

GUIDANCE OUTLINE FOR ORGANIZING A NATIONAL CONGRESS

The purpose of this guidance is to provide a structure for national meetings organized by IFCC member societies. The times outlined should be considered as “no later than” times.

MILESTONE	ACTIVITY	RESPONSIBILITY
Minus 1-2y	Commitment to host Congress Date and selected venue must be compliant with Ethical codes If applicable apply for “pre-clearance” by the appropriate ethics organization(s), e.g., EthicalMedTech – Conference Vetting System.	National Society President (NSP) representing National Society Executive Board (NSEB)
Minus 1-2y	Appoint Congress Chair	NSP and NSEB
Minus 1-2y	Appoint Congress Organizing Committee (COC) Define Congress structure and timetable	NSP and NSEB and Congress Chair
Minus 1-2y	Assign responsibilities to the COC members	Congress Chair
Minus 20mo	Start CME process	COC & SPC
Minus 10-20mo	Appoint Scientific Program Committee(s) (SPCs)	Congress Chair and COC
Minus 10-20mo	Select venue (Hotel or local Education Centre) having high facilities to host the event. The hotel selected for the speakers needs to be as close to congress venue as possible.	COC
Minus 10-20mo	Decide how to organize the exhibition, how to connect the exhibition best to the lecture halls, what kind of specific requirements manufacturer’s exhibition booths may need (height, transport of equipment etc) , provide spaces for federations to publicize their activities in places of good circulation.	COC
Minus 10-20mo	Evaluate choice of PCO preferably experienced with the city, congress size, IVD sponsors and applicable codes of ethical business practice.	COC
Minus 10-20mo	Develop budget and initiate fund raising. Decide registration fee Deadlines should be established	Treasurer, COC
Minus10-20mo	Open registration online	COC

Minus 10-20mo	Hold a meeting for potential sponsors in the chosen venue near the beginning of the process, regular review of level of sponsorship (to ensure enough sponsorship is pledged!!) and a date for receipt of sponsorship funds.	COC
Minus 10-20mo	Outline the proposed program	SPC & COC
Minus 10-15mo	First announcement: IFCC Website, local, regional and international journals, personal e-mails to appropriate individuals, possible mass mailing, app, digital communication, periodical newsletter	Publicity Member, COC
Minus 8-18mo	Apply IFCC (other Federations) for auspices	Congress Chair
Minus 8-18mo	Select topics for sessions (symposiums).	SPC with the approval of COC
Minus 6- 12mo	Develop detailed scientific program	SPC with the approval of COC
Minus 6-12mo	Select Chairs/speakers of individual sessions. Select excellent public speakers based on their expertise in the scientific topic. If sessions are to be recorded in any way, obtain speakers' written consent	SPC with the approval of COC
Minus 6-10mo	Final scientific program established	SPC with the approval of COC
Minus 6-10mo	Further announcements and call for abstracts.	Publicity Member, COC
Minus 6-10mo	Communicate with speakers for their transport	Symposium Chair COC
Minus 6mo	Invite local dignitaries to the Opening Session	National Society President and Congress Chair
Minus 6mo	Prepare social program including dinners and pre- and post-congress tours social program for the accompanying persons (social program must be compliant with the Ethical Codes)	COC and member of COC responsible for the social events
Minus 6mo	App ready	Publicity Member, COC
Minus 6mo	Complete scientific program Develop back up plan if accepted speakers withdraw	SPC with the approval of COC
Minus 6mo	Once all programs finalized, if applicable apply for "full clearance" by the appropriate ethics organization(s), e.g., EthicalMedTech – Conference Vetting System.	NSP and NSEB and Congress Chair
Minus 4mo	Deadline for submission of the abstracts	SPC & COC
Minus 3mo	Review, approve and reject abstracts	SPC & COC
Minus 3mo	Notify participants about approval or rejection of their abstracts (Oral or Poster sessions)	SPC & COC
Minus 4mo	Develop an appropriate Opening Ceremony with participation of dignitaries.	COC
Minus 6wk-2wk	Program printed Program published on web	SPC & COC
Minus 1day	Give key information to the speakers and inform them of their responsibilities.	Symposium Chair SPC & COC
Minus 1day	1 Congress Centre inspection	Symposium Chair& COC

	1 briefing COC and staff	
Day 1 and others	Ensure distribution and collection of evaluation forms, surveys, feedbacks	COC
Day 1 and others	Ensure strict adherence to the timetable	Symposium Chair SPC & COC
Day 2 and others	Ensure all outside speakers are transported to and from the venue	COC
During Congress	Provide all presentations to be loaded onto AV system prior to a session rather than just prior to the presentation itself.	Symposium Chair SPC & COC
During Congress	Ensure the program is followed as printed	Symposium Chair SPC & COC
7-14days	Thanks to the Chairs/speakers should be e-mailed	Chairs of SPC & COC
By +31days	Evaluation forms analyzed and results appropriately distributed	SPC & COC
3-6mo after the meeting	The financial report of the meeting should be prepared and submitted to the interested partners. it should be made clear that all financial transactions are accountable, transparent and all accounts audited (if possible, by external professional auditors, for big regional meetings.	COC

GUIDANCE OUTLINE FOR ORGANIZING AN INTERNATIONAL CONGRESS

The purpose of this guidance is to provide a structure for regional and other international meetings organized by IFCC member societies / regional federations. Regional and other international meetings are usually organized once in two or three years. The times outlined in the table should be considered as “no later than” times.

MILESTONE	ACTIVITY	RESPONSIBILITY
Minus 2-4y	Commitment to host Congress Date and selected venue must be compliant with the Ethical Codes If applicable apply for “pre-clearance” by the appropriate ethics organization(s), e.g., EthicalMedTech – Conference Vetting System.	National Society President (NSP) representing National Society Executive Board (NSEB)
Minus 2-4y	Appoint Congress Chair Define Congress structure and timetable	NSP and NSEB
Minus 2-4y	Ensure all the pertinent international groups are represented and involved, including Federations	NSP and NSEB
Minus 2-4y	Appoint Congress Organizing Committee (COC)	NSP and NSEB and Congress Chair
Minus 2-4y	Assign responsibilities to the COC members	Congress Chair
Minus 20-40mo	Start EACCME process	COC & SPC
Minus 20-40mo	Appoint Scientific Program Committee(s) (SPCs)	Congress Chair and COC
Minus 20-40mo	Select venue (Hotel or local Education Centre) having high facilities to host the event. The hotel selected for the speakers needs to be as close to congress venue as possible.	COC
Minus 20-40mo	Decide how to organize the exhibition, how to connect the exhibition best to the lecture halls, what kind of specific requirements manufacturer’s exhibition booths may need (height, transport of equipment etc) , provide spaces for federations to publicize their activities in places of good circulation.	COC
Minus 20-40mo	Evaluate choice of PCO preferably experienced with the city, congress size, IVD sponsors and applicable codes of ethical business practice.	COC

Minus 20-40mo	Develop budget and initiate fund raising. Decide registration fee Deadlines should be established	Treasurer, COC
Minus 20-40mo	Open registration online	COC
Minus 20-40mo	Hold a meeting for potential sponsors in the chosen venue near the beginning of the process, regular review of level of sponsorship (to ensure enough sponsorship is pledged!!) and a date for receipt of sponsorship funds.	COC
Minus 20-40mo	Outline the proposed program	SPC & COC
Minus 20-40mo	First announcement: IFCC Website, local, regional and international journals, personal e-mails to appropriate individuals, possible mass mailing, app, digital communication, periodical newsletter	Publicity Member, COC
Minus 18-36mo	Apply IFCC (other Federations) for auspices	Congress Chair
Minus 18-36mo	Select topics for sessions (symposiums).	SPC with the approval of COC
Minus 12-24mo	Develop detailed scientific program	SPC with the approval of COC
Minus 12-24mo	Select Chairs/speakers of individual sessions. Select excellent public speakers based on their expertise in the scientific topic. If sessions are to be recorded in any way, obtain speakers' written consent	SPC with the approval of COC
Minus 10-15mo	Final scientific program established	SPC with the approval of COC
Minus 10-15mo	Further announcements and call for abstracts.	Publicity Member, COC
Minus 10 mo	Communicate with speakers for their transport	Symposium Chair COC
Minus 6mo	Invite local dignitaries to the Opening Session	National Society President and Congress Chair
Minus 6mo	Prepare social program including dinners and pre- and post-congress tours, social program for the accompanying persons (social program must be compliant with the Ethical Codes)	COC and member of COC responsible for the social events
Minus 6mo	App ready	Publicity Member, COC
Minus 6mo	Complete scientific program Develop back up plan if accepted speakers withdraw	SPC with the approval of COC
Minus 6mo	Once all programs finalized, if applicable apply for "full clearance" by the appropriate ethics organization(s), e.g., EthicalMedTech – Conference Vetting System.	NSP and NSEB and Congress Chair
Minus 4mo	Deadline for submission of the abstracts	SPC & COC
Minus 3mo	Review, approve and reject abstracts	SPC & COC
Minus 3mo	Notify participants about approval or rejection of their abstracts (Oral or Poster sessions)	SPC & COC
Minus 4mo	Develop an appropriate Opening Ceremony with participation of dignitaries.	COC
Minus 6wk-2wk	Program printed	SPC & COC

	Program published on web	
Minus 1day	Give key information to the speakers and inform them of their responsibilities.	Symposium Chair SPC & COC
Minus 1 day	1 Congress Centre inspection 1 briefing COC and staff	Symposium Chair & COC
Day 1 and others	Ensure distribution and collection of evaluation forms, surveys, feedbacks	COC
Day 1 and others	Ensure strict adherence to the timetable	Symposium Chair SPC & COC
Day 2 and others	Ensure all outside speakers are transported to and from the venue	COC
During Congress	Provide all presentations to be loaded onto AV system prior to a session rather than just prior to the presentation itself.	Symposium Chair SPC & COC
During Congress	Ensure the program is followed as printed	Symposium Chair SPC & COC
7-14days	Thanks to the Chairs/speakers should be e-mailed	Chairs of SPC & COC
By +31days	Evaluation forms analyzed and results appropriately distributed	SPC & COC
3-6mo after the meeting	The financial report of the meeting should be prepared and submitted to the interested partners. it should be made clear that all financial transactions are accountable, transparent and all accounts audited (if possible, by external professional auditors, for big regional meetings.	COC