



International Federation of Endodontic Associations

IFEA WORLD ENDODONTIC CONGRESS GUIDELINES AND CRITERIA FOR THE SELECTION OF CONGRESS VENUES

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International Federation of Endodontic Associations (IFEA)

WORLD ENDODONTIC CONGRESS GUIDELINES AND CRITERIA FOR THE SELECTION OF CONGRESS VENUES

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.

Suggestions to change the format and/or structure of IFEA congresses that are contrary to these guidelines must be submitted to the Secretary of the IFEA and approved by the Board of Directors prior to their implementation. Prior informal discussions with the Board of Directors are recommended and expected.

BACKGROUND

IFEA, established in 1986, is the only World Association of Endodontic Societies. In 2016 it counted 37 national endodontic societies as members.

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.

Annual General Meetings are conducted either during the IFEA Endodontic World Congresses or, at the discretion of the IFEA Executive Committee, at the annual scientific meetings of the American Association of Endodontists (AAE), the European Society of Endodontology (ESE), and similar international meetings (e.g. the Asia Pacific Endodontic Confederation (APEC)). One voting delegate represents each member country at the Annual General Meetings and every two years these Meetings elect an Executive Committee and a Board of Regent Directors who represent each continent.

From 1989 to 2016, World Congresses were conducted every three years. From 2016 World Congresses will be conducted every two years.

The inaugural World Congress was held in Mexico City in 1989 and that was followed by Paris (1992), Rome (1995), Jerusalem (1998), Madrid (2001), Brisbane (2004), Vancouver (2007), Athens (2010), Tokyo (2013) and Cape Town (2016). The next World Congresses are scheduled to be held in Seoul (2018) and Chennai (2020).

Subsequent World Congresses will be held in different locations following recommendation from the IFEA Executive Committee and voting by the Members at the appropriate Annual General Meeting, and at times to be approved by the Executive Committee.

THE IFEA WORLD ENDODONTIC CONGRESS

AIMS

The main aims of the IFEA World Congresses are to:

- Promote the standard of endodontics and endodontology 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.
- Promote fellowship amongst members of the dental and endodontic profession.
- Showcase the latest materials and technology at associated trade displays.

DURATION OF THE WORLD CONGRESSES

The recommended length of a World Congress is three days. In addition, the organization of an extra, optional Pre-Congress Day comprising continuing education courses including hands-on courses on topical subject(s) is recommended.

ATTENDANCE

In order to achieve the aims of the World Congresses eligible delegates will include general dentists, dental specialists (not necessarily endodontists), scientists, undergraduate and postgraduate students, representatives from the dental/allied medical industry as well as accompanying persons regardless of whether they are members of their national endodontic societies, or whether their countries are IFEA member countries.

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.

STRUCTURE OF THE WORLD ENDODONTIC CONGRESS

The IFEA Congress would normally consist of the following elements:

- An optional Pre-Congress day.
- An official opening ceremony to welcome delegates and celebrate the host country.
- Scientific program.
- Accompanying Persons program.
- Exhibition and trade display.
- Other social events including a Welcome Reception and Gala Dinner.
- Pre and post-Congress tours to promote and encourage travel in the host country.

PRE-CONGRESS DAY

The Pre-Congress Day will normally be arranged for the day prior to the Congress and will be optional for Congress delegates but all participants attending the Pre-Congress Day must also be paid registrants for the Congress. Although registration fees will be itemized separately, this requirement must be enforced to avoid people attending the Pre-Congress Day only.

Sponsors are able to arrange pre-congress courses as part of their sponsorship packages, however, commercially-related courses will be advertised as such.

Fees from the Pre-Congress courses will be included in the Congress budget to ensure transparency and to allow audit. Fees will be set that are consistent to those of previous Pre-Congress courses.

SCIENTIFIC PROGRAM

It is recommended that the Congress should showcase a range of endodontic topics to attract a wide global audience. The scientific program should be of premium standard and will comprise a series of lectures with time for questions and discussion after each session, aimed at a high level and be appealing to the spectrum of eligible delegates. If a theme is proposed, it should be agreed to by the IFEA Executive Committee.

The Congress scientific program should include all or most of the following modes of presentation:

- Invited speakers
 - a. Independent speakers
 - b. Sponsored speakers
- Country Representative speakers
- Panel Discussions
- Free Lectures
- Oral Research Presentation
- Research Posters
- Clinical Case Presentations
- Table Clinics

For all modes of Congress presentations, including those of the Pre-Congress:

- A disclaimer will be added in the Congress booklet and other associated publications including electronic media, confirming the host society and IFEA do not endorse any philosophies, clinical techniques or materials described.
- Presenters/Chairpersons who are affiliated with and/or have contracts with sponsors will be asked to declare their interests and the information published in the Congress booklet and other associated publications including electronic media.
- The IFEA Executive Committee reserves the right of refusal for Presenters/Chairpersons/Trade Display organisations and associated personnel to participate in the Congress and Pre-Congress.
- The Organizing Committee of the host society and/or the IFEA Executive Committee have the right of refusal if the topic is deemed not in the interest of IFEA's ideology.

- A written agreement with the presenter and the Congress Organising Committee or its approved representative, the detail of which will be dependent on the Congress presentation mode, and which protects the interests of the World Congress and IFEA will be required. Included in the agreement, in addition to the presenter declaring any conflict of interest(s), will be a clause, whereby, with the speakers consent, the speaker acknowledges that IFEA may record the presentation and sell the recording to delegates and/or others if it is decided by the Organizing Committee to do so. Furthermore, the presenter will acknowledge that it is beyond IFEA's control to prevent delegates from recording sound and/or images from lectures and other modes of presentation, and IFEA is not responsible for the consequences thereof.

INVITED SPEAKERS

Suggestions for invited speakers should be sought in mutual agreement from the host society and the IFEA Executive Committee. Invited speakers should not be approached until this authorization from the host society and IFEA Executive Committee has been received.

Following approval by the Organizing Congress Committee and the IFEA executive committee and in the case of the Country Representative speakers, after recommendation from the speakers' IFEA Member Association, presenters will be invited informally via e-mail or post. On receipt of a positive response, the Organizing Congress Committee will issue a formal written invitation that will outline the terms of conditions of the arrangements between the speaker and IFEA. If accepted, a formal contract between the organizing committee and the invited speaker will need to be signed.

Such a contract will include but not necessarily be limited to the following conditions:

- The financial arrangements (if any) offered to the speaker.
- Acknowledgment by the speaker of any conflicts of interest, including current sponsorship agreements elsewhere or that might come into effect before the Congress/Pre-Congress.
- The presenter is insured and healthy to travel and will remain of sound character.
- The presenter will advise the Congress Organising Committee in good time of any changes which, in the meantime, might jeopardise presenting at the Congress / Pre-Congress
- The presenter will not hold IFEA, the IFEA Board of Directors, the local Congress host Association, the Local Organising Committee, responsible for any misadventure that may have direct consequences to the presenter and/or spouse/accompanying person prior to, during and after the Congress.
- In the case of the Invited independent speaker, the presenter confirms that he/she has no other speaking engagement in the country of the Congress /Pre-Congress host association for at least one year prior to and one year following the event.
- An agreement with the presenter noting the recording rights/preferences for the presentation as outlined earlier in "Scientific Programme".

a) INDEPENDENT SPEAKERS

The local society's Congress Scientific Committee will invite Independent and keynote speakers who should be world-recognized experts in their field. Typically, they should present one or more 60 – 90 minute lectures in which time should be allocated in the lecture or session for questions and discussion. The 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, unless decided otherwise and by negotiation with the organizing committee and the IFEA Executive Committee. The invited Keynote speakers must commit to not presenting in the country of the Congress for a period of at least one year prior to the Congress and one year after the Congress.

b) SPONSORED SPEAKERS

Sponsored sessions may be held, but their inclusion must be considered carefully and the sponsorship noted clearly on the programme. The reputation of the IFEA and host society must not be compromised by sponsorship arrangements. Preference should be given to sponsored speakers who will not be presenting in the country of the Congress for a period of at least two years prior to the Congress and one year after the Congress.

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. These lecturers and their presentations will receive special recognition in the Congress program book to emphasize their country representation. There is no obligation to accept the speaker if the proposed presentation is deemed inappropriate.

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 panellists 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 courses and the Congress). The duration and format of Panel Discussions will be at the discretion of the Congress Organising/ Scientific Committee.

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.

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.

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.

Suitable room(s)/hall(s) must be provided to allow the posters to be displayed and for the authors to provide a verbal overview of the work undertaken. Thus, the room must be large enough to accommodate the posters and the flow of congress participants, yet be quiet enough for discussion and questions. The room must be close to the main lecture theatres. Normally, the presentation/discussion (3 min/5 min) of each poster will be no more than 8 minutes.

The dimensions of the posters (that is height and width) will be defined by the Congress Organizers no later than 6 months prior to the Congress for authors to produce posters of the correct size. The method of attaching the posters to the boards must be described on the Congress websites and other associated electronic and printed media and appropriate materials should be available on-site for authors.

Posters should normally be on display for one day and the discussion session arranged outside the normal programme, e.g. after lunch; the poster discussions should not clash with the main programme.

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.

TABLE CLINICS

A Table clinic could be a presentation of a clinical procedure or technique or an interesting scientific phenomenon of 10 to 20 minutes, repeated each 30 minutes. The presenter must remain at the table throughout the half-day session. A presenter may use his or her own laptop computer to display data or graphics. Any equipment needs will be reviewed on a case-by-case basis. Models and radiographs may be used to enhance the presentation. All equipment and material must be removed at the end of the session.

ANNOUNCEMENTS

Announcements calling for submissions of topics and abstracts for Free Lectures, Oral Research Presentations, Research Posters, Clinical Cases Presentations and Table Clinics should be included in the Congress advertising brochures with a submission deadline date no later than six months prior to the Congress. 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. Authors should be contacted confirming their abstracts have/have not been accepted, allowing sufficient time for presenting authors to apply for the early-bird registration category.

PRESENTATION PRIZES

A special committee, with non-sponsored independent members, will be appointed for the Congress to 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.

ACCOMPANYING PERSONS PROGRAM

There will be a separate accompanying person program which should include:

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

EXHIBITION AND TRADE DISPLAY

A commercial exhibition of dental supply companies and other relevant organizations must be organized within the framework of the Congress. These exhibits should complement and enrich the scientific program and reflect its wide scope. A large trade display with as many companies as possible is encouraged as a good trade display will attract attendees. Details of the trade display including a list of exhibitors and a floor plan of exhibit booths should be included in the program and advertising.

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.

PRE AND POST- CONGRESS TOURS

Tours should 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.

FACILITIES

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

The host city should be safe for all national and international delegates, be conveniently located near an international airport and the venue should be easily accessible by internal air, bus and rail transport.

It is expected that all Congress facilities will be of world class quality. The conference venue should have a lecture hall that can safely and comfortably accommodate at least the more optimistic number of expected attendees in one plenary session for the Invited Keynote 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 (abled and disabled) during the Congress, including on-site facilities catering for lunch, morning and afternoon refreshments. It should provide sufficient meeting rooms for the Annual General Meeting and the different Executive Committee and Board Meetings. 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 supplying Wi-Fi and using the most modern audio-visual equipment available at the time. The local Organizing Committee should arrange the audio-visual facilities through an experienced, insured professional company which may be attached to the conference venue or it may be another insured group that has been sub-contracted for this work, in which case the sub-contractor must provide on-site operation, maintenance and technical support. The current modern methods of presentation should be accommodated, as well as ensuring the presentations can be professionally recorded if required. Requests for any other and peculiar 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.

SESSION CHAIRPERSONS

The Congress Scientific Committee will invite the Chairperson for a lecture or session of lectures at least 3 months prior to the Congress and Pre-Congress. The Chairperson should be a person held in professional high regard locally, nationally or internationally, with the ability to eloquently and succinctly introduce and thank the speaker, and courteously control the timing of the presentation and subsequent questions and discussion. The Chairperson’s name should be included in the scientific programme of the Congress booklet and other associated publications including electronic media. The Congress Organising Committee or Scientific Committee should subsequently formally thank the Chairperson, at the Congress if appropriate and in writing. It will be at the discretion of the Committees as to whether a small token of appreciation is also given to the Chairpersons.

REGISTRATION FEES

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
- Lunch, morning and afternoon coffee/tea breaks.
- Other social events at the discretion of the organizing Committee.

Pre-Congress delegates must also be registered for the Congress. The registration fee for the Pre-Congress is in addition to the Congress Registration fee and will be determined by the local Organizing Committee.

An IFEA member association must be a current and fully financial member of IFEA for at least 3 months prior to the Congress to enable its members to register as Congress Delegates and receive the IFEA membership discount. It's the co-responsibility of IFEA to advise the Congress Organising Committee and the Organising Committee to seek from IFEA 3 months prior to the Congress which member associations are current fully financial members.

Discount of the Congress/ Pre-Congress registration fees for registrants who are financial members of a fully financial IFEA member association can demonstrate to the registrants, and IFEA non-member endodontic associations, one of the benefits of being an IFEA member. The discounts would usually apply to the registration fees only, however, further discounts for the events not inclusive with the registration, may be offered at the discretion of the local Congress Organizing Committee and in consultation with the Executive Committee.

The IFEA membership discount for delegates to the Congress and Pre-Congress must be at least 15% providing the conditions as described above are met. The minimum discount rate can be altered at the discretion of the IFEA Executive Committee. IFEA does not support Host member associations providing a greater discount for their own members.

A discount of at least 20% for Congress and Pre-Congress registration fees for fulltime post-graduate dental students who are financial members of their country endodontic association which is a fully financial IFEA member, providing the student at the time of registration can provide authorised proof for both the fulltime post graduate and endodontic association membership status.

An Early Bird Discount is recommended for all categories of Congress /Pre-Congress registration to encourage early enrolment. The cut off period prior to the Congress/Pre-Congress and the extent of the discount will be at the discretion of the Congress Organizing Committee.

ACCOMPANYING PERSONS

There will be a separate Accompanying Person's program and registration fee. The local Organizing Committee will determine the registration fee for Accompanying Persons and should include at least the following events:

- Welcome reception.
- Opening Ceremony and any associated entertainment.
- Tours and entertainment to be held on Congress days.
- 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, at the discretion of the local Organizing Committee.

SESSION CHAIRPERSONS

Excluding, the Chairperson of the Congress Organising Committee, the Scientific Committee, the President of the IFEA member Host Endodontic Society, IFEA President and participating Keynote, Sponsored and Country Representative Speakers, and Invited Guests each of whom might also be invited to be a Chairperson, the invited Session Chairperson must be a registered delegate at his/her expense at the time of acceptance of the invitation and be responsible for all other personal expenses including those for an accompanying spouse/partner in relation to attendance at the Congress and Pre-Congress.

SPONSORS

At the discretion of the Local Organising Committee, complimentary or discounted Congress and/or Pre-Congress registration and/or associated social events may be offered to sponsor personnel. A sponsor personnel's accompanying spouse/partner must pay the full fees associated with Congress &/or Pre-Congress and associated social events.

INVITED GUESTS

Upon the recommendation and at the discretion of the IFEA Executive Committee, the incumbent President or nominee from other International Endodontic Associations, such as ESE, APEC, IADT as well as the AAE or other IFEA member national associations, may be invited to attend a World Congress (Invited guests). The extent to which compliments may be extended to the guests will be made in consultation with the Local Organising Committee but may include some or all of the following;

- Complimentary Congress registration for the guest President(s).
- Complimentary Accompanying Persons registration for the spouse/accompanying person.
- Complimentary social functions for the guest President(s) and spouse/accompanying person.
- Complimentary Congress hotel accommodation (room only) for up to 5 nights for each guest couple. The number of complimentary nights and choice of room standard (standard/executive, etc.) will be at the discretion of the IFEA Executive, following consultation with the Local Organising Committee.

Such invitations, at the discretion of the IFEA Executive Committee, must be extended at least 6 months prior to the Congress and will be extended by the IFEA President.

If the Congress Organising Committee intends inviting further guests, it is asked that a list of invited guests and the compliments proposed to be extended to those guests, is presented to the IFEA Executive Committee for its consideration and approval.

ORGANIZATION

The national endodontic society selected at an Annual General Meeting and endorsed by the IFEA Executive Committee to host a World Congress will act on behalf of IFEA to organize the event in their country. The selected national endodontic society must at the time of its selection be a fully financial member of IFEA and remain as such, paying IFEA dues on time during the lead up to and including the Congress. The national endodontic society, will submit updated preliminary plans and budgets to the Executive Committee and Board of Regent Directors, to that submitted at the time of bidding for the Congress, annually, for four 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.

The incumbent IFEA President at the time of the selection of the host endodontic society for the World Congress will be the initial liaison officer between IFEA and the localizing Organising Committee, until the appointment of the IFEA President Elect, who will subsequently be President at the time of that World Endodontic Congress. Such person,

initially as President -Elect, then as President and eventually as Immediate Past President, will then fulfil the role as Liaison Officer until the completion of the Congress, and the final Congress report and financial dealings associated with it have been concluded. The liaison officer will work closely with the local committees to help and guide them wherever needed and ensure the Congress organisation is in accordance with the Congress Guidelines and the best interests of IFEA are being upheld.

The Local Organizing Committee and the host national endodontic society must 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. Full details of the proposed contract in English must be approved by the Executive Committee of IFEA before the contract is signed by the Chairperson of the Local Organising Committee, and before loan seeding money is made available to the Local Organising Committee. The fees and/or the manner and percentage value commission on which the fees are calculated for the PCO's services must be fully and separately disclosed in the contract and will form part of the Congress expenses. The anticipated details in the initial bidding proposal and all the up to date 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.

Furthermore, any contracts associated with the conference venue and/or accommodation are likely to be arranged through the PCO, but such contracts must ensure the best interests of IFEA, its Board of Directors, the Local Organising Committee and host association are noted in the contract.

INSURANCE

The Local Organizing Committee must ensure all contractors and providers of services to the Congress are adequately insured. The insurance must include adequate public liability insurance, presenter non-appearance insurance and other appropriate insurance as advised at the time by professional insurance brokers and which fully indemnifies against liability, IFEA and its Board of Directors, the Local Organising Committee and host endodontic association. The insurance policy (in English) must be presented to and approved by the IFEA Executive Committee prior to its execution.

Until the Executive Committee has approved an appropriate insurance policy as well as the contract with the PCO, Congress seeding money will not be made available to the host association and its Local Organising Committee.

SPONSORSHIP

The Congress Committee, will attract sponsorship and the creation of sponsorship packages/levels and rates for Exhibitors. Sponsorship arrangements should be transparent and equitable, yet allow sufficient flexibility. Ranking in sponsorship levels must reflect distinct differences in 'services'. Companies providing sponsorships must not be allowed to dictate speakers or their subjects for the non-sponsored session; however, opportunities for sponsored

sessions are available. Similarly, sponsors cannot be allowed to influence or restrict other sponsors in an attempt to avoid competition.

FINANCIAL ARRANGEMENTS WITH IFEA

The net profits and losses for each World Congress will be shared between IFEA and the hosting endodontic society on a 60:40 basis - that is, IFEA 60% and hosting endodontic society 40%.

A loan for seeding money not exceeding USD 30,000 will be made available by IFEA to the Organizing Committee following review and approval by the IFEA Executive Committee of the most recent financial summary, and the Executive Committee's approval of the proposed Insurance Policy and contract with the PCO. The seeding money provided by IFEA is to be considered as a loan. It is expected that the local endodontic society will also provide a loan of seeding money at least proportional to the 60:40 ratio for profit/loss sharing (that is, at least \$US 20,000). The seeding money from IFEA will not be paid as a "lump sum" but will be provided in instalments, based on the budget provided by the Organising Committee and approved by the IFEA Executive 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.

IFEA's profit share from the Congress and the seed money must be paid in full as soon as the financial aspects of the Congress have been finalised, and except in exceptional circumstances and at the discretion of the Executive Committee, no later than six months from the conclusion of the Congress. Otherwise, at the discretion of the IFEA Executive Committee, a financial penalty of 2% may be imposed for the time the loan repayment is overdue.

In the event of the Congress making a net financial loss, the net loss will be shared between IFEA and the host endodontic society on the basis of 60:40- that is IFEA 60% of the losses and the hosting endodontic society 40% of the losses. The financial reconciliation between IFEA and the host society in the event of a loss will be made as soon as possible after the financial accounting of the Congress has been finalised and except in exceptional circumstances and at the discretion of the Executive Committee, no later than six months from the conclusion of the Congress.

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

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, who will act as the sole point of contact for all speakers.

INVITED INDEPENDENT SPEAKERS

Although the invitation to present a lecture at a World Congress is, and should be considered a prestigious honour, invited independent speakers, following approval by the Organizing Congress Committee and the IFEA Executive Committee, may be offered airfare and travel costs (to a maximum of US\$2500.00), accommodation for up to 5 nights in the Congress hotel(s) (room only) offered by the Organising Committee and a honorarium, currently not exceeding \$US1000. These amounts could vary upwards, however, approval of these varied costs needs to be sought from the Executive Committee of IFEA. The speakers should not be charged any registration fees for the Pre-Congress day or for the Congress and any social events, including the Gala Dinner. In addition, each lecturers' companion will be invited at no costs to participate in the Accompanying Person's Program and social events, including the Gala Dinner.

These arrangements will apply to all invited speakers regardless of their country of residence. Other costs incurred by the presenter and/or spouse /accompanying person such as pre and post Congress tours, meals etc., will be at their expense.

INVITED SPONSORED SPEAKERS

Sponsored speakers will be offered free registration to the Congress only (unless the speaker is also participating in the Pre-Congress day) and a Gala Dinner ticket but neither accommodation, travel costs nor an honorarium. Thus, the sponsoring company will pay for travel/accommodation costs and local social arrangements associated with sponsored speakers. Sponsored sessions will be identified clearly in congress booklets, the scientific program and associated electronic media.

NOMINATED 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/partner's Accompanying Person's registration fee if their spouse/partner participates in the Congress events, and their hotel accommodation costs.

OTHER PRESENTERS

Participants in Panel Discussions or presenters of Free Lectures, Posters, Clinical Cases or Table Clinics 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/partner 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 Chairperson of the Congress Organizing Committee and the Chairperson 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/companion's Accompanying Person's registration fee if their spouse/companion 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/companion's Accompanying Person's registration fee if his/her spouse is attending the organized events.

The President of IFEA in accordance with the IFEA By-Laws will be offered by IFEA reimbursement of economy airfare and travel costs upon presentation of the relevant receipts, and 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/companion's Accompanying Person's registration fee if his/her spouse/companion is attending the organized events.

The other IFEA Executive Committee members, in accordance with the IFEA By-Laws will be reimbursed by IFEA for accommodation (room only) for up to 4 nights upon presentation of the relevant receipts.

Regents, 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 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 standard 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.

MISCELLANEOUS

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

TITLE NAME

The title name of the World Endodontic Congress must be of the format: '11th, 12th etc. IFEA World Endodontic Congress' and must feature prominently in all front covers and publications including associated electronic and social media.

IFEA LOGO

The IFEA logo must feature prominently on all front covers, and publications including associated electronic and social media, as well as considered necessary throughout the publications, and must not be out-sized by other logos including that of the host society and sponsors

CONGRESS WEBSITE

The specific World Endodontic Congress website domain name should be registered as soon as possible following the host member association's selection. The website name must be of the format www.ifeayearcity.com or www.ifeayearcountry.com e.g. www.ifea2018seoul.com or www.ifea2018korea.com.

The venue city and date of the Congress will be listed by IFEA on its website (www.ifeaendo.org) and IFEA letterhead soon after its selection, but the Congress website and advertising by the Congress local organising committee and promotion of the Congress by other IFEA Member Associations will not be activated until the preceding World Congress is in progress, to avoid the focus being removed from that preceding Congress.

CONGRESS OFFICE

A Congress Office must be set up to act as a contact point for further information and correspondence. The postal address, telephone, fax numbers, e-mail, internet and social media 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.

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 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, electronic communications and their webpage which will include a link to the World Congress web page 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 PROGRESS REPORTS

In addition to the Local Organising Committee communicating regularly with the appointed IFEA Executive Liaison Officer, Congress progress reports will be submitted at each IFEA Executive Committee meeting in the years prior to the WEC, or at times requested by the Executive Committee. Such reports shall provide the Executive Committee with all details pertaining to the Congress' organization. Monthly updates for 6 months prior to the Congress may be requested by the Executive Committee of IFEA

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.

FINAL REPORT

After the conclusion of each World Congress, a full written final report must be submitted within six 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 Annual General Meeting.

SELECTION OF FUTURE VENUES AND THE APPLICATION PROCESS.

GENERAL

In general, the host country should be politically and economically stable. It should be safe for delegates from all member countries to attend. 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.

Nevertheless, under exceptional circumstances, the Executive Committee of IFEA reserves the right to alter the venue and/or time or cancel the Congress altogether and reappoint another host Association at its discretion, at any stage prior to the Congress.

Preference will initially be given to fully financial Member Associations of countries in IFEA Regions in which a World Endodontic Congress has not been previously held, or not held for many years.

The Member Associations at the time of application to host a World Congress, must declare that to the Association's best knowledge, that within at least one year prior to and one year following the planned World Endodontic Congress, whether or not there are being planned other national or international dental conferences in its country or Region in which a significant focus of the conference may pertain to endodontics. If such conferences are being planned, the association bidding for the Congress must list them with the proposed dates in the application. Furthermore, the successful host for the World Congress must provide updates regarding this matter to the Executive Committee on the lead up to the World Congress.

Other information will also be required as outlined in **Appendix A** and the application signed in good faith by the applicants initially, and subsequently re-confirmed by the Congress host. This will include acknowledgement that to the best knowledge and accountant advice received by the Member Association at the time of application, and subsequently leading up to the Congress if chosen as the World Congress host, that the host country's taxation regulations will not affect IFEA's entitlement to its rightful share of the Congress profit distribution.

PROCESS AND TIMETABLE

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

It is preferred that three scheduled World Endodontic Congress host countries/cities are in place in the IFEA calendar at any time. Accordingly, unless there are exceptional circumstances, and at the discretion of the Executive Committee, up to 8 years prior to, and no later than 6 years prior to a proposed scheduling of a Congress, the IFEA Executive Committee will invite bids for the proposed World Congress in a Region, Regions or countries preferred by the Executive Committee for reasons outlined above, Such an invitation will be made by the IFEA Secretary at least 12 months before the next scheduled Annual General Meeting at which the bidding process will take place. Interested fully financial Member Associations from the preferred Regions will need to apply to the IFEA Secretary with a written application as set out in **Appendix A** and signed by the current Officers of the Society. The application must be received by the Secretary no later than four months before the Annual General Meeting. Such an application should be made in full accordance and agreement with these accepted guidelines including those outlined in

Appendix A, 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.-The Executive Committee of IFEA reserves the right to request additional information if required to assess the applications. The Executive Committee of IFEA also reserves the right to accept, defer or deny any application for the World Endodontic Congress.

The Member Associations from which the applications are deemed as being eligible will then be invited to present their bid in audio-visual format supplemented with the required written information as outlined in **Appendix A**, to the next IFEA Board of Directors Meeting, followed by the same or similar presentation to the Annual General Meeting, usually the next day. The scheduled duration of the presentation will usually be 10 minutes, but may be dependent on the number of presentations and will be at the discretion of the Executive Committee. The presenters, except possibly in late and unexpected circumstances, will be advised as such if there is to be a change in the length of time and /or other conditions for the presentations. Additional time will also be delegated to question time.

If no suitable applications have been received and/or accepted four months prior to the Meetings, the Secretary of IFEA will make a further call for applications to other Regions or all national member societies of IFEA. These new applications should be submitted as soon as possible and follow the same application conditions and format as outlined above to enable a decision to be made in a suitable time frame by the Executive Committee, or if there is sufficient time by a majority decision of a quorum of member representatives at a Special or Annual General meeting, but the latest date for these submissions to be accepted will be no later than four years prior to the proposed date of the Congress.

All national endodontic societies who are applying to host the same World Congress will be required to make their official presentations at the same Annual General Meeting.

The final decision will be determined by a majority vote of a quorum at the Annual General Meeting, however, under exceptional circumstances, the Executive Committee reserves the right to alter the venue and time of the World Endodontic Congress.

This vote should take place during the same Annual General 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 by the Executive Committee as soon as possible after this meeting and, at the latest, at the Annual General Meeting held during the World Congress two 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.

APPENDIX A

Specific Details required in the bid for a World Endodontic Congress to be presented to the IFEA Executive Committee.

This list is to assist with providing information to the IFEA Secretary at least four months prior to the selection time advertised by the Secretary. The opportunity to provide further audio-visual information will be available at the time of the initial presentation to the IFEA Board of Directors and with its approval, subsequently to the Annual General Meeting.

- Member Association Name.....
- Current host society financial status
- Proposed Date(s) of Congress.....
- Proposed City of the Congress, its transport options, international airport etc.
- Proposed Venue, location in the general city plan, and accessibility to hotels, local transport, conference facilities, shopping, city sights etc.
- List of proposed Congress Hotels, star rating, standard room cost/star rating
- History of recent, successful national dental meetings and if possible, the approximate attendee number.
- Letters of support/ recommendation
- The season, and weather at the Congress time (Temperature ranges, % likelihood of rain/snow etc.)
- The local currency (name)
- Current Exchange rate of local currency with \$US.
- Indication of cost of living in \$US; E.g. - cost of cup of coffee;
 - local Transport/bus/ tube costs to venue.
- Summary of the history, cultural, social, political process, political anniversaries
- List of public holidays, school/ university holidays, religious holidays, festivals.
- Advising what is an acceptable dress code/social code in the host country
- Current visa restrictions
- List of potentially competitive proposed national/international dental conferences with a significant endodontic focus to be held at least 2 years prior to and 1 year post-Congress.
- Trade Display- Estimated number of Exhibitors

Proposed PCO name and its website.

- Successful national/international (dental) conferences organised
- Proposed Contract with PCO demonstrating;
- clauses to protect the Congress and IFEA interests
- proposed PCO costs- either fixed or % or both
- Suggested time plan by PCO

Proposed Insurance policy with clauses to Protect the Congress and IFEA's interests

Proposed Travel Agent with website. A listing of suggested pre and post Congress package **tours** and destinations for various durations. E.g. 3 day, 7 day, 12 day or similar and approximate cost in \$US

Proposed Sponsorship Strategy; e.g. Gold / Platinum

Acknowledgement that the host country's taxation regulations will not affect IFEA's entitlement to its rightful share of the Congress profit distribution.

Attendee Estimates

- Worst case scenario of attendee numbers for Congress and Pre-Congress
- Expected attendee numbers for Congress and Pre-Congress
- Break -even attendee numbers
- Early Bird discount %

Table of estimated Income vs Expenses;

ESTIMATED INCOME; US\$

- Sponsorship Income targets
- Government sponsorship (if any)
- Trade Display booth hire
- Pre-Congress Hands on sponsorship

\$

Proposed Congress and Pre-Congress Registration fees in table form and in \$US

Registration

	<u>Per Head</u>	<u>Est Number</u>	<u>US \$ Total</u>
Congress			
-Non- IFEA Members			
-IFEA Members			
-Host Association Members			
-Post Graduate IFEA Association Members			
-Post Graduate non -IFEA Association Members			
-Dinner fee			
-Accompanying Persons Registration			
Pre-Congress			
-Non- IFEA Members			
-IFEA Members			
-Host Association Members			
-Post Graduate IFEA Association Members			
-Post Graduate non -IFEA Association Members			

Total Expected Income US\$

\$

- With Expected no of attendees
- With Break-even number of attendees

ESTIMATED EXPENSES; US\$

- PCO fees \$
- Insurance
- Entertainment
 - Opening Ceremony
 - Congress Dinner
 - Closing Ceremony (if applicable)
-
- Venue hire
- A-V expenses
- Advertising
- General Office costs- phone, stationary etc.
- Printing costs
- Transport to Congress Dinner if applicable

	Per Head	Est Number	\$ Total
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- Catering
 - Lunch,
 - Morning/afternoon refreshments,
 - Congress Dinner,
 - Welcome reception
- Speaker Expenses when applicable-
 - Accommodation
 - Airfares
 - Honorarium
 - Complimentary Congress Dinner
- Guest Expenses -
 - Congress Dinner
 - Accommodation

Total Expected Expenses- US\$

- Expected no of attendees
- Break even number of attendees

Estimated Profit - US \$

- for expected no of attendees

IFEA Profit Distribution (60%) US\$

Declaration:

Signed by _____ (person's name), representing

the _____

(IFEA Member Association name), and acknowledging that the Member Association will if chosen as the World Endodontic host, honour to its best ability the conditions outlined in the IFEA Congress Guidelines Document.

Signature; _____ Date; _____

