



**International Continence Society
&
International Urogynecological
Association**

**2015 JOINT
ANNUAL SCIENTIFIC
MEETING
GUIDELINES**

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JOINT ANNUAL SCIENTIFIC MEETING (ASM) GUIDELINES

1. Definitions:

1.1. International Continence Society (ICS):

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

1.2. Conticom ICS Ltd:

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

1.3 International Urogynecological Association (IUGA):

The IUGA is a not-for-profit Association, defined under the US tax code 501c(3). Under US law, the Association may not be taxed in the US on activities related to its Mission. All IUGA policies and guidelines are approved by the Executive Committee.

2. Annual Scientific Meeting Bidding Procedure

2.1. Applying to host a Joint ICS - IUGA Annual Scientific Meeting

Applications to host the 2015 ICS & IUGA Annual Scientific Meeting (ASM) should be addressed to the Secretary-Treasurer of the IUGA and are required to arrive at the IUGA office by email by 1st April, 2011. Applications should be no longer than three pages and contain the information requested in the 'Bid to Host a Joint ICS-IUGA Annual Scientific Meeting' document which can be found on the ICS and IUGA websites. All countries are currently being considered for application.

Please see the Joint Annual Meeting Bid Document for full details.

2.2. The Meetings Committee consists of the ICS and IUGA Meeting Committees

Applications received by April 1st are circulated to the Joint Meetings Committee and to KENES International, who will, on behalf of the societies conduct an analysis on the suitability of the application and examine the commercial viability of the proposed venue. The Joint Meetings Committee meet during the first society ASM to occur in that year to finalise which applications are suitable for membership voting. Applicants will be invited to attend the Joint Meetings Committee Meeting to be held at that year's ICS or IUGA ASM to answer any further questions.

Each candidate will be allocated 10 minutes for their presentation and to answer questions from the Committee members.

Following this meeting the short-list of candidates will be announced at each society's ASM and via a mass email to the members of each society. The membership will then be asked to select their preferred bid via an on-line vote, beginning November 1, as per IUGA Guidelines, following the 2nd society ASM at www.icsoffice.org & www.iuga.org over a period of 6 weeks. Dual members of both societies will be allowed one vote only.

2.3. Canvassing

Canvassing either Society membership and/or advertising your application is not permitted and will result in disqualification. However, the electronic Powerpoint presentations from each bid that has been accepted to go forward by the Committee will be placed on the society websites for members to view prior to their online vote.

2.4. Announcement of the successful application

The ICS & IUGA office will collate votes from both society websites. All members will be notified of the successful bid via email. Results can also be accessed via the society websites and within the ICS and IUGA official Journals at the conclusion of the voting.

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

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

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

The Annual Scientific Meeting Co-chairs, and the LOC are responsible for working in cooperation with the Professional Congress Organizers (PCO) and IUGA/ICS on all aspects of the meeting organization. Submitted bids for a Joint ASM are strongly encouraged to have co-Chairs from different disciplines. One should be an active IUGA member, while the other an active ICS member. If one Chair is a urologist, then the other Chair should be a urogynecologist. The Chairs will sign into a contract with Conticom and IUGA at least 18 months prior to the meeting and agree to adhere to the ASM Joint Guidelines and Division of Duties.

The Chairs will be expected to work within the defined budget. They are expected to work with the PCO on all aspects of the social programme, in accordance with ICS & IUGA policy, promote the event, and assist in enlisting sponsorship. The ASM Chairs and the LOC are also responsible for conducting the Opening and Closing ceremonies and working with the IUGA/ICS offices and the PCO on all matters pertaining to the ASM. The co-Chairs will be responsible for the selection

of the 'State of the Art Lectures' in conjunction with the Scientific Committee and Education Committee Chairs.

It is hoped the Chairs and the committee will bring an original and local flavor to the meeting. They are also expected to have been strong supporters of the ICS and/or IUGA over the years. The ASM co-chairs will not be responsible for the ICS AGM or IUGA ABM.

With the involvement of the PCO, the requirement to have a LOC has reduced. It is still the Co-chairs' decision as to whether to appoint a LOC but this group not be more than 10 people. It may be appropriate to have honorary local committee members.

2.7. Professional Congress Organizers (PCO)

The PCO will be responsible for organising the meeting for the successful application and will work with the Chairs in coordinating all ASM matters. No independent company will be appointed by the LOC. No commitment should be made to local companies and the IUGA/ICS will interview suitable candidates at a pre-determined time. The call for Bids from PCO's will be opened following presentation of the meeting proposals at the IUGA and ICS meetings.

The PCO are responsible for all the organizational and logistical matters of the ASM. The PCO are also responsible for all the registration and accommodation requirements of the delegates of the ASM. The PCO will work directly with societies to ensure all meetings are advertised correctly to obtain maximum exposure. The PCO are not responsible for the abstract and workshop submission process.

3. Venue Requirements

3.1. Plenary Hall

Seating for a minimum of 2,500 participants is required, preferably in an auditorium with tiered seating.

3.2. Workshops (Pre-Meeting Days 1 – 2)

Ten medium sized rooms holding between 50 and 200 participants theatre style.

3.3. Parallel Halls (Meetings days 1 – 3)

Three or four halls with seating for a minimum of 400 participants, theatre style.

3.4. Exhibition / Registration / Coffee and lunch breaks

Gross area of 4,000 sqm for an exhibition of 2,000 sqm with all coffee and lunch breaks served in this area. The exhibition area is open for the 3 days of the main scientific programme. On the first two days coffee and lunch is taken in the proximity of the workshops.

3.5 ICS-IUGA Exhibition Booth

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

3.6. Poster Space

Space should be available to display up to 1000 posters during the 3 days of the Annual Meeting; preferably in one area and ideally in or close to the main exhibition area. It is estimated that 600 square meters will be required.

3.7. Committee Rooms

Four to five committee rooms with seating for up to 25 committee members will be required for committee meetings as per schedule. The majority of IUGA/ICS committee meetings will be held on Wednesday afternoon so as to not conflict with educational courses or programs. Those with conflicts will be scheduled as possible during the breaks on Congress days. Some meetings will require U-shaped set up with AV, others will require Board-room style. All committee meeting requirements will be confirmed by the ICS&IUGA offices at least 6 months prior to the meeting. A committee quiet room for committee members should be available all week to include refreshments, access to computers, printers and internet where possible. This room may be shared with the Press room if space is limited.

3.8. Internet Facilities

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

4. Finance

The bank account for meeting income and expenses is established through the IUGA office. All monies related to the IUGA/ICS Joint Meeting are coordinated through the IUGA office, unless otherwise arranged with the appointed PCO.

4.1 Gifts

Gifts provided by the host for invited guests and meeting participants, outside of those gifts purchased through the IUGA office for designated Awards, will not be assigned as a meeting expense, but will be directly deducted from the profit share designated for the host.

4.2 ASM Chair Payment

It is agreed upon by the signing parties that once all of the expenses of the congress are paid, the meeting profit will be determined by the resulting difference between total revenues minus expenses, including IUGA and ICS office expenses and any taxes owed. Of said revenues the Local Organizing Committee will receive 25% of net profits up to a maximum of €100,000. The remainder will be divided between IUGA and ICS.

The local host organization must use their profit share for educational purposes through an existing charity or foundation and documentation of the aims and structure and legal status of this organization must be presented with the site proposal. The account details for transferal of the profit share to this charity or foundation will need to be agreed upon signing of contract between LOC and IUGA/ICS. IUGA/ICS reserves the right to request an accounting from the local host as to how the profit funds will be spent. It is required that the funds received by the local host as profit will be used for research and educational purposes; respecting the charity and not-for-profit status of ICS and IUGA the profit share of the LOC can under no circumstance be used for personal gain. A reporting of expenditures will be requested within 3 years of the congress.

4.3 Cancellation

In the event that the event is canceled, IUGA/ICS will cover any expenses/debts according to the contract with the PCO. IUGA/ICS reserves the right to find an alternate suitable location for an annual meeting if significant problems are encountered in planning an annual meeting.

4.4 National/Regional Meetings

Profits related to a national/regional meeting occurring as a pre-congress event (i.e. EUGA, SMUG, etc.) will be determined according to the following formula:

- Attendee registration revenue plus Industry support revenue from local (non-international companies) minus meeting expenses (facilities, food, administrative organizer expenses and others).
- These profits will be distributed to the national/regional society.
- If this profit exceeds \$100,000, IUGA/ICS will receive 20% of the profits.

Any local industry exhibition in the IUGA/ICS Expo area and during IUGA/ICS Expo hours will be coordinated by IUGA/ICS and subject to IUGA/ICS Exhibition fees, 50% of which will be payable to the designated association of the LOC. Local industry exhibition in a separate area from the IUGA/ICS expo and outside the hours of IUGA/ICS Expo may be coordinated entirely by the LOC and receive discounted rates as determined by the LOC, 20% of which will be payable to IUGA/ICS. Local industry exhibition in a separate area and during the hours of the official IUGA/ICS expo will be subject to additional fees as determined by IUGA/ICS.

4.5 ASM Chair and Local Organising Committee Expenses

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

4.6 ASM Allowances

The [unshared] ICS and IUGA Allowances will be allotted to each society and not covered by the Joint ASM budget.

ICS Allowances:

Chairman of Committees who are not ICS Trustees will receive registration, accommodation (if not sponsored) and ICS Annual Dinner tickets free of charge. The ICS Board of Trustees is also receive registration, accommodation and economy flights (if not sponsored) and Annual Dinner tickets.

IUGA Allowances:

The IUGA Board of Directors, including the Executive and International Board will receive complimentary meeting registration. The International Board will receive 3 nights accommodation, and the IUGA Executive will receive 7 nights accommodation, with the stipulation that they do not accept invitations from industry to speak at industry-sponsored symposia, as well as free Gala Dinner tickets (2). IUGA Past Presidents will receive free Gala dinner tickets (2). Chairman of Committees will receive free registration and Gala Dinner tickets (2).

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

The Joint ASM Scientific Committee will receive free registration and Gala dinner tickets (2).

State of the Art lecturers who are not ICS or IUGA members, will receive VIP status, their registration waived and economy flights and accommodation plus Gala dinner tickets (2) will be provided free of charge.

State of the Art Lecturers who are ICS or IUGA members, will receive free of charge, economy flights and relevant accommodation (one day either side of their lecture) plus Gala dinner tickets (2). Free conference registration is not provided.

Presidents Dinner

Members of the ICS Board of Trustees, the Joint Scientific Committee, Joint Workshop Committee, Chairman of Committees, IUGA Executive, Local Organising Committee, State of the Art Lecturers, Past Annual Meeting Chairs (immediate), Future Annual Meeting Chairs (immediate), will be invited to the Chairman's dinner. The Co-Chairs of the ASM is entitled to ask any local officials/dignitaries/heads of departments that he deems appropriate to the Chairman's dinner. However the number of available places would need to be confirmed by the PCO.

	Registration	Gala dinner	Lodging	Travel	President's Dinner
IUGA & ICS Committee Chairs	X	X			X
ICS & IUGA Scientific Committee	X	X	X		X
Chairman (2)	X	X	X		X
Local Organising Committee	X	X			X
SOA (non-members will also receive free registration)		X	X	X	X
Roundtable participant	X	X			X
ICS & IUGA Office	n/a	X	X	X	X
IUGA Prev & Future Mtg Organizers (immediate)					X
ICS Prev & Future Mtg Organizers (ALL)					X
Local key people		X			X
ICS TRUSTEES & IUGA EXECUTIVES	X	X	X	X	X
IUGA Past Presidents		X			X
Joint Workshop Committee Chair(s)	X				X
Joint Workshop Comm					X
ICS Committee Chairs (who are not Trustees)	X		X		
Lunch experts		X			

4.7 Sponsorship/Exhibition

A sponsorship brochure detailing all packages and items for potential sponsorship including exhibition details will be available for circulation 18 months prior to the meeting. This will assist with future planning for the companies but should not conflict with any sales for the next meeting. Deviations to the sponsorship packages can be allowed but only on reference to any ongoing contracts or partnerships with Conticom and/or IUGA.

4.8 Annual Meeting Accounts

The PCO will be responsible for submitting final accounts to Conticom & IUGA no later than 6 months after the Annual Meeting.

4.9 Registration Fee

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

5. Meeting Schedule

5.1. Background

The dates to be considered for a Joint ICS-IUGA ASM should be in June, July, August, or September, taking into account all religious holidays, national holidays in the host country. Dates outside this period may be proposed and will be considered by the Site Review Committees. However, explanation for dates outside the preferred time range must be provided, and the committee reserves the right to request alternate dates within the preferred timeline.

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

The ASM is organised over five days: two pre-meeting days devoted to Workshops and two and a half ASM scientific days. The Precongress days typically start on Tuesday; Congress days start on Thursday through Saturday morning. In addition, there is typically at least one national or regional meeting held prior to the pre-congress days, which will also require venue meeting space for up to 200pp.

The President's Dinner should be held on Thursday evening. The Welcome Reception is held on the evening before the Congress begins, and the Gala dinner is held on the evening before the last day of the meeting.

5.2. ASM Schedule

Facilities should be available for an adequate number of days prior to the opening of the meeting to allow construction of the exhibition and the preparation of session halls, typically during the days of the Pre-congress.

Pre-Meeting Day 1	All day	Workshops Committee Meetings
Pre-Meeting Day 2	Morning	Workshops Committee Meetings
	Afternoon	Committee Meetings, Fellows Paper Session, Industry Hands-on
	Evening	Welcome Reception, Fellows Dinner
Annual Meeting Day 1	Morning	Opening – Ceremony (Speeches by ASM Chair, Society General Secretary & President)

		Exhibition Opens Plenary Session Promotion of next ASM (5 minutes) State of the Art Lecture Coffee break in the Exhibition – Press Conference
	Lunchtime	Lunch in the Exhibition Committee Meetings
	Afternoon	Poster & Video sessions (parallel if required) IGUA ABM Roundtable Coffee break in the Exhibition Poster & Video sessions (parallel if required)
	Evening	President’s Dinner
Annual Meeting Day 2	Morning	Plenary Session State of the Art Lecture (Ulf Ulmsten) Promotion of next ASM Coffee break in the Exhibition Poster & Video sessions (parallel if required)
	Lunchtime	Lunch in the Exhibition Committee Meetings
	Afternoon	Plenary Session Poster & Video sessions (parallel if required) Roundtable Coffee break in the Exhibition ICS AGM
	Evening	Annual Dinner (Speeches by Meeting Chair and Societies General Secretary & President)
Annual Meeting Day 3	Morning	Plenary Session Roundtable/Interactive Debate Coffee break in the Exhibition Poster & Video sessions (parallel if required)
	Lunchtime	Lunch in the Exhibition Joint Prize committee meeting
	Afternoon	Poster & Video sessions (parallel if required) Plenary session Closing ceremony & Prize giving

6. Promotion and PR of ASM

6.1. Promotion of ASM

Promotion of the ASM should be in stages, aiming for maximum exposure to the widest range of potential participants as possible. The website should be opened at the earliest date possible to ensure search engine optimisation. This will be handled by the PCO, but the local organising committee is expected to contribute its own ideas for publicity according to country and continent.

The LOC, in coordination with the PCO, will design and select the meeting logo and theme, upon approval from IUGA office. The IUGA logo should appear on all documents (including letterhead and website).

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

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

6.2. First Announcement of the Joint IUGA/ICS Annual Meeting

One year prior to the ASM, the PCO, in coordination with the Chair and IUGA/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& IUGA Offices prior to printing and the ICS& IUGA offices will provide members' data for the mailing.

6.3. Host Presentation

The hosts of the forth coming ASM for IUGA/ICS will give a 7 minute presentation to a plenary session prior to one of the 'State of the Art Lectures' or at the AGM or closing ceremony of the ICS and IUGA ASM's one year before their meeting to promote their meeting.

6.4. The Preliminary Program of the ASM

The preliminary program will be organized by IUGA and must be sent to all IUGA members and posted on the website before the end of January of the year of the meeting. Recipients should be directed to the meeting website for detailed information wherever possible.

This preliminary program should include:

- Welcome addresses (President of IUGA, President of the Congress)
- Committees
- Secretariat (PCO) address, e-mail, telephone and fax
- List of Workshops and courses
- Titles and speakers of plenary sessions (State of the art lectures, Ulf Ulmsten memorial lecture, round tables)
- Date of IUGA AGM
- Details regarding on-line abstract submission and rules (www.iuga.org)
- General information (venue, dates, on site secretariat and exhibition opening hours, access, specific information relative to the country, the town, official language, travel discounts, services provided in the congress venue,...)
- Registration fees and procedure (early/late/on site – member/non-member/resident/developing countries/ nurse/ physiotherapist/ accompanying person) and what they are entitled to.

- Social program (title, day and time, dress code, bus departure time, meeting point, description) if available **(PCO)**
- Accommodation information (location, prices, maps, hotel booking form or website address) **(PCO)**
- Payment procedure: credit card, cheque, bank transfer
- Deadlines should be highlighted as well as website address
- Ads (if sold)

7. Scientific Programme

The scientific programme is made up of state of the art lectures, roundtables, and between 200-300 abstracts selected by the Joint Scientific Committee and grouped into various types of presentation. The scientific program is under the responsibility of the Joint Scientific Committee (JSC), along with input from the Education Committees. The JSC consists of both IUGA and ICS Scientific Committees, as well as up to two local representatives.

The following types of presentation make up the scientific meeting;

7.1. Scientific Sessions (Abstract presentation)

Abstract submission will be through the ASM website. Abstract review and selection is completed by the JSC. Final decisions will be e-mailed by JSC to contributors through the IUGA office. JSC is responsible for free papers sessions, including:

- oral podium (8 min + 4 min discussion)
- oral-posters (3 min + 2 min discussion)
- video (8 min video + 2 min discussion)
- video with data (5 min video + 3 min data presentation + 2 min discussion)
- non-discussed posters (poster only, abstract will be published in the IUJ/NUU online and the abstract media available at meeting)
- rejected (abstracts can be rejected because they did not conform to the Abstract Submission rules and are not considered.)

This program (including indexes of authors and disclosure) is communicated to IUGA/ICS for publication in the final program.

7.2. Invited Lectures

The LOC, in coordination with the IUGA/ICS office, is responsible for the choice of plenary sessions:

- State of the Art lectures
- Roundtable/Interactive Sessions
- The Ulf Ulmsten Memorial lecture is invited by the IUGA President

7.3. Expert Lunches

Expert lunches are planned for the lunchtime on Day 3 (Thursday). These sessions are offered to delegates for a nominal fee (\$25-\$30) and are informal discussions on pre-determined topics in Urology and Urogynecology, with 2 "experts" leading the discussion around a table of participants. If possible, each table should be held in its own room to minimize disturbance from other discussions at the same time.

7.4. Abstract Review and Scheduling

Please see the Joint Meeting Abstract Guidelines and Reviewer Instructions.

8. Workshops at the Annual Meeting

Workshops will run in parallel over three half-day sessions of the ASM.

8.1. Workshops

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

8.2 Joint Education Committee

The joint committee to create the Educational programme of the meeting, will be made up of the ICS workshops and Course Sub Committee with the IUGA Workshops Committee and IUGA Education Committee Chair. This committee will review and score all workshop applications and meet to form the two day education programme.

8.3. Workshops Application

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

The IUGA Office will be responsible for collating the applications and circulating them to the Joint Workshop/Education Committee. The Joint Education Committee will then review and score each application via the IUGA website and present the results for selection via teleconference among the committee members. The Education Chairs do not grade the applications but receive all applications to receive an overview. The Scientific Chair is invited to attend the Joint Education Committee meeting in the same way that the Education Chair attends the Scientific Committee meeting to ensure a balanced programme and ensure the needs of the local delegates are met.

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

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

8.4. Workshop content

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

8.5. Workshop Fees

There should be a standard registration fee for the courses. This should be as low as possible and is usually 50€; this includes the handouts. Some workshops will be offered to delegates at no charge. A customized workshop program for Fellows may be developed by the IUGA Fellows Committee Chair and offered at a discounted or comped rate.

8.6. Workshop Conflict of Interest

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

8.7. Workshop and Course Sponsorship

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

8.8. Workshop Speakers

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

8.9. Workshop and Course Timetabling

The PCO is to provide the number of rooms available for use by workshops (taking into consideration meeting rooms required for ICS/ IUGA committee meetings) in good time prior to the meeting of the Joint Workshop/Educational Committee. The timetabling of workshops is the responsibility of the ICS & IUGA Offices.

8.10. Workshop Duration

Standard workshops run for 180 minutes. Special requests for sessions up to 240 minutes should be indicated on submission.

All workshops have set coffee breaks after 90 minutes. The time of the workshop is to be confirmed by the IUGA/ICS offices and to the workshop Chairs.

8.11. Workshop Invitations

Invitations are sent to all Workshop Chairs by the ICS or IUGA Offices in conjunction with the ASM Chair, the Workshop/Education Committee Chairs and the PCO.

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

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

For those applications that have been declined it is the ICS or IUGA Offices responsibility to send notification in conjunction with the Workshop/Education Committee and Scientific Chairs. Should applicants wish to discuss the reasons why an application has been declined they should be referred to the Workshop/Education Chairs.

8.12. Workshop Handouts

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

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

8.13. Evaluation Forms and Certificate of Attendance

All participants will receive an evaluation form on entry to the Workshops. These should be completed and returned at the end of the session. The 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.

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

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

9. Continuing Medical Education

The Joint ASM wishes to provide Continuing Medical Education (CME) for the Workshops, and for the main Scientific Meeting.

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. Organization of the CME programme will be the responsibility of the ICS/ IUGA Offices and the Scientific Chair.

9.1. CME Accreditation

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

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

9.2. Current Accreditations:

European Urology-Accredited Continuing Medical Education - EU-ACME

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

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

ICS & IUGA Members who are affiliated with the EU-ACME are issued membership cards which can be scanned and their credits are automatically updated. Scanners are provided by the EU-ACME office and must be requested by ICS/ IUGA prior to the event. It should be noted the ICS has a stock of scanners for use.

9.3. Certificates of attendance – Joint Annual Meeting

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

9.4. Certificates of attendance –Workshops

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

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

10.The Joint ICS-IUGA Annual Scientific Meeting Website

- The annual congress website is designed and maintained by the PCO.
- The website should open soon after the prior annual meeting.
- All hereunder documents should be downloadable from the web site.
- Links and announcement of the meeting in Internet calendars can be asked to National Societies of Gynaecology, Urology, Physiology as well as ICS, ACS, EUGA, AUA, EAU...
- Useful links (local information) should also be provided by the PCO: tourist bureau, car rental, public transportation, furnished apartment rental, congress venue.
- Website should be updated as soon as information is received (workshops and satellite symposia included)
- Information to be provided on Meeting website includes, but is not limited to the following:
 - Travel arrangements/information (Visa requirements, international airports, ground transportation, local notices) (PCO)
 - Hotel reservations (PCO)
 - Meeting Registration page
 - Local information (PCO)
 - IUGA/ICS Committees
 - Exhibition information and layout, Sponsor brochure and contacts

- Timetable
- Programs as available
- Social events/Tours

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11. Web casts

A webcast company will be contracted to produce and manage the web casting of the Scientific activities during the ASM. The web casts will be available via a link on the ICS& IUGA websites. The company will seek external sponsorship to finance the recording of the sessions. The Joint Education Committee selects a number of workshops to be recorded which is confirmed by the sponsor. All podium sessions and state of the art lectures are all recorded. The number of poster sessions that can be recorded is determined by the amount of sponsorship received.

The PCO will inform the webcast company of requirements (Symposia and the programme) well in advance of the ASM and coordinate technical requirements directly with them. The webcast company are to provide free inserts in the delegate bags for flyers concerning the webcasting plus information is provided throughout the final programme.

12. Joint Annual Scientific Meeting Registration System

Meeting Registration as well as optional bookings (workshops, social events, tours and accommodation booking) should be made via the congress website. A registration and accommodation form can also be downloadable from the congress website for those who do not wish to pay via Internet.

12.1. What is included?

- Each registered delegate receives on site: a badge, access cards for paying items, certificate of attendance, which will be provided by the PCO
- Scientific sessions
- Access to the exhibition
- Opening ceremony and welcome reception
- Coffee breaks
- Congress bags and documents
- Light lunches in the exhibition will be provided

12.2. Onsite Registration

Onsite registration will be available from the evening before the morning of the first Pre-Congress day and every day of the congress. Hours will be posted in the Programs. If the society registration system is utilized, time will be reserved prior to the congress for training of local staff. PCO should provide adequate personnel for each registration portal. Payments made on-site will be accepted ONLY in either US\$ or Euro (€) currency.

12.3. Delegate Bags

Purchase and shipment of Delegate bags will be managed by the PCO. Selection of bags should be approved by the IUGA and ICS offices before purchase.

12.4. Registration Opening Times

The on-line registration system for the meeting should be launched at the time the Preliminary Program is published.

12.5. Registration Closing Dates

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

12.6. Registration Discounts

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

13. Printed Matters- On-site

13.1. Final Program

The final program will be organized by the PCO in coordination with IUGA/ICS and has to be posted on the congress website as soon as available. It is remitted on site to all registered participants.

The final program should include:

- The President's and General Secretary's welcome address
- Committees
- Awards
- IUGA and ICS Committee meetings
- Other ancillary meetings
- CME Credits
- General information
- Hotels lists including addresses and phones

- Access maps
- Social program
- Tours
- Maps of the congress venue
- Exhibitors list
- Exhibition map
- Scientific Program
- Synopsis
- Workshop Program
- National/Regional Meeting Program(s)
- Congress Program
- Satellite Symposia and Industrial workshops
- Video (if video library)
- Non discussed posters
- IUGA and ICS AGM Agenda
- Disclosure index
- Ads (if sold)

13.2 Abstracts book

Abstracts will be jointly published in the IUGA and ICS journals, International Urogynecology Journal (IUJ) and Neurourology & Urodynamics (NUU).

The ICS and IUGA offices liaise with NUU and IUJ publishers to arrange a deadline for abstract file submission for printing.

13.3 Program at a Glance (LOC/PCO)

It is a complete synopsis of the scientific program which only mentions: day, hours, complete sessions titles, and rooms.

Organized by the PCO with final approval by the ICS and IUGA offices

13.4 Certificates of recognition

- Session moderators
- Invited speakers
- Departing committee chairpersons/Officers

13.5 Access cards and menus(PCO)

Access cards should be printed for all optional items: workshops, courses, social events, tours.

It will indicate the item, the location, the day, the schedule. For social events and tours, schedule of bus transfers and meeting points as well as access maps may also be printed.

13.6 Evaluation Forms

Joint Meeting Evaluation forms will be provided in the delegate bags and extra copies available at the Information Desk. Completed Evaluation forms may be turned in at the Registration area desks at the completion of the meeting in exchange for Certificates of Attendance.

13.7 Signage(PCO)

Directional signs and banners should be printed and constructed by the PCO at the venue and venue hotel(s).

14. Disclosure of Interests

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

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

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

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

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

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

The Annual Meeting and Scientific Chairs, all ICS officers and members of ICS Committees are required to complete an ICS Competing Interest Form. These forms will be held on file on the ICS website and can be viewed by any ICS member according to ICS policy. All IUGA Officers, Committee Chairs are required to complete an annual Disclosure form, which is available at www.iuga.org, per IUGA policy.

15. Social Programme

Social activities and locations are selected by the LOC in coordination with the PCO and IUGA/ICS offices.

Three evenings should be scheduled:

15.1. President's Dinner

The President's dinner should be held on the evening of the third congress day (typically Thursday night). Partners will be invited if travelling with the invitees, however the invitation is not extended to a plus one.

The cost per head for the President's Dinner should be limited to between €100 – 120 per head (2010 prices). It is recommended therefore that the President's dinner should be held in a restaurant, thus negating any cost of off-site catering. The meeting co-chairs and ICS General Secretary and IUGA President are expected to make speeches at this event.

15.2. Welcome Reception

The Welcome Reception should be held on the evening prior to the start of the Scientific Programme and should be held in a venue that can accommodate 2500 people although approximately 60-75% of delegates actually attend the Welcome Reception. It is recommended that this be held in the trade exhibition area if the exhibition is in place or within the convention centre. However, where set up times would affect this opportunity, outside locations will be considered with national/regional atmosphere and/or entertainment.. This event is included in the delegate and accompanying person registration fees. The cost of the event should be limited to cost per head and should be capped at between €45 – 60 per head (2010 prices) and creative use of the budget should therefore be encouraged.

15.3. Gala Dinner

The Annual Dinner should preferably be held on the second to last evening of the meeting and be able to accommodate 1,000 people. The meeting co-chairs and the ICS General Secretary and IUGA President are expected to make a speech at the dinner.

A capped spend of €100 – 120 per head (2010 prices) is the estimated budget for this event. Exceptional requests for additional funding will be considered by individual application to the Conticom Directors and IUGA Executive.

15.4. Restrictions

Industry supporters of the meeting must not organise scientific meetings or social events that coincide with official ICS/ IUGA events; these include Workshops, the main scientific programme and the two principal social events, the Welcome Reception and the Annual Dinner or the Chairmen's Dinner. However, social events may follow the Welcome Reception, which usually ends by 20:00.

16.Awards

16.1. Awards

Four ICS awards will be presented during the closing ceremony.

- Award for the best clinical abstract (€1000)
- Award for the best basic science abstract (€1000)
- Award for the best clinical presentation (€1000)
- Award for the best basic science presentation (€1000)
- Various other industry sponsored awards – changing from year to year (amount dependant on agreements)

IUGA Abstract awards will be presented at the Closing Ceremony

- Axel Ingelman-Sundberg Award for Best Abstract (plaque)
- Award for Best Video (plaque)
- Award for Best Oral Poster Presentation (plaque)
- Award for Best Non-Discussed Poster (plaque)
- Fellows Award for Best Podium Abstract Presentation (\$1250)
- Fellows Award for Best Oral Poster Presentation (\$750)

Award certificates will be presented at the Closing Ceremony, and the PCO will contact each recipient with their prize money or plaque, as defined above.

16.2. Judging

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

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

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

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

18. ICS AGM

18.1. Documentation

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

18.2. Annual accounts

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

18.3. Timing

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

18.4. 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.

18.5. Ballot for Annual Meeting

Approved bids will be announced at the AGM.

18.6. AGM Room Layout

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

18.7. Recording the AGM

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

18.8. Members wishing to speak at the AGM

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

18.9. Record of entry

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

18.10. Voting

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

18a. IUGA Annual Business Meeting (ABM)

18.1. Documentation

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

18.2. Annual accounts

The Annual Budget evaluation from the previous year will be reviewed by the Secretary-Treasurer. Any and all financial records are available upon request to the IUGA Office.

18.3. Timing

The ABM will be held for 90 minutes, starting 30 minutes into the lunch period of the 1st day of the Joint ASM. No Scientific or Commercial session should coincide with the ABM.

17.4 Nominations

The IUGA Nominating Committee will present the positions eligible for voting in that year, and their candidate nominations for these positions. Any IUGA member in good standing is eligible to nominate a candidate from the floor.

19. Official Meetings during the Joint Annual Meeting

19.1. ICS Committee Meetings

ICS Board of Trustees (5 hours – day before workshops and courses start)
ICS Board of Trustees with Committee Chairs (3 hours – Tuesday pm suggested)
ICS Standardisation Committee (2 hours)

ICS Education Committee (3 hours)
 ICS Publication and Communication Committee (3 hours)
 ICS Continence Promotion Committee (3 hour)
 ICS Meetings Committee (90 minutes)
 ICS Neurourology Promotion Committee(2 hour)
 ICS Ethics Committee (2 hours)
 ICS Children’s Committee (2 hour)
 ICS Physiotherapy Committee (2 hour)
 ICS Nursing Committee (2 hour)
 ICS Fistula Committee (1 hour)
 School of Urodynamics (1 hour) to be held before the Education Committee
 Neurourology and Urodynamics Editorial Board (1 hour)

18.1a. IUGA Committee Meetings (times may be adjusted as needed)

- IUGA Executive committee (10 participants maximum)
 One room should be designated for exclusive use by the Executive if possible, during the one day prior to and throughout the congress
- IUGA Executive Advisory Board (30 participants maximum)
 - Wednesday: 1.5 hours (LUNCH)
- Journal Editorial Board (30 participants maximum)
 - 1 hour(LUNCH or BREAKFAST)
- 2. Associate Editors Meeting
 - 1 hour
- 3. Committee Chairs Meeting (with Executive)
 - 2 hours (Pre-committee meetings)

- Committee Meetings
 - 2.5 hours on the afternoon of the second day of workshops
 - 1. Education Committee (30 participants maximum)
 - 2. Public and Industry Relations Committee (20 participants maximum)
 - 3. Research and Development Committee (20 participants maximum)
 - 4. Publications Committee (20 participants maximum)
 - 5. Terminology Committee (20 participants maximum)
 - 6. Research Fellows Committee (20 participants maximum)
 - 7. Scientific Committee (10 participants maximum)
 - 4. International Board (8 participants maximum)- Meet with the Executive one day prior to the congress

Other Meetings

- Affiliate Society Meeting (30 minutes)
- Future Annual Meeting Update (30 minutes)
- Industry Wrap up (60 minutes)

- Other Interest Group and SubCommittee meetings will be scheduled immediately prior to, at the beginning of the relevant Committee Meeting, or at another scheduled time during the congress breaks.

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

The PCO and the IUGA/ICS Offices will schedule the Committee Meetings in conjunction with scheduling of the workshops. The workshop and committee timetabling must be included into the final announcement.

19.2. Other Meetings Various

Subcommittees or related societies, organizations and industry may require meeting rooms and should be allowed as they are seen as a benefit to the annual meeting. If additional rooms are required, the ASM Chair and the ICS/ IUGA Offices should be informed and a non-published schedule of all meetings should be maintained. No meetings should be held during the IUGA/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 organization. Any charges for catering and AV are also passed onto the organization.

20. Industry

20.1. Pre-Meeting Site Visit

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

20.2. Mailing lists

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

20.3. Industry Exhibition

See Industry Guidelines appendix.

An exhibitors meeting regarding the following year's meeting, to be attended by exhibitors and ICS/ IUGA officials will be held during the Annual Meeting. The PCO will coordinate this meeting. The PCO will provide all companies exhibiting and any new prospective exhibitors with a pack containing;

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

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

20.4. Commercial Symposia

The industry should produce symposia of good scientific quality and the ICS or IUGA should not try to control the subject matter or material presented at these events. However the programmes should be made available to the meeting co-chairs to ensure that the programmes do not overlap or contradict the main focus of the ASM.

Speakers or Chairs of industry symposia are not allowed to Chair sessions on a similar subject. These symposia are not to be held within the ASM programme (during official ASM scientific sessions, workshops or social events). They should be listed on a separate page, or inside the back cover of the final announcement and programme under the heading "Symposia to be held at the time of the Annual Meeting" adding the relevant host country and year.

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

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

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 or International Urogynecological Association”

20.5. Travel Arrangements for Industry Invited Participants

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

20.6. Adverts for Bag inserts

The ICS/ IUGA offices need to approve the bag inserts from industry to ensure correct use of the ICS/ IUGA logos and annual meeting logo.

21. Patient Organizations

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

22. Press

22.1. Press Registration

Press registration will be coordinated by the ICS office and the PCO. On-site registered press will receive entrance to the Press Office, access to all scientific sessions, registration at two workshops, a delegate bag and a Press Pack. The Press Pack will include highlights of the meeting.

22.2. Press Office

A Press Office will be required at the meeting. This may be the same room as the committee quiet room if space is limited. A local press agency may be hired by if required but prior budget approval from Conticom Directors is required. The press office should be coordinated by ICS/ IUGA Offices and overseen by ICS Publication and Communications Committee.

22.3. Press conference

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