



CRITERIA FOR SELECTION OF SITE FOR WORLD CONGRESS

Approved 1990, Amended 1997, Amended 2002

1. The proposal for the 2015 World Congress shall include a preliminary budget, an estimate of delegate numbers and geographic distribution, and a description of the meeting facilities. The proposal shall include a list of meetings, similar in size to the World Congress, together with names of the organisers that have used the facilities in the previous 2 years. The site must be accessible by air at reasonable prices during the proposed time period of the Congress.
2. The Organising Committee shall endeavour to observe the tenets of the International Council for Science on the free movement of scientists and to arrange the granting of visas to BONA FIDE scientists who wish to participate.
3. We expect the host country to be ready to accept delegates from all the IFMBE and IOMP affiliate nations.
4. Applicants shall be prepared to post their approved completed application material, including a summary questionnaire, on the web no later than 2 months prior to the beginning date of the 2009 World Congress.
5. English is the official language of the World Congress. Host organisations must be capable of producing the necessary advertising and materials for the World Congress in this language, and have staff able to respond to correspondence in this language.
6. On site staff must be able to provide services in English, and it is helpful if they can provide some services in other languages of the affiliates.
7. The IUPESM expects that the host organisations have the commitment of other national organisations in its region, not just those residents at the proposed site. It expects a reasonable involvement on the part of the host affiliate societies. We prefer an intimate meeting of the family of the Union rather than an impersonal convention even if commercial planners are employed.
8. The meeting should contain invited and peer-reviewed accepted papers in parallel sessions; symposia; workshops; plenary sessions; scientific and commercial exhibits; social functions and a Companions' Programme.
9. A Plenary Session should be provided for the awarding of prizes of the IUPESM, IFMBE and IOMP and Award addressees.
10. A Special Session should be provided for the IUPESM Young Investigator's Symposium (presenting papers and posters).
11. General Assemblies and Council Meetings: The programme must provide for a clear time period for General Assemblies and Council Meetings of the IFMBE, IOMP and the IUPESM.
 - a. **General Assembly.** The General Assemblies shall be scheduled to minimize conflict with scientific sessions. Meeting rooms to accommodate at least 250 attendees shall be provided for the General Assemblies of the IFMBE and IOMP and 350 for the IUPESM General Assembly meeting. The General Assemblies of the IFMBE and IOMP shall be scheduled to run simultaneously for approximately 90 minutes. The IUPESM General Assembly shall be scheduled to follow the IFMBE and IOMP Assemblies following a short break and shall be scheduled for approximately 90 minutes.



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- b. **Councils.** Each organization has two Council meetings during the World Congress. Rooms for the Council meetings shall be of sufficient size to accommodate at least 30 participants for IFMBE and 70 participants for IOMP. Rooms shall have seating around a U-shaped table arrangement and shall be equipped with an overhead projector. The first series of Council meetings usually takes place just prior to the beginning of the Congress and the second meeting of each organization on the last day of the Congress. Specific arrangements for the times of Council meetings shall be coordinated well ahead of time with the Secretary General of each organization.
12. Opening Ceremonies: The Presidents of IUPESM, IFMBE and IOMP shall be invited to address the opening ceremonies.
 13. Provisions must be made for general services to the delegates, e.g. money exchange, travel agent, message centre, facsimile, photocopy, e-mail, telephone etc.
 14. Accommodation should be available in medium and lower priced hotels and in dormitory style for the attendees. This should be reasonably close to the meeting facility.
 15. The Organising Committee shall provide free registrations and accommodation to the IUPESM Merit Award winners.
 16. The Organising Committee shall provide free accommodations for the Presidents and the Secretary Generals of the IUPESM, the IFMBE and the IOMP as well as the IUPESM Secretary for the entire course of the meeting (usually from the complimentary rooms provided by the hotels). This commitment should encompass $5 \times 7 = 35$ room nights to support the responsibilities of these officials.
 17. Equipped office space shall be provided for the IUPESM and its affiliates IFMBE and IOMP, and access to word processing computer, e-mail, telephone, facsimile and photocopying services to support their meetings.
 18. Adequate meeting space in close proximity to the Congress venue shall be provided for the meetings of the IUPESM and its affiliates (Board Rooms).
 19. A booth shall be provided free of charge to the IUPESM for display of materials of the IUPESM, IOMP and IFMBE. The size of the booth shall be no less than 200 sq. ft (20x10).
 20. A meeting room to accommodate at least 100 attendees shall be provided for the presentation of applications to host the World Congress (six years later). This session must precede the IFMBE General Assembly and the IOMP Council Meeting. The time for the meeting shall be arranged in co-ordination with the IUPESM Congress Co-ordinating Committee.
 21. World Congress policy requires a return of US\$50,000 for division between IFMBE and IOMP to reimburse these Organisations for expenses related to the execution of the Congress (e.g. advertising, corporate sponsor recruitment, interest on seed money and Congress promotion worldwide). In addition, the IFMBE and IOMP shall share equally between them one-third of profits after all accounts have been paid. The proposed budget must include provision for the US\$50,000 IFMBE/IOMP expense disbursement. The proposal must address how the payment of this US\$50,000 shall be ensured. If a deficit is incurred at the Congress, the IFMBE, IOMP and the IUPESM accept no financial responsibility.
 22. The Organising Committee shall provide a reduced (non-profit) registration fee to the Honorary Life Members of the IFMBE and the IOMP.



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23. The Congress Organising Committee shall repay all loans advanced by IFMBE and IOMP no later than 3 months after completion of the Congress.
24. The official journals of IFMBE and IOMP may negotiate through the IUPESM Congress Co-ordinating Committee for first choice on publication of the full papers of the Congress.
25. A Digest of Papers must be published and carry an ISBN number. The format, as outlined by the IUPESM Congress Coordinating Committee shall be used. The cover design shall carry the logo and name of the three sponsoring organisations: IUPESM, IFMBE and IOMP.
26. Within 18 months of the completion of the Congress, the Congress Organising Committee shall submit a completed World Congress Report Form to the CCC. This must include an Audited Financial Report, which must be reviewed and approved by the CCC before any monies are distributed.

THE WORLD CONGRESS APPLICATION FORM MUST BE COMPLETED AND ACCOMPANIED BY THE SIGNED STATEMENT OF INTENT OF THE ORGANISING COMMITTEE.