



**International Continence Society**

**ICS 2019**  
**ANNUAL SCIENTIFIC**  
**MEETING**  
**GUIDELINES**

**Version 39**

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## **ICS ANNUAL SCIENTIFIC MEETING GUIDELINES**

The bid must indicate the names of the individuals who support the application and will be actively involved in the promotion and organisation of the Meeting. The LOC should not number more than 10 persons and should reflect the multidisciplinary nature of the ICS. A maximum of 2 members of the LOC may be co-opted to the ICS Scientific Committee, in addition to the Local Scientific Programme Chair, during the year immediately preceding your meeting. The annual meeting chair should not usually be one of those appointed.

### **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. Preferably, an expression of interest to bid should be sent to the General Secretary and ICS Executive Director by no later than 1 February. 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 available on the ICS website (or from the ICS office, [info@ics.org](mailto:info@ics.org)). The Bid to Host document will also specify what continent the ICS is inviting bids from.

The venue requirements are detailed from Section 3.5.

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 Local Scientific Programme Chair must be from a complementary discipline (gynaecology, professions allied to medicine, geriatric medicine) and vice versa.

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 is composed of the 9 trustees that form the ICS-Conticom Board. The role of the Meetings Committee will be to evaluate annual meeting bids. Full details of the annual meeting bids shall be reported to the Board of Trustees to determine the suitability of the bids prior to presentation to the Membership at the next AGM. The ICS Executive Director is not a voting member of this committee but will be closely involved throughout all aspects of the bid process.

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. Bidders may pose questions or options to the ICS Executive Director or the Meetings Committees before 1<sup>st</sup> April and in certain circumstances this would be encouraged.

Applicants shall be invited to attend the meeting of this committee, usually held during the ICS Annual Meeting. Each candidate will be allocated 10-15 minutes to present their application and to answer questions from the Committee members.

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. Voting is open for four weeks via secure server.

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. The ICS office will remind members to cast their vote and will share information relating to the bidding destinations. The ICS members vote for the meeting chairman and not the location.

### **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.

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

The Annual Scientific Meeting Chairman, Local Scientific Programme Chair, 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 ICS annual meeting remains under the auspices of the ICS Board and their decisions are final.

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

### Duties of the ICS Local Scientific Programme Chair and the Scientific Committee

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

The Committee includes:

- Elected Scientific Committee Chair
- Local Scientific Programme Chair (for year of hosting annual meeting)
- (Future) Local Scientific Programme Chair (for year prior to hosting annual meeting)
- Education Committee Chair
- 1 Clinical representative (Urology)
- 1 Clinical representative (Gynaecology)
- Allied Health professional, Nurse
- Allied Health professional, Physiotherapist
- Specialist representative (Other profession)
- 2 Local representatives (number as required related to expected submitted abstracts).

The annual meeting chair should not normally be one of the local representatives appointed. The local representatives should live close to the meeting destination.

The Elected Scientific Committee Chair, Clinical, Non-clinical, Specialist and Allied Health Professional representatives to the Scientific Committee are elected for a three year term, renewable once by election. The term of the Local Scientific Programme Chair will be 2 years as they will join the committee 1 year before their 1 year meeting term. The local representatives will remain on the Scientific Committee for one year (the year of the meeting) and are appointed by the Local Scientific Programme Chair. The ICS may call on external reviewers (normally from ICS committees and the Editorial Board of the Neurourology and Urodynamics journal) to assist in reviewing the abstract submissions.

The Scientific Committee has complete responsibility for the scientific programme of the meeting.

The Education Committee chair shall also attend the Scientific Committee and will act in an advisory, supportive capacity to ensure a balanced programme. In return, the Local Scientific Programme Chair may attend the Education Committee workshops reviewing meeting. In the case of more than one Local Scientific Programme Chair then only one Chair/co-Chair will receive ICS funding to attend the face to face meeting of the education committee.

ICS expects a skeleton scientific programme to be agreed and finalised with the office by January 1st:

- Slots for Podium and Parallel Poster Sessions should allow for 300 presented abstracts.
- SOA Lecturers should have been contacted and confirmed verbally and the topics for Round tables and Panel Discussions finalised with proposed speakers.
- The ICS Office will then send official invitations to all these speakers and participants in January.

#### 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.
- The LOC should not number more than 10 persons and should reflect the multidisciplinary nature of the ICS.

#### 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.

## **ICS Annual Meeting Venue Requirements**

### **3.5. Plenary Hall**

An auditorium with tiered seating capacity for a minimum of 900-1,200 participants is required.

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

Between 6-7 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:

- 1 parallel halls: 200-300 participants
- 2 parallel halls: 100-150 participants
- 4 parallel halls: 50-100 participants

NOTE: All workshop rooms should be available for set up on Monday.

### **3.7. Parallel Halls (Meeting days 2 – 4, Wednesday to Friday)**

8 halls with seating in lecture theatre style.

- 1 plenary hall: 900-1,200 participants in lecture theatre style
- 2 parallel halls: 400-500 participants in theatre style
- 3 parallel halls: 300 participants in theatre style
- 2 parallel halls: 200 participants in theatre style

NOTE: All parallel halls should be available for set up on Tuesday.

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

- 6 Committee rooms: approx. 30 participants with U-shaped table
- Office & storage room
- Speakers' Ready Room
- Registration area (approx. 700sqm)

### **3.9. Exhibition / Registration / Coffee and lunch breaks**

Gross area of 3,500 – 4,000 sqm for an exhibition of 2,000 sqm with all coffee (and lunch) breaks served in this area and an e-poster area of approx. 1,500 sqm. The exhibition area is typically open from Tuesday afternoon (day one) to Thursday afternoon (day 3) the 3 days of the main scientific programme. Occasionally the exhibition may attend into day 4.



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. Exact requirements will be supplied by the ICS Office at least 6 months prior to the meeting.

NOTE: The Exhibition and E-poster Areas should be available for set up on Monday and Tuesday.

### **3.10. E-Poster Space – included in 3.9**

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

Six committee rooms with seating for up to 30 people will be required for meetings throughout the four 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 and the contract with the Chairman. 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**

*All expenses must be agreed in advance via the Executive Director and ICS Treasurer.* 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**

The following is a list of allowances provided by official position held.

##### ICS Trustees

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

Scientific Committee members are entitled to complimentary registration and tickets to the Chairman's Reception and Annual Dinner.

##### Annual Meeting Chair and Local Scientific Programme Chair

The Annual Meeting Chair and Local Scientific Programme Chair are entitled to registration, accommodation and tickets to the Chairman's Reception and Annual Dinner.

The annual meeting Chairman may assign up to 10 complimentary Chairman's Reception tickets to local key people, as identified by the Chairman.

##### Local Organising Committee

The Local Organising Committee will receive registration and tickets to the two dinners. Accommodation will not be provided as standard as the Local Organising Committee should reside in, or close to the host city. Allowances for the LOC are only provided for the year of the relevant meeting.

##### Main plenary lecturers

Main plenary lecturers (meaning State of the Art lecturers or as defined by the Annual Meeting or Scientific Chair) who are ICS members, will receive complimentary registration and a ticket to the ICS Chairman's Reception. In accordance with the meeting budget, 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 Reception (depending upon day of attendance). The budgetary support of non-ICS member plenary lecturers remains subject to the approval of the ICS Treasurer in each instance.

#### ICS Committee Chairmen

ICS Committee Chairmen receive free registration and a ticket to the Chairman's Reception and Annual Dinner.

#### ICS Institute Directors

ICS Institute Directors receive free registration and a ticket to the Chairman's Reception and Annual Dinner.

#### ICS Committee Members

ICS Committee members receive a ticket to the Chairman's Reception

#### Scientific Session Chairs, Invited speakers

Scientific Session Chairs, Invited speakers (scientific programme) (those speaking at Round Tables or debates and Workshop Chairs receive a complimentary ticket to the Chairman's Reception.

#### Previous annual meeting Chairmen

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

#### Future annual meeting Chairmen

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

#### Lifetime achievement award winners

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

#### Conference travel award winners

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

#### ICS E-news editor

The ICS E-news editor receives a ticket to the Chairman's Reception and the Annual Dinner.

#### ICS staff

ICS staff receive travel, accommodation, registration and a ticket to the Chairman's Reception and Annual Dinner.

The summary of allowances is indicated below:

	Registration	Accommodation	Travel	Chairman's Reception	Annual Dinner
ICS Board of Trustees	X	X	X	X	X
ICS Scientific Committee	X			X	X
Annual Meeting Chair/Local Scientific Programme Chair	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	X			X	X
ICS Institute Directors	X			X	X
ICS Committee members				X	
Scientific Session Chair				X	
Invited speakers (scientific programme)				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 E-news editor				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 first week of September and the end of October, 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 four days: one pre-meeting day mainly devoted to workshops and committee meetings. This is followed by three days allocated as ASM scientific days. Workshops would also be integrated during the scientific days. Normally, the pre-

meeting day would be Tuesday and the meeting days Wednesday, Thursday and Friday. Some flexibility can be considered.

### Social events

In a “normal” ICS meeting week, the Welcome Reception is held on the Tuesday night, the Chairman’s Reception would be on Wednesday evening and the ICS annual 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

Workshops Day 1/4	All day	ICS Educational Courses and Workshops ICS Committee Meetings ICS Nursing Forum ICS Physiotherapy Round Table and dinner/buffet
	Evening	Welcome Reception Early Career Professionals night out
Scientific Meeting Day 2/4	Morning	Opening Ceremony (Speeches by Meeting Chairman, General Secretary) Exhibition Opens Plenary Session State of the Art Lecture Coffee break in the Exhibition Workshops E-Posters
	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) Workshops
	Evening	Chairman’s Reception
Scientific Meeting Day 3/4	Morning	Plenary Session State of the Art Lecture Coffee break in the Exhibition E-Poster & Video sessions (parallel if required) Workshops
	Lunchtime	Lunch in the Exhibition ICS Committee Meetings
	Afternoon	Plenary Session E-Poster & Video sessions (parallel if required) Coffee break in the Exhibition ICS AGM
	Evening	ICS Annual Dinner (Speeches by Meeting Chairman and General Secretary)

Scientific Meeting Day 4/4	Morning	Plenary Session State of the Art Lecture Coffee break in the Exhibition E-Poster & Video sessions (parallel if required) Workshops
	Afternoon (to approx 230pm)	Poster & Video sessions (parallel if required) Plenary session Closing ceremony & Prize giving Lunch to follow Closing Ceremony and close the meeting

## 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.

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. Typically main marketing will commence approx. 1 year before the annual meeting. The timing will be considered for each meeting and increasingly the ICS deems it beneficial to promote a future annual meeting 18 months to 2 years prior.

### 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 e-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 Office

### 5.3. Host Presentation

One year before their meeting the hosts will deliver a 5 minute promotional presentation to ICS delegates at the Closing Ceremony to promote the destination and scientific content of the meeting.

#### **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. Similar to the First Announcement this double sided A5 flyer will give updated information about the scientific content of the meeting, key dates and advertising registration.

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. Ideally the announcement is not printed and is circulated electronically.

#### **5.5. ICS logo and annual meeting design**

The Annual Meeting logo is designed by the ICS Office. The ICS logo is the graphic representation of the society and displays the ICS name in a distinctive and proprietary form. Please note, no component of the logo should be changed or amended under any circumstances. Any modification, either scaling in the size or use of the logo, should always be made to the logo as a whole.

The branding for ICS annual meetings is the final decision of the ICS office in consultation with the PCO and the annual meeting chairs. The ICS Board will have ultimate sign off on the design for a given year.

### **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. Session Chairs**

SOAs should have 1-2 chairs in order to introduce the speaker(s). Any session (SOA, Round Table or other) should have no more than 2 chairs per session.

ICS Trustees should chair at least one session during the annual meeting.

The first session of the main scientific programme should be preceded by short welcome speeches from the ICS General Secretary and the Annual Scientific Chairman.

#### **6.2. 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.

### **6.3. Round Table Discussions**

The ASM Chairman and Local Scientific Programme Chair 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. Ideally a Round Table should be limited to 3 participants plus the Chair of the session.

### **6.4. 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.

### **6.5. Podium Short Oral Presentations**

These are oral presentations of 3 minutes length, followed by 4 minutes of 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.

### **6.6. 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.

### **6.7. Open-Discussed ePoster Presentations**

These are oral presentations of 3 minutes length held in front of an electronic poster board, followed by 2 minutes discussion. All E-Poster presentations are held at lunch times on multiple ePoster Stations. The ePosters stations are available to view ePoster during the three days of the scientific programme. These abstracts are not published in the ICS Journal but will be available on a variety of electronic media.

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 not be published in the ICS journal but will be available on a variety of electronic media.

### **6.8. 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. They will not be published in the ICS Journal.

#### **6.9. Non-Discussion Abstract**

Non-Discussion 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. They will not be published in the ICS Journal.

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

**January: abstract guidelines are reviewed and placed on ICS website.**

**January 1<sup>st</sup>:** ICS expects a skeleton scientific programme to be agreed and finalised with the office by January 1st:

- Slots for Podium and Parallel Poster Sessions should allow for 300 presented abstracts.
- SOA/Round Table Lecturers should have been contacted and confirmed verbally and the topics for Round tables and Panel Discussions finalised with proposed speakers.
- The ICS Office will then send official invitations to all these speakers and participants.

**March 1<sup>st</sup>:** On-line abstract submission opens at [www.ics.org](http://www.ics.org). The PCO selects the venue (normally in the meeting country) for the Scientific Committee Meeting. The budget for this meeting must be approved by the Board of Trustees.

**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 Local Scientific Programme Chair.

**End of June:** 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.

#### **6.11. ICS Scientific Committee Responsibilities**

#### **6.12. 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 and at least one member of the scientific committee.
- 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.

### **6.13. 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
  - Podium-Short Oral
  - Podium Video
  - Open-Discussion ePoster
  - Non-Discussion Video
  - Non-Discussion
  - 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.
- Discuss any additional items of the committee has.

**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 Local Scientific Programme Chair. 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.

### **6.14. 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).

#### **6.15. 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 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 mainly be held on the first day of the meeting with further workshops being integrated over dates 2-4 of the meeting parallel to the scientific programme

#### **7.1. ICS Core Curriculum Workshops**

All ICS committees are required to propose workshops to be reviewed by the ICS Education Committee and are to ensure that all disciplines of the ICS are represented in the education programme. These workshops are to be considered core curriculum and are run each year with minor adjustments depending on location and any scientific advances. These workshops will be labelled as Core Curriculum, identify the committee involved and are free to all delegates. Ideally these workshops are scheduled during the meeting week in parallel to the scientific programme.

#### **7.2. Workshops**

Workshops can be proposed by ICS 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 ICS Education Committee and the ICS Local Scientific Programme Chair. The committee is responsible for reviewing and scoring each

application and will present the results for selection at an Education Committee meeting which is normally held in the January prior to the ASM. The ICS Local Scientific Programme Chair 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. Note that in the event of a Co-Scientific Chair only one will be funded to attend the Education Committee meeting.

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 may be subject to a higher registration fee to cover such costs.

#### **7.4. Content**

Workshop 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 depending on length of workshop which is determined by the Board of Trustees when deciding on the main registration fee.

#### **7.6. Sponsorship**

Individual Workshops 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 will not 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 meeting. The timetabling of workshops is the responsibility of the ICS Office, the ASM Chairman and the Local Scientific Programme Chair.

### **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.
- 60 minutes with 1-3 faculty members

All workshops have set coffee breaks after 90 minutes.

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

Letters of acceptance are sent to all Workshop 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 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 Education Committee Chair 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.

### **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 the workshop. This is generated by the ICS office based on the information provided in the application form.

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 by email following the annual meeting, as part of the main post annual meeting survey. Surveys must be completed for delegates to receive their certificate of attendance.

The workshop evaluation form will review all aspects of the Workshop with particular emphasis on the standard of the speakers and whether or not the stated objectives were achieved. Chairs will receive evaluation results.

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. 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.

Accreditation will be gained for host countries where applicable, e.g. in the USA a separate accreditation application will be made.

## **8.2. ASM Certificates of attendance**

Certificates of Attendance are available for delegates to download upon completion of the online meeting survey

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

All meeting information will be accessible via the ICS website [www.ics.org](http://www.ics.org) and by links to the PCO registration website (linked within ICS website)

The website 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
- Information on Visas

The website will confirm to the ICS corporate identity.

## **10. Webcasts/ICS TV**

Normally ICS staff will manage the filming and webcasting of ICS Scientific and educational activities during the Annual Meeting. The webcasts will be available via ICS TV on the ICS website. External sponsorship can be received to finance the recording of certain sessions and the extent of recording 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 March 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 Disclosure of Interests Form. These forms will be held on file on the ICS website and can be viewed on request by any ICS member.

All speakers at the ICS annual meeting must complete a disclosure slide in the speaker ready room and display this before they commence their presentation.

## **13. Social Programme**

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

The ICS Chairman's Reception should be held on the evening of the first or second meeting day. The evening is expected to last 2-3 hours and involves light food and drink. Partners will only be invited if travelling with the invitees and in accordance with applicable compliance rules on attending guests. The Board of Trustees has recommended that the Chairman's Reception should not be directly sponsored by industry. The cost per head for the Chairman's Reception should be limited according to

current ICS policy, €55 per head (2015 price). It is therefore recommended that the Chairman's Reception should be held in a restaurant, thus negating any cost of off-site catering. The Local Scientific Programme Chair, ASM Chairman and ICS General Secretary are expected to make speeches at this event. A typical number of attendees at the ICS Chairman's Reception is 200 persons. The venue should ideally not be on split levels.

### **13.2. Welcome Reception**

The Welcome Reception should be held on the evening of the start of the Scientific Programme (typically day 2) and should be held in a venue that can accommodate 1,000 -1,200. 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 (€40 – €55 per head) 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 400 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 in line with the recommendations on sponsorship of professional society activities. The cost of the ICS Dinner should comply with current ICS policy (€100 per head). 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**

Five ICS awards will be presented during the closing ceremony.

- Best clinical abstract
- Best non-clinical abstract
- Best video abstract
- Best Ethics presentation
- Best Early Career presenter
- 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 'best clinical, non-clinical and video 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. The best Ethics presentation will be judged by the ICS Ethics Committee following acceptance of abstracts 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. Adoption of the annual accounts occurs during 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 60-90 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. Scientific or Commercial sessions must not clash 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 150 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. At least 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 Chair 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 Developing World Committee  
ICS Education Committee  
ICS Publications and Communications Committee  
ICS Meetings Committee  
ICS Neurourology Promotion 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 the main scientific programme begins.

### **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. 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.

### **18.2. 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.
    - 60% upon signage of contract
    - 40% six months before start of congress
  - (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 upon request avoid, where possible, putting companies exhibiting similar products next to each other.

### **18.3. 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”

#### **18.4. 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 General Secretary, taking into account the commercial impact of the action. Exhibition or meeting passes will be provided at the General Secretary’s discretion.

### **20. ICS Press**

#### **20.1. Press Registration**



Members of the press are offered complimentary registration to the ICS Annual Meeting. Press registration allows access to all scientific sessions, the exhibition, and includes an invitation to the Welcome Reception.

A limited number of tickets are also allocated for press to attend Courses and Workshops free of charge; however these are available at a first-come-first-served basis.

Please email/fax the registration form along with a copy of a valid press card. Find further details on the annual meeting website under registration.

## **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, the Annual 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
- 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 via the meeting website. 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'; unless otherwise stipulated in a contract with a particular company.

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.

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 is 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.

#### 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 Chairman's Reception, Welcome Reception and Annual 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. A group is termed as having more than 10 participants. 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 Local Scientific Programme Chair. A draft of the programme must be submitted two months before the Annual Meeting.
4. The supporting company, in addition to the support fee, must cover all speakers' expenses, including registration fees, accommodation and travel expenses. This also applies in the case where the Sponsored Symposium/Workshop speakers have already been invited by the Conference.
5. 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.
6. Satellite symposia programmes are not included in the Annual Meeting programme book.
7. Abstracts for satellite symposia will not be included in the Annual Meeting abstract book.
8. 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"
9. 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.
10. 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.

11. 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.
12. The ASM Chairman should not present in or Chair such symposia.

### **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: COMPLIANT PLANNING CHECKLIST

**Note:** The following guidelines apply to those events accredited by EACCME and falling under the European pharmaceutical/device industry codes. The concepts will be similar for most CME/CPD events outside of Europe, but contact the Kenes CME/CPD and Compliance Office for specifics if an event is accredited by another provider.

### Scientific/Educational Programme

#### CME/CPD Accreditation Criteria

##### General Guidelines

- Available at least 4-6 months in advance
- Scientific programme at least 6 hours for a full day, 3 hours for half
- No major gaps in schedule (e.g. free afternoons or mornings)
- No unnecessary duplications (workshops may repeat)
- Content relevant to the specialty/practice of the HCP
- Independence: industry companies/ employees NOT involved in any CME/CPD elements (planning, faculty selection, etc.)
- Balance: topics not product/promotion-oriented, presentations give a balanced view of all relevant therapeutic options available
- Increased interactivity: Q&A, panel discussion, small group discussion, hands-on workshops, audience response systems, etc.

##### Industry Sessions (Satellite Symposia, Meet the Speaker, etc.)

- North American and EBAC (European Cardiology)
  - NOT scheduled in parallel to CME/CPD sessions
- EACCME accredited events:
  - Although discouraged, may schedule in parallel to CME/CPD sessions. As the industry symposia are not accredited, participants who choose to attend the industry sessions as opposed to the CME/CPD sessions will not receive credits for those sessions. As such, EACCME may request more information on how we will verify attendance and credits claimed during these specific sessions (currently no streamlined solution for this).
- In programme/timetable:
  - No company names
  - Wording to include: “*Industry session not included in main event CME/CPD credit*”
  - May refer to page in programme guide or link for more information
- Promotions (ads, descriptions, email blasts, etc.) included only in separate industry sections (web, programme guide)
- Abstracts for industry sessions:
  - May be included in programme guide industry section
  - May NOT be in the abstract book and/or CD-ROM as this is purely educational/scientific information and should not have any industry content
  - Materials created by the company should NOT utilise the main event marketing look and feel

##### Related Societies/Associations/Educational Provider Sessions/Symposia (non-pharma/device)

- If session included in main event CME/CPD planning ( topic /speaker/content selection, faculty and logistical management):
  - Wording to include: *"In collaboration with: Organisation ABC"*
- If session organized separately by external organisation:
  - Wording to include: *"Session organized by Organisation ABC (not included in main event CME/CPD credit)"*

**International Foundation/Institute Sessions with Company Names** (ex. Danone Institute Int'l, Serono Symposia Int'l Foundation, Pfizer Foundation)

Such organisations should be treated as any other satellite symposium/industry session organizer and not mention their name within the scientific programme (see above).

#### **Educational Grants (session/faculty support) and In-Kind Support** (supplies, machines, etc.)

- Hands off support, no influence over any scientific/education elements
- If includes faculty support (travel, lodging, etc.) then that faculty must disclose in their form on the Speakers Portal
- CANNOT indicate in programme/timetable
- CAN include in programme guide industry section: *"Supported by XYZ"*
- CAN include discreet slide/signage at presentation: *"Supported by XYZ"*

## **Where Can / Cannot Company Names / Logos / Information Appear?**

CME/CPD Accreditation Criteria (separation of scientific/education content from promotional/marketing content)

#### **General Event Materials** (website, brochure, email blasts, dear participant letter, etc.)

- All industry information on separate Industry Support/Exhibition pages (or separate e-mails with only industry information)
- Website industry pages
  - If logos link to company site, wording at top of page: *"By clicking on a logo, you will leave the scientific/educational event site and be redirected to an external site."*

#### **Programme Guide**

- Educational/scientific section
  - All event information except industry information
  - May include journal/other CME events/society information (for ex. Journal/event ads may be on back of section dividers); must not include any pharma/device information
- Industry support and exhibition section
  - Separate section at back of book
  - Text to include on divider page: *"This section contains information that is promotional in nature, distinct from the scientific/educational elements of the main CME/CPD event."*
  - All exhibitor listing, ads, company information, airline network/Star Alliance, foundations, etc.

### Advertisements (promotional materials/information for company and/or products)

- Programme guide:
  - Inside back cover
  - Inside page in industry section
  - Not on back cover
  - Not on inside front cover
  - Not in scientific/educational section
- Exchange voucher for USB/CD-Rom
- Inserts in bags
- Advertisements should not be included on/in any educational materials (see point below for details)

### Educational Activities: Very Restricted

- No product logos, advertisements, or additional company information except company name/logo
- Logo placed discreetly on item, but not near any educational/scientific information (programme, content, etc.)
- Disclosure only: *“Supported by: company name/logo”*
- Applies to:
  - Mini programme (company name/logo allowed, but NOT on outside front/back covers or near the scientific programme/timetable; recommended to include on inside back cover)
  - Abstract book (company name/logo allowed, but NOT on outside front/back covers; recommended to include on inside back cover)
  - Posters/e-posters area at event (no logos on boards/headers, separate signage near poster area)
  - Webcast or e-poster electronic library (not on header to be seen on every page, only on home page or separate industry section)
  - Abstract CD/USB (discreet on back)
  - Mobile/paperless application
    - May have separate industry section (similar to website)
    - Wording to include when clicking on industry page(s): *“This section contains information that is promotional in nature, distinct from the scientific/educational elements of the main CME/CPD event.”*

### Non-Educational Activities: No Restrictions

- *May include company/product information, ads, logos, etc. as desired*
- Applies to:
  - Company signage/ads/LCDs throughout venue (simply do not situate directly outside the educational meeting rooms or next to/part of registration desk)
  - Lanyards
  - Bags
  - Notepads/pens (but not placed in the educational session, must be distributed outside educational hall)
  - Hospitality suite
  - Cyber centre
  - Hospitality events (reception, breaks, faculty dinner, etc.)

## Technical Guidelines

### “Supporter and Exhibitors” Webpage

- Only company logos, no product logos

- If logos link to company site, include at top of page: *“By clicking on a logo, you will leave the scientific/educational event site and be redirected to an external site.”*

### Industry Sessions (Satellite Symposia, Meet the Speaker, etc.)

- Signs, manuals, literature, correspondence, etc. to include text: *“Industry session organized by: XXX (not included in main event CME/CPD credit)”*
- Signs/ads can be placed in exhibition area/throughout venue, but only place directly outside the satellite hall up to 30 minutes prior and when it takes place
- No company branding in the meeting room before or after the session if accredited educational/scientific sessions taking place
- No company names included in the programme (see page 1 for details)

### Hospitality/Travel Desks

- Spatially separated from the registration desk
- Fascia should say "City Information" / "Venue Information"
- Avoid references like "Tours" / "Tourism" / "Travel/Entertainment", etc.
- Focus on logistical support for congress attendance (airport transfer, taxi information, etc.), not tours and activities

### Posters / e-Posters in Exhibit Hall

- Poster area should be separated from the Exhibition space; whether in a different hall or in same hall but clearly separated by networking corners, rope, poles, etc. (separation of promotional content/exhibition from educational content/posters)
- Ideally, participants should be able to access posters without going through the exhibition (separate entrance or passage way); (Note, this is not yet mandatory by EACCME, but it is in some other regional CME/CPD accrediting bodies, especially North America, and is therefore strongly recommended to avoid such circumstances)
- No company logos on poster board headers or displays (signage in area recognizing support is acceptable)

### Sponsored Items

- See page 1 “Where Can Company Names / Logos / Information Appear?” for details

## Marketing

### Industry Codes

#### General

- Content first, location second
- Wording to avoid: luxury, lavish, renowned, vacation, resort, gala, party, DJ, entertainment, tours, dancing, etc. etc.
- Wording to use: networking, special events, annual/member/closing dinner, collegiality, educational, accessibility, convenience, etc.

- Avoid pictures depicting any non-compliant activities (resort, beach, entertainment, sporting events, etc.)

### Location/Venue

- Avoid detailed information (time, cost, etc.) on tours/attractions/entertainment
- Never indicate that the conference organizers can help obtain tickets, reductions, etc.
- General city overview with introduction of why city is attractive and good location for the scientific/education purposes, not tourism, leisure, etc.
- Maps and helpful tips (weather, currency, transportation, etc.)
- For more information link to a visitor's bureau or city web page
- In Europe, videos about the destination on homepage are problematic

### Activities

- Avoid over marketing event special/social activities as parties, lavish, or "black tie" events
- Do not mention entertainment or other non-compliant events in descriptions of annual dinners, receptions, etc.
- In Europe, minor entertainment (background music, short musical accompaniments, etc.) appears to be acceptable, but do not mention this in the activity descriptions (any mention of entertainment is non-compliant)
- Focus on the networking and colleague interaction elements
- Note: fun/morning runs are officially non-compliant as considered sporting/leisure events under "other activities" category; in Europe will result in non-compliant pre-assessment report from EFPIA, but less of an issue elsewhere where the pharmaceutical guidelines are not pre-assessed

See the [European Federation of Pharmaceutical Industries and Associations \(EFPIA\) e4ethics Compliance Assessment Overview](#) for more information on codes and European reporting system.

## Location / Venue

### Industry Code

- Supports scientific/educational objectives: local expertise, provenance of attendees, accessibility, logistical resources, etc.
- Conducive to exchange of scientific/medical information and transmission of knowledge
- Not known for sporting, leisure, tourism, or entertainment aspects (sport facility, beach/ski resort, theme park, casino, etc.) especially if "in season" (such as ski resort in winter, beach in summer)
- Should be "reasonable", not "extravagant"
- Some easing on findings of non-compliance for those locations/venues that are "borderline"
- Museums and other types of locations for dinners or other networking opportunities have been found compliant as long as no "other activities" are organised (tours, entertainment, etc.) and marketing discreetly, not over emphasizing the location versus the networking objectives

## CME/CPD Accreditation Criteria

- As long as venue is conducive to learning, no restrictions

## **Hospitality Provided** (*travel, accommodation, food and beverage*)

### Industry Code

- "Reasonable", not "extravagant"
- Not provided beyond duration of scientific programme
- EFPIA will allow a small number of 5 star hotels in the accommodation listing. However, some national pharmaceutical organisations find any offering of 5 star hotels to be non-compliant (e.g. France, Greece).

## CME/CPD Accreditation Criteria

- Faculty support/sponsorship allowed (travel, lodging, meals) (not in North America)
  - Must not influence/bias content presented
  - Faculty must disclose the support

## **Other Activities** (*entertainment, tours, leisure, tourism, sporting events, etc.*)

### Industry Code

- No entertainment, tours, leisure, tourism, sporting activities
- Indicating social events "optional" makes no difference to pharmaceutical compliance
- Welcome letter
  - Focus on science/educational elements versus tourism and "social" offerings
- Opening ceremony
  - Limited/modest cultural entertainment during the opening ceremony seems to be acceptable, but do not market this
- No tourism elements
  - Avoid detailed information (time, cost, etc.) on tours/attractions/entertainment (perceived as promoting other activities)
  - For more information link to a visitor's bureau or city web page
  - Never indicate specific tours and that the conference organizers can help obtain tickets, reductions, etc.
- Option to offer other, non-compliant activities completely separated from the event (therefore not a risk to the event's compliance)
  - Independently hosted activity by the society or other local organisation
  - Congress funds are not used for the activity
  - Marketing for the activity is not linked to and does not use congress branding

- No mention of the activity included in any congress materials (website, programme guide, congress bag, exhibitor prospectus, etc.)

## CME/CPD Accreditation Criteria

- Social activities do not compete with accredited sessions
- Presentation titles do not create confusion regarding educational purpose (e.g. “happy hour meeting”)

## Accompanying Persons

### Industry Code

- Non-healthcare professionals or accompanying persons not allowed to attend congress activities
- No activities for accompanying persons (parallel activities, tours, childcare, etc.)
- Tickets not sold for accompanying persons (dinners, receptions, etc.)
  - Note: if dinner included in registration fee, but additional tickets sold, may be perceived as for accompanying persons
- Reference to accompanying persons removed from all congress materials
  - insurance liability under general information page
  - airline reduction
  - registration forms
  - exhibitor prospectus
- Guest Attendance Policy (included online and in programme guide):
 

*All event activities (including educational sessions, meal functions, exhibit hall, etc.) are exclusively reserved for registered attendees. Non-registered guests (including children, family members, colleagues, etc.) are not allowed in any of the event areas. Badges provided at registration are required for entrance into all functions and will be strictly enforced.*

## CME/CPD Accreditation Criteria

- Target audience: fully qualified medical specialists

## Committee Chair or CME/CPD Director Requirements

### CME/CPD Accreditation Criteria

- Must be a practicing physician/medical practitioner registered with a Medical Regulatory Authority
- Responsible for CME/CPD accreditation
- Must sign the [Director's Declaration](#) for EACCME
- Signature on CME/CPD certificate

## Disclosure and Conflict of Interest 1-2-3

### CME/CPD Accreditation Criteria

- For all those in control of the CME/CPD content (planning or presentation)
  - Guests of the event who do not impact content (past president, founding fathers, etc.) do not have to disclose
  - The 3 step process is to identify, resolve, and communicate conflicts of interest as follows:
1. **Identify** relationships and conflicts of interest
    - Communicate disclosure requirements and collect disclosure forms from
      - Planning Committee: EACCME manual form/template (required upon EACCME application)
      - Speakers/Faculty: Kenes template in Speakers Portal (automates the collection and reporting process)
  2. **Resolve** conflicts of interest
    - Content contributors reminded to ensure balance, independence, objectivity, and scientific rigor, and that participants will be asked to evaluate this (*included in faculty communications*)
    - Provide CME/CPD Director all disclosure information; he/she is responsible for ensuring all conflicts of interest are resolved/managed prior to the educational event
    - Peer review of content (*as necessary, by planning committee*)
  3. **Communicate** all disclosure information to learners
    - Combine all information in disclosure grid
    - Information communicated
      - Website (link to disclosure grid)
      - Programme guide (disclosure grid)
      - Slide/verbally at the beginning of each presentation (requested of all faculty)

## ***Practical Notes***

- Very important to get disclosure information in advance (several reminders are necessary), but for the few that absolutely do not provide in advance, then proceed to the verbal disclosure process as follows:
  - Indicate “verbal disclosure” in disclosure grid
  - Inform faculty of requirement to disclose verbally (inclusion of slide and verbally before presentation begins)
  - Resend disclosure slide for inclusion
  - Include dot on faculty registration package to draw attention to need to disclose; remind of slide inclusion requirement
- Oral abstract presenters (working with IT to integrate into COVR)
  - 1. Identify: disclosure information included in abstract submission process
  - 2. Resolve: reviewer during review process
  - 3. Communicate: included in abstract/on poster, slide/verbally at the beginning of each presentation

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