



**International Continence Society**

# **ANNUAL SCIENTIFIC MEETING GUIDELINES**

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# ICS ANNUAL SCIENTIFIC MEETING GUIDELINES

## 1. Definitions:

### 1.1. International Continence Society:

The International Continence Society (ICS) is a UK based Charity. The ICS is managed by a Board of Trustees which is responsible for the writing and maintenance of 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 is the responsible body established to manage 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 drawn from the Board of Trustees of ICS and the ICS office.

### 1.3. Chairman

The term Chairman in this document is used to designate the person, of any gender, designated to act as Chairman of any committee and who has the responsibilities associated with that post as defined in the terms of reference for that particular committee.

## 2. Annual Scientific Meeting:

## 3. Bidding Procedure

### 3.1. Applying to host an ICS Annual Scientific Meeting

Applications to host the ASM should be addressed to the General Secretary and must be received by the ICS Office by 1st April, four years prior to the year of the proposed meeting. Applications should be no longer than three pages and contain all information required as detailed in the 'Bid to Host an ICS Annual Scientific Meeting' [document](#) on the ICS website and the sections below.

The proposed ASM venue should be in a location with practical international access, i.e. airport/rail links and the various means of travel to the conference should be outlined in the bid. Applicants should outline logistic arrangements for transport to the conference venue, should this be required.

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 venue requirements are detailed from Section 3.6.

The Chairman of the Annual Meeting will be responsible for selecting a suitable local Scientific Committee Chairman and the local organising committee (LOC). It is hoped the Chairman and the committee will bring an original and local flavour to the meeting. If the meeting Chairman is a urologist, then the scientific Chairman should be from a complementary discipline (gynaecology, professions allied to medicine, geriatric medicine) and vice versa.

The specialty and the history of ICS meeting participation for each individual listed in the application should also be indicated, ensuring that the multi-professional structure of the ICS is reflected in the composition of the proposed local organising committee. All members of the Local Organising Committee (LOC) must be members of the ICS. At least one member of the LOC should be from an allied health profession. At least one Allied Health representative of the LOC must be part of the local representatives appointed to the ICS Scientific Committee for the year preceding the annual meeting. It is preferred that the specialty of the local organising committee's Allied Health representative differs from that of the elected Allied Health Scientific Committee member's.

Applicants wishing to contact the Permanent Congress Company (PCO) for assistance in information gathering and advice about the suitability of venues in preparing their bid are invited to do so.

### **3.2. ICS Meetings Committee**

The ICS meetings committee functions to assess bids to run the annual scientific meeting (ASM) from potential applicants prior to being put forward to a vote from the membership. Members of this committee are composed of:

- General Secretary (Chairman)
- Treasurer
- ICS Education Committee Chairman
- Current ICS Scientific Meeting Chairman
- Current Annual Scientific Meeting Chairman
- Previous Annual Scientific Meeting Chairman

- A representative of the ICS Permanent Congress Organiser

The Meetings Committee will only consider bids that are led by active members of the ICS of good standing who have attended at least three previous annual scientific meetings within the last ten years. Lead applicants must include a statement to this effect which should accompany their bid.

Complete applications received by the due date shall be circulated to the ICS Meetings Committee and to the PCO, who will, on behalf of the ICS, conduct an analysis of the suitability and commercial viability of the proposed venue. The ICS Meetings Committee shall meet during the next ICS ASM in order to examine the applications and the PCO analysis and to clarify any outstanding matters with the applicants in order to establish which applications are suitable for membership voting.

Applicants shall be invited to attend the meeting of this committee, usually held during the ICS Annual Meeting. Each candidate will be allocated 10 minutes to present their application and to answer questions from the Committee members. Further information regarding the meeting scheduling, venue and instructions regarding available audio-visual equipment will be made available to all applicants prior to the meeting. Applicants are not permitted to show tourist promotional videos or present gifts at this presentation.

The approved list of candidate bids will be announced at the ICS AGM and put to the vote of the membership on the ICS website within 2 calendar months of the AGM.

Canvassing the ICS membership and/or advertising of applications is not permitted and will result in disqualification from the membership vote. However, all bid applications accepted to go forward by the Committee will be accompanied by a short statement from each lead applicant regarding the suitability of their bid for the ASM and published on the ICS website.

### **3.3. Announcement of the successful application**

The winning bid will be decided by a simple majority of online ICS membership votes. The membership will be notified of the successful bid by email, and the information will be posted on the ICS website and published in the official ICS Journal.

### **3.4. Role of Annual Scientific Meeting Chairman, ICS Scientific Chairman and Scientific Committee, LOC and Permanent Congress Organisers (PCO)**

The Annual Scientific Meeting Chairman, Scientific Chairman, local organising committee (LOC) and the permanent congress organisers (PCO) are responsible for working in

cooperation with the PCO and Conticom - ICS on all aspects of the meeting organisation. The ASM Chairman will enter into a contract with Conticom – ICS at least 18 months prior to the meeting and shall agree to adhere to the terms contained in the ASM Guidelines and Division of Duties.

#### Duties of the ASM Chairman

The ASM Chairman will be expected to work within a defined budget, the guidelines of which are set by the ICS Board of Trustees and executed by the Directors of Conticom – ICS Ltd. The Chairman and LOC are expected to work with the PCO on all aspects of the social programme, in accordance with ICS policy.

The ASM Chairman will not be responsible for the ICS AGM.

The ASM Chairman will recommend a Destination Management Company (DMC) if required, promote the event and, assist in enlisting sponsorship.

#### Duties of the ICS Scientific Chairman and the Scientific Committee

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

The Committee includes:

- Scientific Committee Chairman
- Education Committee Chairman
- Local representatives (number as required related to number of submitted abstracts)
- 2 clinical representatives
- 2 non-clinical representatives
- Allied Health professional, Nurse representative
- Allied Health professional, Physiotherapist representative
- Scientific Chairman from the past two years
- Scientific Chairman for the coming year

The ICS representatives to the Scientific Committee are elected for a three year term. The term of the Scientific Chairman will be 4 years as he will join the committee 1 year before his meeting term and for 2 years after his meeting. The local representatives will remain on the Scientific Committee for one year (the year of the meeting) and are appointed by the Scientific Chairman. The ICS may call on external reviewers (normally the Editorial Board of the Neurourology and Urodynamics journal) to assist in reviewing the abstract submissions.

### Duties of the Local Organising Committee

The LOC will also be responsible for the

- selection of the 'State of the Art Lectures' in conjunction with the Scientific Committee and Education Committee Chairman.
- allotment of ASM session Chairmen with regard to the multi-disciplinary membership of ICS, in co-operation with the scientific committee
- continuing professional education accreditation of all sessions with all bodies relevant to the membership of the ICS
- In conjunction with the Annual Meeting Chairman, the preparation of a report to the Board within 3 months of the close of the meeting which should deal with any special features of the meeting, (educational, scientific or otherwise) where innovations were tried and the outcome.

### Duties of the Permanent Congress Organisers (PCO)

The PCO is employed by Conticom – ICS. The PCO will be responsible for organising the meeting for the successful applicant and will work closely with the Chairman and LOC to manage the arrangement and management of the ASM. A local company may be employed by the PCO to assist with local arrangements where required. Any commitment made to any local company by the Local Organising Group can only be by prior agreement of the PCO.

The PCO is responsible for all organisational and logistic matters of the ASM. The PCO shall prepare a Division of Duties agreement detailing primary responsibility for each aspect of meeting arrangement and management. The PCO shall be responsible for creating and maintaining a database of all potential and past delegates and for all registration and accommodation requirements of the delegates of the ASM. The PCO shall also undertake pre-financing the ASM and the collection of all revenues. The PCO will work directly with Conticom - ICS and the ICS office to ensure meetings are advertised and promoted to obtain maximum exposure. The PCO is not responsible for the abstract and workshop submission process which shall be managed directly by ICS.

## **Venue Requirements**

### **3.5. Plenary Hall**

An auditorium with tiered seating capacity for a minimum of 2,000 participants is required.

### **3.6. Workshops and ICS Educational Courses (Pre-Meeting Days 1 – 2)**

Between 10 and 16 rooms holding between 50 and 300 participants in lecture theatre

style. On the first two days, coffee and lunch is taken in the proximity of the workshops; space needs to be made available for this to occur. The ideal balance of rooms is shown below:

- 3 parallel halls: a minimum of 300 participants
- 3 parallel halls: a minimum of 200 participants
- 5 parallel halls: a minimum of 100 participants
- 5 parallel halls: a minimum of 50 participants

### **3.7. Parallel Halls (Meeting days 1 – 3)**

Four halls with seating in lecture theatre style.

- 1 plenary hall: 2000-2500 participants theatre style
- 2 parallel halls: a minimum of 500 participants
- 1 parallel hall a minimum of 400 participants

### **3.8. Offices (Meeting days 1-5)**

- 6 Committee rooms: Up to 30 participants U-shaped table
- Office & storage room
- Speakers' Ready Room
- Registration area
- Press & communications office

### **3.9. 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.

The ICS will have a large and prominently placed booth in the exhibition area. There should be space for provision of storage, seating and working, a printer and internet connections as well as a number of power points. The booth should be lockable and a secure cupboard should be made available. Exact requirements will be supplied by the ICS Office at least 6 months prior to the meeting.

### **3.10. Poster Space**

Space should be available to display up to 600 posters during the 3 days of the Annual Scientific Meeting; preferably in one area in or close to the main exhibition area. It is estimated that 2500 square metres will be required.

### **3.11. ICS Committee Rooms**

Six committee rooms with seating for up to 30 people will be required for meetings throughout the five days of the ASM. Rooms should be able to be set up in either board



room or a U-shaped design with AV. All committee meeting requirements will be confirmed by the ICS office at least 6 months prior to the meeting.

### **3.12. Internet Facilities**

Internet facilities should be made available at the Annual Meeting and can be sponsored by industry. Wherever possible, wireless internet should be available throughout the congress centre

## **4. Finance**

### **4.1. Budget**

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

### **4.2. ASM Chairman Payment**

A donation to a charity or other not-for-profit organisation selected by the Annual Meeting Chairman shall be made by Conticom - ICS. The amount shall be in accordance with current ICS policy and guidelines. The selected organisation should have similar aims and objectives to the ICS. Proof of charity or not for profit 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 Chairman and Local Organising Committee Expenses**

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

### **4.4. ASM Allowances**

ICS Trustees will receive registration, accommodation (if not sponsored), Chairman's and Annual Dinner tickets free of charge. Members of the ICS Board of Trustees are also entitled to travel expenses according to the [ICS travel policy](#) if they are not sponsored.

Scientific Committee members and Chairmen of committees who are not ICS Trustees are entitled to complimentary registration and tickets to the Chairman and Annual Dinners.

The Annual Meeting Chair and Scientific Chairman are entitled to registration, accommodation and tickets to the Chairman's and Annual Dinner tickets. The Local Organising Committee will also receive registration and tickets to the two dinners free of charge. Accommodation will not be provided as the Local Organising Committee should reside in, or close to the host city.

Main plenary lecturers who are ICS members, will receive complimentary registration and a ticket to the ICS Chairman's Dinner. Main plenary lecturers who are not ICS members, will receive free travel according to the [ICS travel policy](#), free accommodation up to a maximum of two nights, free registration, plus a ticket to the ICS Chairman's Dinner (depending upon day of attendance).

ICS Committee Chairmen (who are not Trustees) receive free registration and tickets to the two dinners. Scientific Session Chairs and Workshop Chairs receive complimentary tickets to the Chairman's Dinner.

Previous annual meeting Chairmen receive a complimentary ticket to the Chairman's Dinner.

Future annual meeting Chairmen receive a complimentary ticket to the Chairman's Dinner and the Annual Dinner.

Lifetime achievement award winners receive travel, accommodation, registration and tickets to the Chairman's and Annual Dinners for the year of the award only. Thereafter they receive honorary membership status which includes registration and tickets to the Chairman's and Annual Dinners.

Conference travel award winners receive limited travel support, accommodation and registration.

The ICS News editor and ICS staff receive travel, accommodation, registration and tickets to the Chairman's and Annual Dinners.

The summary of allowances is indicated below

	Registration	Accommodation	Travel	Chairman's Dinner	Annual Dinner
ICS Board of Trustees	X	X	X	X	X
ICS Scientific Committee	X			X	X
Annual Meeting Chair/Scientific Chairman	X	X		X	X
Local Organising Committee	X			X	X

Main Plenary lecturers (members)	X			X	
Main Plenary lecturers (non-members)	X	X	X	X	
ICS Committee Chairmen (who are not Trustees)	X			X	X
Scientific Session Chair				X	
Workshop Chair				X	
Previous Annual Meeting Chairmen				X	
Future Annual Meeting Chairmen				X	X
Lifetime Achievement Awardees	X	X	X	X	X
Honorary Members	X			X	X
Local key people (as determined by the ASM Chairman)				X	
Conference travel award winners	X	X	X		
ICS News editor	X	X	X	X	X
ICS Office staff	X	X	X	X	X

#### **4.5. Sponsorship/Exhibition**

The PCO, in conjunction with the ICS office and the ASM Chairman, will be responsible for managing all sponsorship and exhibition aspects of the meeting. A sponsorship brochure detailing packages and items for potential sponsorship and exhibition details will be available for circulation 18 months prior to the meeting. Deviations to the sponsorship packages are allowed following approval from Conticom - ICS.

The local organising committee are encouraged to work with the PCO in raising sponsorship for the Annual Scientific Meeting. All such arrangements should be with full co-operation and knowledge of the PCO.

#### **4.6. Annual Meeting Accounts**

The PCO will be responsible for submitting final accounts to Conticom – ICS no later than 4 months after the final day of the Annual Scientific Meeting.

#### **4.7. Registration Fee**

The ASM registration fee will include all meeting facilities, lunches and the Welcome Reception. Additional meetings or events such as workshops and the ICS Annual Dinner will be charged separately. Fees will be determined in line with previous meetings in accordance with ICS guidelines. A fee structure to include reduced prices for ICS members, nurses, physiotherapists and trainees will be considered. Other discounted fees may be made available for local societies or for those members in specific geographical locations following discussion and approval by Conticom – ICS acting on behalf of the ICS Board of Trustees.

### **Meeting Schedule**

#### **4.8. Background**

Traditionally, the ASM has been held in August, September, October or November; but must be within 15 months of the previous AGM. 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 the PCO shall check on the timings of other meetings of scientific societies likely to cause conflict for potential delegates to the ASM and dates of religious and national holidays.

The ASM is organised over six days: three pre-meeting days are devoted to workshops and ICS Educational Courses, and three are allocated as ASM scientific days. Normally, the three pre-meeting days should be Sunday, Monday and Tuesday and the meeting days Wednesday, Thursday and Friday but some flexibility is allowed.

### Social events

In a “normal” ICS meeting week, the Chairman’s Dinner would 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.

### 4.9. 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 Nursing Forum. ICS Physiotherapy Round Table
	Evening	ICS Physiotherapy Round Table dinner/buffet
Pre-Meeting Day 2	All day	ICS Educational Courses and Workshops ICS Committee Meetings
	Evening	Chairman’s Dinner (Speeches by ASM Chairman, General Secretary, Scientific Chairman)
Pre-Meeting Day 3	All day	ICS Educational Courses and Workshops ICS Committee Meetings
	Evening	Welcome Reception
Annual Meeting Day 1	Morning	Opening – Ceremony (Speeches by Meeting Chairman, 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 Chairman 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

## 5. Promotion and advertising

### 5.1. Promotion of ASM

Promotion of the ASM should be in stages, aiming for maximum exposure to the widest range of potential participants. The website should be opened at the earliest date possible to ensure search engine optimisation. This will be handled by the PCO, 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 ASM of the year before. A promotional schedule should be planned and decided upon in advance in association with the PCO.

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

### 5.2. First Announcement of the ICS Annual Meeting

One year prior to the ASM, the PCO in collaboration with the ASM Chairman 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.

### **5.3. Host Presentation**

One year before their meeting the hosts will deliver a 5 minute promotional presentation to ICS delegates. This should promote the following year's meeting, and will be presented to a plenary session prior to one of the 'State of the Art' lectures or at the AGM.

### **5.4. The Final Announcement of the ICS ASM**

The final announcement will be produced by the PCO in collaboration with the Chairman and ICS Office. This must be sent to all ICS members and posted on the ICS and ASM website following the previous ASM. The PCO 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 and will include the following:

- Welcome letter from the Meeting Chairman.
- Details of ASM registration – to include early/late registration dates and early registration member discounts.
- Details of on-line abstract submission and rules
- Details of Workshops, Education 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 conform to the ICS corporate identity and the content and layout of the announcement must be approved by the Publications and Communications Committee. The ASM Chairman and ICS office must approve the announcement before being printed.

## **6. 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 categories for presentation. The following types of presentation make up the scientific meeting:

### **6.1. State of the Art Lectures**

These are selected by the ASM Chairman in collaboration with the Chairman of the Education Committee and Scientific Committee to ensure a balanced programme. Normally three State of the Art Lectures are delivered.

### **6.2. Round Table Discussions**

The ASM Chairman and Scientific Chairman can decide on the format of other presentations such as Round Table or Point - Counter Point discussions with key experts.

The ability to stage these often depends upon the number of accepted abstracts for presentation.

### **6.3. 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 a variety of electronic media. Abstracts will also be available from the ICS booth at the exhibition.

### **6.4. 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 a variety of electronic media. All accepted video presentations will be available to view via PC stations at the meeting.

### **6.5. Discussed Poster Presentations**

These are oral presentations (poster summary) of 3 minutes length, followed by 4 minutes discussion (3 content slides permitted, title slide included). Two or three structured poster sessions are held concurrently. The posters are displayed in the room prior to presentation and during the three days of the scientific programme.

The ICS office is responsible for ensuring that presenters have current instructions for the preparation of posters in the appropriate size and format. These abstracts will be published in the ICS journal and on a variety of electronic media.

### **6.6. Non-Discussion Poster Presentations**

The posters are displayed during the three days of the scientific programme. These abstracts will be published on a variety of electronic media and will also be available for printing from the ICS booth at the ASM.

### **6.7. Non-Discussion Video Presentations**

All accepted video presentations will be available to view via PC stations at the meeting. These abstracts be published on a variety of electronic media and will also be available from the ICS booth at the ASM.

### **6.8. Read by Title**

Read by title abstracts are not presented at the ASM. They are published on a variety of electronic media and will also be available for printing from the ICS booth at the ASM.

### **6.9. Process of Abstract Review and Scheduling**



Abstract review conforms to usual timing of the ASM. Dates will vary if the ASM date is either later or earlier than the usual date.

**September:** The Chairman of the Scientific Committee and Annual Meeting Chairman 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 Chairman proposes up to three state of the art lectures (one per day) and is responsible for contacting the lecturer following approval from the Education Committee Chairman. The Scientific Chairman can also propose innovative scientific activities for inclusion into the programme, these should be discussed with the Education committee Chairman regarding quality and evaluation

**March 1<sup>st</sup>:** On-line abstract submission opens at [www.icsoffice.org](http://www.icsoffice.org). The PCO selects the venue (normally in the meeting country) for the Scientific Committee Meeting.

**April 1<sup>st</sup>:** Deadline for abstract submission. ICS office collates submissions and distributes access to the 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 Chairman.

**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 NAU and to the PCO to create the final programme. The NAU issue must reach ICS members at least two weeks before the start of the meeting. The ICS office also publishes the abstracts in a searchable document which is made available to all delegates at the Annual Meeting and is available from the ICS office after the meeting. All abstracts can also be accessed via the abstract centre on the ICS website.

## **6.10. ICS Scientific Committee Responsibilities**

### **6.10.1. 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 are normally used to keep the number of abstracts allocated to each reviewer to a minimum and within their area of expertise. This number will vary from year to year and shall be governed by the ICS office and Scientific committee.
- All abstracts will be marked by a minimum of 3 reviewers.

- Reviewers do not mark any abstract to which they have contributed in any way, or for which they have any perceived conflict of interest or that they consider to be outside their area of expertise.
- The Scientific committee Chairman may ask external reviewers to mark any abstracts that are considered to need expertise outside that of the ICS reviewing panel.
- All Scientific Committee reviewers must complete their allocation by the deadline given by the ICS office.

#### **6.10.2. Attending Scientific Committee Meeting**

The committee meets one month after the close of Abstract submissions 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
- Select the abstracts to be presented and the status:
  - Podium Papers
  - Discussed Poster
  - Non-discussed poster
  - Read by title
  - Rejected
- Select videos. The videos will be presented in separate video sessions. The host proposes the type of video presentation (scheduled and/or unscheduled).
- Select the Award winning clinical and non-clinical abstracts and other abstract prizes as appropriate.

**N.B.** All abstracts will remain anonymous until the final programme is scheduled, after which a final check will be made to ensure that there are no clashes of timing for presenting authors.

The Scientific Committee must also be available to:

- Select the provisional programme with cohesive sessions under the guidance of the Scientific Chairman. The aim is to produce a stimulating and varied programme which does not consist entirely of the highest ranked abstracts.
- Make necessary changes to the provisional programme and produce a final programme in collaboration with the ICS Education Committee Chairman
- Make changes involving replacement papers which should be circulated to the Scientific Committee. Replacements should be made using the next most highly rated submissions.

No member of the Scientific Committee may comment on a submission from his or her Department.

All members of the Scientific Committee are expected to be available on the final day of the Annual Meeting to choose the award winning presentation/poster.

#### **6.11. Scientific Committee Expenses**

Scientific Committee members' reasonable expenses will be reimbursed according to current ICS policy. Scientific committee members are also entitled to receive benefits and expenses in association with their attendance at the ASM (See Section 4.4).

#### **6.12. ICS Education Committee Chairman Responsibilities**

The responsibilities of the Education Committee Chairman with regard to the ASM are to:

- Ensure that the scientific programme, state of the art lectures, Workshops and ICS Educational Courses contain no unnecessary duplication.
- Suggest minor modifications to the programme if necessary.
- Ensure a balanced programme of Workshops and ICS Educational Courses in collaboration with the Scientific Committee Chairman.
- Ensure, in collaboration with the Scientific Committee Chairman, that a balanced scientific programme is selected.

### **7. ICS Educational Courses and Workshops**

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

#### **7.1. 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.

#### **7.2. Workshops**

Workshops can be proposed and delivered by both ICS members and non-members. The content of each workshop is not controlled or approved by the ICS and does not necessarily reflect the opinions of the ICS, although the use of ICS terminology and standardisation is required.

#### **7.3. Application**

Applications for workshops are submitted via the ICS website. Deadlines for applications and details regarding their composition will be made available on the website and publicised by the ICS office. The ICS office is responsible for collating the applications and circulating them to the Courses and Workshops Sub-Committee, ICS Education Committee Chairman and the ICSScientific Chairman. The sub-committee is responsible for reviewing and scoring each application and will present the results for selection at a face to face Education Committee meeting which is normally held in the January prior to the ASM. The ICS Education and ICSScientific Chairmen do not grade the applications but review them in order to gain an overview of the range of subject material. The ICS Scientific Chairman is invited to attend the Education Committee meeting in the same way that the ICS Education Chairman attends the ICS Scientific Committee meeting in order to ensure a balanced programme and that the needs of the local delegates are met.

Applications which involve special requirements, for example, computers, live surgery, anatomical specimens and anything required for practical demonstrations must be detailed in the workshop application. If the application is selected for the ASM the additional cost needs to be approved by Conticom - ICS before the Chairman of the workshop is notified. These workshops/courses may be subject to a higher registration fee to cover such costs.

#### **7.4. Content**

Workshop and courses should be non-promotional and not unduly favour a single product or procedure. The workshop/course Chairman is responsible for the content of the workshop/course.

#### **7.5. Fees**

There will be a standard registration fee for the courses. Normally, ICS Educational Courses will be offered to delegates at no charge. Registration fees for other workshops are set by the Education Committee and approved by Conticom - ICS, which may vary the fees. Conticom - ICS reserves the right to alter registration fees without reference to the Education Committee, but shall normally seek the approval of the Education Committee Chairman before so doing.

#### **7.6. Sponsorship**

Individual Workshops and Courses cannot be sponsored by any corporate body. Equipment may be donated for use during workshops only with prior approval of the Education Committee under the condition that no advertising of the product or equipment may be made during the workshop.

#### **7.7. Speakers**

Speakers at Workshops and courses will not normally be paid any honorarium. External speakers who would not normally be expected to attend the Annual Meeting may be paid expenses. Expenses must be requested on the Workshop Application form and should the workshop application be accepted, approved by Conticom - ICS prior to confirmation to the Chairman of the workshop.

### **Workshop and Course Timetabling**

The PCO 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 Chairman and the Scientific Chairman.

### **7.8. Duration**

Normally, workshops and courses take the following format:

- 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. All workshops have set coffee breaks after 90 minutes. 240 minute sessions should have an extra comfort break scheduled later in the session.

### **7.9. Letters of Acceptance**

Letters of acceptance are sent to all Workshop and Course Chairmen by the ICS Office in conjunction with the ASM Chairman, the Education Committee Chairman and the PCO.

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 Chairmen of workshops and courses are provided in the letter of acceptance outlining deadlines for submission of Power Point presentations and handouts plus details about the content of course and ICS terminology. The PCO is to provide the details for the guidance notes i.e. deadlines, details of all audio visual requirements that the workshop/courses Chairmen and speakers need to provide.

The ICS Office in conjunction with the ICS Scientific Chairman and the ICS Education Committee Chairman will notify all applicants whose submissions were declined. Should

applicants wish to discuss the reasons why an application has been declined, they should be referred to the ICS Education Chairman or Chairman of the Workshop and Courses Sub-Committee.

#### **7.10. Handouts**

The Chairman of each workshop is responsible for the creation and submission of the workshop handouts. There are two types of handout:

The printed handout is given to delegates on entrance to the workshop. This handout is generated from the information as submitted with the Chairman's original application.

The e-handout is a requirement and offers the delegate supporting educational material for your workshop. The format of these handouts is the Chairman's decision and accordingly there is no template. The handout does not have a limit on length, but the ICS recommends that the full handout is no longer than 30 pages. Please note that this handout will not be printed in hard copy. Instead, it will be made available via the ICS website before the meeting and if submitted on time, it will also be included on the USB stick which is given to all delegates at the meeting. It is the responsibility of the workshop Chairman to compile the handouts from all speakers and submit via the ICS website by the given date.

Deadlines for the production of workshop handouts shall be publicised by the ICS office and must be strictly adhered to.

#### **7.11. 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. The PCO will ensure that forms are available for all participants in each workshop. At the end of each workshop/course the PCO will ensure there is staff available to collect the evaluation forms and distribute Certificates of Attendance. Only those participants handing in an evaluation form will receive a Certificate of Attendance. Participants completing their evaluation form at a later time can collect their certificate of attendance from the ICS booth in the Exhibition Hall during the ASM.

The PCO will collate all forms after the meeting. An evaluation report will be made available to the ICS office to assist the selection process of workshops for the following

year and to give the workshop Chairmen feedback. This analysis is made available to the ICS Education Workshop and Courses Subcommittee.

## **8. Continuing Medical Education**

The ICS wishes to provide Continuing Medical Education (CME) credits 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 Annual Scientific Chairman.

### **8.1. 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.

The Chairman and LOC are responsible for the accreditation of ICS ASM activities with as wide a range of bodies relevant to the ICS membership as possible. This will include both local and international authorities

### **8.2. Current Accreditations:**

In addition to the role of the local organising committee in arranging as wide a range of CME accreditation as possible for attendees, the ICS will arrange accreditation as follows:

#### **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 Urological Association.

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 the PCO prior to the event.

### **8.3. ASM Certificates of attendance**

Certificates of Attendance are available for delegates to collect in the registration area on the final day of the ASM.

### **8.4. Certificates of attendance – Courses and Workshops**

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.

## **9. The ICS Annual Meeting Website**

All meeting information will be accessible via the ICS office website [www.icsoffice.org](http://www.icsoffice.org) and by links to the PCO website [www.ics-meeting.com](http://www.ics-meeting.com)

### **Web link to the PCO site**

The link to the PCO site will, as a minimum, contain:

- 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 Chairman.
- Exhibitor and Sponsorship information, 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.



## **10. Webcasts**

Normally a webcasting company will be contracted by the ICS to produce and manage the webcasting of ICS Scientific and educational activities during the Annual Meeting. The webcasts will be available via a link on the ICS website. External sponsorship is sought to finance the recording of these sessions and the extent of recording and casting shall vary depending upon available resources.

## **11. Registration System**

### **11.1. Opening Times**

The on-line registration system for ICS Annual Meetings will go 'live' via a link to the PCO site at [www.icsoffice.org](http://www.icsoffice.org) one month following the confirmation of the Registration Fees, Courses and Workshops. This usually occurs in early February of the year of the ASM.

### **11.2. Closing Dates**

The on-line registration will close prior to the meeting 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 registration closes at the same time.

### **11.3. Discounts**

Discounts will be available for early registration and for ICS members. In order to qualify for the discounts, payment of registration fees must have been received and cleared by the date indicated. The extent and value of such discounts must be proposed by the LOC, but all such proposals are subject to approval of ICS – Conticom or those delegated to act on its behalf in this matter.

## **12. Competing Interests**

All speakers, lecturers and presenters of papers/posters, workshops and courses must declare competing interests in accordance with current ICS disclosure policy (contact the ICS office for further details). Detailed requirements in order to comply with this policy shall be distributed to speakers by the ICS office. A statement of policy and compliance will be printed in the final announcement.

All ICS officers and members of ICS Committees and Subcommittees are required to complete an ICS Competing Interests Form. These forms will be held on file on the ICS website and can be viewed on request by any ICS member.

## **13. Social Programme**

### **13.1. ICS Chairman's Dinner**

The ICS Chairman's dinner should be held on the evening of the first pre-meeting day (first day of the Education Programme). Partners will only be invited if travelling with the invitees. The Board of Trustees has recommended that the Chairman's Dinner should not be directly sponsored by industry. The cost per head for the Chairman's Dinner should be limited according to current ICS policy, €100 – 120 per head (2010 prices). It is therefore recommended that the Chairman's dinner should be held in a restaurant, thus negating any cost of off-site catering. The Scientific Chairman, ASM Chairman and ICS General Secretary are expected to make speeches at this event. A typical number of attendees at the ICS Chairman's Dinner is 150-200 persons. The venue should ideally not be on split levels.

### **13.2. 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. It is recommended that this be held in the trade exhibition area if the exhibition is in place. However, where this is not possible, outside locations will be considered. The cost per head for the welcome reception will comply with current ICS policy (€45 – 60 per head, 2010 prices) and creative use of the budget should therefore be encouraged. Exceptional requests for additional funding will be considered by Conticom – ICS Ltd with reference to the Board of Trustees of ICS.

### **13.3. ICS Annual Dinner**

The Annual Dinner will normally be held on the second to last evening of the meeting and should accommodate up to 1,000 people. The ASM Chairman and the General Secretary are expected to make a speech at the dinner. Other awardees may also be invited to do so at the discretion of the meeting Chairman. It is recommended that this be held in the conference centre, but should this either be unsuitable for purpose or impractical then outside locations will be considered. The ICS aims to reduce the annual meeting subsidy for this event to zero by 2014 in line with the recommendations on sponsorship of professional society activities. The cost of the ICS Dinner should comply with current ICS policy (€100 – 120 per head (2010 prices). Exceptional requests for additional funding will be considered by Conticom – ICS Ltd with reference to the Board of Trustees of ICS.

#### **13.4. Restrictions**

Industry supporters of ICS shall not organise scientific meetings or social events that coincide with official ICS events including ICS Courses and workshops, the main scientific programme and the two principal ICS social events: the Welcome Reception and the Annual Dinner.

### **14. ICS Awards**

#### **14.1. Awards**

Four ICS awards will be presented during the closing ceremony.

- Best clinical abstract
- Best basic science abstract
- Best clinical presentation
- Best basic science presentation
- Various other industry sponsored awards – changing from year to year

#### **14.2. Certificates and Prize Money**

All authors of the award winning presentations will receive a certificate and prize money to be paid from the meeting budget. Available industry sponsored awards and prize money will be agreed with Conticom - ICS. The ICS Board of Trustees shall create awards and set the level of prize money as required.

#### **14.3. Judging**

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

The 'best clinical and non-clinical abstract' awards will be given to the clinical and non-clinical abstract with the highest score as decided by ranked scoring at the Scientific Committee meeting in May; this will be agreed with the Chairman of the Education Committee. The best podium presentations will be judged during the ASM by adjudication during the ASM and subsequently verified by the Scientific Committee.

### **15. Mobile Phones, video, camera and no-smoking**

All mobile phones must be switched off (or on silent or vibrate) while delegates are attending presentations in all halls. Taking photographs and videoing is not allowed and Chairmen of sessions are to remind delegates of this. All areas of the ASM are strictly no-smoking.

## **16. ICS AGM**

### **16.1. Documentation**

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

### **16.2. Annual accounts**

Annual accounts will be made available on the ICS Website for review prior to the AGM and can also be supplied to members upon request. Approval of the annual accounts is voted upon at the Annual General Meeting of the ICS following the Treasurer's report.

### **16.3. Timing**

The AGM will be held on the fourth day of the ICS meeting and will last between 60-120minutes (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. Scientific or Commercial sessions must not clare with the AGM.

### **16.4. 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.

### **16.5. Ballot for Annual Meeting**

Approved bids will be announced at the AGM.

### **16.6. 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. The Trustees should also be supplied with name labels and microphones. Two conference staff will be required to check that all attendees are active members of the ICS and monitor/staff microphones for members' questions at the end of the AGM. The General Secretary will Chairman the AGM.

### **16.7. Recording the AGM**

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

### **16.8. Members wishing to speak at the AGM**

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

#### **16.9. Record of entry**

Any ICS member can attend an ICS AGM, but only members who have paid for the current year can vote. Attendance at the AGM will be recorded.

#### **16.10. Voting**

In accordance with the ICS Bylaws, any vote which is being presented to the AGM must be available online prior to the AGM to allow those not attending to have the right to vote on membership matters. In addition, votes by post and proxy votes are allowed. All these votes need to be taken into consideration for 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.

### **17. Official ICS Meetings during the Annual Meeting**

#### **17.1. Committee Meetings**

ICS Board of Trustees  
ICS Board of Trustees with Committee Chairmen  
ICS Standardisation Steering Committee  
ICS Fistula Committee  
ICS Education Committee  
ICS Publications and Communications Committee  
ICS Continence Promotion Committee  
ICS Meetings Committee  
ICS Neurourology Committee  
ICS Ethics Committee  
ICS Children's Committee  
ICS Physiotherapy Committee  
ICS Nursing Committee  
ICS Urodynamics Committee  
Neurourology & Urodynamics Editorial Board

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

The PCO 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. Committee meetings will ideally be held the day prior to when workshops/courses begin.

### **17.2. Other Meetings**

ICS Subcommittees or related societies, organisations and industry may require meeting rooms and these should be provided as they are seen as a benefit to the annual meeting. If additional rooms are required, the ASM Chairman 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.

## **18. Industry**

### **18.1. Pre-Meeting Site Visit**

The PCO may arrange a pre-meeting site visit for sponsors and exhibitors in November or December of the year before the planned meeting. This is not essential.

### **18.2. ICS Mailing lists**

Platinum and Gold sponsors are entitled to receive mailing lists both before and after the Annual Scientific Meeting. Delegates are advised of this on registration and are given the option not to include their name on the mailing list. Exhibitors may use scanners to obtain mailing contact details, but they must make the delegate aware of why they are scanning their badge.

### **18.3. Industry Exhibition**

The ICS policy for the industry exhibition includes:

- An exhibitors meeting to be attended by exhibitors and ICS officials during the Annual Meeting
- The PCO 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)
- c) The PCO will supply all registered exhibitors with a floor plan showing each company's position prior to the meeting.
- d) The PCO will avoid, where possible, putting companies exhibiting similar products next to each other.
- e) Sponsors Site Visit - A meeting and viewing of the venue, hotels and exhibition areas should be arranged by the PCO and all interested sponsor companies should be invited to attend. The Sponsors Site visit should be held sometime in the last few months of the year preceding the Annual Meeting.

#### **18.4. Commercial Symposia**

The industry should produce symposia of good scientific quality. Neither ICS nor Conticom – ICS has control over the subject matter or material presented at these events. However, the programmes should be made available to the Scientific and ASM Chairman to ensure that there is no major overlap or that the content does not contradict the main focus of the ASM. Any required alteration to content should be by negotiation between the ASM Chairman and the sponsoring organisation.

Speakers or Chairmen of industry symposia are not allowed to Chair ICS sessions on a similar subject. Symposia are not to be held within the ICS programme (during official ICS scientific sessions, workshops or social events). The ASM Chairman should not present in or Chair such symposia.

All symposia should be listed separately from the ASM schedule under the heading "Symposia to be held at the time of the ICS Annual Meeting", adding the relevant host country and year.

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 on-going 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”

#### **18.5. Adverts for Bag inserts**

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

### **19. Not for profit Organisations**

One or more stands will be provided free of charge in the exhibition or registration area for patient related information or not for profit organisations relevant to the mission of the ICS at the discretion of the local Chairman, taking into account the commercial impact of the action. Exhibition or meeting passes will be provided at the Chairman’s discretion.

### **20. ICS Press**

#### **20.1. Press Office**

A Press Office with appropriate communications access will be required at the meeting. A local press agency may be hired by if required. The press activities should be coordinated by the ICS Office and overseen by the ICS News Editor and the ICS Publications and Communications Committee.

#### **20.2. ICS Press conference**

The ICS will host the first press conference of the meeting. No corporate sponsor 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.

### **21. Child Attendance Policy**

Whilst the ICS hopes that delegates will enjoy the meeting destination with their families, it should be noted that the Exhibition area is strictly out of bounds for any child due to the nature of the displays. In addition whilst children are welcome at the



Welcome Reception, the Gala Dinner is only appropriate for children over the age of 12 or infants (where no seat is required).

## **APPENDIX A: 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 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 D 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](http://www.efpia.org) and **IFMPA** (International Federation of Pharmaceutical Manufacturers & Associations) [www.ifpma.org](http://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 Appendices A - C of this document.

### RULES FOR NON-OFFICIAL MEETINGS

Companies should adhere to the guidelines, rules and regulations set out in Appendices A - C 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 B – 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 C – 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](mailto: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.

## **APPENDIX D – 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.

**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.

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