



International Society of Ultrasound in
Obstetrics and Gynecology

International Scientific Meeting
RULES AND REGULATIONS FOR ORGANISERS

INTERNATIONAL SOCIETY OF ULTRASOUND IN OBSTETRICS AND GYNECOLOGY
RULES AND REGULATIONS FOR ORGANISING THE
INTERNATIONAL SCIENTIFIC MEETING OF ISUOG

(to be signed and agreed by The Conference Organising Committee)

Agreement to these rules and regulations constitutes a contract with ISUOG under UK law and in the event of any dispute will be decided upon on that basis.

Bidding

1. Bids to organise an International Scientific Meeting must be received for presentation at the annual meeting of the Executive Board (September) more than two (2) years, but no more than five (5) years, prior to the proposed date for the Conference. The bid should be submitted **in electronic format in no more than eight pages** to the ISUOG Secretariat for distribution to relevant committees and should include the following information:
 - 1.1. Proposed dates for the Conference (within March or April, recommended three day meeting)
 - 1.2. The details of the proposed venue for the Conference including suitability of the Conference facilities, together with approximate costs
 - 1.3. Proposed delegate fee
 - 1.4. Details on other ultrasound or Ob/Gyn events taking place in the region, and world wide, around the proposed dates of the Conference
 - 1.5. Details of available local accommodation and its suitability for Conference delegates, together with approximate costs
 - 1.6. Basic background to the city: international accessibility, safety, transport
 - 1.7. Local organising committee structure and names of committee members
2. Notification of acceptance of a bid will be within eight weeks of the meeting of the Executive Board meeting at which the bid is presented.
3. On acceptance of the bid, ISUOG agrees with The Conference Organising Committee (COC) that it may use the title the "Xth International Scientific Meeting of ISUOG" provided that COC fulfils the obligations within this document. If applicable the conference website address should be in the following example format – www.ISM2008.com. Any variations to this website address must be approved by ISUOG before the address is registered and goes live.
4. COC agrees to copy to the ISUOG Secretariat all correspondence with ISUOG committees relating to planning, organisation, scientific content or finances as detailed below.

Meeting planning and organisation

1. The following announcements shall be made by COC and sent to relevant members of ISUOG and other identified target groups within the time frame below:
 - 1.1. Prior to 12 months, but no more than 15 months, before the Conference: *First Announcement (to include Call for Papers), Exhibitor Prospectus*
 - 1.2. Prior to six months but no more than 15 months before the Conference: *Program and Call for Papers*
 - 1.3. At the Conference: *Final Program*
2. The announcements shall contain the following minimum information which may be made available in hard copy and / or suitable electronic media as agreed in advance with ISUOG:
 - 2.1. *First Announcement*
 - 2.1.1. Local organising committee
 - 2.1.2. Preliminary invited speakers
 - 2.1.3. Date and venue of Conference
 - 2.1.4. Name and address of Conference Secretariat
 - 2.1.5. Registration details and fees together with methods of payment
 - 2.1.6. Cancellation policy

- 2.1.7. Call for papers, including method of submission
- 2.1.8. General information about the host country and city, transport and visa requirements, and if possible, the proposed social program
- 2.1.9. Hotel accommodation including indicative room rates
- 2.2. *Exhibitor Prospectus (if applicable)*
ISUOG does not require COC to have an exhibition at the Conference. However if COC chooses to do so, the exhibitor prospectus must include:
 - 2.2.1. Local and ISUOG committees
 - 2.2.2. Dates and venue of Conference
 - 2.2.3. Invited speakers and program outline
 - 2.2.4. Floor plan of exhibition area
 - 2.2.5. Cost of space / shell scheme (to be agreed with ISUOG in advance)
 - 2.2.6. Categories and prices of sponsorship activities (to be agreed with ISUOG in advance)
 - 2.2.7. General information on contractors, customs regulations, invoice terms and cancellation rules, set up and breakdown arrangements
 - 2.2.8. General information about the host country and city, transport and visa requirements, proposed social program
 - 2.2.9. Hotel accommodation including indicative room rates
- 2.3. *Program and Call for Papers*
 - 2.3.1. All items listed under 2.1
 - 2.3.2. Preliminary program split down into sessions with times and speakers
- 2.4. *Final Program*
 - 2.4.1. All items listed under 2.1 except 2.1.6 and 2.1.7.
 - 2.4.2. Floor plan of the Conference
 - 2.4.3. Program outline
 - 2.4.4. Daily program naming all speakers, topics and other submissions
 - 2.4.5. List of exhibitors and their location.
- 3. All documentation in clause 2 should be sent to ISUOG in draft form for approval before printing. COC undertakes to consider the views of ISUOG in making any amendments to the final version of each announcement.
- 4. On receipt of the announcements specified in Clause 2, ISUOG undertakes to have made available its views on the contents within six weeks to COC. In the absence of a response from ISUOG, COC are entitled to assume that the announcements have the approval of ISUOG.
- 5. 12 months prior to the Conference COC undertakes to have sent a budget, showing the expected costs and intended income arising from the Conference.
- 6. COC undertakes, so far as it can, to ensure that nothing undertaken in relation to the Conference will in any way demean, bring into disrepute, or detract from the good name and professional standing of ISUOG.
- 7. COC undertakes that all conference literature states that the conference is organised "On behalf of the International Society of Ultrasound in Obstetrics and Gynaecology" and unless previously agreed with ISUOG will involve no other professional society in the Conference.

Scientific program

- 1. COC undertakes that the list of invited speakers to the Conference will include four to six members of the ISUOG Board (20 members at the time of writing). COC undertakes to seek approval from ISUOG for the invited speaker it proposes to invite prior to any formal announcement of the Conference.
- 2. ISUOG undertakes not to withhold approval for a speaker informed to it under Clause 1 above without good reason communicated to COC.
- 3. At least 10 months prior to the Conference COC shall submit a proposed scientific program to the Chair of the Scientific Committee (SC) of ISUOG who will, together with the Meeting Planning Committee, identify representatives to liaise directly with COC to assist in the preparation of the structure and content of the scientific program.

4. COC agrees to work to any ISUOG template* for scientific activity that may be recommended by the SC at the time of program preparation.
5. In compiling the scientific program, COC shall aim to ensure that at least 25% of the program of activities is made up of scientific presentations of unpublished data (these may be submitted or invited papers).
6. ISUOG Education Courses may be made available to COC as pre or post Conference courses. Further details can be provided on request.
7. Scientific presentations may be published as a supplement to *Ultrasound in Obstetrics & Gynecology*. Costs to be covered by COC who may seek independent sponsorship for this activity.
8. COC will provide financial prizes to the authors of the three best submitted papers. Amounts to be paid shall be agreed in advance between COC and ISUOG, but should at a minimum aim to cover the approximate costs of attendance for the successful authors. Winners will be judged by a committee jointly elected by COC and ISUOG.
9. ISUOG will offer to presenting authors the option of fast track publication of full papers submitted to the Editor at the time of the congress, within the guidelines of peer review publication within *Ultrasound in Obstetrics & Gynecology*.
10. On receipt of the proposed scientific program, the ISUOG Scientific Committee undertakes to review and to make available its views on its structure and content within a maximum of eight weeks to COC. The Chair of the Scientific Committee undertakes to provide explanations and reasons for any alterations proposed to the program and to liaise and support COC to the mutual objective of improving the quality of the scientific program at the Conference.
11. COC will work with the ISUOG Scientific Committee to review all papers submitted for publication at the Conference for their acceptability. COC agrees not to publish a paper rejected by ISUOG.

* At the time of writing no template is provided to COC. However in outline, ISUOG suggests that its International Scientific Meeting should take on a general format as follows. A minimum of 20, but no more than 50 invited speakers; a series of around 20 half hour review type lectures, including the most important areas of development in the field, presented in plenary sessions throughout the program by internationally recognised speakers. The remainder of the program should constitute a balance of new research presentations and current topics of debate or general interest through a combination of invited speakers and submitting authors, preferably presented in no more than two parallel sessions at any one time (obstetrics vs gynecology data). This outline template is provided for guidance only and any specific requirements of the COC can be considered.

Financial planning

1. COC undertakes to make available time and adequate facilities, at its own cost, to ISUOG so that it may hold the following meetings at the Conference venue:
 - 1.1. Executive Committee meeting
2. COC undertakes to meet at least the following costs:
 - 2.1 For four to six ISUOG Board members (including one member of the Executive Committee):
 - 2.1.1 Registration fee
 - 2.1.2 Accommodation costs (for the duration of the Conference only)
 - 2.1.3 Economy class air ticket (if less than a six hour flight) or business class ticket (if over six hours) - budgets may be set by COC
 - 2.2 For a member of the ISUOG Secretariat (the Executive Director or his/her representative):
 - 2.2.1 Space in the exhibit hall for a small ISUOG shell scheme exhibit
 - 2.2.2 Access to exhibition hall and all sessions
 - 2.2.3 Accommodation costs (for the duration of the Conference only)
 - 2.2.4 Economy class air ticket
 - 2.3 Registration fees and, as far as possible, accommodation costs for each invited speaker
 - 2.3 Refreshments and, where possible, lunches for all delegates.

3. COC undertakes to offer special registration fees to ISUOG members of **at least** 10% lower than the standard advertised fee. Other concessionary fees may be offered subject to advance agreement with ISUOG
4. ISUOG undertakes to offer a special membership rate to the Society to delegates registering for the conference, to be applied for the calendar year in which the conference takes place. COC undertakes to advertise the offer within the Conference material along side delegate fees.
5. COC and ISUOG will consider whether an inclusive conference and membership offer may be appropriate depending on the fee structure
6. COC undertakes that on the last day of the Conference (or within such time frame as agreed with ISUOG in advance) it will hand to a nominated representative of ISUOG -
 - 6.1. A full list of all delegates attending the Conference against each of which is shown the delegate's status and the gross registration fee receivable (before bank costs).
 - 6.2. A bankers draft being 10% of the value of the **gross** registration fee receivable;

Plus:
10% of the value of any sponsorship money received or \$10,000, whichever is higher.
7. If it is discovered subsequently that the amounts remitted under Clause 15 are incorrect, then COC undertakes that it will promptly inform ISUOG of such discrepancy and how it arose and will apply for or remit without delay the balance of funds necessary to make up the difference.
8. COC agrees to allow a representative of ISUOG and its auditor the right of access to its books and accounts of the Conference -
 - 8.1. For the verification of the number of delegates and the income received from delegates where necessary
 - 8.2. For the verification of the full accounts and administration documentation of the conference should there be any query on either side regarding amounts due for payment.
9. COC is entitled to receive all profits and will suffer all losses on the Conference and undertakes not to limit the amount it remits to ISUOG under Clause 6 above.
10. In the event that there is a delay in remittance of sums under Clause 6, over and above any previously agreed with ISUOG, then interest is payable on the amount paid late at an interest rate 3% above the base rate used by the National Westminster Bank in the UK. All remittances shall be in US\$ or £ Sterling.

General

1. ISUOG undertakes that it will use its best endeavours to ensure the Conference is a success by –
 - 1.1. Promoting it in its Journal *Ultrasound in Obstetrics & Gynecology* (black and white advert to be supplied by COC) and on the ISUOG website
 - 1.2. Recommending speakers who reflect the highest professional standards in the profession
 - 1.3. Assisting COC in reviewing papers to ensure they achieve an acceptable academic standard
 - 1.4. Supporting COC in all reasonable requests for co-operation.
2. COC undertakes that it will use its best endeavours to ensure the Conference is a success by
 - 2.1. Complying with timelines and requirements defined above in full
 - 2.2. Actively promoting the conference to a local as well as international audience
 - 2.3. Seeking to offer accessible registration fees to local as well as international delegates
 - 2.4. Supporting ISUOG in all reasonable requests for co-operation.
3. ISUOG will discuss the acceptability or otherwise of the structure of the Conference with COC at all stages. If no mutually acceptable arrangement can be reached for the running of the Conference at any stage then ISUOG reserves the right to cancel this agreement up to a period of two years prior to the Conference.