



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

**IFCC WorldLab  
(2021-2030)**

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## **1 Introduction**

A constitutional objective of the International Federation of Clinical Chemistry and Laboratory Medicine (IFCC) is to support, promote, and organize regular International Congresses of Clinical Chemistry and Laboratory Medicine (ICCCLM), otherwise known as the IFCC WorldLab.

Forms A and B are official chapters of these Guidelines.

## **2 Purpose**

The IFCC WorldLab 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, and industrial settings; enables an international forum for clinical laboratory scientists and physicians to interact with their peers; and provides a forum to promote human health.

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

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

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

## **3 Compliance with Applicable Codes of Ethical Business Practice**

National and international agencies have established codes of ethical business practice that are applicable to the in vitro diagnostic (IVD) industry and educational event organisers such as the IFCC and National Societies/Regional Federations.

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

The “MedTech Europe Code of Ethical Business Practice” has a significant impact on IFCC conferences and WorldLabs since this code is applicable from an IFCC perspective to all educational events held in Europe or anywhere in the world if the delegates are from two or more “European” countries. Therefore, this code is applicable to all WorldLab 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 educational event organisers to ensure compliance with the MedTech Europe Code of Ethical Business Practice. [http://www.ethicalmedtech.eu/conference-  
vetting-  
system/objective](http://www.ethicalmedtech.eu/conference-vetting-system/objective)

The IFCC requires use of the EthicalMedTech - Conference Vetting System to ensure code compliance for all WorldLab Congresses.

A useful reference document is the IFCC guidelines “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.

[https://www.ifcc.org/media/477907/guidelines-for-compliance-with-  
applicable-codes-of-ethical-business-practice-rev1-may-2019.pdf](https://www.ifcc.org/media/477907/guidelines-for-compliance-with-applicable-codes-of-ethical-business-practice-rev1-may-2019.pdf)

## **4 Process**

IFCC Full Member Societies, in good standing with the annual fee of IFCC, are invited to host the WorldLab Congress. National societies should coordinate their application with the IFCC Regional Federation in their region. Ideally, the WorldLab should be organized jointly with the Regional Federation Congress in the same region as the national society. IFCC will endeavour to organize the WorldLab on a rotational basis in different regions including Africa, Asia-Pacific, Latin America, Middle East, and North America. The process for soliciting applications from prospective host Societies and selection of the host (or hosts) is described later in these guidelines. This process is the responsibility of the IFCC EB. Each WorldLab shall be organised by a dedicated Congress Organising Committee (COC).

## **5 Schedule and location of WorldLab**

### **5.1 Dates.**

The WorldLabs are usually organized on a 2-year cycle on even years (i.e., 2022, 2024, 2026 etc.). Dates of WorldLabs should be coordinated with the IFCC C-CC so as to avoid conflicts of scheduling with other Regional or International Congresses or major events.

### **5.2 Time of year.**

The time within the announced year when the WorldLab Congress will be held depends on local considerations and other scheduled Congresses and meetings as identified by the C-CC.

### 5.3 Invitation to host WorldLab.

The Society (or Societies) to host the WorldLab are normally selected 4 years prior to the proposed date of the meeting. Approximately 5 years before the Congress and at least one year prior to the selection of the host Society (or group of Societies), it is a normal practice for IFCC via the C-CC to issue an invitation to the representatives of each Full Member Society of the IFCC and their Regional Federation to host the WorldLab. In exceptional circumstances (force majeure, i.e. pandemic) a shorter timeline may be approved by the IFCC EB.

Invitations to host the IFCC WorldLab will be sent to all national societies and regional federations outside Europe since the IFCC conference in Europe (EuroMedLab) will be held in alternate years hosted by national societies in Europe (2023, 2025, 2027, 2029, ...).

The invitation will include a standard application form (Form B – separate file), which lists the information required to assess the suitability of each bid. A statement agreeing to conform and abide by the provision of these Guidelines should also be included in each application.

### 5.4 Hosting city/venue.

The hosting city/venue should be central, easy-to-reach, and accessible by air from major international airports to ensure maximum participation by laboratory professionals and scientists from around the world. Ideally, the hosting city should have a concentration of academic centres/universities with substantial educational and research activities/resources.

### 5.5 Applications.

Applications have to be submitted on the standard application form (Form B) and available supporting literature must be submitted electronically to the IFCC office within the specified time frame.

### 5.6 Selection of a WorldLab site.

The IFCC office will send copies of all applications to the C-CC for assessment according to a standard rating scale (Form A). The assessment takes account of the details provided, the facilities available, and other aspects specified in the application. The C-CC will consult the Professional Conference Organizer (PCO) for a technical evaluation.

The C-CC assessment results and recommendation of the applicant of choice will be forwarded to the IFCC EB. The IFCC EB will either approve the C-CC recommendation or request a re-assessment of the applications based on additional considerations specified by the IFCC EB. The C-CC will then send the re-assessment results and recommendation to the IFCC EB. The final selection is made by the IFCC EB and will be announced by the IFCC EB at the next regularly scheduled Council meeting.

The Chair and Members of IFCC C-CC and IFCC EB who are Members of a bidding National Society and Regional Federation must exclude themselves from the bid evaluation process and refrain from making any recommendation

and/or presentation to the C-CC or the IFCC EB. The Chair and Members of IFCC C-CC and IFCC EB shall not accept any gratuitous incentives from the bidding Society(ies) 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 or Regional Federation to the Chair and Members of IFCC C-CC and/or IFCC EB will result in disqualification of the bid. Gratuitous incentives by a bidding National Society or Regional Federation 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 and IFCC EB.

## **6 Congress Organizing Committee (COC)**

### **6.1 Membership.**

The COC is composed of 3 Members appointed by IFCC, including the current IFCC president in office (at the time of COC formation) (who has a standing position on the COC and will act as Co-Chair of the COC), a representative from the C-CC, and a representative who is an IFCC Corporate Member; 2 Members appointed by the hosting National Society (one of them acting as the Co-Chair of the COC); and 2 members appointed by the Regional Federation including the current Regional Federation President. The COC will also include the Chair of the Scientific Programme Committee (SPC) (see Section 7) and a representative of the PCO (as an advisor to COC). The current IFCC President in office (at the time of COC formation) will act as the Congress President.

The COC will meet (virtually or in person) at least twice a year upon the call of the COC Co-Chairs. For any urgent matters, the COC Co-Chairs can conduct business electronically.

### **6.2 PCO.**

The PCO is responsible for operational and administrative aspects of the WorldLab. The appointed agency is the official PCO partner of IFCC.

### **6.3 General duties.**

The general format and organisation of the WorldLab shall be modelled after previous meetings. The COC is in charge of all aspects of the organization of the WorldLab in consultation with the IFCC EB. According to the applicable codes of ethical business practice (see Section 3), the COC will plan the scientific, professional, and social program of the WorldLab, 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 media channels.

The COC of the WorldLab will collaborate with the SPC, which will be responsible for drafting and coordinating the scientific programme of the WorldLab, 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 during

this process (see Section 8).

#### 6.4 Signed agreement.

A formal agreement must be signed between IFCC (President and Treasurer), the hosting National Society(ies) (Presidents and Treasurers), Regional Federation President and Treasurer, and the PCO representative.

#### 6.5 Fees and accommodations.

The COC will endeavour to arrange the most reasonably priced fees and accommodation charges for participants. 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 is 50%).

#### 6.6 Budget.

The COC shall submit to the IFCC EB via the Treasurer and C-CC a preliminary budget 2-3 years before the WorldLab and a detailed budget showing line items of income and expenditure no less than 1 year before the WorldLab (see Section 13).

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

### 7.1 SPC membership and purpose.

The SPC will be composed of 5 Members appointed by IFCC and 3 Members, including the co-Chairs of the SPC, appointed by IFCC and the hosting National Society(ies) and 2 members from the Regional Federation. The Chair of the SPC will be a Member of the COC. No more than 50% of the SPC Members should be from the Country hosting the Congress. It is suggested that the SPC includes representatives from all 4 IFCC Divisions.

The role of the SPC is to ensure an excellent scientific programme. The SPC recommends topics, chairs, 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.

The draft scientific programme developed by SPC will be submitted to COC for formal review and approval before it is released online or printed for distribution.

Scientific Symposia Chairs are appointed on the basis of their scientific and professional experience, and of their willingness to contribute to the organization of the Congress. Much of the session's success will depend on the Chair's ability to set up the event and to chair it. The Chair must have experience in convening scientific meetings and good communication facilities. The proposal of the speakers is the most critical responsibility of the Chair. Speakers to be proposed shall represent the scientific excellence in the specific topic, but they are also expected to be good public speakers.



Geographical representation and gender should be considered, if possible.

The scientific programme should be composed of symposia presented by a diverse selection of speakers from the region as well as other parts of the world to ensure an international scientific content. As much as possible, new scientific topics and new speakers should be invited for each conference and repeated use of the same speakers/topics from previous IFCC congresses should be minimized.

Each Symposium (2 hours) will include five lecturers as decided by the Congress Organizing Committee (COC):

- i. 3 invited presentations (25 min lecture + 5 min discussion each)
- ii. 2 selected presentations (12 min presentation + 3 min discussion; selected by the Abstract Selection Committee from the submitted abstracts)

#### 7.2 IFCC, Regional Federation and Local Society symposia.

Normally a maximum of 5 IFCC sponsored symposia are to be included in the scientific programme. Additional symposia could be discussed with the COC and SPC, if technically feasible. The initial organization of these symposia is done by the C-CC in collaboration with the IFCC EB, the IFCC Divisions, and the COC. In addition, 2 Regional Federation and 2 Local Society Symposia are to be included in the scientific programme.

#### 7.3 ISAB membership and purpose.

The COC should appoint an ISAB comprised of 5 Members nominated by each of the IFCC Regional Federations. 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 ISAB should have membership from all six IFCC regional federations to ensure international representation.

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 WorldLab. The ISAB may conduct its business by electronic communication (via videoconference).

#### 7.4 Procedures.

SPC will ask ISAB Members to suggest scientific topics. SPC selects the most interesting topics and appoints the Symposia Scientific Coordinators (i.e., outstanding experts of the topic). Coordinators will receive detailed information and instruction on how to organize the session from the SPC.

Coordinators will propose to SPC a detailed scientific programme of the symposium with proposed speakers and presentation titles. Coordinators can act as speakers of the session in addition to acting as the Chair. SPC will approve the session programme.

#### 7.5 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 General conduct of WorldLab**

### 8.1 Attendance.

The WorldLab 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 EB may cancel the meeting or transfer responsibility for it to another Full Member Society or Societies that will adhere to these principles.

### 8.2 Chairs and speakers.

The active participation of individuals from all Member Societies of the IFCC is strongly encouraged. To ensure the international character of the WorldLab, the Chair of each of the symposia and other sessions, as well as speakers, 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.

Chairs will be offered free registration only. All Congress speakers will be offered free registration, three nights hotel accommodation, and a lump-sum covering travel expenses (different amounts according to the geographical origin).

### 8.3 Scientific presentations.

The selected venue should offer state of the art audio-visual equipment and technical support, including appropriate backup, to ensure that scientific presentations can be carried out efficiently using all available media.

A lunch break of 120 minutes is recommended, in order to permit delegates to visit poster and exhibition areas without any overlapping Congress activity.

### 8.4 Venue mandatory requirements and exhibition site.

All mandatory requirements are indicated in Form B of these Guidelines. It is mandatory to propose a separate pavilion to host the commercial exhibits, poster area, and catering facilities. The pavilion/hall must have a gross area of at least 9.000 m<sup>2</sup>, minimum height 5 m (preferably higher, 7 m), preferably no columns, technical and logistic facilities, and air conditioning. The pavilion must be separated (but linked and close to) from the conference rooms area.

### 8.5 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.

### 8.6 WorldLab promotion.

The COC will give to the next WorldLab Congress the following facilities in order to promote participation:

- Booth of 12 m<sup>2</sup>. The COC will provide and meet the cost of this booth space, including decoration and furnishing, for a maximum of € 2.000,00
- Programme and promotional material in the delegate's bag
- A 10-minute presentation at the Closing Ceremony

### 8.7 Hybrid conference option.

IFCC EB and COC will consider including a virtual option to ensure wider attendance remotely by IFCC membership around the world.

- An appropriate virtual platform will be selected by IFCC in consultation with the PCO and the National Society/Regional Federation.
- A nominal fee will be charged for online access to either select sessions or the entire conference.
- Corporate sponsors will be invited to consider providing eExhibits in addition their physical booths.
- ePosters will be made available via the virtual platform. Physical posters could also be presented on site/in person as well as virtual.
- A separate contract for a hybrid conference will be negotiated and signed with the PCO.

### 8.8 Virtual conference alternative.

In exceptional circumstances when a physical/in-person conference is not feasible due to travel restrictions or other public health related measures, the IFCC EB and COC will consider converting the conference to a virtual event.

- An appropriate virtual platform will be selected by IFCC in consultation with the PCO and the National Society/Regional Federation.
- The conference scientific program and industry workshops/exhibits will be delivered virtually.
- A separate contract for a virtual conference will be negotiated and signed with the PCO.

## **9 Contributions made by the COC to WorldLab**

### 9.1 IFCC logo.

The WorldLab shall display the IFCC logo in a prominent position on all promotional and Congress material.

## 9.2 Meeting rooms.

The COC will provide meeting rooms at no charge to IFCC, for any official meetings of the IFCC EB and functional units, including the IFCC Council meeting (see Section 10.6). Facilities required will be specified by the IFCC Secretary and communicated to the COC at least 6 months prior to the WorldLab. Catering and audio-visual equipment will be paid by IFCC on the basis of the respective meeting rooms used.

## 9.3 Registration fees.

For Members of the IFCC EB, the COC will waive registration fees for scientific and social activities and fund hotel accommodation as specified in Section 10.8. In addition, free registration will be offered to the IFCC Division Chairs and Members, IFCC Committee Chairs and Members, Working Group Chairs, and Task Force Chairs and Members with an official meeting during the Congress.

## 9.4 IFCC booth.

Ample space (approx. 36 m<sup>2</sup>) in a highly visible area shall be allotted in the exhibition area to the IFCC booth at no charge to IFCC for promotional activities, meeting IFCC Members, and carrying 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.). The COC will meet the cost of the IFCC booth space for a maximum of € 7.000,00. Specific requirements for the IFCC booth should be discussed with the IFCC office at least 6 months prior to the WorldLab.

# **10 Contributions made by IFCC to WorldLab**

## 10.1 Promotion.

IFCC will assist with the promotion of the WorldLab using all means at its disposal, including the IFCC website, IFCC Newsletter (eNews), relevant IFCC meetings, and mass-mailings from the IFCC office. IFCC will also encourage all IFCC Member Societies to promote the WorldLab via their national journals and meetings.

## 10.2 IFCC Corporate Members.

The IFCC will encourage its Corporate Members to support the WorldLab by setting up exhibits, offering professional workshops, and supporting specific symposia.

## 10.3 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 international Congresses and meetings will also be made available by the PCO and C-CC.

## 10.4 Young scientists' fellowships.

The IFCC will make financial provision to support the attendance and participation of young professionals at the Congress through the funding of travel and accommodation. Their registration fees will also be waived.

#### 10.5 Scientific and educational programme.

Assistance in organising the themes and structure of the scientific programme of the WorldLab is available from the Divisions of IFCC. The C-CC will provide the communication between the Divisions and SPC. The scientific programme should reflect the world-wide expertise that an organisation such as IFCC brings to such a meeting. The IFCC sponsored symposia may target specific geographic or scientific audiences.

Educational workshops/courses should be organised at the WorldLab to fulfil the needs of Members. Assistance from IFCC is available in the conduct and organisation of workshops, courses (see separate guidelines for Satellite Meetings).

#### 10.6 IFCC presence at the WorldLab.

The IFCC EB and IFCC Council will schedule their meetings at the WorldLab following a detailed timetable communicated to the COC by the IFCC Secretary.

In addition, IFCC Committees, Divisions, Working Groups, and Task Forces are expected to arrange their meetings in conjunction with the WorldLab. Thus, by holding official meetings of IFCC functional units at the WorldLab, the IFCC is providing a nucleus of experts in the field from all over the world who could be involved in the WorldLab as participants and/or as possible speakers. This world-wide audience is attractive for the commercial exhibition.

IFCC will support a booth at WorldLab to provide information to Members and to individual laboratory professionals.

#### 10.7 IFCC awards.

The IFCC bestows prestigious awards to prominent professionals in the field at the time of the WorldLab. These distinguished individuals 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 or at a time during the Congress agreed upon with the IFCC EB and Awards Committee.

#### 10.8 Finance associated with IFCC presence at WorldLab.

Travel and accommodation expenses for those non-speaker IFCC officers with an official meeting of the functional units during the Congress will be paid by the IFCC under its standard arrangements. Their registration fees will be waived by the COC. Travel and accommodation expenses for the speaker IFCC officers will be covered by the COC.

The COC will provide hotel accommodation at no charge to IFCC EB Members for the duration of the EB meetings prior to the WorldLab and for the duration of the WorldLab.

The travel expenses, registration, and accommodation expenses of recipients

of IFCC awards will be covered by IFCC.

## **11 Contributions made by the hosting National Society and Regional Federation to WorldLab**

### 11.1 National Society and Regional Federation logos.

The WorldLab should display the National Society and Regional Federation logos on all promotional and Congress material.

### 11.2 Promotion.

The hosting National Society and Regional Federation will assist with the promotion of the WorldLab using all means at their disposal, encouraging National Society Members from the hosting country and all countries across the region and local companies to take part in the Congress.

### 11.3 Young scientists' fellowships.

The hosting National Society and Regional Federation are expected to make financial provision to support the attendance of local young professionals at the Congress through the funding of registration, travel and accommodation.

### 11.4 Scientific programme.

In agreement with the SPC, the hosting National Society will have the opportunity to organize 2 Congress symposia. Similarly, the Regional Federation will have the opportunity to organize 2 Congress symposia. The travel and hotel costs of the speakers of these 4 sessions will be covered by the Congress.

### 11.5 National Society presence at the WorldLab.

The hosting National Society Congress will be included in the WorldLab 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 EB 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.

### 11.6 Regional Federation presence at the WorldLab.

The Regional Federation Congress will be included in the WorldLab Congress. It is recommended that the Regional Federation organize the meeting of its EB the day prior the beginning of the congress so that IFCC EB can have the possibility to meet the Regional Federation EB representatives. Free Congress registrations will be waived to the Members of the Regional Federation EB for a maximum of 10 people.

### 11.7 National Society and Regional Federation booths.

The hosting National Society and Regional Federation booths will have a booth of max. 12 m<sup>2</sup> each, if required. The COC will provide and meet the cost of these booth spaces, including decoration and furnishing, for a maximum of € 2.500,00.

## 12 Code of practice with regard to exhibitions

### 12.1 Advance information.

As soon as the location of the WORLTLAB 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 commercial exhibition. Corporate Members of the IFCC should be given preferential consideration for exhibit space. A detailed layout of the exhibition area and details of exhibition services, such as telecommunications, storage, internal transport, water and power supplies, and security arrangements (i.e., fire and safety precautions and insurance) 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.

### 12.2 Financial arrangement.

Details of the charges for exhibiting at the WorldLab 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 WorldLab. Corporate Members of IFCC will receive a 10% discount from the exhibition fee and sponsorship packages during their first year as an IFCC Corporate Member and a 20% discount in their second and subsequent years as a Corporate Member.

### 12.3 Reservations.

Bookings for exhibition space should be accepted on the basis of the dates of the receipt of application and payment of specified deposits (first come, first serve).

### 12.4 Equipment entry to the Country of the WorldLab.

Arrangements should be made for the duty-free entry and removal of equipment to be utilised solely for exhibition purposes at the WorldLab.

### 12.5 Programme.

The scientific and compliant social programmes of the WorldLab and the projected attendance should be sent to exhibitors as soon as they are available.

### 12.6 Details of the exhibition area.

All details relating to the technical and organisational information during the event, including the set up and dismantling of exhibition stands in the venue of the WorldLab, will be sent to the exhibitors at least 8 months before the meeting. The COC and the PCO should offer possible exhibitors the opportunity to visit the exhibition area in advance of the WorldLab.

### 12.7 List of exhibitors.

A list of the accepted exhibitors will be circulated by the PCO to all exhibitors at least 4 weeks before the WorldLab.

### 12.8 Insurance.

Exhibitors will be asked to arrange a personal company insurance to cover public liability and any loss caused by fire damage, water damage, and theft of equipment in the exhibition.

#### 12.9 Exhibition opening time.

The exhibition will typically be open from 10:00 to 17:00 (on the first three full days of the Congress (in parallel with the scientific programme) but the schedule can be adjusted by the COC as necessary. It is recommended that time is generously allocated and evenly spaced throughout the meeting for the participants to visit the exhibition.

#### 12.10 Educational workshops.

Workshops, demonstrations, and other special contributions by exhibitors during the WorldLab are to be encouraged and should be accommodated by the COC at the expense of the requesting exhibitor.

### **13 Finance**

#### 13.1 Preparation of budget and budget management.

The COC and PCO will prepare a preliminary budget for the WorldLab with expected financial arrangements no less than 2 years prior to the Congress. This should include estimates of the likely attendance, registration fee, exhibition charges, and sponsorship. This budget shall be submitted to the C-CC and IFCC EB for approval.

Thereafter, the COC should prepare an updated line-item budget for the WorldLab not less than 1 year prior to the Congress to be submitted to the C-CC and IFCC EB. This should include a detailed estimate of income and expenditure based on a worst-case scenario and an anticipated scenario. The budget must be reviewed at the COC meetings.

The PCO has to draft and update the preliminary budget, according to the COC decisions, and any changes to the budget must be approved by the IFCC EB. A periodical check and revision of the Congress budget will permit limiting or totally avoiding any financial risk. Some budget indicators (as percentage of the total income) could help in limiting the expenses. The budget should allow for payment of all Congress expenses and yield a reasonable surplus.

#### 13.2 Accounting procedures.

All the income of the Congress (the registration fees, exhibition fees, and commercial sponsorship funds) will be deposited into a specific IFCC account in Switzerland or in a PCO account if required by local tax laws. The expenses proposed by the PCO will be approved by the COC and will be paid by IFCC upon receipt of the invoices provided by the PCO. If funds are processed through a PCO, the PCO will use a dedicated bank account for WorldLab to manage all costs and income related to the Congress. The list of account transactions will be shared with the IFCC Treasurer and EB before, during and following the Congress.

#### 13.3 Insurance.



The COC will implement an insurance plan to ensure that major expenses, such as the venue and hotel obligations, will be covered in case of sudden or unexpected cancellation of the meeting due to an unexpected catastrophe, force majeure (e.g., earthquake, major fire, strike, epidemic/pandemic), or similar disasters.

#### 13.4 Honoraria.

The following honoraria will be granted to the involved parties:

- Hosting National Society: 5% of total gross income of the Congress and 15% of the Congress surplus (income minus expenses).
- Regional Federation: 5% of total gross income of the Congress and 20% of the Congress surplus to the Regional Federation co-hosting the WorldLab with the National Society.
- PCO: 10% of total gross income of the Congress (excluding funds and grants received from not-commercial bodies) and 15% of the Congress surplus.
- IFCC: 20% of the total gross income of the Congress and 50% of the Congress surplus.

#### 13.5 Financial risk.

In exceptional circumstances, the expenses of running the WorldLab 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 of the event is shared proportionally between IFCC (70%) and PCO (30%) when a representative of the PCO is appointed in the Congress Organizing Committee (COC).

In case of a budgetary deficit, the National Society and Regional Federation will not receive an honorarium. In case of a deficit, the amount of honoraria allocated for IFCC and PCO will be used to defray any financial loss on a 70/30 percent basis.

#### 13.6 Final accounts.

Within 6 months of the closure of the WorldLab, the PCO must provide to the COC and the IFCC Treasurer, as part of the final report, a complete audited statement of Congress accounts prepared by the certified public accountant selected by the IFCC. The final account must be prepared according to the internationally adopted auditing procedures based on the invoices of the total income and expenditures as well as the list of bank account transactions (see Section 13.2).

## 14 Free circulation of scientists

### 14.1 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).

### 14.2 Visas.

The organisers of the WorldLab shall ensure 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.

### 14.3 Political activities.

The organisers of the meeting shall ensure that no scientific meeting is disturbed by political statements or by any activities of a political nature.

## 15 Progress and final reports

### 15.1 Progress reports.

The COC will prepare and submit written progress reports to the C-CC and IFCC EB every 6 months, beginning 2 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.

### 15.2 Final report.

A final report should be prepared and submitted to the C-CC and IFCC EB no later than 6 months after the end of the WorldLab. 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, IFCC EB, ad/or for National Society(ies) that may be involved in the organisation of future WorldLabs.