

## **REQUIREMENTS OF ORGANIZATIONS HOSTING THE WORLD CONGRESS ON MEDICAL PHYSICS & BIOMEDICAL ENGINEERING**

*Approved 1990, Amended 1997, 2002, 2011, 2014, 2017*

COC: Congress Organizing Committee

CCC: Congress Coordination Committee

BR: Baseline requirements

FR: Further requirements

BR 1. English is the official language of the World Congress. Host organisations must be capable of producing the necessary advertising and materials for the World Congress and have staff able to respond to correspondence in this language. On site staff must be able to provide services in English. However, it is helpful if they can provide some services in other languages of the affiliates.

BR 2. Applicants shall be prepared to post their approved completed application material, including the questionnaire response, on the IUPESM website no later than 3 months prior to the commencement date of the IUPESM 2018 World Congress or the date specified in the Call for Proposals.

BR 3. The local WC organizers and Congress Organizing Committee (COC) shall commit to work closely with the Congress Coordination Committee (CCC) to ensure smooth and proper planning and organizing of the WC. For instance, the CCC needs to ensure that invited keynote and plenary speakers and the membership of scientific committee have an appropriate balance in geographical representation, a good balance in scientific activities, including topics between medical physics and biomedical engineering, and there should also be a reasonable gender balance.

BR 4. The COC shall endeavour to observe the tenets of the International Council for Science (ICSU) on the free movement of participants from all nations and to assist in arranging the granting of visas to bona fide participants who wish to participate.

BR 5. The Presidents of IUPESM, IFMBE and IOMP shall be invited to address the opening and closing ceremonies. The organizers of the next World Congress shall be invited to make a presentation of their upcoming World Congress at the closing ceremonies.

BR 6. Provisions must be made for general services to the delegates, e.g., money exchange, travel agent, message centre, facsimile, photocopy, free WIFI, access to terminals for email and internet, telephone, free drinking water facilities close to meeting/conference rooms.

BR 7. Office space shall be provided for the IUPESM, IFMBE and IOMP and access to word processing computer, e-mail, telephone, facsimile, internet access and photocopying services to support their meetings shall be provided.

BR 8. Adequate meeting space in close proximity to the Congress venue shall be provided for the Council, Divisional and Committee meetings of the IUPESM, IFMBE and IOMP.

BR9. The World Congress application form must be completed and accompanied by the signed statement of intent of the COC.

#### FURTHER REQUIREMENTS

FR 1: The proposal shall include a preliminary budget, an estimate of delegate numbers with geographic distribution and a description of the meeting facilities.

FR 2. The proposal shall include a list of comparable meetings that have used the facilities in the previous 2 years. The site must be accessible by air travel at reasonable prices during the proposed time period of the WC, which should be well clear of overlapping conferences. Consideration for the dates of the World Conference should be in late May through late August. The city weather during this slot should be pleasant.

FR 3. The host country's national organisations in medical physics and biomedical engineering must commit to being co-organizers.

FR 4. Premises:

1. There shall be a description of the available number of parallel session rooms with their capacities, the number of medium size room with their capacities and the number of large size rooms with their capacities. The size of the exhibition hall shall be provided. Details of previous events held at the location shall be given along with details of the number of attendees.
2. General Assembly room requirements: The General Assemblies of the IFMBE and IOMP will each require a room to accommodate 180 delegates and the IUPESM General Assembly will require a room to accommodate 300 delegates. The General Assemblies of the IFMBE and IOMP shall be scheduled to run for up to 180 minutes. The IUPESM General Assembly shall be scheduled to follow the IFMBE and IOMP Assemblies following a short break and shall be scheduled for up to 180 minutes.
3. Councils. Each organization will hold two Council meetings during the World Congress. Rooms for the Council meetings shall be of sufficient size to accommodate at least 30 participants for the IFMBE and 70 participants for the IOMP. Rooms shall preferably have seating around a U-shaped table arrangement and shall be equipped with a computer projector. The first series of Council meetings takes place just prior to the beginning of the Congress and the second meeting of each organization on the last days of the Congress. Specific arrangements for the times of Council

meetings shall be coordinated well ahead of time with the Secretary General of each organization.

4. Catering facilities at competitive rates shall be available for meeting rooms, in particular for working lunches and receptions hosted by Presidents of IOMP, IFMBE, and IUPESM. If the rates are considered to be too high, there should be provision to arrange outside catering.

FR 5. There shall be a commitment for the presentation of IUPESM, IFMBE and IOMP Awards during the Opening Ceremony. The Award recipients shall be offered the opportunity to give an Invited Talk highlighting their award winning research.

FR 6. There shall be a commitment for special sessions for the IUPESM Young Investigators' Research Symposium and other IUPESM, IOMP and IFMBE initiatives (either or both oral papers and posters presentation).

FR 7. There shall be a commitment to provide a clear time period for General Assemblies and Council Meetings of the IFMBE, IOMP and the IUPESM. Scheduling to minimize conflict with scientific sessions.

FR 8. There shall be a commitment to provide rates for accommodation in medium and lower-priced hotels and in low cost dormitory style for the attendees in addition to starred hotels. These should be reasonably close to the meeting facility. Only a reasonable number of rooms should be booked or secured for the WC attendees, considering that many participants might use online services to secure their accommodation. Any contracts with local hotels need to be reviewed carefully to ensure that risks from contractual obligations are minimized should the required number of rooms not be filled.

FR 9. There shall be a commitment to provide, free of charge, economy class air travel to the Congress site, double accommodation for three nights, full participation in Congress events (including Congress Dinner), free registration in support of the two IUPESM Award of Merit winners and free registration and Congress Dinner for one accompanying person for each IUPESM Award of Merit winner. The winner is also expected to be a plenary (or equivalent) speaker. The COC will also provide, free of charge, full participation in Congress events (including the Congress Dinner) and free registration in support of three IFMBE and three IOMP Main Award winners (six in total) and free registration and Congress Dinner for one accompanying person for each IFMBE and IOMP Award winner (six persons total). Each winner is also expected to be a plenary (or equivalent) speaker. Free registration and two night's stay for up to three new Honorary members of IOMP being conferred membership during the Congress.

FR 10. Seventy two (72) complimentary hotel double room nights and free internet access to accommodate equally the IFMBE, the IOMP and the IUPESM officials as determined by the Presidents of the said Organizations for their own organizations.

FR 11. A booth shall be provided free of charge to the IUPESM for the display of IUPESM, IOMP and IFMBE materials. The size of the booth shall be no less than 20 m<sup>2</sup>.

FR 12. A meeting room to accommodate at least 100 attendees shall be provided for the presentation of applications to host the 2027 World Congress. This session must precede the IFMBE General Assembly and the IOMP Council Meeting. The time for the meeting shall be arranged in co-ordination with the CCC of the IUPESM.

FR 13. The IOMP and the IFMBE shall each receive US\$20,000 and the IUPESM shall receive US\$10,000 at the close of the Congress. In the event of a loss, the remuneration shall be reduced to US\$10,000 each to the IOMP and IFMBE and US\$5,000 to the IUPESM to provide equitable risk sharing. The COC shall transfer to the IUPESM  $\frac{1}{3}$  (one third) of the surplus accruing after the settlement of all debts arising from the Congress within six months after the end of the Congress. These funds shall be divided equally between the IFMBE, the IOMP and the IUPESM.

FR 14. The COC shall provide reduced registration fees to developing country delegates based on guidance from the United Nations and/or World Bank classification DAC list (lower and middle income categories), officers of IUPESM and IOMP and IFMBE, retired/emeritus members, and student members of the IFMBE and the IOMP. The registration rate for participants from developing countries should be no more than 50% of the standard rate.

FR 15. The COC shall repay all loans advanced by IFMBE and IOMP no later than 3 months after completion of the Congress.

FR 16. The official journals of IFMBE and IOMP may negotiate through the COC for first choice on publication of selected full papers of the Congress.

FR 17. A Digest of Abstracts must be published and carry an ISBN number. The format, as outlined by the IUPESM Congress Coordinating Committee shall be used. The cover design shall carry the logo and name of the three sponsoring organisations: IUPESM, IFMBE and IOMP.

FR 18. Within 12 months of the completion of the Congress, the COC shall submit a completed World Congress Report Form to the CCC. This must include an Audited Financial Report, which must be reviewed and approved by the CCC before any monies can be distributed.

FR 19. The domain name for the website of WC2024 should be booked within 3 months of decision at Prague conference, the website of the conference should go live at least 2 years before the conference and the website should remain live for at least 5 years after the conference in 2024.

**The IFMBE and IOMP will separately vote for their preferred bid for WC2024. These results will then be combined to determine the successful bid.**

**The successful applicant will negotiate and sign the contract for the 2024 World Congress at the Singapore World Congress in 2021 or at a future date not to exceed a period of 6 months following the World Congress.**