

# **GUIDELINES FOR PREPARATION OF THE SCIENTIFIC PROGRAMME FOR AN IFCC-EFLM EUROMEDLAB CONGRESS OF CLINICAL CHEMISTRY AND LABORATORY MEDICINE (EuroMedLab)**

## **1. Purpose**

The IFCC and the European Federation of Clinical Chemistry and Laboratory Medicine (EFLM) sponsor the IFCC-EFLM **EuroMedLab** Congress of Clinical Chemistry and Laboratory Medicine.

The purpose of these guidelines is as follows:

- to provide direction to the processes from beginning to end in relation to planning and organization of the Scientific Programme;
- to ensure that the topics, titles, content and speakers for the Scientific Programme are of sufficiently high scientific quality.

## **2. Congress Organizing Committee (COC)**

Each EuroMedLab is organized by a Congress Organizing Committee (COC) appointed as outlined in the “Guidelines and Rules for Organising the IFCC-EFLM Congress (EuroMedLab)”. *(-3 years)*

The COC is the ultimate decision making body of EuroMedLab.

## **3. International Scientific Advisory Board (ISAB)**

The National Representative of each of the full IFCC-EFLM member societies is invited by the COC to nominate a representative to be included in the Congress ISAB. *(-30 months)*

Once assembled, the ISAB members are invited by the Scientific Programme Committee (SPC) (see below) to propose topics, Chairs (Coordinators) and speakers for plenary sessions and symposia. *(-27 months)*

Communication between the ISAB members and the COC and later the SPC is primarily by email. The COC/SPC should endeavor to organize a meeting of the ISAB at the preceding IFCC-EFLM EuroMedLab as this is an opportunity to discuss the proposed topics, solicit feedback in terms of ranking and discuss suggestions for Chairs (Coordinators) and speakers for the plenary sessions and symposia. *(-24 months)*

## **4. Scientific Programme Committee (SPC)**

The SPC is separate from the COC, although the Chair of the SPC is a member of the COC. The members of the SPC are appointed by the IFCC and EFLM. *(-30 months)*

Although members may be selected from the host society, broad European representation is important as it assists in the selection of leading edge topics and speakers of excellence who may be unknown to SPC members. European representation also creates broad interest in the Congress and helps to promote the Congress to a wider audience of potential attendees.

The SPC reviews the list of topics for plenary sessions and symposia developed by the SPC and/or

proposed by the ISAB. The topics for plenary sessions and symposia are then selected based on a ranking system that considers a number of potential factors, e.g., perceived importance to the attendees, recent advances within a given discipline, emerging technologies/issues, consideration of themes that might unite plenary sessions and symposia, etc.

Once decided, the SPC develops the list of suggested Chairs (Coordinators) and speakers for each of the selected plenary sessions and symposia. The suggested Chairs (Coordinators) and speakers can be ranked in order of preference, but it is important to list almost twice as many Chairs and speakers as will be required due to the inevitable lack of availability of some speakers. Speaker availability may require a slight modification from the proposed content of each plenary session or symposium. The topics and the list of suggested Chairs (Coordinators) and speakers are submitted to the COC for approval. (-24 months)

Members of the SPC are assigned to specific plenary sessions and/or symposia. With assistance of the Organizing Secretariat (OS), they will oversee the development of the plenary sessions and symposia by confirming the Chairs (Coordinators) and providing suggestions for content and speakers. (-21 months)

The SPC is also responsible for the selection and supervision of the proposed Educational Workshops (EduWs) (see below) and any other elements of the scientific programme. The details of these programme elements are submitted to the COC for approval. (-18 months)

The SPC with the assistance of the OS is responsible for securing CME credits for as many of the elements of the scientific programme as possible.

## **5. Chairs (Coordinators) of Plenary Sessions / Symposia**

Chairs (Coordinators), pre-approved by the COC, are appointed by the SPC on the basis of their scientific and professional experience and expertise relevant to each plenary session or symposium and their willingness to contribute to the organisation of the Congress. The success of each plenary session and symposium will in large part be due to the ability of the Chair (Coordinator) to coordinate the efforts of the speakers to deliver on the intended content, to integrate the different presentations as required to conform to the title of the session and to effectively chair the session notably by leading during the discussion.

Provide the OS with the details for each confirmed Chair (Coordinator): title, name, affiliation, complete contact information (mailing address, phone, fax and email address) and short CV. (-18 months)

Each Chair (Coordinator) is provided with the approved proposal in regards to content and suggested speakers. The final selection of speakers is the most critical responsibility of the Chair. The Chair may adjust the content and/or speakers on approval of the SPC and the COC.

The Chairs (Coordinators) and speakers should be scientific experts in the topic area and proficient public speakers.

If possible, there should be no more than one speaker per country.

The assigned member of the SPC will support the Chair (Coordinator) as required in the development of the plenary session or symposium.

In summary, the appointed Chair (Coordinator) is expected to:

- Confirm the title, intended content and list of suggested speakers with the assigned SPC member.

- Contact the suggested speakers to provide general information about the Congress, specific information in regards to the expected overall content of the plenary session or symposium and suggest a specific title and intended content of each individual presentation.
- Confirm the speakers for each plenary session or symposium. For each speaker, confirm the title and content of the presentation. Obtain an abstract of the presentation and a short CV from each speaker.
- Provide the OS with the information for each confirmed speaker: title, name, affiliation, complete contact information (mailing address, phone, fax and email address), short CV, presentation title and presentation abstract. (-15 months)
- Chair the plenary session / symposium during the Congress.

## **6. Educational Workshops (EduWs)**

Industry-sponsored educational workshops are strongly encouraged during the Congress. The Educational Workshops (EduWs) allow industry to contribute to the scientific success of the Congress in addition to their contribution to the success of the Congress exhibition.

Except for the Congress exhibition, other scientific educational events are not to be scheduled in parallel with the EduWs.

As an essential part of the scientific programme, EduWs programme should be included in the Announcements before the Congress as well as in the Final Programme.

EduWs, each lasting 1 hour, will be scheduled in three consecutive 90 minute time slots during the afternoon of the three main Congress days. The 30 minute time-frame between consecutive sessions will allow for set up and allow attendees to move between sessions.

EduWs will have a maximum of three speakers and allow time for questions and discussion.

Each corporation wishing to sponsor an EduW(s) may have selected their time slot(s) at the preceding EuroMedLab. (-24 months)

Corporations wishing to confirm or apply for a time slot(s) for an EduW(s) must submit an application(s) for consideration by the SPC. Each application must include the title, an outline of the presentation and the name(s) and affiliation of the proposed Chair (Coordinator) and speaker(s). If only one speaker, the speaker may also serve as the Chair (Coordinator). (-20 months)

Members of the SPC are assigned to support specific EduWs.

EduWs should not have an obviously commercial orientation, i.e., presentations of the characteristics of a new product or analytical system without a scientific evaluation of its performance is strongly discouraged.

The Chairs (Coordinators) and speakers should be scientific experts in the topic area and proficient public speakers.

The content of the EduWs should not overlap with the other elements of the scientific programme.

To ensure appropriate educational standards that contribute to the overall quality and success of the EduWs, the SPC may require a modification of one or more components of the proposed EduW.

Once finalized, the details of the EduWs are submitted to the COC for approval. (-18 months)

Once approved, the SPC will provide the OS with the details of each EduW including the information for each confirmed Chair (Coordinator) and speaker: title, name, affiliation, complete contact information (mailing address, phone, fax and email address), presentation title, and presentation abstract. (-12 months)

Speakers for EduWs must submit an abstract of their presentation in accordance with the established rules. The abstracts will be reviewed by the SPC. (-6 months)

## **7. Survey Forms**

The SPC and OS will develop Survey forms for distribution to the attendees of the plenary sessions, symposia and EduWs and any other component of the scientific programme to acquire ratings and comments on the scientific content and speakers. (-6 months)