

# **GUIDELINES FOR ORGANISING EUROPEAN CONGRESSES OF CLINICAL CHEMISTRY AND LABORATORY MEDICINES (EUROMEDLAB's)**

## **1 Introduction**

The International Federation of Clinical Chemistry and Laboratory Medicine (IFCC) supports and promotes, through its regional Organisations EFCC, EUROMEDLAB's. These Guidelines have been prepared by the IFCC Committee on Congresses and Conferences (C-CC):

- Assist with ensuring a continuity of EUROMEDLAB's
- Contribute to the efficient organisation of EUROMEDLAB's
- Help to provide Regional identity within EUROMEDLAB's
- Assist with ensuring a high scientific content of EUROMEDLAB's
- Help to ensure the most favourable financial outcome from EUROMEDLAB's

## **2 Purpose**

The EUROMEDLAB's are organised 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 create a regional forum for clinical laboratory scientists and clinicians to interact with their peers and to promote human health.

## **3 Process**

Member societies, in good standing, of EFCC are invited to host and organise the EUROMEDLAB. The process of soliciting applications from the prospective host societies, and the selection of the host society is the responsibility of EFCC. Each EUROMEDLAB shall be organised by a Congress organising Committee (COC) appointed by the host society, which will interact with EFCC and the C-CC of IFCC.

## **4 Schedule and Location of the EUROMEDLAB**

- a) Dates:** EUROMEDLAB's are usually organised on a two year cycle in Europe (e.g. 2009, 2011, 2013 etc). Dates of any EUROMEDLAB should be co-ordinated with the C-CC so as to avoid conflicts of scheduling with other Regional or International Congresses.
- 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 by the C-CC.
- c) Invitation to Host an 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 the C-CC in collaboration with EFCC to issue an invitation to host an 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 Appendix A. A statement agreeing to conform and abide by the provision of these Guidelines should also accompany each application.

- d) Selection of the Host for an EUROMEDLAB:** Applications received by the IFCC Office on behalf of C-CC and EFCC within the specified time-frame will be submitted on the standard application form (Appendix A). The IFCC Office will distribute copies of all the standard forms received (excluding any supplementary material which may accompany the application) to National Societies, and will also send out the IFCC congress site rating scale (attached as Appendix B) for the guidance of National Societies. This scale takes account of the details provided, the facilities available, the preliminary scientific programme and other aspects specified in the application. If C-CC wishes to provide a recommendation to National Societies based on their evaluation of the applications according to the rating scale, this recommendation will be distributed by the IFCC Office, but it is not essential to the process and not binding to the National Societies.

Representatives of National Societies will then cast the Society's vote for their preferred venue at the EFCC General Assembly meeting held at the EUROMEDLAB meeting 4 years before the scheduled congress. The venue receiving the most votes from delegates at the meeting will be awarded the Congress. If the leading venue received less than 50% of the votes cast in the first round of voting, the venue receiving the least votes will be eliminated and the ballot repeated. This process continues until a leading venue with a majority of the votes cast is obtained. In the event of a tie, the EFCC President has a final (casting) vote.

- e) Responsibility of the Successful Applicant:** In order for the C-CC to be able to contribute to and assist with the organisation of the EUROMEDLAB, it will require an outline plan of the meeting three years in advance. Therefore, the selected host society should submit this outline plan to the C-CC within one year of having been confirmed as the host society.

## **5 Congress Organising Committee (COC)**

- a) Membership:** The host society will appoint a COC to be in charge of all aspects of the organisation of the EUROMEDLAB. It is recommended that a representative from industry is a full member of the COC. The COC should also establish a Congress Scientific Advisory Committee (CSAC), which will be responsible for suggesting topics and speakers for the scientific programme of the EUROMEDLAB. (See Section 6).

- b) Professional Conference Organiser :** The COC shall appoint a

Professional Conference Organiser (PCO) to be responsible for operational aspects of the EUROMEDLAB. The appointed PCO shall have a track record in the area of international medical conferences. IFCC can recommend a preferred PCO – in Europe. it is Emmezeta Congressi.

**c) Liaison with EFCC and the C-CC:** EFCC should establish an effective channel of communication with the COC. One member of the C-CC will be appointed to serve as a liaison to the COC and may participate in COC meetings at the expense of IFCC. The COC, EFCC and the C-CC shall actively communicate on a regular basis to share ideas for the effective organisation of the EUROMEDLAB.

**d) General Duties:** The COC will co-ordinate the scientific, professional, and social programme of the EUROMEDLAB, organise 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 normal media channels. The COC will enjoy the full collaboration and co-operation of the C-CC during this process. (See Section 7).

At least 3 years before the scheduled EUROMEDLAB an agreement between IFCC (President, Treasurer); EFCC (President), the organising society (Congress President) and the selected PCO has to be signed.

**e) Fees and Accommodation Charges:** The COC will endeavour to arrange the most reasonably priced accommodation charges for participants at the EUROMEDLAB. The registration fee will be fixed at a level, which will encourage registrants whilst according with the overall financial targets for the congress. These fees and charges will be discussed with EFCC and the C-CC liaison person before being finalised. Consideration should be given to reduce registration fees for young scientists to attract their participation.

**f) Budget:** The COC shall submit to the C-CC 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 11).

## **6 Congress Scientific Advisory Committee**

**a) Membership:** The COC should appoint a CSAC, comprised of members from Regional Societies of Clinical Chemistry and Laboratory Medicine and related bodies. Members of the CSAC should be eminent scientists with specialist expertise and/or detailed knowledge of the science and practice of clinical chemistry and laboratory medicine.

**b) Purpose:** The role of the CSAC is to ensure an excellent scientific

programme. The CSAC is encouraged to solicit a broad Regional input of suggestions for topics and speakers to be included in the scientific programme of the EUROMEDLAB. The CSAC may conduct its business largely by correspondence, although one meeting of the CSAC with the COC will be required to assist the COC to finalise programme content.

- c) Obligations:** Participation in the CSAC is at the expense of the societies that the individual members represent.

## **7 Contributions Made by IFCC to EUROMEDLABs**

- a) Promotion:** C-CC will assist with the promotion of the EUROMEDLAB using all means at its disposal, including the IFCC website, IFCC News, relevant IFCC meetings, mailings from the IFCC Office. C-CC will also encourage all IFCC 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 C-CC 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 C-CC, upon request
- d) Financial Assistance:** The IFCC may provide direct loans to the COC, if required, at the initial stages of the organisation of the EUROMEDLAB (See Section 11).
- e) Travel Fellowships.** The IFCC will make the provision to support the attendance and participation of young professionals at the Congress through the funding of travel fellowships.
- f) Scientific and Educational Programme:** Assistance in organising the themes and structure of the scientific programme of the EUROMEDLAB is available from the Divisions and committees of IFCC. Such a route may identify expertise in any topic. The IFCC and EFCC can also organise and provide up to 5 specific educational programmes that may target specific geographic or scientific audiences. Expenses of lecturers in EFCC and IFCC educational and scientific symposia will be covered by IFCC.
- Educational courses should be organised at the EUROMEDLAB to fulfil the needs of members. Assistance from IFCC and EFCC is available in the conduct and organisation of such courses.
- g) IFCC/EFCC Presence at the EUROMEDLAB:** The IFCC and EFCC will undertake to organise an Executive Board 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, a small number of IFCC functional units (Division Executive Committees, Committees or Working Groups) may ask to meet at the EUROMEDLAB – providing a further pool of expertise. Any IFCC presence at an EUROMEDLAB will be notified to the COC at least one year in advance of the EUROMEDLAB. Travel and accommodation expenses for IFCC officers and members of IFCC functional units will be paid by the IFCC under its standard arrangements.

- h) IFCC/EFCC Awards.** The IFCC and EFCC bestow prestigious awards to prominent clinical chemists, laboratorians and scientists at the time of the EUROMEDLAB. The awards and travel expenses of these individuals are covered by IFCC and EFCC. These distinguished scientists 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 or the EFCC Awards Committees/Executive Board.

## **8 Contribution Made by the COC to IFCC/EFCC**

- a) IFCC/EFCC Logos:** As an IFCC-sponsored event, the EUROMEDLAB should display the IFCC and EFCC 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 EFCC for any official meetings of IFCC/EFCC functional units that were notified in advance to the COC, according to Item 7g.
- c) Registration Fees:** The COC will waive registration fees for individuals attending any functional units of the IFCC and EFCC that were notified in advance to the COC, according to Item 7g.

## **9 General Conduct of EUROMEDLAB's**

- a) Attendance:** Registration at all EUROMEDLAB's will be open to all interested persons. The COC must agree to the principle of the free circulation of scientists, and must recognise that if they cannot or do not adhere to this principle the IFCC Executive Board may remove its support and sponsorship, including use of the IFCC logo.
- b) Speakers and Chairs:** The active participation of individuals from all member societies of the IFCC and EFCC is strongly encouraged.
- c) 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.

- d) Venue Layout:** Commercial exhibits and posters should be set up in an area convenient to the lecture halls to allow ready passage of registrants through the exhibition area. It is a great advantage to have the exhibition in space contiguous with that used for scientific sessions.

## **10 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 an invitation to participate in the trade exhibition. Corporate Members of the IFCC should be given preferential consideration for exhibit space and be invited three months prior to non-members. 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 included with the 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 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 20% discount from the exhibition fee.
- 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.
- d) Equipment Entry to the Country of the EUROMEDLAB:** Arrangements should be made for the duty-free entry and removal of equipment to be utilised solely for exhibition purposes at the EUROMEDLAB.
- e) Programme:** The scientific and social programme 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 erection and dismantling of exhibition stands in the venue of the EUROMEDLAB will be sent to the exhibitors at least three months before the meeting. The COC and/or the PCO should offer 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 to all exhibitors at least four weeks before the EUROMEDLAB.
- h) Insurance:** Arrangements must be made by the COC for insurance cover for public liability and for loss by fire, water damage and theft

of equipment and services in the exhibition. Exhibitors will be informed of the insurance cover available at least three months before the EUROMEDLAB.

- i) Exhibition Opening Time:** The exhibition will be opened at the same time as the scientific programme, and should not extend for more than 30 minutes after the end of the last session. It is recommended that time is generously allocated and evenly spaced throughout the meeting for the participants to visit the exhibition.
- j) Commercial 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.

## 11 Finance

- a) IFCC Licence Fee:** IFCC will licence the successful applicant Society(ies) to organise the EUROMEDLAB in accordance with these Guidelines. A licence fee will be paid to the IFCC and the licence fee must be included in the budget for the Congress. The licence fee will be levied as a percentage of the income of the Congress, which is derived from delegate registration fees, exhibition fees and commercial sponsorship. The following percentage fees will apply:
  - EUROMEDLAB 15%
- b) Accounting Procedures:** The EUROMEDLAB is primarily an educational event. However, the commercial exhibition and related activities that are run in association with the EUROMEDLAB shall, for financial purposes, be regarded as non-educational and, therefore, subject to taxation. In order to separate the educational and non-educational elements of the Congress IFCC requests that the delegate registration fees shall be paid directly into the IFCC bank account in Geneva. The IFCC will deduct the licence fee from this income and will use the balance to pay for the educational elements of the Congress, on the advice of the COC. Exhibition fees and commercial sponsorship shall be paid into a bank account designated solely for the Congress, which is operated by the Organising Society(ies)/COC. All costs associated with the commercial elements of the Congress shall be paid from this account. Delegate charges and costs related to the provision of accommodation and social events must be included in the final accounts of the Congress. These may either be processed directly through the designated Congress account or be subcontracted to an external agent.
- c) Preliminary Budget:** The COC should prepare and submit to the C-CC a preliminary budget for 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. It should demonstrate insurance or alternative arrangements taken to

prevent major financial loss in the event of sudden cancellation of the EUROMEDLAB.

- d) Final Budget:** The COC should prepare and submit to the C-CC a final line item budget for 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.
- e) IFCC Loan:** Any requests by the COC to the C-CC for a loan up to CHF 100.000.- from the IFCC will require prior submission of the preliminary budget. Any such loan must be repaid in full before the Congress takes place and be included in the final accounts.
- f) Final Accounts:** Within six months of the close of the EUROMEDLAB, the COC shall submit to the C-CC and the IFCC Treasurer, as part of the final report, a complete audited set of accounts from the congress. (See Item 12b).
- g) Congress Surplus:** After payment of all expenses the financial surplus from the Congress shall be retained by the Organising Society(ies).
- h) Liability of the IFCC:** In exceptional circumstances the expenses of running the EUROMEDLAB (including the IFCC licence fee) 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 IFCC may undertake to be liable for a sum not exceeding 50% of any such deficit.

## **12 Progress and Final Reports**

- a) Progress Reports:** The COC will prepare and submit written progress reports to the C-CC every six months. 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 not more than six months after the finish of the EUROMEDLAB. This should include detailed statistics, including final 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 or for host societies that may be involved in the organisation of future EUROMEDLAB's.



Appendix A

**APPLICATION TO HOST EUROPEAN CONGRESS OF CLINICAL CHEMISTRY  
AND LABORATORY MEDICINE (EUROMEDLAB)**

IFCC/EFCC MEMBER SOCIETY (OR SOCIETIES)

\_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Telephone: \_\_\_\_\_

Telefax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**GENERAL INFORMATION:**

Proposed Date \_\_\_\_\_

Location (City) \_\_\_\_\_

Location (Facility) \_\_\_\_\_

Date(s) and location(s) or other related national or regional meetings in the same country or region within one year of the proposed EUROMEDLAB date:

\_\_\_\_\_

\_\_\_\_\_

<sup>1</sup>The purpose of this questionnaire is to provide guidance for candidates and to facilitate the task of selecting the final site. Although this form can be used directly, it may be more convenient for the Applicant to submit a document following this format. All information requested here must be included in such an application; any additional relevant information may also be included.

**ATTENDANCE PROJECTIONS:**

Expected national attendance (number) \_\_\_\_\_

Expected regional attendance (number) \_\_\_\_\_

Expected total attendance (number) \_\_\_\_\_

Will an IFCC/EFCC member Society National Meeting (and/or Regional Meeting) be held concurrently with the EUROMEDLAB ? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes", indicate meeting name \_\_\_\_\_

If " Yes", indicate attendance at the most recent meeting (number) \_\_\_\_\_

If "Yes", indicate registration fee for most recent meeting (local currency/CHF)  
\_\_\_\_\_

Anticipated fee for full IFCC/EFCC scientific registration (local currency/CHF)  
\_\_\_\_\_/\_\_\_\_\_

Pre- or post-Congress-satellite Congress planned. Subjects, organisers, and location.

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**DESCRIPTION OF CONGRESS FACILITIES:**

Distance from major accommodation centers \_\_\_\_\_(km).

Distance from city center \_\_\_\_\_ from nearest airport \_\_\_\_\_(km).

Number and seating capacity of lecture halls:

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Facilities for working groups and workshops:

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Area (m<sup>2</sup>.) and facilities for poster exhibition:

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Area (m<sup>2</sup>.) and facilities for commercial exhibition

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Are the exhibition and scientific areas in the same building? \_\_\_\_\_Yes \_\_\_\_\_No

If "No", give distance between scientific activities and exhibition \_\_\_\_\_

Air conditioning available in lecture halls? \_\_\_\_\_Yes \_\_\_\_\_No

In exhibition area? \_\_\_\_\_Yes \_\_\_\_\_No

In poster presentation area? \_\_\_\_\_Yes \_\_\_\_\_No

Facilities for catering, restaurants (seating capacity), fast food availability, etc.:

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Indicate other facilities:

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Please include a layout of the proposed Congress facilities with this application.

Insurance will be obtained to cover catastrophic events \_\_\_\_\_Yes \_\_\_\_\_No

### **ACCOMMODATIONS:**

Supply a table of suggested accommodations according to this format-.

Hotel Name	Category	No. of Beds	Distance From (km)	Rate (CHFr)	
				Single	Double

Are low cost accommodations available (i.e., youth hostels, student dormitories)? If so, describe them, approximate costs, and capacity:

**ADDITIONAL INFORMATION:**

Give key geographic and cultural features for anticipated social program and pre- and post-Congress tours:

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Normal climatic conditions:

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Is free access of scientists guaranteed? \_\_\_\_\_Yes \_\_\_\_\_No

**FINANCE:**

The applicant must agree to the payment of the IFCC licence fee, which is levied at a rate of 15% of the total income derived from delegate registration fees, exhibition fees and commercial sponsorship. The applicant must also agree to the accounting procedures outlined in item 11.b of The Guidelines. After payment of all expenses the financial surplus from The Congress shall be retained by The Organising Society(ies).

**SIGNATURES OF ACCEPTANCE:**

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President, IFCC Member Society Date

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Contact Person for Application Date

**Please return this form to EFCC c/o the IFCC Office ([ifcc@ifcc.org](mailto:ifcc@ifcc.org)) by the deadline stated in the covering letter. Please do NOT include any supporting information, brochures, CDs, DVDs etc. Any material to support the application must be separately distributed directly to national representatives by the national society wishing to host the meeting. The IFCC office will not distribute such material.**

## Appendix B

### EVALUATION OF APPLICATIONS

The following weighting scale is suggested for evaluating applications:

#### **Points    Zero Score**

##### **I. Participation:**

- |   |   |                |
|---|---|----------------|
| 1. National Society(ies) support                                      | 5 | No letter(s)   |
| 2. Potential for participation in a region 'new' to EUROMEDLAB        | 7 | Replicate site |
| 3. Potential for regional participation in Satellite meetings planned | 5 | None planned   |
| 4. Host society involvement in IFCC                                   | 2 | No involvement |

##### **II. Facility:**

- |   |   |                          |
|---|---|--------------------------|
| 5. Facility will accommodate anticipated audience       | 6 | Too small                |
| 6. Suitability of facility for lectures and posters     | 7 | Too small                |
| 7. Suitability of facility for IFCC activities          | 3 | No space                 |
| 8. Suitability of facility for commercial exhibition    | 7 | Too small/<br>Unsuitable |
| 9. Ready access by international exhibitors & delegates | 3 | No access                |

##### **III. Accommodations:**

- |   |   |              |
|---|---|--------------|
| 10. Hotel facilities and cost           | 5 | 50%>last mtg |
| 11. Convenient transportation available | 3 | No transport |
| 12. Cultural aspects of venue           | 5 | None         |

##### **V. Financial:**

- |  |   |                                     |
|--|---|-------------------------------------|
| 13. Anticipated registration fee (lower is better) | 4 | 50%>last mtg                        |
| 14. Anticipated revenue to IFCC (higher is better) | 6 | 50%<last mtg<br>No plan<br>attached |

##### **VI. Other:**

- |   |   |                       |
|---|---|-----------------------|
| 15. Other facilities and infrastructure | 7 | Serious<br>deficiency |
| 16. Site is open to all scientists      |   | Required              |

**Total points**

**75**