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GUIDELINES on ORGANISATION of EuSEM CONGRESSES

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PROPOSAL

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1.1 TYPES OF ANNUAL CONGRESSES

1.1.1 ECEM = European Congress of Emergency Medicine:

biannual scientific conference organised in even years, in a different European country, jointly by EuSEM and the National Society of EM or under the auspices of the National Society of EM.

1.1.2 MEMC = Mediterranean Emergency Medicine Congress:

biannual scientific conference organised in odd years, in a Mediterranean country, jointly by EuS EM and AAEM.

1.1.3 Seminars or Educational Courses

Scientific meetings organised as stand alone meetings or during major conferences (see separate guidelines).

1.2 MISSION STATEMENT OF EUSEM CONFERENCES

Promote the science and practice of Emergency Medicine in Europe with lectures, symposia, workshops, seminars and presentation of scientific work in accordance with the goals of EuSEM.

1.3 APPLICATION/PROPOSAL TO HOLD FUTURE CONFERENCES

1.3.1 Calendar of Countries Organising EuSEM Conferences

9/1998: Italy - San Martino - 1st ECEM

1.5 CONGRESS COMMITTEES

The following Committees are suggested but are not obligatory.

For the Committees to be functional, it is advised that there should have the lowest possible number of members with specific commitments assigned to them.

1.5.1 Congress Executive Committee (CEC)

Chairpersons: the President of EuSEM and the President of the congress should chair CEC.

Members: Equal numbers of EuSEM and non EuSEM members (usually four or five). The EuSEM members should be elected by the Council on the basis of experience in organisation of international meetings and/or previous EuSEM conferences. Their term of office should be 3 years, with possibility of re-election for another 3 years.

The CEC should be involved with:

the approval of the educational and scientific programme and speakers proposed by PPC
the endorsement of the congress by other Societies or Organisations
obtaining CME points
decisions on critical issues.

The CEC should meet at least two years in advance of the forthcoming congress to discuss the proposed by LOC main topics and structure of the meeting.

1.5.2 Local Organising Committee (LOC)

LOC should be involved with all organisational issues.
It should include at least three national EuSEM members.

1.5.3 Programme Planning Committee PPC)

The PPC is responsible for the educational & scientific programme of the conference.
The PPC should meet at least two years in advance of the forthcoming congress usually during the preceding congress.

1.5.4 Scientific Papers Committees (SPC)

The SCIENTIFIC PAPERS SELECTION COMMITTEE is responsible for the selection of submitted ABSTRACTS.

The submitted abstracts should be evaluated by 3 assessors each according to grades (1-10). The ones getting the best grades will be presented as ORAL presentations, unless it has been required by the authors to be presented as POSTERS.

The SCIENTIFIC AWARD COMMITTEE (consisting of 3 members) will select the two or three best ORAL and POSTER PRESENTATIONS to get awards during the closing ceremony.

1.6 ECEM EDUCATIONAL & SCIENTIFIC PROGRAMME

The EDUCATIONAL & SCIENTIFIC programme of the ECEM is proposed by the Programme Planning Committee and presented for approval at least one year in advance to the Council and made known to the Annual General Meeting of the same year.

1.6.1 ECEM: Structure of Educational Programme

All sessions should not last more than 90 min, followed by a break. Optimally each session will include 3 X 25 min lectures and 15 min discussion or 4 X 20 min lectures and 10 min discussion.

Enough time should be allocated for Coffee and Lunch breaks to give time to participants to visit the exhibition.

The Educational Programme of ECEM should consist of plenary and parallel sessions with highlights and novelties such as the following.

I. HERMAN DELOOZ Lecture & Honorary Membership Awards

Named lecture given on Friday at the second morning session by an invited lecturer with outstanding contributions and commitment to Emergency Medicine. A EuSEM member proposed by the council will give the citation of the speaker.

The named lecture will be followed by presentation of Honorary Membership Awards to EuSEM members according to EuSEM statutes.

II. State of the Art Sessions (SAS)

Will inform the audience about the "real state-of-the-art" of a given subject by experts in each topic.

III. Sessions in Joint Sponsorship (JSS)

Will be organised jointly with European Societies with common interests and ground.

IV. "EuSEM meets ..."

Will offer the opportunity to the host and invited national societies to present their emergency community and selected topics specific to their country.

V. *Challenges for European EM (CEEM)*

Will present challenging professional, educational, and research issues.

VI. *New Horizons sessions (NHS)*

Will introduce an overview of the new developments in a specific area of practice.

VII. *Special Focus Sessions (SFS)*

Will offer comprehensive coverage of a singular topic that is of particular interest to a limited audience.

VIII. *Interactive Teaching Sessions (ITS)*

Will focus on enhancing the interaction between participants and instructors on a given topic, and the option of self assessment by use of an electronic voting system [45 min duration (35 min + 10 min discussion)].

IX. *Refresher Courses (RC)*

Will cover most aspects of the modern practice of Emergency Medicine. [45 min duration (35 min + 10 min discussion) 8.30-9.15 each day in parallel sessions].

X. *Case Discussion Luncheons with the experts (CDL)*

Will present in small learner-centered groups, problem-oriented discussions of clinical cases with faculty facilitators to promote analysis and critical problem solving [60 min duration conducted mid-day with lunch].

XI. *Hands-On Workshops (HW)*

Will demonstrate new and current techniques in half-day participatory sessions with expert instructors during the congress but subject to separate fees.

XII. *Training Courses (TC)*

On the Wednesday before the congress full day applied sessions on supporting technical and professional developments in Emergency Medicine and allied disciplines will be offered subject to separate fees.

XIII. *Industry Sponsored Symposia (ISS)*

The industry will be invited to hold Symposia on topics approved by the Programme Planning Committee.

1.6.2 ECEM: Structure of Scientific Programme

Emphasis should be given to the Scientific Programme by enhancing *Oral and Poster presentations*, the principal means of scientific exchange within the Society. Young as well as experienced researchers should be invited to submit their papers and have in-depth discussions of their scientific work with a pleiad of European experts and investigators.

The final number of Oral and Poster Presentations will be decided by the SPC.

The selected Abstracts will be presented as:

XIV. *Scientific PAPER sessions (SPS)*

ORAL presentations will be presented each for 7-8 min followed by 2-3 min discussion in thematic sessions.

XV. *POSTER presentations (PS)*

The POSTERS will be displaced for one whole day [8:30 – 18:00] Thursday to Saturday in thematic sessions in the Poster area.

The POSTERS of RESEARCH FORUM III will be displaced all three days [Thursday to Saturday 8:30 – 18:00].

XVI. *RESEARCH FORUMS*

The best Free Oral and Poster Papers will be presented in two special *Research Forums (RF I & RF II)* on Sunday and the first two will be awarded special prizes.

Every effort should be made to ensure that EJEM publishes the 50 best abstracts of EuSEM Congresses.

1.7 INVITED FACULTY

Invited faculty will be required to give more than one lecture, participate in discussions and chair sessions.

The number of invited faculty supported by the congress should be restricted to a maximum number decided and approved by the Council.

The expenses covered for the invited speakers should be:

- three to four nights single room hotel accommodation

- economy APEX class air tickets up to a maximum decided level
- registration fees
- social events.

No honorarium should be paid to invited speakers.

1.8 CONGRESS SECRETARIAT

The LOC is responsible to choose the Congress Secretariat following an advertisement and call for applications.

The application for the Congress Secretariat should include a budget proposal on specific topics to be forwarded for final approval by the congress EuSEM ECs.

1.8.1 Announcement – Promotion of the Congress

The congress should be advertised in relevant scientific journals and international websites.

Congress leaflets should be included in the congress bags of National Societies Emergency Medicine congresses 2yrs in advance and also of those congresses which EuSEM sponsors (e.g. APICE in Trieste by JLV Gullo and International Symposium on Intensive Care and Emergency Medicine in Brussels by Jean L Vincent.)

There must be possibility for the organisation of a congress booth together with EuSEM in other congresses (e.g. MEMC, BAEM).

1.8.2 Printed Material

First announcement & call for abstracts to be circulated at least 18 months before the congress.

Preliminary programme to be circulated at least 4-6 months before the congress.

Final programme & Book or CD of Abstracts to be circulated at the congress.

1.8.3 Sponsors & Exhibitors

It is up to LOC and Secretariat to contact possible sponsors and exhibitors.

1.9 FINANCES

EuSEM expects all future congresses to contribute a significant income to the Society to further its activities and goals.

For this purpose, the LOC should make every effort to cut down all unnecessary expenses.

1.9.1 Congress Budget

A provisional congress or meeting budget (detailed list of income and expenses, should be presented at least 1 year in advance to the EuSEM Council for approval. The LOC should ask for at least three offers from Congress Organising Companies.

In the accompanying **ANEX I** are listed the specific items of the financial offers for meaningful comparisons. The budget should include calculations according to the expected number and type of participants.

The audited final budget will be submitted to the Council at the end of the financial year of the meeting.

1.9.2 Financial arrangements

Profit or loss from EuSEM meetings should be split 50:50% between EuSEM and the National Society or the local organisers (whoever applies).

A returnable deposit of 5.000 Euros may be provided on request to the EuSEM treasurer subject to approval by the EC.

The congress will cover the COUNCIL DINNER for Council members and selected guests on the Wednesday evening preceding the congress.

1.9.3 Contract

A standard contract should be drawn between EuSEM and local organisers.

1.9.4 VAT exemption from the local Customs and Excise office

The Congress Secretariat will be responsible to get VAT exemption from the local Customs and Excise office according to the country regulations.

1.9.5 Registration Fees

Registration Fees will be decided by LOC, subject to approval by the EuSEM Council.

1.9.6 Industry Sponsored Satellite Symposia

The LOC together with the EC will decide on Symposia sponsored by the Industry on topics approved by the PPC.

1.10 SOCIAL EVENTS

1.10.1 Wednesday evening:

COUNCIL DINNER together with the LOC and selected guests.

1.10.2 Thursday evening:

WELCOME CEREMONY followed by WELCOME COCKTAIL or RECEPTION free to all participants.

1.10.3 Friday evening:

FACULTY DINNER and other event optional for the participants.

1.10.4 Saturday evening:

GALA – FAREWELL DINNER or Conference banquet optional for the participants.

1.11 ANEX I: CONGRESS BUDGET EVALUATION

Consult accompanying file: **GUIDELINES-organisation-EUSEM Congresses-2007 - Budget Evaluation**

1.12 ANEX II: SUGGESTED CONGRESS DAILY PROGRAMME AT A GLANCE

Consult accompanying file: **GUIDELINES-organisation-EUSEM Congresses-2007 - At a glance**