

# EFOMP Support of Meetings, Congresses and Courses

## Guidelines for National Member Organisations

### 1 Introduction

One of EFOMP's aims is

*Encouraging exchanges between the National Member Organisations and disseminating professional and scientific information through publications and meetings*

The sponsorship of meetings and congresses is central to the achievement of this aim. The purpose of these Guidelines is to help National Member Organisations (NMOs) to obtain EFOMP sponsorship for their events by setting out the steps that they need to take and the conditions that must be fulfilled.

Note that there are detailed guidelines on the requirements for the biennial European Congress on Medical Physics.

### 2 Types of EFOMP Sponsorship

Type of Sponsorship	Meaning
Organised by EFOMP	EFOMP is responsible for all aspects of meeting organisation, but will normally collaborate with a local organiser (eg the local NMO). Examples include the ESMP
Co-organised by EFOMP	EFOMP is a major partner in the organisation of the event, and shares the responsibility for the arrangements with the other co-organiser(s). Examples include the biennial EFOMP Congresses, co-organised with a host NMO.
Scientifically supported by EFOMP	Organisation of the meeting is primarily the responsibility of the meeting organiser. EFOMP provides support through publicity and promotion, and plays a significant part in the scientific organisation of the event. No financial support is provided
Recognised by EFOMP	EFOMP is one of several sponsors for the event.

### 3 Types of Event

These Guidelines are intended to be applicable to most events which National Member Organisations would wish to stage, and where participation in the event may be of interest to a wider audience. The events will include:

- Scientific meetings, congresses and workshops, intended to disseminate the results of current research and development, and to stimulate collaboration in research and development
- Training courses, schools or other events whose purpose is primarily educational

Note that the biennial EFOMP Congresses are the subject of specific guidelines, which also explain the process by which the venue will be selected.

### 4 Requirements for EFOMP Sponsorship

EFOMP must ensure that all events with which its name is associated are consistent with its overall aims of promoting excellence in the application of physical science to medicine. The conditions for EFOMP sponsorship of an event are intended to achieve this, by requiring a voice, particularly in those aspects of the organisation of the event which affect quality.

EFOMP also has the aim of co-ordinating the work of national member organisations, to make the best use of their efforts and to avoid programme clashes wherever possible.

The procedure for obtaining EFOMP sponsorship of an event, outlined below, sets out to achieve these aims.

## **5 Guidelines**

### **5.1 Notification to EFOMP and Requests for Sponsorship**

EFOMP must be notified of a meeting for which the NMO requests sponsorship as early as possible in the planning process. The notice must include at least the following information:

- Title of the event
- Proposed date and venue
- Purpose of the event
- Outline programme
- Level of EFOMP involvement requested or envisaged.

If further information regarding the event is available, this should be sent as well.

If EFOMP's involvement may have financial consequences either for EFOMP or for the NMO, a detailed budget for the event must be provided.

For *scientific meetings, congresses, and workshops*, the notice should be sent to the Chairman of the Scientific Committee.

For *training courses, schools or other events whose purpose is primarily educational*, the notice should be sent to the Chairman of the Education Training and Professional Committee.

For *events where EU Support is required*, the notice should be sent to the Chairman of the Committee on European Union Matters.

In all cases, a copy of the notice should also be sent to the President of EFOMP.

Names and addresses for these officers are available on the EFOMP Website at [www.efomp.org](http://www.efomp.org), or from the EFOMP General Office in York.

### **5.2 EFOMP Participation in the Planning of the Event**

In the case of meetings organised by EFOMP, the Chairman of the relevant Committee will establish an appropriate programme and organisation committee. This will normally include representation from the local event organisers, but the committee will be responsible to EFOMP.

In the case of events where EFOMP is either co-organiser or sponsor, EFOMP will nominate a representative or representatives of EFOMP to serve on the event's programme and organising committee(s). The nomination will normally be subject to ratification by the EFOMP Officers at their next scheduled meeting.

## **6 Benefits to EFOMP Members**

Organisers of meeting supported by EFOMP are expected to offer similar registration concessions to members of other EFOMP National Member Organisations as to their own members. This includes concessions such as discounted registration fees, inclusive proceedings publications etc.

EFOMP recognised events should entitle delegates to CPD points according to their national CPD scheme and the recommendations made in Policy statement no. 10.