

# ***GUIDELINES FOR THE ORGANIZATION OF WORLD CONGRESSES AND CRITERIA FOR THE SELECTION OF CONGRESS VENUES***

International Federation of Endodontic Associations  
(IFEA)

- A policy document adopted by the IFEA Board of Directors on 30<sup>th</sup> March 2000

## **INTRODUCTION**

### **PURPOSE**

The purpose of this policy document is to provide the member countries of IFEA with guidelines for organization of IFEA Endodontic World Congresses and to provide criteria for the selection of future venues for these Congresses.

### **BACKGROUND**

IFEA is the only world association of endodontic societies and it was established in 1986. Since then, the number of members has grown and in 2000 IFEA had 22 member countries. Some of IFEA's main goals are to encourage and promote endodontic education, to elevate the technical and scientific standards of endodontic research, practice and teaching to their highest levels, and to disseminate knowledge throughout the world in order to improve the oral health of mankind. IFEA also seeks to cultivate and foster international relations and knowledge in the field of endodontics. International General Assembly Meetings are conducted annually either during the annual scientific meetings of the American Association of Endodontists or during the IFEA Endodontic World Congresses which are held every three years. One voting delegate represents each member country at the Annual International General Assembly Meetings and every three years these Meetings elect an Executive Committee and a Board of Regent Directors who represent each continent.

Since 1989, World Congresses have been conducted every three years. The inaugural World Congress was held in Mexico City in 1989 and that was followed by Paris in 1992, Rome in 1995, and Jerusalem in 1998. The next World Congress is scheduled to be held in Madrid, Spain in 2001 and then Brisbane, Australia will host the following World Congress in 2004.

## **IFEA WORLD ENDODONTIC CONGRESSES**

### **AIMS**

The main aims of the IFEA World Congresses are to:

- promote the standard of endodontics throughout the world
- provide a forum for the dissemination of endodontic knowledge and related topics
- provide a forum for the discussion of diverse matters relevant to endodontics, and
- promote fellowship amongst members of the dental and endodontic profession.

### **DURATION OF THE WORLD CONGRESSES**

The recommended length of a World Congress is three days but this may vary from congress to congress. In addition, there has traditionally been an extra one-day Pre-Congress Meeting, centered around a special theme.

### **ATTENDANCE**

In order to make each Congress a truly international event, in the interests of furthering endodontic education throughout the entire world, and in order to achieve all of the above aims of the World Congresses, any qualified dentist will be eligible to attend the Pre-Congress Courses and the World Congresses. Attendance should not be limited to any particular group (that is, not restricted to endodontists, members of national endodontic societies or to IFEA member countries) as this is contrary to IFEA's aims for these Congresses.

The Pre-Congress Course will be optional but ALL participants attending the Pre-Congress Course must also be paid registrants for the main Congress. Although registration fees will be itemized separately, this requirement must be enforced to avoid people attending only the Pre-Congress Course.

### **LANGUAGE**

The official language of all IFEA World Congresses is English.

Simultaneous translation to other languages may be provided if so decided by the local society's organizing committee, depending on the demands of participants, the availability and the costs.

### **SCIENTIFIC PROGRAMME**

A one-day Pre-Congress continuing education course is recommended with two or three world-renowned lecturers speaking about a contemporary, attractive and topical subject(s). The course will normally consist of a series of lectures with time for questions and discussion after each session.

It is recommended that the main Congress should have one or more general scientific theme(s) for the invited lecturers to follow. The Congress scientific program should include all or most of the following modes of presentation:

- 1) Invited Speakers
- 2) Country Representative Speakers
- 3) Panel Discussions
- 4) Free Lectures
- 5) Oral Research Presentations
- 6) Research Posters
- 7) Clinical Case Presentations

- 1) *Invited Speakers* - The local society's Congress Scientific Committee will invite these keynote speakers who should be world-recognized experts in their field. Typically, they should present one or more 60 minute lecture(s) with 50 minutes for their presentation and 10 minutes for questions and discussion. These keynote lectures will form an important part of the backbone of the scientific program. The Scientific Committee should give preference to speakers from country member societies of IFEA and their presentations will generally be unopposed. These keynote speakers will be contracted to the Congress.
- 2) *Country Representative Speakers* - Each national endodontic society that is a country member of IFEA will be asked by the Congress Scientific Committee to nominate one "Country Representative Speaker" for these special presentations, which will normally be of 45 minutes duration (40 minutes for their presentation plus 5 minutes for questions and discussion). Each country representative speaker will be asked to provide the Scientific Committee with two lecture topics and a 100-word abstract of each from which the Scientific Committee will select one topic that best suits the Congress. These lecturers and their presentations will receive special recognition in the Congress program book to emphasize their country representation.
- 3) *Panel Discussions* - This mode of presentation is highly recommended since it can efficiently deal with controversial issues and can include interactive participation of the audience. The panelists and the moderator should be well versed in the topic under discussion and the Scientific Committee will encourage the inclusion of the Invited Speakers (from both the Pre-Congress Course and the Congress).
- 4) *Free Lectures* - All registrants at the Congress will be invited to submit a topic and abstract for a "Free Lecture" which will be an oral presentation given by no more than two lecturers on topics related to endodontics. The presenter(s) will be allowed a total time of 30 minutes, with 25 minutes for the presentation and 5 minutes for questions/discussion.
- 5) *Oral Research Presentations* - An "Oral Research Presentation" should be a report of a scientific or clinical investigation. Each speaker will be allowed a total time of 15 minutes, with 10 minutes for the formal presentation and 5 minutes for questions and discussion.
- 6) *Research Posters* - A "Research Poster" presentation should be a report of a clinical or scientific investigation that is displayed on a poster board. The poster must clearly explain the methodology and results of the research project and the material presented must be visible from a distance of at least one metre. At least one of the presenters should be available during the entire poster session to discuss the project with interested readers. All posters must be written in English. The author or co-author must speak English or otherwise bi-lingual paper handouts with English should be available for participants. Models and projected slides may not be used.
- 7) *Clinical Case Presentations* - A clinical case presentation should be a demonstration of one or more endodontic cases that are of interest to clinicians due to their complexity of treatment, application of advanced therapeutic techniques or diagnoses. Cases of didactic value or those describing clinical hints or time-saving procedures may also be presented. The speaker will be allowed a total time of 10 minutes, with 7 minutes for the presentation and 3 minutes for questions and discussion. The case presentation must be given in English and by no more than two presenters.

Announcements calling for submissions of topics and abstracts for *Free Lectures*, *Oral Research Presentations*, *Research Posters*, and *Clinical Cases Presentations* should be included in the Congress advertising brochures with a deadline date for submissions. The Scientific Committee will then review the submitted abstracts and select those presentations that will be suitable for the Congress. The submission of an abstract will not necessarily imply that it will be accepted for presentation at the Congress and the number of these types of presentations given will depend on the availability of time during the Congress and appropriate rooms at the venue. These decisions will be at the absolute discretion of the Scientific Committee and the local Organising Committee.

## **PRESENTATION PRIZES**

A special committee appointed for the Congress will evaluate the *Oral Research Presentations*, *Research Posters* and *Clinical Case Presentations* in order to select the best presentation in each category. Winners of each category will receive a special certificate and possibly a prize, although a prize may not necessarily be awarded in every category at every Congress.

## **EXHIBITION**

A commercial exhibition of dental supply companies and other relevant organizations should be organized within the framework of the Congress. These exhibits should complement and enrich the scientific program and reflect its wide scope.

## **FACILITIES**

The Congress should take place in a safe, stable and non-threatening environment.

The Host City should be conveniently located near an international airport and it should be easily accessible by internal air, bus and rail transport.

It is expected that all Congress facilities will be of world class. The conference venue should have a lecture hall that can accommodate up to 1000 seated participants in one plenary session for the unopposed Invited Speakers' lectures, the opening ceremony, and other major lectures or events. The venue must also be able to accommodate these numbers in a variety of configurations as deemed necessary by the Organizing Committee for the other modes of presentations which will be conducted as concurrent sessions. A suitable large area should be available for the commercial exhibition.

The conference facility should have the capacity to cater for all of the needs of the registrants during the Congress. The conference facility should be easily accessible from a variety of accommodation types, ranging from "budget" to "five-star" level. These hotels should be large enough to accommodate the anticipated number of registrants and their accompanying persons.

## **AUDIO-VISUAL FACILITIES**

The conference venue should be capable of using the most modern audio-visual equipment. The local Organizing Committee should arrange the audio-visual facilities through an experienced professional company which may be attached to the conference venue or it may be another group that has been sub-contracted for this work, in which case the sub-contractor must provide on-site operation, maintenance and technical support. Normally dual 35mm slide projection, a lectern, laser pointers and a mobile microphone will be provided for oral presentations. Video and computer data projection equipment should be available if requested by lecturers. Requests for any other audio-visual equipment will be reviewed by the Scientific Committee and may be modified or declined at their discretion according to budgetary constraints and the availability and suitability of the requested items.

## **SOCIAL EVENTS**

The social program is one of the important aspects that contribute to the success of World Congresses. The social events should be planned so that they allow the active participation of the accompanying persons. They should create a pleasant and sociable atmosphere throughout the Congress and they should reflect and incorporate the culture, the beauty and the uniqueness of the host country and/or city. Typical social events that may be held include the Opening Ceremony and associated entertainment, a Welcome Reception and a Congress Gala Dinner. Other events may also be organized at the discretion of the local Organizing Committee.

## TOURS

Tours can be made available as optional pre-congress and/or post-congress activities. The availability and extent of these activities will be left to the discretion and imagination of the local Organizing Committee. These tours should be arranged under sub-contract by a professional tour provider(s) or travel agent(s) and they should be independent of the main Congress. The organizers may impose restrictions (such as a minimum number of participants) in order to make these tours financially viable for the operators. Fees for these tours should be paid directly to the tour provider or travel agent and the Congress Organizing Committee will not be responsible for any financial aspects of these tours.

## REGISTRATION FEES

*Congress Delegates* - Registration Fees for participants of the Congress will be determined by the local Organizing Committee and should include at least the following events:

- Scientific Programme
- Commercial Exhibition
- Welcome Reception
- Opening Ceremony and any associated entertainment
- Morning and afternoon coffee/tea breaks, and
- Other social events at the discretion of the organizing Committee.

*Accompanying Persons* - There will be a separate accompanying person program and registration fee. The local Organizing Committee will determine the Registration Fee for Accompanying Persons and this should include at least the following events:

- Welcome Reception
- Opening Ceremony and any associated entertainment
- A variety of interesting local tours to be held on congress days, and
- Other social events - at the discretion of the local Organizing Committee.

*Congress Gala Dinner* - The Congress Gala Dinner will be optional with a separate entry fee to be paid by those wishing to attend. The Registration Form will list the Gala Dinner as a separate event and all delegates and accompanying persons will be invited to attend. Participants in the Commercial Exhibition may be invited also, at the discretion of the local Organizing Committee.

## ORGANIZATION

The national endodontic society selected by an International General Assembly Meeting of IFEA to host a World Congress will act on behalf of IFEA to organize the event in their country. The national endodontic society will submit a preliminary plan and budget to the Executive Committee and Board of Regent Director's three years prior to the planned Congress. The Executive Committee of IFEA can request updates to these estimates and preliminary detailed scientific and social programs at any time.

All people who will be involved in the organization of the World Congress (including the President of the Congress and the Organizing, Scientific and other Committee members) will be elected by the local organizing endodontic society and then presented to the IFEA Executive Committee and the Board of Directors at the World Congress preceding theirs, during their Congress promotion and report. The IFEA President-elect will be the liaison officer between IFEA with the local Organizing Committee and he/she will work closely with the local committees to help and guide them wherever needed.

The local Organizing Committee and the host national endodontic society may appoint a professional conference organizer (PCO) to assist with the organizing and running of the Congress and any related matters such as travel, accommodation, social events, tours, etc. If a PCO is to be used then details of the contract must be approved by the Executive Committee of IFEA and the fees for the PCO's services will form part of the Congress expenses. All details of these fees will be included in every regular and specially-requested progress report of the Congress and in the final report of the Congress submitted by the Organizing Committee to IFEA.

## FINANCIAL ARRANGEMENTS

The net profits and losses for each World Congress will be shared between IFEA and the hosting endodontic society on a 75:25 basis - that is, IFEA 75% and hosting endodontic society 25%.

A loan for seeding money not exceeding \$US 30,000 will be made available by IFEA to the Organizing Committee and it is expected that the local endodontic society will also provide a loan of seeding money at least proportional to the 75:25 ratio for profit/loss sharing (that is, at least \$US 10,000). The seeding money provided by IFEA is to be considered as a loan that must be re-paid not later than three months after the Congress has been conducted. The seeding money from IFEA will not be paid as a "lump sum" but will be provided in instalments, based on a budget provided by the Organising Committee and on an "as needed" basis with appropriate documentation (such as Invoices and Receipts) to cover expenses as they arise prior to the Congress. Any money forwarded to the Organizing Committee that is not spent immediately must be securely invested on behalf of IFEA and the details of such investments and any income resulting from them must be provided to IFEA as part of the final written report and financial statements of the Congress.

It is a requirement that the local Organizing Committee insure the Congress for losses or other possibilities outside the control of the Congress.

Contracts must be drawn up between the Organizing Committee and the providers of any services to the Congress. The Executive Committee of IFEA should ratify these contracts before they are signed.

Any expenses incurred prior to the Congress by members of the IFEA Executive Committee with respect to the Congress will be borne by IFEA and will not become part of the Congress expenses.

## REMUNERATION FOR SPEAKERS

All expenses related to lecturers' reimbursements and remuneration will form part of the Congress expenses and must be clearly itemized in all reports by the Organizing Committee to IFEA.

The following policies apply for the various categories of speakers at all IFEA Endodontic World Congresses. No honorarium will be paid, since the invitation to present a lecture at a World Congress is, and should be considered as, a prestigious honor.

- *Pre-Congress Course* - Each lecturer that participates in the Pre-Congress Course should be reimbursed for their travel (one return economy class airfare for each lecturer) and their hotel accommodation (room only) for 5 nights. They will be invited to attend the main Congress and they should not be charged any Registration Fees for the Pre-Congress Course or for the Congress and any social events, including the Gala Dinner. In addition, each lecturers' spouse will be invited to participate in the Accompanying Person's Program and social events, including the Gala Dinner, but will not be charged any Registration Fees.
- *Invited Speakers* - The Invited Speakers for the main Congress should be reimbursed for their hotel accommodation (room only) for 4 nights and they will not be required to pay the Congress Registration Fees for themselves or their spouses. The Invited Speakers will be eligible to attend the Pre-Congress Course but they will be responsible for their own Registration Fee. Invited Speakers and their spouses will be invited to attend all social events, including the Gala Dinner.
- *Country Representative Speakers* - The Country Representative Speakers will not be required to pay the Congress Registration Fee but they must pay the Pre-Congress Course Registration Fee if they choose to attend this course, their spouse's Accompanying Person's Registration Fee if their spouse participates in the Congress events, and their hotel accommodation costs.

- *Other Presenters* - All other people participating in *Panel Discussions* or presenting *Free Lectures, Oral Research Presentations, Research Posters, and Clinical Cases Presentations* will not be reimbursed for any expenses, nor will they receive any remuneration. They must pay for their hotel accommodation, the normal Registration Fees for the Congress (and for the Pre-Congress Course if they wish to attend this also). They must also pay the Accompanying Person's Registration Fee if their spouse participates in the organized events of the Congress.

## **OTHER REMUNERATION**

The following expenses will form part of the general Congress expenses and must be included in all reports by the Organizing Committee to IFEA:

- The Chairman of the Congress Organizing Committee and the Chairman of the Scientific Committee will not be charged any Registration Fees for the Pre-Congress Course or the Congress and any social events, including the Gala Dinner. In addition, their hotel accommodation (room only) for 5 nights will be reimbursed by the Congress. However, they will be responsible for their spouse's Accompanying Person's Registration Fee if their spouse is attending the organized events.
- The President of the local host endodontic society will not be charged any Registration Fees for the Pre-Congress Course or the Congress and any social events, including the Gala Dinner. In addition, the President's hotel accommodation (room only) for 5 nights will be reimbursed by the Congress. However, the President will be responsible for the spouse's Accompanying Person's Registration Fee if his/her spouse is attending the organized events.
- The President of IFEA will not be charged any Registration Fees for the Pre-Congress Course or the Congress and any social events, including the Gala Dinner. In addition, the President's hotel accommodation (room only) for 5 nights will be reimbursed by the Congress, unless it can be covered by any other IFEA policy that is in force at the time of the Congress, at the discretion of the Executive Committee of IFEA. However, the President will be responsible for the spouse's Accompanying Person's Registration Fee if his/her spouse is attending the organized events.
- All other Executive members of IFEA, all Executive and general members of the local host endodontic society, and all other members of the various organising committees should pay fully for participation in the Pre-Congress Course, the Congress and social events.

The hotel accommodation referred to in the above two sections of this policy document should be at least four star accommodation in a hotel designated by the Organizing Committee (usually the main "Congress hotel"). The room should be a king size room for double/twin occupancy. Any departures, upgrades or other changes will be solely a matter between the participant and the hotel management and they will not be the responsibility of IFEA, the local host endodontic society, the Organizing Committee or any of its sub-committees. Only the hotel room cost will be reimbursed and this does not include the cost of meals (unless an integral part of the room cost such as an included breakfast at no extra charge), "mini bar" items, drinks, telephone usage, laundry and any other incidental expenses.

## **SELECTION OF FUTURE VENUES**

In general, the host country should be politically and economically stable. It should be able to demonstrate the existence of good infrastructure within the country for efficient transport and communication. Environmental factors within the host country should cause no undue concern relative to the health and safety of any participants. The local host endodontic society should be able to demonstrate that it is capable of sound financial management and that it will remain viable at least until after the World Congress. Experience in conducting major congresses should also be demonstrable.

*Application and Selection Process* - The following processes and timetable must be followed when future Congress venues, cities and host societies are being chosen:

- Every country member society of IFEA is entitled to apply to conduct an Endodontic World Congress on behalf of IFEA..
- Such an application should be made in full accordance and agreement with these accepted Guidelines and with any amendments to these Guidelines that have been accepted from time to time by the IFEA Executive Committee and the Board of Directors.
- Preference will be given to country member societies who have not previously held a World Congress for IFEA.
- Should there be more than one country member society applying to conduct the same World Congress, then preference will be given to a country that is from a different geographical region or continent to the country that is scheduled to host the World Congress immediately prior to the Congress being considered for allocation.
- Applications must be submitted to the President of IFEA some time between six and eight years before the year of the proposed Congress so all applications can be considered at the International General Assembly Meeting during the World Congress which is scheduled to be held six years prior to the proposed Congress (see below). If no suitable applications have been received and/or accepted by the time of this Meeting then the Secretary of IFEA will make a further call for applications to all national member societies of IFEA. These new applications should be submitted as soon as possible to enable a decision to be made in a suitable time frame but the latest date for these submissions to be accepted will be not later than four years before the proposed date of the Congress.
- Applications must be submitted in writing by the national endodontic societies that are applying to conduct the Congress and these applications must be signed by the current Officers of these societies at the time the request is submitted.
- The applications can be broad but should include general preliminary plans and descriptive material of the proposed venue. The Executive Committee of IFEA reserves the right to request additional information if required to assess the applications.
- After preliminary review of the applications by the Executive Committee of IFEA, each proposing endodontic society will be notified of the time and date of the International General Assembly Meeting of IFEA when it will be required to make an official presentation of its application. The length and format of the presentation will also be notified but it should be approximately 10 minutes with accompanying written and visual material.
- All national endodontic societies who are applying to host the same World Congress will be required to make their official presentations at the same International General Assembly Meeting as each other.
- The final decision will be determined by a majority vote of the International General Assembly Meeting and the Meeting's decision will be final. This vote should take place during the same Meeting at which the presentations are made and this Meeting will be scheduled, at the latest, at the World Congress six years prior to the year of the proposed Congress (unless no suitable applications are received by the time of this Meeting, as outlined above - in such a case, further nominations will be called for and the decision will be made as soon as possible after this Meeting and, at the latest, at the International General Assembly Meeting held during the World Congress three years prior to the year of the proposed Congress).
- The Executive Committee of IFEA may, at its discretion, nominate a sub-committee to undertake a site inspection to verify any or all aspects of the submission.



## MISCELLANEOUS

The following conditions will apply to all host societies and Organizing Committees:

- *Advertising and Promotion* - The Organizing Committee of each World Congress will provide an appropriate booth or stand for use by the Organizing Committee of the next scheduled IFEA World Congress at which they will conduct promote their forthcoming Congress by way of posters, brochures and other suitable material. This booth or stand will be provided at no cost to the Organizing Committee of the next Congress and every possible effort must be made to help the next Organizing Committee to promote their Congress at the current Congress.

All member societies of IFEA will be expected to help advertise and promote each and every World Congress to their individual members by way of announcements at lectures and meetings, by distributing posters and pamphlets, and through their newsletters, journals and/or any other regular communications with their members. The success of a World Congress depends on having a large number of registrants attending and this can only be achieved through widespread advertising on a regular basis.

- *Congress Office* - A Congress Office must be set up to act as a contact point for further information and correspondence. The postal address, telephone and fax numbers, e-mail and Internet contact details should be widely published with the names of appropriate contact people. This may take whatever form the Organizing Committee deems appropriate and the format may change throughout the period between when the right to hold the Congress is granted and the Congress date.
- *Final Report* - After the conclusion of each World Congress, a full written report must be submitted **within three months** by the Organizing Committee to the Executive Committee of IFEA. This report will provide details for both the Pre-Congress Course and the World Congress plus any other events organized in conjunction with these meetings. The report must include details of the attendance figures, financial transactions, income and expenditure, and a balance sheet summarizing these details with the final profit/loss statement. An evaluation of the overall Scientific Program and of the individual lecturers should be undertaken wherever possible by way of questionnaires completed by participants during the Congress and a summary of these evaluations should be included in the final report. After considering this report, the Executive Committee will then ask the Congress Chairman to present it to the next International General Assembly Meeting.
- The Executive Committee of IFEA reserves the right at all times to review the progress of organization of the Congress and if not satisfied with the progress or any other details, then the Executive Committee will have the right to withdraw the invitation to the local endodontic society to host the Congress in question.

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| <ul style="list-style-type: none"><li>• <i>These Guidelines were accepted as a Policy Document at the Annual Meeting of the Board of Directors, held on 30<sup>th</sup> March 2000 in Honolulu, Hawaii, USA.</i></li></ul> |
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