



International Continence Society

ANNUAL SCIENTIFIC MEETING GUIDELINES

Contents

1. Definitions:	3
2. Annual Scientific Meeting Bidding Procedure	3
3. Venue Requirements	6
4. Finance.....	8
5. Meeting Schedule	10
6. Promotion and PR of ASM	11
7. Scientific Programme.....	13
8. ICS Educational Courses and Workshops at the Annual Meeting	17
9. Continuing Medical Education	21
10. The ICS Annual Meeting Website	22
11. Web casts	23
12. ICS Annual Meeting Registration System	23
13. Competing Interests.....	24
14. ICS Social Programme	25
15. ICS Awards	26
16. Mobile Phones, video, camera and no-smoking	27
17. ICS AGM	27
18. Official ICS Meetings during the Annual Meeting	28
19. Industry	29
20. Patient Organisations.....	31
21. ICS Press	31
INTERNATIONAL CONTINENCE SOCIETY (ICS) INDUSTRY CODE OF PRACTICE	32

ICS ANNUAL SCIENTIFIC MEETING GUIDELINES

1. Definitions:

1.1. International Continence Society:

The ICS is a UK based Charity. The ICS is managed by Board of Trustees who are responsible for writing and maintaining these guidelines.

1.2. Conticom ICS Ltd:

Under UK law a separate company must deal with the commercial activities of the ICS. Conticom-ICS Ltd was set up to handle the finances of the commercial aspects of the ICS Annual Meeting. Conticom-ICS Ltd is a wholly owned subsidiary of the International Continence Society. Conticom-ICS Ltd has a board of Directors who also act as the ICS Executive Committee and the ICS Meetings Committee.

2. Annual Scientific Meeting Bidding Procedure

2.1. Applying to host an ICS Annual Scientific Meeting

Applications to host an ICS Annual Scientific Meeting (ASM) should be addressed to the General Secretary and are required to arrive at the ICS office by email by 1st April, four years prior to the year of the proposed meeting. Applications should be no longer than three pages and contain the information requested in the 'Bid to Host an ICS Annual Scientific Meeting' document which can be found on the ICS website. All countries are currently being considered for application.

The proposed venue should be held in a location with reasonably easy international access, i.e. airport/rail links and the various methods of travel to the conference should be outlined in the bid.

A map of the proposed conference venue marked with the surrounding hotels, their class and number of beds is required. There should be an outline of the accommodation available, including proximity to conference site and the current costs per night given in the local currency. Details of inexpensive accommodation together with 'up-market' hotels should be provided. The ICS now expects 2000 – 3000 people to attend the Annual Meeting.

The Meetings Committee will only consider bids received from active, upstanding members of the ICS who have attended at least three ASMs. Please indicate on the bid which years have been attended and how long ICS membership has been held. The Meetings Committee will only consider bids received where the disciplines of Chairman and Scientific Chairman are of different and which reflect the multi-disciplinary nature of the ICS

2.2. ICS Meetings Committee

Applications received by April 1st are circulated to the ICS Meetings Committee and to the Permanent Congress Company (PCO), KENES International, who will, on behalf of the ICS conduct an analysis on the suitability of the application and examine the commercial viability of the proposed venue. The ICS Meetings Committee meets during the ICS ASM to finalise which applications are suitable for membership voting.

Applicants will be invited to attend the ICS Meetings Committee Meeting to be held at that year's ASM to answer any further questions. Each candidate will be allocated 10 minutes for their presentation and to answer questions from the Committee members. **The Meetings Committee does not need to see advertisement videos for the location.** Since the ICS membership vote on the meeting's Chairman rather than the destination it is important to ensure that the conference facilities and layout are suitable for the needs of the ASM and that the Chair is committed to the science of the meeting. Further information regarding the meeting scheduling, venue and instructions regarding audio-visual equipment available will be sent to candidates closer to the date of the meeting.

Following this meeting a short-list of candidates will be announced at the ICS AGM and the membership will then be asked to select their preferred bid via an on-line vote at www.icsoffice.org over a period of 8 weeks.

2.3. Canvassing

Canvassing the ICS membership and/or advertising your application is not permitted and will result in disqualification. However, all bid applications accepted to go forward by the Committee will be placed on the ICS website for members to view prior to their online vote.

2.4. Announcement of the successful application

All ICS members will be notified of the successful bid. Results can also be accessed via the website on www.icsoffice.org and within the ICS official Journal approximately 2 months after the AGM.

2.5. Specialty and ICS History of Chair and Local Organising Committee

The ICS is a multidisciplinary Society and this should be reflected by the specialties of the individuals who support the invitation and who will be actively involved in the promotion of the meeting. The specialty and the history of ICS meeting participation for each individual listed in the application should therefore be indicated. All members of the Local Organising Committee (LOC) must be members of the ICS.

2.6. Role of Annual Scientific Meeting Chair, Scientific Chair and LOC

The Annual Scientific Meeting Chair, Scientific Chair and the LOC are responsible for working in cooperation with Kenes International and Conticom on all aspects of the meeting organisation. The Chair will sign into a contract with Conticom at least 18 months prior to the meeting and agrees to adhere to the ASM Guidelines and Division of Duties.

The Chair will be expected to work within the defined budget. They are expected to work with Kenes on all aspects of the social programme, in accordance with ICS policy, promote the event, and assist in enlisting sponsorship. The ASM Chair and the LOC are also responsible for coordinating (with Kenes International) the full schedule of the meeting and will be conducting the Opening and Closing ceremonies and working with the ICS office on all matters pertaining to the ASM. The Chair will be responsible for selecting a suitable Scientific Committee Chair and the selection of the 'State of the Art Lectures' in conjunction with the Scientific Committee and Education Committee Chair. It is hoped the Chair and the committee will bring an original and local flavour to the meeting. They are also expected to have been strong supporters of the ICS over the years. If the meeting chair is a urologist, then scientific chair should be from a complementary discipline (gynaecology, professions allied to medicine, medicine) and never the same as each other. The ASM Chair and Scientific Chair will not be responsible for the ICS AGM.

The ASM Chair and Scientific Chair will be required to produce a brief report of the salient features of the meeting to be stored for the ICS archives within three months of the meeting. The ICS Publications and Communications Committee can assist in writing the report. The report should include:

- Aims and Objectives of the meeting
- Achievements of the meeting
- Special features including:
 - Personalities
 - State of Art speakers and their topics
 - Any innovations made at the meeting
 - Social events

Comment/Suggestions for the future
Photographs of personalities and/or social events add interest.

With the involvement of Kenes International the requirement to have a LOC has reduced. It is still the Chairs decision as to whether to appoint a LOC but the ICS recommends that this group not be more than 8 people. It may be appropriate to have honorary local committee members.

2.7. Permanent Congress Organisers (PCO)

Conticom has employed Kenes International as the long-term PCO responsible for managing all ICS ASM's. They will be responsible for organising the meeting for the successful application and will work with the Chair in coordinating all ASM matters. Therefore there will be no requirement for the applicant to hire a PCO. However, a local company may be employed by Kenes International to assist with local arrangements where required. This local company will be appointed and managed by Kenes. No independent company will be appointed by the LOC. No commitment should be made to local companies and Kenes International will interview suitable candidates at their discretion.

Kenes are responsible for all the organisational and logistical matters of the ASM and they will prepare a Division of Duties detailing who is responsible for all aspects. Kenes will be responsible for creating and maintaining a database of all potential and past delegates. They are also responsible for all the registration and accommodation requirements of the delegates of the ASM including pre-financing the ASM and collecting all revenues. Kenes will work directly with Conticom and the ICS office to ensure all meetings are advertised correctly to obtain maximum exposure. Kenes are not responsible for the abstract and workshop submission process. The ICS office manages all details and passes relevant information onto Kenes.

Applicants wishing to contact Kenes International for assistance in preparing the bid are invited to do so.

3. Venue Requirements

3.1. Plenary Hall

Seating for a minimum of 2,000 participants is required, preferably in an auditorium with tiered seating.

3.2. Workshops and ICS Educational Courses (Pre-Meeting Days 1 – 2)

8 – 16 medium sized rooms holding between 50 and 200 participants theatre style.

3.3. Parallel Halls (Meetings days 1 – 3)

Two halls with seating for a minimum of 400 participants, theatre style.

3.4. Exhibition / Registration / Coffee and lunch breaks

Gross area of 4,000 sqm for an exhibition of 2,000 sqm with all coffee and lunch breaks served in this area. The exhibition area is open for the 3 days of the main scientific programme. On the first two days coffee and lunch is taken in the proximity of the workshops. The ICS is required to have a large and prominently placed booth in the exhibition area. There should be space for provision of storage, seating and working, i.e. a desk, counter, table and chairs. The booth should be lockable and a secure cupboard should be made available. The ICS Office will require a printer and internet connections as well as a number of power points. Exact requirements to be supplied by the ICS Office at least 6 months prior to the meeting.

3.5. Poster Space

Space should be available to display up to 600 posters during the 3 days of the Annual Meeting; preferably in one area and ideally in or close to the main exhibition area. It is estimated that 600 square meters will be required.

3.6. ICS Committee Rooms

Four committee rooms with seating for up to 25 committee members will be required for committee meetings as per schedule. Some meetings will require U-shaped set up with AV, others will require Board-room style. All committee meeting requirements will be confirmed by the ICS office at least 6 months prior to the meeting. A committee quiet room for ICS committee members should be available all week to include refreshments, access to computers, printers and internet where possible.

3.7. Internet Facilities

Internet facilities should be made available at the Annual Meeting and can be sponsored by industry

4. Finance

4.1. Budget

Kenes International will present a detailed budget to Conticom 18 months prior to the ASM and a registration fee will then be agreed by the Directors of Conticom. For the 12 months leading up to the meeting Kenes will provide a monthly updated budget which will be shared with the ASM Chair, Conticom directors and ICS office.

4.2. ASM Chair Payment

A donation of €50,000 will be made by Conticom to a charity or other not-for-profit organisation selected by the Annual Meeting Chair, having similar aims and objectives to the ICS. Proof of charity or similar status will be required. The donation will be made following completion of the meeting. The donation will be included in the budget for the ASM.

4.3. ASM Chair and Local Organising Committee Expenses

Reasonable and agreed in advance expenses related to the annual meeting will be reimbursed to the meeting Chair and LOC by Kenes on production of an expenses claim supported by relevant receipts or invoices. These expenses will be included in the budget for the ASM.

4.4. ASM Allowances

The Scientific Committee, Chairman of Committees who are not ICS Trustees and Board of Trustees will receive registration, accommodation (if not sponsored) and ICS dinner tickets free of charge.

The Local Organising Committee will also receive registration and ICS dinner tickets free of charge. Accommodation should not be required because they should be local to the venue.

State of the Art lecturers who are not ICS members, will receive VIP status, their registration waived and flights and accommodation (one day either side of their lecture) plus ICS dinner tickets provided free of charge.

State of the Art Lecturers who are ICS members, will receive free of charge, flights and relevant accommodation (one day either side of their lecture) plus dinner tickets. Free conference registration is not provided.

Members of the Board of Trustees, the Scientific Committee, Chairman of Committees who are not ICS Trustees/Local Organising Committee/State of the Art Lecturers/Past Annual Meeting Chairs/Future Annual Meeting Chairs/Scientific Session Chairman and Workshop Chairs will be invited to the Chairman's dinner. The Chairman of the ASM is entitled to ask any local officials/dignitaries/heads of departments that he deems appropriate to the Chairman's dinner. However, the number of available places would need to be confirmed by the ICS office and Kenes.

	Registration	ICS Dinner	Lodging	Travel	Chairman's Dinner
ICS Scientific Committee	X	X	X		X
ASM Chair	X	X	X		X
Local Organising Committee	X	X			X
SOA (members)		X	X	X	X
SOA (non-members)	X	X	X	X	X
Scientific Session Chairman					X
Workshop Chairman					X
ICS Office		X	X	X	X
ICS Prev & Future Mtg Chairs					X
Local key people		X			X
ICS Board of Trustees	X	X	X	X	X
ICS Committee Chairs (who are not Trustees)	X	X	X		X

4.5. Sponsorship/Exhibition

Kenes International (in conjunction with the ICS office and the ASM Chair) will be responsible for managing all sponsorship and exhibition aspects of the meeting via their Industry Liaison department. A sponsorship brochure detailing all packages and items for potential sponsorship including exhibition details will be available for circulation 18 months prior to the meeting. This will assist with future planning for the companies but should not conflict with any sales for the next meeting. Deviations to the sponsorship packages can be allowed but only on reference to Conticom.

4.6. Annual Meeting Accounts

Kenes International will be responsible for submitting final accounts to Conticom no later than 6 months after the Annual Meeting.

4.7. Registration Fee

The registration fee should include all meeting facilities, lunches and Welcome Reception. Additional meetings or events such as workshop entrance and the ICS Dinner will be charged separately to the main registration fee. Fees will be determined in line with previous meetings and it is hoped to keep fees to a minimum. A fee structure to include reduced prices for ICS members, nurses, physiotherapists and trainees will be prepared. Other considerations, such as local societies or geographical locations can be considered.

5. Meeting Schedule

5.1. Background

Traditionally, the ASM has been held in August, September, October or November; provided the dates are within 15 months of the previous ASM. With the aim of strengthening ICS in the annual meeting calendar we recommend dates between the last week of August and the end of September, taking into account all religious holidays, national holidays in the host country and those of the major ICS membership countries.

Prospective hosts and Kenes need to check on the timings of other meetings and dates of religious and national holidays.

The ASM is organised over five days: two pre-meeting days devoted to Workshops and ICS Educational Courses, and three ASM scientific days. Ideally the two pre-meeting days should be Monday and Tuesday and the meeting days Wednesday, Thursday and Friday but the days of the week can be flexible.

In a “normal” ICS meeting week, the Chairman’s Dinner would normally be on Monday evening or prior to the start of the meeting. The Welcome Reception is held on the Tuesday night and the Annual ICS dinner is held on the Thursday night

5.2. ASM Schedule

Facilities should be available for an adequate number of days prior to the opening of the meeting to allow construction of the exhibition and the preparation of session halls

Pre-Meeting Day 1	All day	ICS Educational Courses and Workshops ICS Committee Meetings
	Evening	Chairman's Dinner (Speeches by ASM Chair, General Secretary, Scientific Chair)
Pre-Meeting Day 2	All day	ICS Educational Courses and Workshops ICS Committee Meetings
	Evening	Welcome Reception
Annual Meeting Day 1	Morning	Opening – Ceremony (Speeches by Meeting Chair, General Secretary) Exhibition Opens Plenary Session Promotion of next Annual Meeting (5 minutes) State of the Art Lecture Coffee break in the Exhibition – Press Conference
	Lunchtime	Lunch in the Exhibition ICS Committee Meetings
	Afternoon	Poster & Video sessions (parallel if required) Coffee break in the Exhibition Poster & Video sessions (parallel if required)
	Evening	Free evening
Annual Meeting Day 2	Morning	Plenary Session State of the Art Lecture Coffee break in the Exhibition Poster & Video sessions (parallel if required)
	Lunchtime	Lunch in the Exhibition ICS Committee Meetings
	Afternoon	Plenary Session Poster & Video sessions (parallel if required) Coffee break in the Exhibition ICS AGM
	Evening	ICS Dinner (Speeches by Meeting Chair and General Secretary)
Annual Meeting Day 3	Morning	Plenary Session State of the Art Lecture Coffee break in the Exhibition Poster & Video sessions (parallel if required)
	Lunchtime	Lunch in the Exhibition ICS Prize committee meeting
	Afternoon	Poster & Video sessions (parallel if required) Plenary session Closing ceremony & Prize giving

6. Promotion and PR of ASM

6.1. Promotion of ASM

Promotion of the ASM should be in stages, aiming for maximum exposure to the widest range of potential participants as possible. The website should be opened at the earliest

date possible to ensure search engine optimisation. This will be handled by KENES, but the local organising committee is expected to contribute its own ideas for publicity according to country and continent.

A preliminary flyer for the Meeting can be included in the participants' kits at the previous meeting. A promotional schedule should be planned and decided upon in advance in association with Kenes.

Exhibition space at ICS meetings will be allocated for the meeting one year ahead only. Promotion at additional international conferences will be planned together with the ICS Office.

6.2. First Announcement of the ICS Annual Meeting

One year prior to the ASM, Kenes, in coordination with the Chair and ICS office, will produce and distribute a small flyer/leaflet describing the meeting; including venue, dates, contact details, and an outline of the scientific and social programme. This announcement must be approved by the ICS Office prior to printing and the ICS office will provide members' data for the mailing.

The first announcement will conform to the ICS corporate identity and the content and layout of the announcement must be approved by the ICS Publications and Communications Committee.

6.3. Host Presentation

The hosts will give a 5 minute presentation to a plenary session prior to one of the 'State of the Art Lectures' or at the AGM of the ICS ASM one year before their meeting to promote their meeting.

6.4. The Final Announcement of the ICS ASM

The final announcement will be produced by Kenes in collaboration with the Chair and ICS Office. This must be sent to all ICS members and posted on the ICS and ASM website following the previous ASM. Kenes will receive an up-to-date members' database from the ICS office for this mailing. This announcement will give notice to members of the date, venue and time of the meeting. It must include the following:

- Welcome letter from the Meeting Chair.
- Details of ASM Registration – to include early/late registration dates and early registration member discounts.
- Details of on-line abstract submission and rules – www.icsoffice.org
- Details of Workshops, Educational Courses and other meetings to be held at the ASM.

- Agenda for the AGM
- Accommodation details – maps, hotel booking forms or website address.

The final announcement will confirm to the ICS corporate identity and the content and layout of the announcement must be approved by the Publications and Communications Committee. The Chair and ICS office must approve the announcement before being printed.

7. Scientific Programme

The scientific programme is made up of state of the art lectures and between 200-300 abstracts selected by the Scientific Committee and grouped into various types of presentation. The following types of presentation make up the scientific meeting;

7.1. State of the Art Lectures

These are selected by the Chair and Scientific Chair and ideally should be ICS members and in reference to the Education Committee Chair to ensure a balanced programme. Normally three State of the Art Lectures are chosen and given by top lecturers and are webcasted.

7.2. Round Table Discussions

The Chair and Scientific Chair can decide if they want Round Table discussions or Point Counter Point discussions with key experts. This is often based on the number of accepted abstracts and the need to adjust the programme.

7.3. Podium Presentations

These are oral presentations of 7 minutes length, followed by 8 minutes discussion. These abstracts will be published in the ICS journal and on the ICS Website and CD ROM/USB Stick or other electronic format available from the meeting and the ICS office.

7.4. Podium Video Presentations

Video presentations are maximum 5 minutes long and are followed by 5 minutes discussion. These abstracts will be published in the ICS journal and on the ICS Website and CD ROM/Stick or other electronic format available from the meeting and the ICS office. All accepted video presentations will be available to view via PC stations at the meeting.

7.5. Poster Presentations

These are oral presentations (poster summary) of 3 minutes length, followed by 4 minutes discussion (3 slides permitted, title slide included). Two or three parallel structured poster sessions are held concurrently. The posters are displayed during the three days of the scientific programme. The ICS office will send presenters instructions for the preparation of posters in the appropriate size and format. These abstracts will be published in the ICS journal and on the ICS Website and CD ROM or other electronic format available from the meeting and the ICS Office.

7.6. Non-Discussion Poster Presentations

The posters are displayed during the three days of the scientific programme. These abstracts will not be published in the ICS journal but on the ICS Website and CD ROM or other electronic format available from the meeting and the ICS office

7.7. Non-Discussion Video Presentations

All accepted video presentations will be available to view via PC stations at the meeting. These abstracts will not be published in the ICS journal but on the ICS Website and CD ROM or other electronic format available from the meeting and the ICS office.

7.8. Read by Title

Read by title abstracts are not presented at the ASM but on the ICS Website and CD ROM or other electronic format available from the meeting and the ICS office.

7.9. Rejected

Abstracts can be rejected because they did not conform to the ICS Abstract Submission rules and are not considered.

7.10. ICS Scientific Committee Members

The Committee consists of 11 members offering a balanced representation of all ICS disciplines.

The Committee includes:

- Scientific Committee Chair
- Education Committee Chair
- Local representatives (number as required related to number of submitted abstracts)
- 2 clinical representatives

- 2 non-clinical representatives
- Allied Health professional
- Scientific Chair from the past two years (2)
- Scientific Chair for the next two years (2)

The ICS representatives to the Scientific Committee are elected for a three year term. The term of the Scientific Chair will be 5 years as he will join the committee 2 years before his meeting and for 2 years after his meeting. The local representatives will remain on the Scientific Committee for one year and are appointed by the Scientific Chair. When there is a joint meeting with another Society the Scientific Committee will be made up of both society's committee and not include any local representatives.

The ICS may call on external reviewers (normally the Editorial Board of the NUU) to assist in reviewing the abstract submissions.

7.11. Abstract Review and Scheduling (September-May)

September: The Chair of the Scientific Committee and Annual Meeting Chair decide which ICS members from the host country will sit on the Scientific Committee as local representatives.

November: The ICS office will supply instructions for submitting abstracts and these should be printed in the Final Announcement.

The Scientific Chair can propose three state of the art lectures (one per day) and contact the lecturer after approval from the Education Committee Chair. The Scientific Chair can also propose possible innovative scientific activities and implement them after approval from Conticom directors.

January 1st: On-line abstract submission opens at www.icsoffice.org. Kenes select the venue (normally in the meeting country) for the Scientific Committee Meeting.

April 1st: Deadline for abstract submission. ICS office collates submissions and distribute access to reviewing centre on the ICS website to the Scientific Committee and any external reviewers.

May: The Scientific Committee meets in the first or second week of May for 2 days

Mid May: All those who have submitted abstracts receive final notification of the Scientific Committee's decision from the ICS Office. Authors must confirm their attendance and any withdrawals must be replaced by the Scientific Chair.

End of May: The ICS Office sends the selected abstracts and artwork ready files for the final programme to the publishers (Wiley Blackwell) for inclusion in the ICS edition of NUU and to Kenes to create the final programme. The NUU issue must reach ICS members at least two weeks before the start of the meeting. The ICS office also publishes a searchable CD-Rom or other electronic format of all abstracts which is made available to all delegates at the Annual Meeting or from the ICS office after the meeting.

This CD-Rom is usually sponsored by industry and given out at an exhibition booth at the meeting. All abstracts can also be accessed via the abstract centre on the ICS website.

7.12. ICS Scientific Committee Responsibilities

7.12.1. Reviewing (April)

- Each reviewer will be provided with a log in to the ICS website. Each reviewer will be asked to select which subject categories they will review.
- External reviewers may be used to keep the number allocated to each reviewer to a minimum and within their specialty.
- All abstracts must be marked by a minimum of 3 reviewers.
- Reviewers will not mark any abstract to which they have contributed in any way, or any abstract that they consider to exceed their qualification.
- The Chair may ask external reviewers to mark any abstracts that are considered to need special qualification.
- The Chair will provide reviewer guidelines to the members of the Scientific Committee detailing the ICS marking policy.
- All Scientific Committee reviewers must complete their allocation by the deadline given by the ICS office.

7.12.2. Attending Scientific Committee Meeting

The committee meets in order to:

- Review rejections and other comments.
- Review any abstracts marked by less than three members.
- Review any abstracts with a high discrepancy in marks.
- Review any abstracts proposed for review by any member
- Marks can be changed or added during the abstract review processes.
- Select the abstracts to be presented.
- Decide what status the abstracts are given:
- Podium Papers – these are presented at the meeting in the plenary sessions.
- Discussed Poster – posters are required to be discussed on the podium.
- Rejected – abstracts that have not complied with the abstract submission rules (anonymity, format, etc) will be rejected and not included in the final proceedings.
- Videos will be presented in separate video sessions. The host proposes the type of video presentation (scheduled and/or unscheduled).

N/B All abstracts will remain anonymous until the final programme is selected, after which a final check will be made to ensure that there are no scheduling clashes.

The scientific committee must also be available to do the following:

- Selecting the provisional programme with cohesive sessions under the guidance of the Scientific Chair. Therefore ensuring the programme is varied and does not consist entirely of the highest ranked abstracts.
- Making the necessary changes to the provisional programme and producing a final programme after discussion with the ICS Education Committee Chair.
- Changes involving replacement papers should be circulated to the Scientific Committee. The Committee should then select the replacements from the next most highly rated submissions without the assistance of either the advisor or Education Committee Chair.
- The ICS has a policy that no member of the Scientific Committee may comment on a submission from his or her Department.
- All members of the Scientific Committee should ensure they are available on the final day of the Annual Meeting to choose the award winning presentation/poster.

7.13. ICS Education Committee Chair Responsibilities

- Read all submitted abstracts
- Ensuring that the scientific programme, state of the art lectures, Workshops and ICS Educational Courses contain no unnecessary duplication.
- Suggesting minor modifications to the programme if necessary.
- Responsible with the Scientific Chair for ensuring a balanced programme of Workshops and ICS Educational Courses.
- Ensuring a balanced scientific programme is selected for the Annual Meeting.

7.14. Scientific Committee Travel Expenses

Scientific Committee members will only be reimbursed for Economy class flights for the Scientific Committee Meeting in accordance with the ICS Travel and Expenses policy

8. ICS Educational Courses and Workshops at the Annual Meeting

ICS Educational courses and Workshops will run in parallel for the two pre-meeting days of the ASM.

8.1. ICS Educational Courses

ICS Educational Courses are proposed and chosen by the ICS Education Committee and are to ensure that all disciplines of the ICS are represented in the education programme.

The Education Committee is responsible for the course content, format and speakers and ensuring that ICS policy is followed.

8.2. Workshops

Workshops proposed and delivered by ICS members and non-members. Workshops are not officially controlled or approved by the ICS and the content does not necessarily reflect the opinions of the ICS, although the use of ICS terminology and standardisation is required.

8.3. Workshops Application

Applications for workshops are submitted via the ICS website and all applications must be received by the ICS office by 1st November the year before the meeting. This deadline may vary depending on the time of the previous annual meeting.

The ICS Office will be responsible for collating the applications and circulating them to the Workshops and Courses Sub-Committee (WACS), Education Committee Chair and the Scientific Chair. The WACS will then review and score each application via the ICS website and present the results for selection at the Educational Committee meeting which is normally held in the January. The Education and Scientific Chair do not grade the applications but receive all applications to receive an overview. The Scientific Chair is invited to attend the Education Committee meeting in the same way that the Education Chair attends the Scientific Committee meeting to ensure a balanced programme and ensure the needs of the local delegates are met.

All requests for Workshops should be channelled through the ICS office.

Applications which involve special requirements i.e. computers, live surgery, anatomical specimens and anything required for practical demonstrations must be discussed noted on application. If the application is selected by the Education Committee the budget costs need to be confirmed by Conticom before the Chair of the workshop is notified. These workshops/courses may be subject to a higher registration fee to cover costs.

8.4. Workshop and Course content

Workshop and courses should not promote a single product or procedure. The subject matter should be generic, varied and unbiased. The workshop/course Chairperson is responsible for the content of the workshop/course.

8.5. Workshop and Course Fees

There should be a standard registration fee for the courses. This should be as low as possible and is usually 50€; this includes the handouts. Some ICS Educational Courses will be offered to delegates at no charge.

8.6. Workshop and Course Conflict of Interest

As with scientific sessions, presentations and state of the art lectures, declarations of 'competing interests' must be made by all speakers. Failure to complete the form will result in the speaker not being able to speak at the workshop.

8.7. Workshop and Course Sponsorship

Individual Workshops and Courses cannot be sponsored by industry but the two-day programme could be sponsored in its entirety by a company.

8.8. Workshop and Course Speakers

Speakers at Workshops and courses will not be paid an honorarium. However, individuals whose areas of research are not represented by ICS disciplines and would not normally be expected to attend the Annual Meeting can be paid expenses. Expenses must be requested on the Workshop Application form and approved by Conticom prior to acceptance of the workshop.

8.9. Workshop and Course Timetabling

Kenes is to provide the number of rooms available for use by workshops and courses (taking into consideration meeting rooms required for ICS committee meetings) in good time prior to the meeting of the Educational Committee. The timetabling of workshops and courses is the responsibility of the ICS Office, the ASM Chair and the Scientific Chair.

8.10. Workshop and Course Duration

There are the following types of Workshops and courses that can be applied for:

- 180 minutes under the guidance of one Chairman with a maximum of 4 additional faculty members.
- 90 minutes with 1-3 faculty members.
- 240 minutes with 4-5 faculty members. These workshops are normally practical or hands on and require more time.

Workshops can run concurrently with ICS Educational Courses but the topics should ideally not conflict. All workshops have set coffee breaks after 90 minutes. 240 minute

sessions should have an extra comfort break scheduled later in the session. The time is to be confirmed by the ICS office confirmed to the workshop Chairs.

8.11. Workshop and Course Invitations

Invitations are sent to all Workshop and Course Chairs by the ICS Office in conjunction with the ASM Chair, the Education Committee Chair and Kenes.

The Education Committee may have specific changes to workshop applications based on previous evaluations and these must be presented to the applicants in the invitation letter.

Guidance notes to all chairs of workshops and courses are to be provided outlining deadlines for submission of Power Point presentations and handouts plus details about the content of course and ICS terminology. Kenes are to provide the details for the guidance notes i.e. deadlines, details of all audio visual requirements that the workshop/courses Chairs and speakers need to provide.

For those applications that have been declined it is the ICS Office responsibility to send notification in conjunction with the Scientific Chair and the Education Committee Chair. Should applicants wish to discuss the reasons why an application has been declined they should be referred to the Education Chair or Chair of the Workshop and Courses Sub-Committee.

8.12. Workshop and Course Handouts

The chairman of each workshop is responsible for the handouts and they should contain a contribution from each speaker. The handouts are made into two separate handouts. A basic handout including the schedule of the workshop, aims and objectives and space for writing notes is prepared by the chair and printed and distributed to delegates at the entrance to the course or workshop. The second handout can be a word document, powerpoint slides or a published article from the speaker with permission from the editor of the journal. This handout can be unlimited in length but is not printed. It is made available to all delegates prior to the ASM via the ICS website and where possible is added to the abstract CD-ROM/USB stick.

The handout should be ready by the 1st July or whichever date stated by the ICS Office and will be distributed to delegates at the Courses / Workshops. This deadline can vary dependent on the timing of the annual meeting. All handouts are to be uploaded to the ICS website by the chair.

8.13. Evaluation Forms and Certificate of Attendance

All participants will receive an evaluation form on entry to the Courses and Workshops. These should be completed and returned at the end of the session. The form will review all aspects of the Course/Workshop with particular emphasis on the standard of the speakers and whether or not the stated objectives were achieved.

Evaluation forms are available from the ICS Office. Kenes will ensure that forms are available for all participants in each workshop. At the end of each workshop/course Kenes will ensure there is staff available at the exit to collect the evaluation forms and distribute Certificate of Attendance. Only participants handing in an evaluation form will receive a Certificate of Attendance. If a participant wishes to complete their evaluation form at a different time they can present their evaluation form at the Registration Desk or ICS booth in exchange for the certificate.

Kenes will collect all forms after the meeting and complete an analysis. An evaluation report will be made available to the ICS office before the deadline for the next Meeting's Workshop applications to assist the selection process of workshops for the following year and give the workshop chairs valuable feedback. The analysis is then reviewed by the ICS Education Coordinator and Workshop and Courses Subcommittee. This will enable a suitable CME programme to be drawn up for the following year.

9. Continuing Medical Education

The ICS wishes to provide Continuing Medical Education (CME) for the Workshops, ICS Educational Courses and for the main ICS Scientific Meeting each year.

Credits can be given for attending the Scientific Programme and presenting an abstract, poster or being a member of the scientific or organising committee but this is dependent on the accrediting institution. Organisation of the CME programme will be the responsibility of the ICS Office and the Scientific Chair.

9.1. CME Accreditation

The ICS Annual Meeting and the associated postgraduate courses and workshops are currently accredited for Continuous Medical Education (CME) by a large number of National Specialist Associations and National Boards of Health.

The final programme of the two day workshops and courses and the three day scientific programme will be sent to the relevant organisations each year, by the ICS Office for accreditation.

9.2. Current Accreditations:

European Urology-Accredited Continuing Medical Education - EU-ACME

The EU-ACME is a joint programme of the European Association of Urology (EAU) and the European Board of Urology (EBU). The EU-ACME currently provides accreditation for the ICS Annual Meeting.

The EU-ACME system is recognised by the Royal College of Obstetricians and Gynaecologists (UK) and the American Medical Association (AMA). However note if the meeting is to be held in America the accreditation must be done via the AMA. It should also be noted that accreditation with the AMA is more costly and takes longer and also has a deadline for submission which is several months before the meeting.

ICS Members who are affiliated with the EU-ACME are issued membership cards which can be scanned and their credits are automatically updated. Scanners are provided by the EU-ACME office and must be requested by Kenes prior to the event.

9.3. Certificates of attendance – ICS Annual Meeting

Certificates of Attendance can be collected from the self-check in desks in the registration area on the final day of the ASM.

9.4. Certificates of attendance – Courses and Workshops

Participants will receive an evaluation form when they attend the Workshops or ICS Educational Course. This should be completed and returned at the end of the session.

An Attendance Certificate will only be given to those who return a completed evaluation form. In the case of the EU-ACME scanners, delegates can have their membership cards scanned.

The ICS Education Committee is working continuously to expand the number of National Health Boards recognising the ICS Annual Meetings and associated ICS Workshops and Courses as formally accredited CME activities.

10.The ICS Annual Meeting Website

All meeting information will be accessed via the ICS office website www.icsoffice.org and by links to Kenes website www.ics-meeting.com

Web link to Kenes site

The link to Kenes site will contain the following but not exclusively:

- Links back to any relevant part of the ICS site i.e. abstract submission.
- Hotel booking information including a map of hotels in the area.
- Meeting Programme, to include both social and scientific information.
- Timetable, to include times of Symposia and ICS Committee meetings.
- Message from the Meeting Chair.
- Exhibitor and Sponsorship information, to include a floor plan of the exhibition area with available stands and costs, the sponsorship packages available and sponsor and exhibitor application forms.
- Local Information – weather, tourism etc.
- Press information

The website will confirm to the ICS corporate identity and the content and layout of the website must be approved by the ICS Publications and Communications Committee.

11.Web casts

Prous Science (www.prous.com) is contracted by the ICS to produce and manage the web casting of ICS Scientific activities during the Annual Meeting. The web casts will be available via a link on the ICS website. Prous seek external sponsorship to finance the recording of the sessions. The ICS Education Committee selects a number of workshops and courses to be recorded which is confirmed by the sponsor. All podium sessions and state of the art lectures are all recorded. The number of poster sessions that can be recorded is determined by the amount of sponsorship received by Prous.

Kenes will inform Prous Science of requirements (Symposia and the ICS programme) well in advance of the Annual Meeting and coordinate Prous' technical requirements directly with them. Prous are provided free inserts in the delegate bags for flyers concerning the webcasting plus information is provided throughout the final programme.

12.ICS Annual Meeting Registration System

12.1. Registration Opening Times

The on-line registration system for ICS Annual Meetings will go 'live' via a link to the Kenes site at www.icsoffice.org from one month from the confirmation of the Registration Fees, Courses and Workshops usually in early February.

12.2. Registration Closing Dates

The on-line registration will close prior to the meeting date to allow sufficient time to print delegate badges and prepare delegate packs. This date must be confirmed with the ICS office to ensure that ICS membership also closes at the same time.

12.3. Registration Discounts

Discounts for early registration and ICS members will be available. In order to qualify for the discounts, payment of registration fees must have been received and cleared by the date indicated.

13. Competing Interests

All speakers, lecturers and presenters of papers/posters must declare any potential competing interests. Appropriate instructions, as set out below, should be sent to all relevant parties and a statement of policy printed in the final announcement.

Abstract submitters are required to a compulsory completion field regarding funding during the electronic submission process.

Abstract Presenters will be required to disclose their interests on a slide when presenting. A template slide will be provided by the ICS office. Presenters should declare whether they were:

- Unfunded / funded by self
- Institution funded as part of study leave
- Sponsored by a company but that company's interests were not connected to the subject of the presentation. It was not therefore necessary to specify the company.
- Sponsored by a company whose interests were relevant to the topic of the presentation.

"Sponsored" was defined as paying for flight, accommodation, or registration.

All Chairs and speakers at Workshops and SOA lecturers are required to disclose competing interests by completing the ICS disclosure form. This form is available online to ICS members or via a form from the ICS office. Failure to complete the form by the given deadline may result in the cancellation of the workshop or lecture.

The Annual Meeting and Scientific Chair, all ICS officers and members of ICS Committees are required to complete an ICS Competing Interest Form. These forms will be held on file on the ICS website and can be viewed by any ICS member.

14. ICS Social Programme

14.1. Chairman's Dinner

The Chairman's dinner should be held on the evening of first pre-meeting day (first day of the Education Programme). Partners will be invited if travelling with the invitees, however the invitation is not invited to a plus one. The Board of Trustees has recommended that the Chairman's Dinner should not be directly sponsored by industry. This to be enacted in 2011-12. The cost per head for the Chairman's Dinner should be limited to between €100 – 120 per head (2010 prices). It is recommended therefore that the Chairman's dinner should be held in a restaurant, thus negating any cost of off-site catering. The Scientific Chair, ASM Chair and ICS General Secretary are expected to make speeches at this event.

14.2. ICS Welcome Reception

The Welcome Reception should be held on the evening prior to the start of the Scientific Programme and should be held in a venue that can accommodate 2000 people although approximately 60-75% of delegates actually attend the Welcome Reception. It is recommended that this be held in the trade exhibition area if the exhibition is in place or within the convention centre. However where set up times would affect this opportunity, outside locations will be considered. The cost of the event should be limited to cost per head and should be capped at between €45 – 60 per head (2010 prices) and creative use of the budget should therefore be encouraged.

14.3. ICS Annual Dinner

The Annual Dinner should preferably be held on the second to last evening of the meeting and be able to accommodate 1,000 people. The ASM Chair and the General Secretary are expected to make a speech at the dinner. It is recommended that this be held in the conference centre. However in circumstances where set up times would affect the scientific programme, outside locations will be considered. The ICS aims to reduce the annual meeting subsidy for this event to zero over the next 5 years in line with the recommendations on sponsorship of professional society activities. The Board of Trustees has therefore recommended a capped spend of €100 – 120 per head (2010

prices). Exceptional requests for additional funding will be considered by individual application to the Executive Committee of the Board of Trustees.

14.4. Restrictions

Industry supporters of ICS must not organise scientific meetings or social events that coincide with official ICS events; these include ICS Courses, Workshops, the main scientific programme and the two principal ICS social events, the Welcome Reception and the Annual Gala Dinner or The Chairmen's Dinner.

15. ICS Awards

15.1. Awards

Four ICS awards will be presented during the closing ceremony.

- ICS award for the best clinical abstract
- ICS award for the best basic science abstract
- ICS award for the best clinical presentation
- ICS award for the best basic science presentation
- Various other industry sponsored awards – changing from year to year

15.2. Certificate and Prize Money

All authors of the award winning presentations will receive a certificate and prize money of €1,000 to be paid from the meeting budget. Industry sponsored awards and prize money will be agreed with the Conticom. The ICS Board of Trustees can create new awards as required.

15.3. Judging

The Scientific Committee will meet on the last day before the final session to choose awards.

The 'best abstract' award will be given to the abstract with the highest score as decided at the Scientific Committee meeting in May; this will also be agreed with the Chairman of the Education Committee. The best presentations will be judged during the ASM by the sessions of the Chairs which is then verified by the Scientific Committee.

16.Mobile Phones, video, camera and no-smoking

All mobile phones must be switched off (or on silent or vibrate) while attending presentations in all halls. Taking pictures and videoing is not allowed and Chairs of sessions are to remind delegates at each session. The ASM is strictly no-smoking.

17.ICS AGM

17.1. Documentation

The minutes of the previous AGM and the Agenda for the next AGM are available on the ICS Website and can also be supplied to members upon request.

17.2. Annual accounts

Annual accounts are also available on the ICS Website for review prior to the AGM and can also be supplied to members upon request.

17.3. Timing

The AGM will be held after lunch on the second day of the ICS meeting and will last a maximum of 60 minutes (Guidelines are available from the ICS office). However this day and time of day can be flexible to allow for changes in the Scientific Programme. No Scientific or Commercial session should coincide with the AGM.

17.4. Date

The date of the AGM must be within 15 months of the previous AGM and this should be considered when choosing the Annual Meeting dates.

17.5. Ballot for Annual Meeting

Approved bids will be announced at the AGM.

17.6. AGM Room Layout

The AGM will require seating for up to 400 ICS members and should have a podium with enough room to seat the Board of Trustees – they should also be supplied with name labels and microphones. Two conference staff will be required to check all attendees are active members of the ICS and monitor/staff microphones for member's questions at the end of the AGM. The General Secretary will chair the AGM.

17.7. Recording the AGM

The AGM must be recorded and a copy of the CD supplied to the ICS office.

17.8. Members wishing to speak at the AGM

Any member wishing to speak at the AGM must wait for the questions session and for the Chair to indicate acceptance. They must also use a microphone and announce their name and country.

17.9. Record of entry

Any ICS member can attend an ICS AGM but only members who have paid for the current year can vote on matters. All members entering the AGM must be recorded to be attached to the AGM minutes for record purposes. This is done via scanning the registration badge.

17.10. Voting

In accordance with the ICS Bylaws any vote which is being presented to the AGM must be available on-line prior to the AGM to allow those not attending to have right to vote on membership matters. In addition votes by post and proxy votes are also allowed. All these votes need to be taken into consideration to the total AGM vote. Those who have voted online prior to the meeting and then attend the meeting will have their online vote removed and they will be allowed to vote at the AGM.

18. Official ICS Meetings during the Annual Meeting

18.1. Committee Meetings

ICS Board of Trustees (5 hours – day before workshops and courses start)
ICS Board of Trustees with Committee Chairs (3 hours – Tuesday pm suggested)
ICS Standardisation Committee (2 hours)
ICS Education Committee (3 hours)
ICS Publication and Communication Committee (3 hours)
ICS Continence Promotion Committee (3 hour)
ICS Meetings Committee (90 minutes)
ICS Neurourology Promotion Committee (2 hour)
ICS Ethics Committee (2 hours)

ICS Children's Committee (2 hour)
ICS Physiotherapy Committee (2 hour)
ICS Nursing Committee (2 hour)
ICS Fistula Committee (1 hour)
School of Urodynamics (1 hour) to be held before the Education Committee
Neurourology and Urodynamics Editorial Board (1 hour)

Committee meetings may be held at alternative times if necessary but the ASM Chair and the ICS Office must be informed at least two months prior to the meeting. It is inevitable that the pre-meeting committee meetings will clash with workshops and courses but no committee meetings must clash with the scientific programme.

Kenes and the ICS Office will schedule the Committee Meetings in conjunction with scheduling of the workshops/courses. The ICS Office must approve the final schedule. The workshop/course and committee timetabling must be included into the final announcement.

18.2. Other Meetings Various

ICS Subcommittees or related societies, organisations and industry may require meeting rooms and should be allowed as they are seen as a benefit to the annual meeting. If additional rooms are required, the ASM Chair and the ICS Office should be informed and a non-published schedule of all meetings should be maintained. No meetings should be held during the ICS official scientific or social programme.

If the additional meeting rooms are not included in the contract price with the conference venue or additional meeting rooms need to be sourced externally for these additional meetings, the cost is passed onto the organisation. Any charges for catering and AV are also passed onto the organisation.

19. Industry

19.1. Pre-Meeting Site Visit

Kenes will arrange a pre-meeting site visit for sponsors and exhibitors in November or December of the year before the planned meeting. However this is not essential to hold this site visit and can be reviewed depending on destination.

19.2. ICS Mailing lists

Platinum and Gold sponsors are entitled to receive mailing lists prior and post to the Annual Meeting. When delegates register for the Annual Meeting they are advised of this and are given the option not to include their name on the mailing list. In addition exhibitors may use scanners to obtain mailing contact details but they must make the delegate aware of why they are scanning their badge.

19.3. Industry Exhibition

See Industry Code of Practice appendix.

An exhibitors meeting to be attended by exhibitors and ICS officials will be held during the Annual Meeting. Kenes will coordinate this meeting. Kenes will provide all companies exhibiting and any new prospective exhibitors with a pack containing;

- Policy for satellite Symposia.
- a map of the exhibition area.
- Costing per square metre.
- Cost for each person staffing the exhibition stand – this should include some concessions
- Details of coffee breaks/lunches/drinks held in exhibition area.
- Arrangements for payment of exhibition and exhibition staff entrance fee i.e.
- 50% first of January
- 25% first of April
- 25% first of August
- (Only as suggested terms for all sponsors)

Kenes will supply all registered exhibitors with a floor plan showing each company's position prior to the meeting. Kenes will avoid, where possible, putting companies exhibiting similar products next to each other. If deemed appropriate an industry site-visit will be arranged by Kenes. All interested sponsor companies invited to attend to view the venue, hotels and exhibition areas. Prior approval for the sponsored site visit is required by Conticom Directors.

19.4. Commercial Symposia

The industry should produce symposia of good scientific quality and it was agreed at the ICS 2003 Annual General Meeting that ICS should not try to control the subject matter or material presented at these events. However the programmes should be made available to the Scientific and ASM Chair to ensure that the programmes do not overlap or contradict the main focus of the ASM.

Speakers or Chairs of industry symposia are not allowed to Chair ICS sessions on a similar subject. These symposia are not to be held within the ICS programme (during

official ICS scientific sessions, workshops or social events). They should be listed on a separate page, or inside the back cover of the final announcement and programme under the heading “Symposia to be held at the time of the ICS Annual Meeting” adding the relevant host country and year.

It is only acceptable to Chair and Lecture at one symposium and to lecture at one other Symposium. The symposia should be listed and the following statement should be printed at the bottom of the page:

“Several educational satellite symposia organised by the industry are independently held during the conference period outside the official programme which is the responsibility of the organisers. Results of recently completed or ongoing studies may be presented. The views expressed in these satellite symposia are those of the speakers and not necessarily those of the International Continence Society.”

On any adverts or bag inserts produced by the company the following disclaimer must be added:

“The views expressed in this satellite symposium are those of the speakers and not necessarily those of the International Continence Society”

19.5. Travel Arrangements for Industry Invited Participants

Industry invited participants should attend the entire meeting and travel arrangements should be made in accordance with this guidance.

19.6. Adverts for Bag inserts

The ICS office needs to approve the bag inserts from industry to ensure correct use of the ICS logo and annual meeting logo.

20. Patient Organisations

One stand will be provided free of charge in the exhibition or registration area for patient information. Additional stands will have to be paid for. Exhibition or meeting passes will be provided at the Chair’s discretion.

21. ICS Press

See further information regarding Press within the Industry Guidelines Appendix

21.1. Press Registration

Press registration will be coordinated by the ICS office and Kenes. On-site registered press will receive entrance to the Press Room, access to all scientific sessions,

registration at two workshops, a delegate bag and a Press Pack. The Press Pack will include highlights of the meeting.

21.2. Press Office

A Press Room will be required at the meeting. A local press agency may be hired by if required but prior budget approval from Conticom Directors is required. The Press Room should be coordinated by ICS Office and overseen by ICS Publication and Communications Committee.

21.3. ICS Press conference

The ICS will host the first press conference of the meeting, no industry is permitted to host a press conference prior to or concurrently to the ICS press conference. The time and date of the ICS press conference will be agreed by the ICS office and local organisers at least three months prior to the meeting. The Scientific Committee Chair should provide input to prepare the Press Conference debates. The Press Conference should be coordinated by ICS Office and overseen by ICS Publication and Communications Committee.

Appendix

INTERNATIONAL CONTINENCE SOCIETY (ICS) INDUSTRY CODE OF PRACTICE

FOR USE IN ORGANISATION OF ICS ANNUAL MEETINGS

CONTENTS

- Introduction
- Framework for liaison between ICS and Industry
- Aims of liaison between ICS and Industry
- Financial planning
- Press guidelines
- Exhibition
- Use of ICS logo
- Satellite symposia
- Rules for non-official meetings
- Group registration and participant data
- Force Majeure
- Duration of the agreement

INTRODUCTION

The purpose of this document is

1. To serve as a means of regulating and defining participation, contribution, cooperation and obligations of Industry and the ICS at the ICS Annual Meeting and Educational Courses
2. To define a Code of Practice which reflects the mutual commitment of Industry and ICS to support and organise an ICS Annual Meeting of high scientific value.

FRAMEWORK FOR ICS – INDUSTRY LIAISON

An Industry Liaison and Sales (ILS) Associate will be appointed at Kenes International for each Educational Course and Annual Meeting. The ILS Associate is responsible for industry contacts at the stage of sales and contracting, and to coordinate all industry contacts with the ICS Office.

The aims of ICS are:

1. To study storage and voiding function of the lower urinary tract, its diagnosis and the management of lower urinary tract dysfunction
2. To encourage research into pathophysiology, diagnostic techniques and treatment.

Where possible, Industry will take steps to support and promote these aims in assisting ICS in providing:

1. ICS Annual Meetings
2. ICS Educational Courses
3. Support for the Society in its work

The 'Invitation to Industry' prospectus will be prepared and distributed before the Annual Meeting. It will include information on the venue, satellite symposia time slots, on the exhibition and other sponsorship items, as well as official booking forms. All sponsorship items and exhibition space will be assigned on the basis of 'first come, first served'.

The list of sponsorship items will be amended each year. Companies with idea for new items should provide these to ICS 18 months before the Meeting for consideration.

A site inspection for industry representatives will be organised at the Annual Meeting venue in November/December of the year prior to the Annual Meeting. Industry representatives will be responsible for all travel, accommodation and incidental expenses. The Annual Meeting budget will cover a dinner, transport to the venue, ICS and Kenes International staff costs.

During the Annual Meeting an Industry Liaison meeting will be organised and all sponsors and exhibitors will be invited to attend. The purpose of this meeting is

1. To update company representatives on the meeting (i.e. number of participants, countries represented etc.)
2. To provide a forum for feedback from the companies regarding the Meeting

Each company may be represented by a maximum of two members at this activity.

AIMS OF ICS – INDUSTRY LIAISON

The aims of the liaison framework are as follows:

1. To organise and plan the Annual Meeting to ensure that the available budget for Industry is used to provide the basis for the best scientific content which will be arranged in accordance with the mandate of the ICS Scientific Committee.
2. To ensure that the Annual Meetings are of high scientific value, professionally organised and planned and thus generate a reasonable financial surplus to support all the costs involved in the organisation of such meetings and to fund research, fellowships and the educational and scientific activities of the ICS.
3. To provide the means for a regular dialogue between the ICS and Industry.
4. To contribute towards creating and maintaining a positive and professional public image of the ICS.
5. To ensure that no sponsor or exhibitors at ICS Annual Meetings organise social or other events which conflict with the ICS Programme. Industry are requested to inform their local affiliates about this regulation.
6. To ensure fair treatment for all industry participants at ICS Annual Meetings and Courses and appropriate acknowledgement of their contribution to the Meeting.

FINANCIAL PLANNING

Financial planning for ICS Annual Meetings and Educational Courses must be based on contribution guidelines as mutually agreed upon by the companies' representatives and

ICS. To ensure effective budgetary planning, companies agree to comply with the agreed schedule of payments.

PRESS GUIDELINES

Industry and the ICS agree to adhere to the Press guidelines set out in Appendix 1 of this document.

USE OF ICS LOGO & ANNUAL MEETING LOGO

The use of the ICS and ICS Annual Meeting logo is strictly subject to approval by the ICS Office. All documents bearing the logos should be submitted for formal approval before printing, via the ICS Project Manager at Kenes International. The standard disclaimer should be used where the ICS or ICS Annual Meeting logo is used.

BAG INSERTS

If a language other than English is to be used, there should be a translated English version of the text.

The maximum number of pages allowed for a page insert is 20.

WORKSHOPS

Companies cannot produce adverts or flyers to promote a workshop or course

SCIENTIFIC SESSIONS & ABSTRACTS

Companies cannot produce adverts or flyers to promote an abstract being presented.

EXHIBITION

- All exhibits with mutual wall, should keep the wall white from its external side (i.e. no promotional images).
- Height Limitation – all exhibitors are committed to adhere to the restricted height limitation at the venue.
- Special effects lighting, live music, smoke and laser projection may not be used in the stands.
- No permission will be given for projection in the aisles or on the walls of the hall.
- Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings, or columns within or outside the installations of the venue are not allowed without a prior written authorisation.

Presentations at booths

Presentations can be given in the booths but must be considerate to those other booths in the vicinity. However these presentations cannot happen at the same time as scientific sessions.

Questionnaires & market research

Questionnaires and market research can be undertaken but only from within their booth area. Should scanners be used or other data capture measures, the companies must advise the delegates that their contact details will be obtained from their registration form.

Giveaways & Regulations

ICS, as an educational charity, recommends and encourages companies to provide educational giveaways.

Also, kindly note that it is the exhibitor's responsibility to comply with the **local authority's regulations**, **EFPIA** (European Federation of Pharmaceuticals Industries & Associations) www.efpia.org and **IFMPA** (International Federation of Pharmaceutical Manufacturers & Associations) www.ifpma.org **Code of Practice on the Promotion of Medicines**.

Use of organ/tissue specimens

The use of any organ or tissue samples on an exhibition booth must have prior approval of the ICS. At least two months notice must be given for full consideration.

MEETINGS

Should companies wish to hold meetings within the conference facilities these can be arranged through Kenes but details of temporary visitors must be known in advance so that security badges can be prepared. A cost for room hire may be required and any catering and AV requirements will be paid for by the companies.

SATELLITE SYMPOSIA

Companies should adhere to the guidelines, rules and regulations set out in Appendix 2 of this document.

RULES FOR NON-OFFICIAL MEETINGS

Companies should adhere to the guidelines, rules and regulations set out in Appendix 3 of this document.

SOCIAL EVENTS

Companies can only arrange social events on the evenings when there is not an official ICS event which includes the Chairmans Dinner, Welcome Reception and Gala Dinner. Events may be organised after the Welcome Reception. No exceptions will be made and should the ICS be aware of any companies arranging events, they will be asked to cancel or re-schedule.

GROUP REGISTRATION AND PARTICIPANT DATA

Kenes International, on behalf of the ICS, offers companies sponsoring participants at the Annual Meetings and Educational Courses the option of registering their guests on a

group basis. This service includes a dedicated staff person responsible for group registrations and the option of pre-registration for groups. Companies registering groups are asked to submit full contact details for all their participants by the end of the Annual Meeting, to enable ICS to follow-up on their participation.

FORCE MAJEURE

ICS reserves the right to change the venue, time and date of any activities related to the Annual Meetings and Educational Courses. Industry will be notified in writing as soon as any change is made.

The organisers accept no responsibility for any damages if the sponsored event is not performed due to an obstacle or hindrance outside their control, which could not have been foreseen when signing the agreement and which could not have been avoided at a reasonable effort or cost. Such obstacles and hindrances include, but are not limited to, the outbreak of war, terrorist activity, riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding that take place during the Meeting.

DURATION OF THE AGREEMENT

The present agreement shall be signed by all companies wishing to participate in the ICS Annual Meetings and Educational Courses. This is an ongoing agreement which will be amended by the consensus of all parties signed to the agreement. Withdrawal from the agreement must be notified in writing to the ICS Office.

APPENDIX 1 – PRESS GUIDELINES

This document is a set of guidelines which will be referred to in any of the listed activities and is subject to variation and change depending on outside factors

1. ICS Press Activities

1.1. Press timetable for ICS meetings

1.1.1.1. Press Room opening hours

Wednesday-Friday - 8am – 4:30pm / Fri 8 am - 4pm (subject to change)

1.1.1.2. Press Conference

First day of scientific programme 11am – 12:00pm (subject to change)

1.2. Press Invitation

1.2.1.1. **Press invitation design** – to include registration form and details of Press activities. The conference website should include information for the press on how to register.

1.3. Press pack – contents and production:

- ICS History and organisation chart – ICS office to produce
- Press Meeting Programme - overview of meeting programme
- Press programme – to include welcome to the press from General Secretary of society/ies
- List of future ICS meeting venues and chairs – ICS office to produce
- Past Newsletter issue
- Publicity for next ICS meeting
- Delegate bag – containing all delegate materials including Main Meeting programme and abstract book

1.4. Press registration

1.4.1. How to register – To register, members of the press must be able to provide either a valid press card or a letter of assignment from their editors:

- Step One: complete registration form on press invitation and FAX it back to Kenes International with copy of press card/letter of assignment. The press registration form should also be on the website.
- Step Two: Once registration has been received and processed by Kenes International, letter of confirmation will be sent back to member of press
- Step Three: Registered members of press will bring the ORIGINAL of the following items to the PRESS REGISTRATION DESK at the annual meeting: Letter of confirmation from Kenes, Valid Press card or original signed Letter of assignment (Documents will be required to enable free registration)

- Step Five: On showing the ICS Press pass at the ICS PRESS ROOM, the attendant will take a note of the individual's name and issue the member of press with a delegate bag including a press pack

1.4.2. How to register for courses and workshops

- There will be three places allocated to each course/workshop (excluding free events) for members of the press.
- Each member of press will be entitled to two free passes to attend courses/workshops.
- To obtain these passes, the member of press must request a pass to a specific workshop from the reception desk in the press room.
- These will be allocated on a first come first serve basis and the name of the member of press will be recorded upon distribution.
- Should a member of press decide they do not wish to attend a course/workshop after receiving the pass, they **MUST** return it to the ICS press room so that the pass can be redistributed.
- NB: the invitation to press will include expressions of interest to attend particular workshops/courses. This will not guarantee entry to these courses as receipt of passes is decided on a first come first serve basis as outlined above.

1.4.3. Press are provided with congress bags containing conference information at the ICS conference and Abstract Book

1.5. Press Room

1.5.1. Location of press room – the ICS press room must be in a location in the close vicinity of the exhibition area of the meeting with high visibility and clear signage

1.5.2. Press facilities – the facilities available in the press room will include:

- Computers with internet access
- Laptop plug in points with internet access
- Printer (LaserJet, black and white)
- ICS meeting information
- Message board (with pins and paper)
- Table for press information and presentation
- Refreshments
- Seating areas including areas suitable for conducting interviews and discussions
- One telephone with international access for the reception desk
- One Reception desk
- Access to a photocopier (e.g. in ICS private office)

- Reception desk (table in front of entrance of room)
 - Internet connected computer on reception desk with excel
 - Covers on table for aesthetic purposes.
 - One member of staff to man the reception desk during opening hours
- 1.5.3. Press access** – Will require press pass from registration to enter press room. If they wish to **bring** interviewees in the room, they must be signed in and out and accompanied by the specific member of press.
- 1.5.4. Interview Areas** – These are available for pre-booking in sessions of 30mins. Maximum of two sessions can be booked consecutively. Although this may vary due to increased or reduced demand. The booking of these areas is to be arranged with the receptionist in the press room. (see appendix –Area Booking Form)
- 1.5.5. Signage** – The press room will need several signs in and around the meeting clearly stating **the** following information:
- Time and venue of press conference
 - Topics to be covered in the press conference
 - Location and opening hours of press room
- 1.6. Press conference**
- 1.6.1. Programme** – ICS Publication and Communications Committee (PCC) to compile a programme with assistance of ICS office and then send proposed programme to Scientific Committee members x 2 + Scientific Coordinator
- 1.6.2.** Hold press conference for 30-40 minutes with 3 or 4 presentations and then hold a meet the experts discussion session for the final 30-40 minutes with one table per subject and one table in local language. ICS to arrange
- 1.6.3. Time** – First day of scientific programme.
- 1.6.4. Other press conferences** – should there be a demand from the press to cover additional topics **or** speak to persons not already included in the main ICS press conference agenda, it may be necessary to arrange additional press conference.
- 1.6.5. Industry press conferences** - The ICS will host the first press conference of the meeting, no industry is permitted to host a press conference prior to or concurrently to the ICS press conference. The time and date of the ICS press conference will be agreed by the ICS office and local organisers at least three months prior to the meeting.
- 1.6.6. Facilities** – Stage, lighting, microphones x2, seating, annual meeting logo as background to stage.
- 1.6.7. Speakers, chair and agenda** – Three areas of discussion for the agenda including a hot topic being presented at the conference – seek opinion of scientific coordinator and scientific chair. All other content to be agreed by publication committee

- 1.7. Photography** -The ICS may wish to make official photographs available to the press (either free of charge or on payment of a fee), including speaker photos.

APPENDIX 2 – GUIDELINES FOR THE ORGANISATION OF SATELLITE SYMPOSIA

ICS invites the industry to organise satellite symposia within the framework of the Annual Meeting.

1. Satellite symposia are scientific sessions sponsored by the industry, which are open to all registered Meeting participants at no extra charge.
2. Satellite symposia are held at time slots specially designated for the purpose.
3. Programmes for the satellite symposia must be submitted to Kenes for approval by the Annual Meeting Scientific Chairperson. A draft of the programme must be submitted two months before the Annual Meeting.
4. In order to avoid duplication within the programme overall, speakers in the Annual Meeting scientific programme (including Educational Courses and Workshops) may not make the same presentation during the Annual Meeting and an industry satellite symposium.
5. Satellite symposia programmes are not included in the Annual Meeting programme book.
6. Abstracts for satellite symposia will not be included in the Annual Meeting abstract book.
7. Invitations to satellite symposia, including the programme, will be inserted free of charge in the participants' bags, as part of the sponsorship agreement. On any adverts or bag inserts produced by the company the following disclaimer must be added:
"The views expressed in this satellite symposium are those of the speakers and not necessarily those of the International Continence Society"
8. Additionally, satellite materials may be distributed at the entrance to the hall at the beginning of the session, and at the company's exhibition booth. It is not permitted to distribute such materials elsewhere in the Meeting venue or at the official Meeting hotels.
9. Each satellite symposium will be allocated a poster board in a special location where the satellite may be on display for the entire duration of the Annual meeting. In addition each satellite may be promoted by placing an agreed upon sign at the entrance to the satellite hall as well as near the registration on the day of the satellite only. Kenes will advise the size of the posters allowed.
10. External company meetings are open to company personnel only. They may be scheduled during the Annual meeting at the venue, provided that rooms are available. All such bookings should be coordinated with Kenes International. The organising company must pay rent for the room, technical equipment and

catering. The meeting will not be publicised by ICS or in any publications of the Annual Meeting. If any participants, other than company staff, attend the session, it will be considered a satellite symposium, for which the roles and regulations for satellite symposia are applicable.

APPENDIX 3- RULES FOR NON-OFFICIAL MEETINGS DURING THE ICS ANNUAL MEETINGS

During the period of the ICS Annual Meeting, all meetings, symposia, workshops, hands-on training sessions (scientific and other), involving more than 5 meeting delegates, to be held in the congress venue or other locations in the surrounding area, must be coordinated through the ICS Meeting Secretariat (ics@kenes.com).

The ICS Meeting Secretariat should be informed of any meeting(s) involving more than 5 meeting delegates organised during the Meeting days, mentioned above.

Hospitality events and company events may only be organised outside the official congress hours and not during the official social events.