

GUIDELINES AND RULES FOR ORGANISING THE IFCC-EFLM EUROMEDLAB CONGRESSES OF CLINICAL CHEMISTRY AND LABORATORY MEDICINE

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1. Introduction

The International Federation of Clinical Chemistry and Laboratory Medicine (IFCC) in partnership with the European Federation of Clinical Chemistry and Laboratory Medicine (EFLM) supports, promotes and organizes EUROMEDLABs.

EuroMedLab is the IFCC regional congress in Europe.

These Guidelines have been prepared by the IFCC Committee on Congresses and Conferences (C-CC), the EFLM Committee on Education and Training (C-ET), the IFCC Executive Board (EB) and EFLM EB in order to:

- Assist with ensuring a continuity of EUROMEDLABs
- Contribute to the efficient organization of EUROMEDLABs
- Help to facilitate European collaboration within EUROMEDLABs
- Assist with ensuring a high scientific content of EUROMEDLABs
- Help to ensure the most favourable financial outcome from EUROMEDLABs

When the International Congresses of Clinical Chemistry and Laboratory Medicine (ICCCLM) and EUROMEDLAB congresses are planned in Europe in the same year, they will be joined in a unique WorldLab & EuroMedLab Congress. In this case, the present Guidelines and Rules will be applied.

Forms A and B are official chapters of these Guidelines.

2. Purpose

The EUROMEDLAB's are organized to provide a basis for the exchange of information on the science and technology of clinical chemistry and laboratory medicine in the academic, clinical and industrial setting, and to enable a European forum for clinical laboratory scientists and clinicians to interact with their peers and to promote human health.

The Congress must be Eucomed applicant.

3. Compliance with MedTech Code of Ethical Business Practice

The IFCC and EFLM endorse the MedTech Europe Code of Ethical Business Practice and support compliance for all educational events developed and/or supported by the IFCC and EFLM.

The MedTech code has a significant impact on the EuroMedLab Congresses.

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 and EFLM require use of the EthicalMedTech - Conference Vetting System to ensure code compliance for all EuroMedLab Congresses.

A useful reference document is the IFCC guidelines "Compliance with Applicable Codes of Ethical Business Practice" 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.

4. Process

EFLM Full Member societies, in good standing with the annual fee of EFLM and IFCC, are invited to host a EUROMEDLAB congress. The process of soliciting applications from the prospective host societies is a joint responsibility of IFCC and EFLM EBs.

Each EUROMEDLAB shall be organized by a dedicated Congress Organizing Committee (COC).

5. Schedule and location of the EUROMEDLAB

- a) Dates. EUROMEDLAB's are usually organized on a two year cycle in Europe in odd years (i.e., 2009, 2011, 2013, etc.). Dates of any EUROMEDLAB should be coordinated with the IFCC C-CC and EFLM C-ET so as to avoid conflicts of scheduling with other Regional or International Congresses or major events.
- b) Time of year. The time within the announced year when the EUROMEDLAB will be held depends on local considerations and other scheduled congresses and meetings as identified jointly by the C-CC and C-ET.
- c) Invitation to host a EUROMEDLAB. The selection of a host for any particular EUROMEDLAB should normally be at least 4 years prior to the proposed date. It is normal practice for IFCC and EFLM in collaboration with C-CC and C-ET to issue an invitation to host a EUROMEDLAB at least six months before the selection date, enclosing a standard application form, which lists the information, required to assess the suitability of each bid. A specimen application form is attached as Form B. A statement agreeing to conform and abide by the provision of these Guidelines should also be included in each application.
- d) Selection of the host for an EUROMEDLAB. Applications have to be submitted on the standard application form (Form B) and sent to both the IFCC and EFLM Offices within the specified time-frame.
The IFCC Office will send copies of all applications to the Professional Conference Organizer (PCO) for the preliminary technical evaluation. After the PCO confirmation that applications fulfill the requested criteria for admission, these are evaluated by the C-CC and C-ET according to a standard rating scale (Form A). This scale takes account of the details provided, the facilities available and other aspects specified in the application. The evaluation from C-CC and C-ET will produce a joint recommendation that will be submitted to the IFCC and EFLM EBs for the final selection of the congress venue.

The Chairs and Members of the IFCC C-CC, IFCC EB, EFLM C-ET and EFLM EB who are members of a bidding National Society must abstain from the bid evaluation process and refrain from making any recommendations and/or presentations to the IFCC C-CC, IFCC EB, EFLM C-ET and EFLM EB.

The Chairs and Members of the IFCC C-CC, IFCC EB, EFLM C-ET and EFLM EB shall not accept any gratuitous incentives from the bidding societies during the entire bid process (from the call for bids to the announcement of the final decision), e.g.: an invitation to visit their country or attend their meetings. Gratuitous incentives by a bidding National Society to the Chairs and Members of the IFCC C-CC, IFCC EB, EFLM C-ET and EFLM EB will result in disqualification of the bid.

Gratuitous incentives by a bidding National Society to other National Societies or their officers during the entire bid process (from the call for bids to the announcement of the final decision) will result in disqualification of the bid by the IFCC C-CC, IFCC EB, EFLM C-ET and the EFLM EB.

6. Congress Organizing Committee (COC)

- a) Membership. The COC is composed of 3 members appointed by IFCC, 2 members appointed by EFLM, 1 members appointed by the hosting National Society (acting as

Congress President), the Scientific Programme Committee (SPC) Chair, 1 member appointed by the PCO and 1 representative from industry.

The COC Chair will be in alternate turn an IFCC member and an EFLM member; COC Chair's nomination is made by the respective EB turn.

The COC has to meet at least twice a year.

For any urgent matter, the COC Chair can ask for an electronic advising and decision.

- b) PCO. The PCO (Professional Congress Organizer) is responsible for operational and administrative aspects of the EUROMEDLAB. The appointed agency is the official PCO partner of IFCC at the time of the call for bids (currently: MZ Congressi, Milano, Italy).
- c) General duties. The COC is in charge of all aspects of the organization of the EUROMEDLAB. The COC with assistance from the SPC and the PCO will co-ordinate the scientific, professional and social programme of the EUROMEDLAB, organize the Congress, contract with all parties to deliver the scientific presentations and social functions, provide the venue for these events, and promote the EUROMEDLAB through media channels. The COC will collaborate with the SPC, which will be responsible for drafting and coordinating the scientific programme of the EUROMEDLAB, and an International Scientific Advisory Board (ISAB), which will be responsible for suggesting possible topics and speakers for the scientific programme (see section 7). The COC will enjoy the full collaboration and co-operation of the C-CC and the C-ET during this process (see section 8).
- d) Signed agreement. At least 3 years before the scheduled EUROMEDLAB an agreement between IFCC (President, Treasurer); EFLM (President, Treasurer), the hosting National Society (Congress President) and the PCO representative has to be signed.
- e) Fees and accommodation charges. The COC will endeavor to arrange the most reasonably priced accommodation charges for participants at the EUROMEDLAB. The registration fee will be fixed at a level that will encourage registrants whilst according with the overall financial targets for the congress. Consideration should be given to reduce registration fees for young scientists to attract their participation (suggested reduction 50%).
- f) Budget. The COC shall submit to the C-CC and the C-ET a preliminary budget two years before the congress and a detailed budget showing line items of income and expenditure no less than one year before the EUROMEDLAB (see section 13).

7. Scientific Programme Committee (SPC) and International Scientific Advisory Board (ISAB)

- a) SPC Membership and Purpose. The SPC is composed of: 3 members appointed by IFCC, 2 members appointed by EFLM and the congress President (or his/her delegate). The Chair of the SPC will be member of the COC and will be in alternate turn an IFCC member and an EFLM member.
The role of the SPC is to ensure an excellent scientific programme. The SPC recommends topics and speakers for the scientific programme and maintains liaison with speakers once selected. The SPC also vets submitted abstracts and recommends those that should be accepted. The SPC may conduct its business mainly by electronic communication.
- b) ISAB Membership and Purpose. The COC should appoint an ISAB comprised of members nominated by full European society members of EFLM and IFCC (one for each National Society). Members of the ISAB should be eminent scientists with specialist expertise and/or detailed knowledge of the science and practice of clinical chemistry and laboratory medicine.
The role of the ISAB is to assist the SPC to produce an excellent scientific programme. Members of the ISAB will input suggestions for topics to be included in the scientific programme of the EUROMEDLAB. The ISAB may conduct its business by electronic communication, although one meeting of the ISAB with the COC/SPC held during the preceding EUROMEDLAB may assist the functioning of the ISAB.

- c) Procedures. SPC asks ISAB members to suggest scientific topics. SPC selects the most interesting topics and appoint the symposia Coordinators, i.e., outstanding experts of the topic. Coordinators will received by SPC detailed information and instruction on how to organize the session.
Coordinators will propose to SPC a detailed scientific programme of the symposium with proposed speakers and presentation titles. Coordinators can act as speaker or chair of the session. SPC will approve the session programme.
- d) Obligations. Participation in the SPC is at the expense of the congress. Participation in the ISAB is at the expense of the societies that nominate the individual members.

8. Contributions made by IFCC and EFLM to EUROMEDLABs

- a) Promotion. IFCC and EFLM will assist with the promotion of the EUROMEDLAB using all means at their disposal, including the IFCC and EFLM websites, IFCC and EFLM News, relevant IFCC and EFLM meetings and mass-mailings from the IFCC and EFLM Office. C-CC and C-ET will also encourage all IFCC and EFLM Member Societies to promote the EUROMEDLAB via their national journals and newsletters.
- b) IFCC Corporate Member. The IFCC will encourage its Corporate Members to support the EUROMEDLAB by setting up exhibits, by offering professional workshops and by supporting specific symposia.
- c) Information. The COC, with assistance from the PCO, will make lists of possible exhibitors, organisations and individual participants available to the organisers. Background information and accumulated experience on the planning, budget and conduct of previous and current congresses and meetings is also available from the PCO, C-CC and C-ET.
- d) Travel fellowships. The IFCC and EFLM will make financial provision to support the attendance and participation of young professionals at the Congress through the funding of travel fellowships. The COC may also contribute to this fund.
- e) Scientific and educational programme. Assistance in organizing the themes and structure of the scientific programme of the EUROMEDLAB is available from the Divisions and Committees of IFCC and EFLM. Such a route may identify expertise in any topic.
Educational courses and meetings may be organized at the EUROMEDLAB to fulfil the needs of members (see separated guidelines for Satellite Meetings).
- f) IFCC/EFLM presence at the EUROMEDLAB. The IFCC and EFLM will each organize their EB meeting in association with the EUROMEDLAB. This will ensure the presence of a pool of international speakers who may be asked to contribute to the scientific programme. In addition, EFLM Committees/Working Groups/Task & Finish Groups and IFCC Divisions/Committees/Working Groups/Task Forces may ask to meet at the EUROMEDLAB – providing a further pool of expertise. Any IFCC or EFLM presence at a EUROMEDLAB will be notified to the COC at least six months in advance of the congress. IFCC and EFLM will both support one combined or separate booths at EUROMEDLAB to provide information to members and to individual laboratory professionals.
- g) IFCC/EFLM awards. The IFCC and EFLM bestow prestigious awards to prominent clinical chemists and scientists at the time of the EUROMEDLAB. These distinguished scientists may be called upon by the organizers to provide plenary lectures as is mutually acceptable. The presentation of the awards is to be scheduled for the opening ceremony or at a time during the congress agreed upon with the IFCC or the EFLM Awards Committees/ EBs.
- h) Finance associated with IFCC/EFLM presence at EUROMEDLAB. Travel and accommodation expenses for those non-speaker IFCC/EFLM officers with an official meeting of the IFCC/EFLM functional units during the congress will be paid by the IFCC/EFLM under respective standard arrangements.

The COC will provide travel and hotel accommodation at no expense to IFCC and EFLM EB Members for the duration of the EB meetings prior to the EUROMEDLAB and for the duration of the EUROMEDLAB.

The travel expenses, registration and accommodation costs of recipients of awards will be covered by IFCC (for IFCC awards) and EFLM (for EFLM awards).

- i) Financial assistance: The IFCC may provide direct loans to the COC, if required, at the initial stages of the organisation of the EUROMEDLAB

9. Contributions made by the hosting National Society to EUROMEDLABs

- a) National Society logo. The EUROMEDLAB should display the National Society logo on all promotional and congress material.
- b) Promotion. The hosting National Society will assist with the promotion of the EUROMEDLAB using all means at their disposal encouraging NS members and local companies to take part to the congress.
- c) Travel fellowships. The hosting National Society is expected to make financial provision to support the attendance of local young professionals at the Congress through the funding of travel fellowships according to its budget possibility.
- d) Scientific programme. In agreement with the SPC, the hosting National Society will have the opportunity to organize 3 congress symposia. The speakers of these 3 sessions will be paid by the congress.
- e) National Society presence at the EUROMEDLAB. The hosting National Society Congress will be included in the EUROMEDLAB Congress. It is recommended that the hosting National Society organize the meeting of its EB the day prior the beginning of the congress so that IFCC and EFLM EBs can have the possibility to meet the National Society EB representatives. Free congress registrations will be waived to the members of the National Society EB for a maximum of 10 people.
- f) National Society booth. The hosting National Society will have a booth of max. 12 sqm. The COC will provide and meet the cost of this booth space, including decoration and furnishing, for a maximum of Eur 2.500,00.

10. Contribution made by the COC to IFCC/EFLM

- a) IFCC/EFLM logos. The EUROMEDLAB should display the IFCC and EFLM logos in a prominent position on all promotional and congress material.
- b) Meeting rooms. The COC will provide meeting rooms at no charge to IFCC and EFLM for any official meetings of IFCC/EFLM functional units that are notified in advance to the COC, according to item 8f. Catering and audiovisual equipment will be paid by the IFCC and EFLM on the basis of the respective meeting rooms use.
- c) Registration fees. For members of the IFCC and EFLM EBs, the COC will waive registration fees for scientific and social activities and fund hotel accommodation as specified in item 7h. In addition, free registration will be offered to:
- IFCC Division Members, IFCC Committees Chairs and Members, WG Chairs and TF Chairs with an official meeting during the Congress (see item 8f);
 - EFLM Committee Chairs, EFLM Working Group Chairs and Members and TF/TFG Chairs with an official meeting during the Congress (see item 8f).
- d) IFCC/EFLM booth(s). IFCC and EFLM will have a booth of 20 sqm each. The COC will then provide and meet the cost of the IFCC/EFLM booth space including decoration and furnishing for a maximum of Eur 4.000 for each booth.

11. General conduct of EUROMEDLABs

- a) Speakers and Chairs. The active participation of individuals from all member societies of the IFCC and EFLM is strongly encouraged.
Chairs will be offered free registration only. All Congress Speakers will be offered free registrations, three nights hotel accommodation, and a lump-sum covering travel expenses (different amount according to the geographical provenience).
- b) Scientific presentations. The selected venue should offer state of the art audiovisual equipment and technical support, including appropriate backup, to ensure that scientific presentations can be carried out efficiently using all available media.
It is recommended a lunch break of 120 minutes, in order to permit delegates to visit poster and exhibition areas without any overlapping congress activity.
- c) Venue mandatory requirements. All mandatory requirements are indicated in the Form B of these Guidelines. It is pointed out that commercial exhibits and posters must be set up in a separate pavilion/hall of at least 9.000 m² gross area, minimum height 5 m (preferably higher 7 m), possibly no columns, with technical and logistic facilities, and air conditioning.
- d) EUROMEDLAB promotion
The COC will give to the next EUROMEDLAB congress the following facilities in order to promote the participation:
 - Booth of 12 sqm. The COC will provide and meet the cost of this booth space, including decoration and furnishing, for a maximum of Eur 2.000,00;
 - Programme and promotional material in the delegate's bag
 - Ten minutes presentation at the Closing Ceremony

12. Exhibitions

- a) Advance Information. As soon as the location of the EUROMEDLAB is agreed, notice of the venue should be given to Corporate Members and other commercial companies, together with a preliminary invitation to participate in the trade exhibition. Corporate Members of the IFCC should be given preferential consideration for exhibit space. Two year in advance a detailed layout of the exhibition area and details of the exhibition services (e.g. telecommunications, storage, internal transport, water, power supplies and security arrangements) should be sent to companies with the official invitation to participate. It is anticipated that the PCO will take the lead role in this function.
- b) Finance. Details of the charges for exhibiting at the EUROMEDLAB and other relevant financial arrangements should be given at the time of the official invitation to participate. Fees should be fixed at a level to encourage participation whilst meeting the financial targets of the EUROMEDLAB. Corporate members of IFCC will receive a 10% discount from the exhibition fee & sponsorship packages during their first year as an IFCC Corporate member and 20% discount in their second and subsequent years of Corporate membership.
- c) Reservations. Bookings for exhibition space should be accepted on the basis of the dates of the receipt of the application and the payment of the specified deposits (first come, first serve).
- d) Equipment entry to the Country of the EUROMEDLAB. Arrangements should be made for the duty-free entry and removal of equipment to be utilized solely for exhibition purposes at the EUROMEDLAB.
- e) Programme. The scientific and social programmes of the EUROMEDLAB and the projected attendance should be sent to exhibitors as soon as it is available.

- f) Details of the exhibition area. All details relating to the technical and organizing information during the event, the set up and dismantling of exhibition stands in the venue of the EUROMEDLAB will be sent to the exhibitors at least eight months before the meeting. The COC and the PCO should offer possible exhibitors the opportunity to visit the exhibition area in advance of the EUROMEDLAB.
- g) List of exhibitors. A list of the accepted exhibitors will be circulated by the PCO to all exhibitors at least four weeks before the EUROMEDLAB.
- h) Insurance. Exhibitors will be asked to arrange a personal company insurance to cover public liability and any loss caused by fire, water damage and theft of equipment in the exhibition.
- i) Exhibition opening time. The exhibition will be opened from 10:00 to 17:00 on the first three full days of the congress (in parallel with the scientific programme). It is recommended that time is generously allocated and evenly spaced throughout the meeting for the participants to visit the exhibition.
- j) Educational workshops. Workshops, demonstrations and other special contributions by exhibitors during the EUROMEDLAB are to be encouraged, and should be accommodated by the COC at the expense of the requesting exhibitor.

13. Finance

- a) Budget Management. A good periodical check and revision of the Congress budget permits limiting or totally avoiding any financial risk.
The COC should prepare a preliminary budget of the EUROMEDLAB no less than two years prior to the congress. This should include estimates of the likely attendance, the registration fee, exhibition charges and sponsorship.
The COC should prepare an updated line item budget of the EUROMEDLAB no less than one year prior to the congress. This should include a detailed estimate of income and expenditure based on a worst-case scenario and an anticipated scenario.
The COC has to discuss the budget situation at any COC meeting. The PCO has to draft and update the preliminary budget, accordingly to the COC decisions.
Some budget indicators (as percentage of the total income) could help in limiting the expenses.
- b) Accounting procedures. The PCO will use a dedicated bank account for EUROMEDLAB to manage all costs and income related to the congress.
- c) Honoraria. The following honoraria will be granted to the involved parties:
 - Hosting National Society: 5.00% (five-per-cent) of the global income;
 - PCO: 10.00% (ten-per-cent) of the global income plus 45% (forty-five-per-cent) of the final surplus;
 - IFCC/EFLM: 20% (twenty-per-cent) of the global income plus 55% (fifty-five-per-cent) of the final surplus.
- d) Final accounts. Within six months of the close of the EUROMEDLAB, the PCO must provide to the COC and the IFCC and EFLM Treasurers, as part of the final report, a complete audited statement of congress accounts prepared by a certified public accountant (see item 14b).
- e) Financial risk. In exceptional circumstances, the expenses of running the EUROMEDLAB 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 financial risk is shared according to the following percentage: 45% IFCC; 15% EFLM; 40% PCO.

14. Progress and final reports

- a) Progress reports. The COC will prepare and submit written progress reports to the C-CC and C-ET every six months, beginning two years before the Congress. These should contain all relevant details of the scientific, social and exhibition programme, together with the latest projections on attendance and finance.
- b) Final report. A final report should be prepared and submitted to the C-CC and C-ET not more than six months after the finish of the EUROMEDLAB. This should include detailed statistics, including the audited statement of congress accounts, together with an objective analysis of the successes and shortcomings of the congress. The final report should conclude with any recommendations that the COC has for the C-CC and the C-ET or for host societies that may be involved in the organization of future EUROMEDLABs.

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 a new country to host EUROMEDLAB	5	Recent Replicate site
3. Potential for regional participation in Satellite meetings planned	7	None planned
4. Level of activity of host society in IFCC and EFLM	8	No involvement
TOTAL SCORE	25	
II. Convention Centre Facility:		
5. Convention Centre will accommodate anticipated audience	Mandatory	
6. Suitability of facility for lectures and posters	15	Too small
7. Suitability of facility for IFCC/EFLM activities	5	No space
8. Suitability of facility for commercial exhibition	12	Too small / Unsuitable
9. Other facilities and infrastructure	5	Serious deficiency
10. Easy access by international exhibitors & delegates	3	No access
TOTAL SCORE	40	
III. Location and Accommodations:		
11. Location easy to reach by delegates (airports, trains, highways, etc)	12	No transport
12. Hotel facilities and cost	10	50% >last meeting
11. Convenient transportation available	3	No transport
12. Cultural aspects of venue	5	None
15. Appeal and reputation of the city	5	None
TOTAL SCORE	35	
16. Site is open to all scientists	Mandatory	
GRAND TOTAL	100	