

# <sup>1</sup>EFOMP CONGRESSES

## Policy and General Requirements

### 1. General Requirements

EFOMP Congresses are organised on a bi annual basis and in connection with a national scientific meeting organised by one of the National Member Organisations as part of its activities that encourage exchange and dissemination of professional and scientific information in Medical Physics on an international basis. However, in order to fulfil the above purpose any EFOMP Congress must meet the following requirements:

- ◆ Be an international conference covering all areas of medical physics
- ◆ Meet international standards of scientific content and quality of presentations and demonstrate added value and innovation
- ◆ Have a strong education, training and Continued Professional Development component
- ◆ Should not clash with other important meetings. In particular EFOMP does not wish to clash with ESTRO physics meetings, EANM annual meeting and ECR annual Congress
- ◆ Should facilitate scientists from all the NMO countries to attend
- ◆ Should demonstrate financial viability and acceptable risk for financial loss for EFOMP

In addition to the above requirements the following requirements must be fulfilled:

- ◆ An involvement of EFOMP representatives in the scientific committee is mandatory
- ◆ If financial sharing is involved an involvement of EFOMP treasurer in the organising committee is mandatory
- ◆ Incorporation of an EFOMP lecture
- ◆ Incorporation of an EFOMP Awards Ceremony
- ◆ Abstracts of the EFOMP Congress have normally been printed in *Physica Medica*

Bids from NMO's must demonstrate how the above requirements will be met and give an overview of their proposals. EFOMP does not wish to be unduly restrictive in laying down conditions and innovative proposals are welcome.

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<sup>1</sup> Last revision 2004

## 2. **Bidding Procedure**

NMO's wishing to bid to host an EFOMP Congress should submit the bid, in writing, to the President of EFOMP. A 1-2 page summary must be included. The bid must address the points listed below and include the supporting documentation. The Council has authority to accept, reject, negotiate or take other action it deems appropriate in relation to the bids.

1. Title (*Proposed name of Congress. This must prominently incorporate, "# EFOMP Congress". For example, for 2003, 'VIII EFOMP Congress'*)
2. Organisers (*Lead partner and other organisations involved and the basis of that involvement*)
3. Location
4. Date
5. Other conferences (*Identify other conferences which are being held during same period which could be in competition or clash*)
6. Number of participants
7. Time schedule of main dates (*eg submission of abstracts*) prior to Congress
8. Scientific, educational and training programme (*initial proposals, organisational arrangements, special events, pre and post conference events, workshops*)
9. Organisational arrangements (*congress organisation arrangements, resources available, use of commercial organiser etc*)
10. Finance (*draft budget, including indicative registration fees, proposed arrangements for profit or loss sharing. As an example, the agreement for VII EFOMP Congress in Belfast (September 2001) is that the lead organising body (IPEM) receives the first 10,000 Euro of any profit and any profit above that figures is shared on a 50:30:20 basis between IPEM/EFOMP/APSM. Loss is handled on a similar basis*)
11. Venue (*Conference venue and facilities*)
12. Exhibitions (*expected size and nature, exhibition facilities*)
13. Accommodation (*Accommodation arrangements for participants*)
14. Support for Attendees (*Any special arrangements or proposals to assist this should be identified*)

### 3. **Supporting Documentation**

- ◆ NMO's Annual Conference (*normal arrangements, scientific range, average number of participants, financial accounts for a recent meeting - if held, collaborating organisations*)
  
- ◆ Brief details of any organisation or body apart from the NMO who will be substantially involved in organisation of the proposed Congress.