing secretariat, budget, etc.) must be submitted to the COC not later than 12 months in advance of the primary event.

Progress reports (scientific program, updated budget and financial forecast based on observed income from sponsorships and registration fees) must be prepared by the SP and OS and submitted to the COC every four months.

A certificate of attendance must be provided to the attendees.

A suggested schedule for a one-day event is as follows:

09.00-10.45	Introduction, Scientific presentations
10.45-11.15	Break
11.15-13.00	Scientific presentations
13.00-14.00	Lunch
14.00-15.30	Scientific presentations
15.30-16.00	Break
16.00-17.30	Scientific presentations, Closing

A social event, e.g., reception and/or dinner, in the evening prior to the SM may be a consideration depending on the financial implications.

c. Organizing Secretariat

An Organizing Secretariat (OS) is selected by the SP. It might be useful to select the OS of the primary event in order to provide harmony between the two events. In case of selecting a different OS, a close collaboration between the SM OS and the primary event OS must be provided for smooth organization of the SM.

The OS will be responsible for all operational and administrative aspects of each approved SM.

The OS will be responsible for the following services related to each approved SM:

- attendee registrations
- venue requirements - meeting room(s), catering services (breaks, lunch)
- audio-visual equipment
- simultaneous translation services (if possible)
- assistance with application and processing for CME accreditation of the scientific program (if possible)
- arrangement of travel and accommodation for speakers
- promotional tools, e.g., SM website (require approval of the COC or SMTF)
- shuttle service - transfer of attendees either from the location of the SM to the location of the primary event or vice versa depending on whether the SM is before or after the primary event.

5. Financial Terms and Conditions for Each Satellite Meeting

a. Organizing Secretariat (OS)

The OS will receive 15% of the gross income including sponsorships and registration fees.

b. Scientific Partner (SP)

The SP will receive the net income (financial surplus) which will be defined as the gross income (sponsorships and registration fees) minus (15% to OS and total expenses).

c. Budget and Financial Forecast

The budget must include the disbursements to the SP and OS as described above. The preliminary and updated versions of the budget and financial forecast should contain information relative to the “worst case” and expected scenarios.

Cancellation of an approved SM by the COC in consultation with the SP may occur at any time up to within 4 months of the primary event if the updated budget and financial forecast is suggestive of a financial deficit.

In the event of a financial loss, the SP will be solely responsible for the necessary funds to cover the loss.

Under no circumstances will the IFCC and COC of the primary event be responsible for any financial loss.

d. Sponsorships

The acquisition of sponsorships for the SM is a shared responsibility of the SP and the OS.

e. Registration

Registration fees will be established based on the preliminary budget. The registration fee should be lower for persons that have also registered for the primary event (requires a mechanism to link with the registration system for the primary event) than for persons who will only register for the SM. In both cases, reduced fees should be set for young scientists with the age limit as defined by the primary event.

Example (taxes included):

SM Registrant only	150 Euros
(Young Scientist)	100 Euros
Primary Event Registrant	100 Euros
(Young Scientist)	50 Euros

Ensure that the registration fees are set in accordance with anticipated sponsorships and expenses including the services to be provided in addition to the SM itself, e.g., pre-SM social event, shuttle service, etc.

It will be helpful if the registration fees are comparable to those of other SM's (current and recent) especially in relation to the additional services to be provided.

Registrations are managed by the OS.

Registration modalities will be as follows:

- Through a link available on the main meeting website, after completing the registration to the main congress,
- Directly through the official SM website.

APPENDIX 1: GENERAL AGREEMENT FOR THE ORGANIZATION OF A SATELLITE MEETING TO AN IFCC-SPONSORED CONGRESS OR CONFERENCE

The general agreement will be prepared and signed by the parties involved in the organization of a SM (COC, SP and OS).