

**IFOMT CONFERENCE HOSTING**  
**TERMS OF REFERENCE FOR HOSTS OF IFOMT WORLD CONFERENCES**

**Adopted at General Meeting, 11 June 2008**

**1. General:**

- 1.1 It is an IFOMT conference and this should be evident in all communication and advertising.
- 1.2 The organising committee should have a contact person who reports to the IFOMT Vice President.
- 1.3 IFOMT will take a 50% share of all profits from the congress and pre and post conference courses. If the congress runs at a loss or breaks even IFOMT does not get any payment.<sup>1</sup>
- 1.4 The Host organisation must clearly understand that it carries the liability for underwriting the cost of the conference.
- 1.5 The conference should be opened by the President of IFOMT in conjunction with a representative from the hosting organization and if appropriate a local dignitary.
- 1.6 The conference should be closed by the newly elected President of IFOMT.
- 1.7 Recommend that to ensure financial viability of IFOMT congresses, that the host country has appropriate forward communication with the MOs in their region as to the timing of the congress. This risk management is to be outlined in their bid.
- 1.8 It would be appreciated, if the budget allows, for the host MO to consider inviting the immediate past president to the next conference, covering conference registration fees. Accommodation and travel are their own responsibility.
- 1.9 Notice of intention to bid is to be submitted to the Executive 6 months prior to the General Meeting, with a provisional program/theme for the conference.

**2. Budget**

***2.1 The Conference budget should include payment of:***

- Traveling expenses, economy class, for the IFOMT Executive committee.
- Hotel accommodation, at or near the congress venue, for the executive for the duration of the congress.
- Executive - fee registration for the conference and social events such as conference banquet, etc.
- Facilities for the IFOMT General Meeting, Presidents Open Forum and the informal Member Organisation meeting.
- Fee registration and Congress banquet for one representative from WCPT.
- Secretariat expenses including access to conference, accommodation and congress dinner.
- The provisional budget is to be submitted to Executive for approval 3 months prior to the

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<sup>1</sup>Note: Constitution Article VI, Section 3 states: "50% of all profits from clinical and or scientific sessions or 5% of total registration fees, whichever is greater, shall accrue to the Federation. The constitution overrides any Terms of Reference"

bid being presented at the GM, including appropriate levels of sponsorship.

- The host country is to consider reduced fees for the Standards Committee, except the chair who should be fully funded.
- Final accounts shall be provided within 3 months, with funds transferred as soon as possible to a maximum of 4 months of the closing of the conference.

Note: The Executive Committee expenses are before the profit split. Other Secretariat expenses (e.g. airfare) are paid by the IFOMT account.

### **3. Pre- and post-congress courses:**

- 3.1 The host MO must run pre and post conference courses.
- 3.2 The organising committee sets the fee for pre and post conference courses.
- 3.3 The host MO should set the appropriate fee for the course presenters.
- 3.4 When negotiating the course presenter's fees and benefits, the MO should take into consideration that the host MO is providing both a captive market and administration support for the courses.

### **4. Conference programme:**

- The host MO must provide a position in the plenary session for the winner of the David Lamb Memorial if this has been awarded.

### **5. Meetings at the conference:**

- 5.1 Within the time schedule for the conference there has to be time and provision of facilities for the following meetings:
  - The General Meeting, which is usually scheduled for the Wednesday afternoon. This meeting will need three hours allocation.
  - Member Organisation meeting, which may be scheduled for early evening, the first day of the conference. This will need three hours allocation.
  - President's Forum, which may be scheduled for early evening, the second day of the conference. This will need 1.5- 2 hours allocation. Conference bids are to be presented at this forum, and should be 12-15 minutes in length each.
  - Meeting of the outgoing and the incoming executive committees on the Friday afternoon, immediately following the conference.

#### **Teachers Meeting:**

- The host committee is to liaise with the Secretariat to organize a suitable venue for the teachers meeting held pre /post or during the conference. This may include liaison with regard to catering, AV facilities, photocopying, etc.
- The timing of the teachers meeting will be decided between the Executive and the organizing committee.

- IFOMT will make a minimum contribution of \$500.00 to this meeting, with the host to provide the venue with no other responsibilities. This is to be a non profit making meeting, organized by IFOMT Executive. The remainder of the cost will be covered by the delegates attending, to meet catering and audiovisual requirements.

**Executive Meeting Pre Conference:**

The host committee is to liaise with the Secretariat in finding a suitable venue and accommodation for the pre conference Executive meeting held over 2 or 3 days, taking into account budgetary limitations e.g. 3 star or similar accommodation.

**6. Reporting duties and timetabling:**

The host country will be responsible for sending the following information to the IFOMT Vice President (cc to Secretariat) who will disseminate information to the executive committee.

6.1 Prior to conference bid:

- Venue and date of conference confirmed
- Conference accommodation booked preliminarily
- Risk management as outlined in 1.7
- Submission of bid to IFOMT executive 6 months prior to the conference

6.2 Within *the 1<sup>st</sup> year* after the last GM

- List of members on the organising committee with their respective job description
- List of pre and post-congress courses
- List of keynote speakers + topics (Note must reflect international community)
- List of proposed exhibitors and sponsors
- Outline of marketing strategy
- Preliminary budget with *proposition of congress fees for participants*
- Copy of minutes of all meetings

6.3 Within the second year

- An update on speakers and courses
- Revised budget
- Copy of minutes of all meetings
- Update on sponsors and exhibitors
- Progressive report on marketing strategy

6.4 Within the 3<sup>rd</sup> year (18 months before conference)

- Final budget for approval (note: The IFOMT executive has to approve the final budget including proposed conference fees, before it is announced.
- Final list of speakers and courses
- Copy of all minutes of meetings
- Update on sponsors and exhibitors
- Update on marketing strategy

