

# INTERNATIONAL ASSOCIATION OF HYDATIDOLOGY

## CONGRESS AND MEETINGS REGULATION

According to the Statutes one objective of the International Association of Hydatidology (IAH) is ***“to promote the international exchange of knowledge and ideas in the field of Echinococcosis organising a World Congress, and promoting other kind of local, national or regional scientific meetings”***. So, and according the place where the meeting will be held, its duration, and the number of countries involved, the IAH events will have different designations:

- National Congresses
- Regional Congresses
- “Jornada Internacional”
- World Congress

The national congresses will have the name of the respective country (Argentine Congress, Congress of Uruguay, Italy, Morocco, etc) and can also be called “Jornada Internacional” if there are participation of foreign experts and the duration is only one day.

The regional congresses will have the designation of respective region (Iberian Congress, Mediterranean Congress, Cono-Sur Congress, etc) and can also be called “Jornada Internacional” if the duration is only one day.

The World Congress is the most important meeting of the IAH. It will be organized every two years, according the rules of this Regulation, and has the main objectives:

- To update research results and experiences on all aspects of Echinococcosis;
- To promote meetings with other International Organisations;
- To encourage research in all fields of Echinococcosis;
- To prepare and discuss resolutions regarding Echinococcosis research and control, which can be published in the media or submitted to International or National organisations, Health authorities, Governments etc.
- To enable the celebration of the IAH General Assemblies (GA);

## 1) FORMALITIES TO ORGANISE THE CONGRESS

### 1.1) Application to host a Congress

- a) An application to host a Congress must be made by the Affiliate(s) in the form of a written proposal to the President of the Directive Council and must be received at least three months prior to the next IAH Congress.
- b) The proposal must include the official letter of intent from the President of the Affiliate and also full information on the following items:
  - Postal and e-mail addresses, phone and fax numbers of responsible person;
  - City of the conference and date in which it is to be held;
  - Proposal of main scientific topics;
  - Availability of hotel accommodations, including inexpensive accommodations for students, and ideas for social programme and pre and post-conference tours;
  - Expected support from government, local authorities, institutions, company’s etc.

### 1.2) Selection and approval

- a) The Executive Board (EB) will consider all applications properly submitted and, in the selection process, shall consider the following criteria:
  - Highest likelihood to fulfil the objectives referred of the Congress;
  - Option for the country that has not hosted any Congress before;
  - Option for a continent different from that where the next Congress is to be held;
  - Highest profitability for the IAH objectives.
- b) Once the decision has been made the EB must notify the Council of Representatives and send the name of the President of the Congress and an official document to the authorities of the Affiliate selected to host the Congress;

### 1.3) Formalities of the host Affiliate

- a) The authorities of the selected Affiliate will appeal to their governmental authorities to approve officially the Congress and shall send to the IAH General Secretariat a copy of the governmental approval document;
- b) The Congress shall be announced (first announcement) at the IAH General Assembly (i.e. two years before), where the host Affiliate will inform:
  - The name of the president of the Congress and constitution of the Organising Committee;

- The date, city and Congress venue;
- The seat of the Congress Secretariat (Postal and e-mail addresses, Fax and Phone).

**1.4) If the EB has not received any application according the paragraph 1.1) a), the proposal(s) to organise the next Congress can be exceptionally presented to the President of IAH in the first day of the prior Congress**

- a) The proposal(s) must always observe the items referred in paragraph 1.1) b);
- b) The proposal(s) will be presented to the IAH General Assembly for voting the decision.

## **2) COMMITTEES CONSTITUTION AND RESPONSIBILITIES**

### **2.1) Local Organising Committee (LOC)**

- a) The LOC will be responsible for all aspects of Congress organisation and will be composed of a number of members to be appointed by the authorities of the host Affiliate;
- b) The competencies and responsibilities of the LOC include:
  - Congress information, announcements, invitation of participants and timely elaboration of the Congress Programme (scientific programme and social events);
  - Financial support and bookkeeping according to legal regulations of the host country;
  - To establish the amount of the registration fee;
  - The selection of submitted free papers (oral, poster and video);
  - The publication of the International Archive of Hydatidology;
  - To elaborate after the completion of the Congress, but not later than six months, the final report of the Congress, including the Cost Statement, for the EB of the IAH.

### **2.2) Scientific Committee (SC)**

- a) The SC will be composed of recognised experts in the field of Echinococcosis representing various disciplines/specialities and geographic regions, to be appointed by the authorities of the host Affiliate. The President shall be a recognised scientist from the host country and one Vice-President shall be the President of IAH (ex officio).
- b) The competencies and responsibilities of the SC are:
  - To collaborate with the LOC in the elaboration of the scientific programme;
  - To propose names of speakers to be invited by the LOC;
  - To establish, with the LOC, the rules and to aggregate the juries for prizes awarding.

**2.3) If the LOC consider necessary can establish an Honorary Committee (HC) that will be constituted of authorities and scientists of the host country, members or not of the IAH Organs and other International Organisations invited by the LOC.**

## **3) FINANCING THE CONGRESS**

### **3.1) Financing means**

- a) The financing of the Congress will be achieved by the LOC from allowance of the governmental authorities of the host country or other institutions, from the Registration Fees and other contributions;
- b) The LOC shall secure sponsors for the prizes to be awarded;
- c) The surplus funds of the Congress shall be transmitted by the LOC to the Treasurer of IAH for deposit in the IAH account.

### **3.2) Financial facilities for participants and “Invited Status”**

- a) The IAH members shall have reduced Registration Fee. The members of the IAH Organs and the Benefactor members will pay only 50% of the Registration Fee;
- b) The LOC shall give the “Invited Status” for all invited participants (speakers, presidents, secretaries and moderators of the sessions) in which they are exempt to pay the Registration Fee and, whenever possible, the hotel accommodation;
- c) The Official Representation of the IAH is the Executive Board (EB). The members of the EB (President, General Secretary and Treasure of the DC) are exempt to pay the Registration Fee and the LOC shall support their accommodation and travel.
- d) Special efforts shall be made by the LOC to provide financial support for young scientists and students from underdeveloped countries;

## **4) CONGRESS ANNOUNCEMENTS**

**4.1) The Congress must be notified through at least three announcements in English (or in English and Spanish).**

- a) The First Announcement shall be released in the General Assembly of the prior Congress (i.e. two years before the announced Congress), and includes the information referred in paragraph 1.3) b);

- b) The Second Announcement shall be released one year before the scheduled Congress, at least, and shall contain the following information:
  - City, date and Congress venue;
  - Main scientific topics and constitution of the Committees;
  - Headquarters and address of the Congress Secretariat and Internet address for Congress information;
  - General information about the host country and host city (how to reach, visa, health requirements, climate, currency, interesting places to visit, public transportation, etc.);
- c) The Third (Final) Announcement will be released not later than six months before the scheduled Congress, and shall include, beyond the information of the 1<sup>st</sup> and 2<sup>nd</sup> announcements, the following:
  - Congress Programme (provisional Scientific Programme, Social and Accompanying Person Programmes) and information about pre and post Congress tours;
  - Registration Form, amount of registration fee and the deadline for registration with reduced fee;
  - Information about hotels and costs of accommodation;
  - Date, time and place of the General Assembly;
  - Forms, rules and deadline for Call of Abstracts;
  - Reference to the prizes (amount and rules for the candidacies);

**4.2) The announcements shall be distributed via Internet and published in the Newsletter of IAH and other journals where useful (the announcements may include commercial advertisements).**

## **5) CONGRESS VENUE AND PROGRAMME ELABORATION**

**5.1) The Congress venue shall be near the hotels with easy access to the centre of the city by public transport facilities**

- a) The Congress venue shall have:
  - two rooms for the scientific sessions;
  - one space (hall) equipped with poster stands for permanent poster exhibition during the Congress;
  - a space (hall) for registration;
  - one room for the Executive Board of the IAH and for meetings of Committees and/or Organizations;
- b) The rooms for the scientific sessions shall have audio-visual equipment (computer, data show, and video presentation) and simultaneous translation facilities.
  - The main Room shall have 250/300 seated places and shall be the local for plenary sessions, ceremonies and General Assembly of IAH.
  - The other room shall have around 80/100 seats and will be the place for parallel sessions and special sessions for the International Organisations

**5.2) The Congress Programme includes the Scientific Programme and the Social Events**

- a) The Scientific Programme (SP) will be elaborated by the LOC with the co-operation of the SC and the final version has to be approved by the President of IAH.
- b) The Social Events includes a welcome reception, a farewell dinner and a tour for all participants including the accompanying persons. It can be arranged an Accompanying Person Programme that can include tours and/or interest places to visit;
  - The Welcome Reception has the aim to promote the informal contact between all participants and shall be held on the first day or the day before the Congress;
  - The Farewell Dinner shall be held on the last day of the Congress and, where possible, the registration fee shall include the cost;
  - The Tourist Tour can be realised in day before the Congress or the day after the Congress;

## **6) PUBLICATIONS AND PRIZES**

**6.1) Programme Booklet**

- a) The Programme Booklet shall be written in English (in English and Spanish whenever possible) and will be delivered to all participants in the beginning of the Congress;
- b) It shall contain the messages of the different authorities (Presidents of the Congress, of the IAH and of the host Affiliate); the constitution of the IAH authorities and of the Congress Committees; the names of the invited participants; the Scientific Programme with detailed schedules and sessions localities; the Social and Accompanying Person Programme, the day and time of the General Assembly, the list of sponsors and also can refer useful information related to the Congress.

**6.2) International Archives of Hydatidology**

- a) Shall be printed in a book format and shall contain the papers of all scientific sessions and the standardised abstracts of Free Papers (oral, poster and video), and author index.
- b) The "book" shall be delivered free of charge to all participants in the beginning of the Congress, or at least, in the last day.

### **6.3) Prizes**

- a) During each Congress prizes for the best Free Papers (Oral presentation, Video and Poster), will be awarded by different juries.
- b) The Posters shall be exposed during the Congress and the jury will select the 10 best posters that shall be presented in one parallel session.

## **7) BASIC STRUCTURE OF THE CONGRESS**

The World Congresses shall have the same basic structure in order to facilitate the congress organisation and to make the best use of time in all sessions.

### **7.1) Duration**

The Congress will be held during, at least, three days.

### **7.2) Official languages**

English is the official language of the Congresses, and also the Spanish whenever possible. In this case the simultaneous translation shall be assured in all sessions, ceremonies and General Assembly. No other official language can be used during the Congress sessions, ceremonies or Assembly.

### **7.3) Scientific sessions**

- a) In each day there will have four periods of sessions, two in the morning and two in the afternoon with 30 minutes break between two sessions. The period for lunch will be one and a half hour;
- b) The scientific sessions will be Plenary and Parallel Sessions.
- c) Each session will be chaired by a Chairperson and a co-Chairperson and they will be supported by a local (technical) Secretary;
- d) Plenary Sessions:
  - will be at least four and will treat the main topics in Echinococcosis
  - they will last utmost two hours, including the discussion period;
  - the length of each plenary paper shall be 20/25 minutes;
- e) Parallel sessions:
  - will be used for Round Tables and Free Papers, and they can occur simultaneously;
  - will last utmost one and a half hour, including the discussion period;
  - in Round Tables the length of each paper shall be 15/20 minutes;
  - Free Papers will be Oral communication, Poster discussion (10 best posters) and Video exhibition;
  - the total time allocation for presenting a Free Paper (oral communication or video exhibition) will be 10 or 12 minutes including the discussion period;
- f) Special sessions for the International Organisations shall be reserved and they can be carried out in Satellite Symposium or Workshops, before, during or after the Congress;

### **7.4) Ceremonies**

- a) Opening Ceremony (OC):
  - Is the first session of the Congress and can include a Plenary Paper presented by a scientist of the host country containing some general information on the host country with regard to Echinococcosis.
  - The primary aims of the OC shall be to welcome the participants of the Congress (number and represented nations can be mentioned); to stimulate public interest for Echinococcosis (some data on the global extent of the problem and progress in research can be presented); to stimulate interest of young scientists in the activities of IAH and to stimulate interest of the participants in the host country and in its research activities.
- b) Closing Ceremony (CC):
  - Is the last session of the Congress and a summary of the main achievements and conclusions of the Congress shall be presented by the president of the Congress.
  - The aims of the CC shall include the presentation of public resolutions adopted by the General Assembly (delivered by the President of IAH); the official invitation for the next Congress and the awarding of prizes and distinctions
- c) The ceremonies shall have an Authority Board composed of a representative of local authorities, the chairperson of international organisations and the Presidents of: IAH, local Affiliate, Congress, Organising, Scientific and Honorary Committees (maximum 10 persons). There will be a protocol director to guarantee the correct order of intervention of the representatives, which shall not surpass five minutes, and that shall be as following: President of the Congress; President of the local Affiliate; Representative(s) of the International Organisation(s); President of the IAH; Maximum local authority present, that will end the act.

### **7.5) GENERAL ASSEMBLY OF IAH**

The General Assembly of the IAH shall take place in the second day of the Congress, in the main room, and for it shall be arranged two hours and simultaneous translation.

### BASIC STRUCTURE OF THE CONGRESS

Time	Day 0	Day 1	Day 2	Day 3	Day 4
08.30 – 10.30	Registration	Open Ceremony	Parallel session	Parallel session	
10.30 – 11.00		Break	Break	Break	
11.30 – 13.00		Plenary session	Plenary session	Plenary session	
13.00 – 14.30		Lunch	Lunch	Lunch	
14.30 – 16.30	Sightseeing Tour (1)	Parallel session	Parallel session	Parallel session	
16.30 – 17.00		Break	Break	Break	
17.30 – 19.00		Plenary session	General Assembly	Closing Ceremony	
Evening	WR	(2)	(2)	FD	

*(WR) Welcome reception (can be held the day 1); (FD) Farewell dinner;*

*(1) Tour can be held the day 4; (2) In these evenings there can be held social events*

### GUIDELINES FOR SELECTION PAPERS AND HINTS FOR CHAIRPERSONS

a) Plenary papers: Good quality of plenary papers will be achieved by selecting highly qualified speakers and by reviewing their manuscripts (by experts) before publication in the International Archive of Hydatidology.

b) Selection of contributions for oral or poster presentation: This is the responsibility of the LOC that shall decide on the basis of high scientific standards considering the following criteria:

- Abstracts shall be submitted in a uniform format according to special guidelines;
- They shall contain new information presented in a clear form, including the necessary information on the methods used for the study;
- Presentation of case numbers and other figures shall follow international rules. For example, presentation of percentage figures alone without making reference to the absolute numbers of individuals examined could be a reason for rejection of the abstract;
- Where necessary, numeric data shall be evaluated by statistical methods;
- Ensure that epidemiological terms are used correctly (for example prevalence, incidence) and that figures are complete. For example incidence rates shall be expressed for a defined region or country as the number of new cases per year per 100,000 inhabitants;
- Abstracts reporting repetitive or incomplete data or data on apparently unethical animal experiments shall be rejected;
- It shall be avoided that the same author or group of authors are allowed to present several oral presentations while others are restricted to the poster exhibition;
- Young scientists from all geographic areas presenting innovative information shall preferably be given the opportunity for oral presentation.

c) Hints for Chairperson

- Before a session:

- Contact your co-chairperson and secretary as early as possible during the Congress, discuss with them the conduct of the session, find out which speakers are present or absent and adjust the programme accordingly in co-operation with the LOC;
- Ensure that the chairpersons have an abstract of each presentation, read the abstracts and think about suitable questions which could stimulate the discussion;
- Know which speaker in a multi-authored paper will make the presentation and how to pronounce author' names;
- Ask your secretary to enquire who is responsible for proper functioning of the audio-visual equipment and room lighting and to make adjustments as needed (i.e. replacing a projector or a bulb, etc.);
- Check with the co-chairperson and secretary the location of pointers, and how the microphone is to be positioned if one is to be used. Ask your secretary to check the timing of the session and to use an alarm clock to stop speakers, if necessary;

- During the session:

- Speak clearly and keep session strictly on schedule;
- Intervene if speakers are talking too fast or indistinct or if projection is not satisfying;
- Intervene if speakers in the discussion present too long comments.

- After the session:

- Inform the LOC about problems with the technical equipment in the room.