

# IFMBE POLICIES AND PROCEDURES

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## **SECTION 1 IFMBE LOGO**

The IFMBE logo is a registered trademark owned by the IFMBE. Any form of use of the logo must be submitted for approval and any form of use which has not received such approval shall be considered as unauthorized use of the logo.

### **1.1 Incorporation the IFMBE Logo into Another Design**

Upon approval by the IFMBE President, the IFMBE logo may be incorporated in the design of awards or for similar purposes, provided that the total logo is used without modifications.

### **1.2 Use in Conference Announcements and Publications**

Conferences meeting the requirements in section 2.1 and 2.2 may display the IFMBE logo in their announcements or publications.

## **SECTION 2 CONFERENCES**

This section delineates the role of IFMBE in conferences, defines the requirements for managing a conference sponsored by IFMBE and provides guidelines for partnership in conferences organized by other organizations. These include conferences whose purpose is to promote the mission of IFMBE.

### **2.1 Sponsorship**

IFMBE may sponsor conferences that are consistent with the mission and bylaws of the organization. The term “conference” in this section refers to conference, meeting, workshop or symposium.

Sponsorship indicates complete responsibility for technical, financial and administrative elements of the conference. In the technical area, IFMBE will plan the scope of the program, plan the sessions, organize panel discussions, invite special speakers and review and select contributed papers. In the financial area, IFMBE will prepare the conference budget, monitor the financial affairs and prepare the final financial report. IFMBE will be responsible for local arrangements, publicity, public relations and publications. IFMBE sponsored conferences are financially accountable to the IFMBE Administrative Council.

## **2.2 Conference Affiliations**

IFMBE may be affiliated with conferences of its national society members or conferences of non-IFMBE organizations and entities that have substantial and continuing interest in the field of Medical and Biological Engineering. In all cases, the conference objectives must be consistent with the mission and bylaws of IFMBE. Prior to final IFMBE approval, notification will be given to the Chair of the National Secretaries Council on any pending request for co-sponsorship, cooperation or endorsement. The Chair will circulate the request to member organizations for response within thirty days, should they wish. The Administrative Council shall appoint one of its members or its designee to function in a liaison capacity with the conference organizers in order to provide close communication between the federation and the conference.

Types of conference affiliation:

### ***2.2.1 Co-Sponsorship***

Co-sponsorship indicates a shared significant involvement in the financial, technical, publicity and administrative elements of the conference as defined under sponsorship. Financial involvement may be either in the form of a loan and/or a grant to the conference. In either case, a portion of the conference surplus is to be shared with IFMBE. The portion to be shared is to be negotiated prior to approval of the co-sponsorship. Co-sponsorship must be approved by the Administrative Council at its regular meeting in time to be incorporated into the annual budget of the Federation for the coming year. A request for co-sponsorship must be accompanied by a list of conference officers and the conference budget. In addition to the individual functioning in a liaison capacity, the IFMBE shall have a representative on the Conference Budget Committee (see section 2.4.3)

All conference announcements and publications must include a statement acknowledging IFMBE's co-sponsorship. Local or regional co-sponsored conferences must include participation by the local national society holding membership in IFMBE.

### ***2.2.2 Cooperation***

Cooperation indicates direct involvement in the organization of the technical program and encouraging members to submit papers and to attend the conference. Cooperation by IFMBE entails no financial involvement in the conference. The president is authorized to approve the cooperation of IFMBE with the conference. All such actions must be reported to the IFMBE Administrative Council at its following meeting.

All conference announcements and publications must include a statement acknowledging IFMBE's cooperation. Local or regional conferences which are in cooperation with IFMBE must include participation by the local national society holding membership in IFMBE

## **2.3 Endorsement**

IFMBE may provide endorsement for conferences. Endorsement indicates that IFMBE approves the conference and its objectives but has neither financial involvement in the conference nor direct involvement in the organization of the conference or its technical program. Endorsement by IFMBE may be used to publicize the conference and to help solicit financial support. The president is authorized to provide endorsement. All such actions must be reported to the IFMBE Administrative Council at its following meeting.

## **SECTION 3 CONFERENCE FINANCES AND ADMINISTRATION**

### **3.1 Financial Arrangements for Co-sponsored Conferences**

This section provides guidelines for financial and administrative arrangements between the IFMBE and conferences co-sponsored by the Federation. The term conference in this section refers to conference, meeting, workshop, symposium, or other professional or educational event. The term Federation refers to the IFMBE. This section delineates the financially related responsibilities and obligations of an entity organizing a conference, which is co-sponsored by the IFMBE and outlines several possible financial models that can be adopted. The objective is to encourage financial responsibility and to ensure financial viability of the conference. A secondary objective is to create financial surplus for the entity organizing the conference and for the IFMBE. The share of surplus to be retained by the IFMBE shall be commensurate with the level of the Federation's potential financial exposure. At the same time, however, any arrangement must strive to minimize the financial risk to the IFMBE.

#### ***3.1.1 Approval of conference budget***

Co-sponsored conferences with a budget exceeding \$100,000 (US) must have their budget approved by the IFMBE Administration Council. The budget shall be submitted to the Administration Council for approval at its regular meeting in time to be incorporated into the annual budget of the Federation for the coming year. If the budget of the conference is less than \$100,000 and the fiscal exposure of IFMBE is minimal, approval may be obtained from the Conference Committee, except in such cases where the IFMBE is providing a loan to the conference.

#### ***3.1.2 Budget expectation***

The conference budget must be based on a non-deficit expectation. It shall include a projected surplus of approximately 15-20% of the total conference budget.

### ***3.1.3 Financial reporting***

For the last six months leading to the conference, monthly financial statements will be made available to the IFMBE Finance and Conference Committees. A final financial report is due no later than 90 days after the conclusion of the conference if the conference budget is less than \$250,000 US and no later than 12 months after the conclusion of the conference if the budget is more than \$250,000 US, to allow time for a professional audit.

### ***3.1.4 Pre-conference loan***

Co-Sponsored conferences may receive an interest-free loan to enable the organizing entity to launch the conference. A loan must be repaid in full no later than 180 days after the conclusion of the conference.

### ***3.1.5 Financial obligations***

For conferences initiated by the IFMBE, a percentage of the income derived from registration fees shall be retained by the Federation. A conference receiving a loan from the IFMBE shall also return a percentage of the conference surplus to the Federation. The fraction of the surplus to be returned to the Federation is to be negotiated and agreed upon before the conference budget is approved by the Administration Council.

### ***3.1.6 Conference surplus***

Conferences co-sponsored by the IFMBE shall return to the Federation a portion of the conference surplus. That portion can be either a percentage of the surplus in proportion to the financial stake in the conference by the IFMBE, a fixed amount of money, or a combination of a fixed amount of money plus a percentage of the surplus. The formula is to be negotiated and agreed upon before the conference budget is approved by the Administration Council.

### ***3.1.7 Registration fee structure***

Conferences co-sponsored by the IFMBE shall charge members of IFMBE affiliated organizations at least 25% lower registration fee than that charged to registrants who are not members of an IFMBE affiliated entity or the co-sponsoring entity.

### ***3.1.8 Conference audit***

All conferences co-sponsored by the IFMBE must be audited if their budget is in excess of \$100,000. If the budget is between \$100,000 and \$250,000, the audit can be performed by a suitably qualified volunteer. The volunteer must not be part of the conference organization. If the budget exceeds \$250,000, the audit must be performed by a professional audit firm. The cost of the audit shall be included in the conference budget.

## **3.2 Conference Administration**

### ***3.2.1 Membership on Conference Finance Committee***

Conferences co-sponsored by the IFMBE shall include on the Conference Budget Committee either a member of the IFMBE Conference Committee, its designee or a designee of the Administration Council.

### ***3.2.2 Promotional material***

Conferences co-sponsored by the IFMBE shall submit all promotional material for approval by the IFMBE conference committee or another body designated by the Administration Council.

### ***3.2.3 Copyright of conference digest***

For conferences initiated by the IFMBE, all copyrights shall be the property of the Federation. For conferences that are co-sponsored by the IFMBE, the Federation shall participate in the income derived from the publication of the conference digest and also receive an agreed upon number of free copies of the digest.

## **3.3 Special Allotments**

This section lists special free arrangements that are expected of conferences co-sponsored by the IFMBE.

### ***3.3.1 Complimentary hotel rooms and air transportation***

Conferences co-sponsored by the IFMBE which receive complimentary hotel rooms and/or air transportation, shall allocate to the IFMBE a share of the complimentary benefits in proportion to the financial stake by the Federation.

### ***3.3.2 Function rooms***

Conferences co-sponsored by the IFMBE shall provide the Federation complimentary rooms for holding meetings of administrative nature such as council, committees, general assembly, office space for equipment and/or social functions. These meetings can take place just prior to, during, or just following the conference.

### ***3.3.3 Booth space***

Conferences co-sponsored by the IFMBE shall receive adequate complimentary exhibit space for promotion, information dissemination and/or recruitment purposes.

### ***3.3.4 Official ceremonies***

Conferences co-sponsored by the IFMBE shall allocate time in the opening and closing ceremonies for addresses by the IFMBE president or his/her designee.

### ***3.3.5 Awards***

If necessary, conferences co-sponsored by the IFMBE shall provide time during the closing ceremonies or during a special awards ceremony for the presentation of IFMBE awards.

## **3.4 Other Provisions**

### ***3.4.1 Conference Cancellation***

In the event that a conference being co-sponsored by the IFMBE is considered for either postponement or cancellation, the conference chair/s shall advise the IFMBE Secretary-General of the intention to initiate such postponement or cancellation. The request shall include a financial statement from the conference budget committee detailing expenses incurred thus far and expenses still to be incurred. An appropriate course of action will then be established by the IFMBE Officers, in consultation with the conference chair/s, conference organizing committee and conference budget committee. In the case of cancellation, a financial report from the conference budget committee will be due 60 days after the decision to cancel the conference is taken.

### ***3.4.2 Benefit/risk Assessment***

The IFMBE shall perform a risk-benefit assessment prior to entering into co-sponsorship of a conference. This assessment shall be used to guide decisions relating to the nature and degree of IFMBE support. This approach is particularly useful for conferences which are strategically desirable, yet financially risky; for example, co-sponsorship of an event in a developing country, particularly if other sources of support may not be available or may not materialize. In such situations, the decision may be taken to proceed with IFMBE support if the risks have been identified and quantified and the potential benefits outweigh the risks involved.

### ***3.4.3 Conference Insurance***

The IFMBE strongly recommends that conferences co-sponsored by IFMBE shall include conference insurance coverage in their budget. Such insurance would provide protection against



a financial loss in the event a conference is canceled or postponed due to unforeseen circumstances.

## **SECTION 4 AWARDS AND RECOGNITION**

The IFMBE shall recognize individuals who make exceptional contributions to the field of medical and biological engineering or provide outstanding service to the profession and to the IFMBE. The IFMBE encourages the formation of nominating committees in geographical regions, specialized divisions, working groups and technical working entities to recognize such individuals and forward their names to the appropriate committee for consideration.

The committees shall nominate for recognition by the IFMBE individuals who have demonstrated outstanding achievements in research, education or services for the benefit of the profession; made significant enhancements to the interests and activities of the Federation or the profession; or effected extraordinary accomplishments that enhance health and quality of life for all people around the world. A nomination shall include a curriculum vitae with a detailed proposal addressing the criteria for the award.

All awards shall be coordinated by an IFMBE Awards Committee. The chair of the Awards Committee shall be a member of the Administrative Council, selected by the Administrative Council at its regular meeting. Members of the committee shall be appointed by the Chair from among the membership of the IFMBE's constituent organizations. The Committee responsibilities shall include, but not be limited to reviewing proposals for new awards and reporting their decision and recommendation to the Administrative Council for the Council's Decision. The Committee shall also be responsible for appropriate scheduling and for assisting in seeking funds for the awards. The establishment of an award requires the approval of the Administrative Council by a majority vote.

Once an award has been established, the President shall appoint a chair of a committee to manage the award. Members of the committee shall be appointed by the Chair from among the membership of the IFMBE's constituent organizations. The committee shall be responsible for soliciting and evaluating nominations and recommending the recipient(s) to the Administrative Council.

Final approval of all award recipients shall be the responsibility of the Administrative Council. Approval shall be by a majority vote of voting members attending the regular meeting of the Council or, if a mail ballot is used, by a majority of members who vote within the allotted time.

## **4.1 IUPESM Merit Award**

The IUPESM confers two Merit Awards to recognize a medical physicist and a biomedical engineer. The IUPESM bylaws delineate the procedure for this award. This section describes the portions applicable to the IFMBE.

### ***4.1.1 Title***

The award shall be called the IUPESM Award of Merit and shall consist of a plaque and expenses to travel to the World Congress to present an address (not to exceed \$2,000. US).

### ***4.1.2 Reason***

The Award is to recognize a Biomedical Engineer who has established a distinguished career in Biomedical Engineering.

### ***4.1.3 Criteria***

The primary criteria for nominating an Awardee are:

- The nominee should have exerted a significant impact upon the science and scientific practice of Biomedical Engineering,
- The nominee has significantly influenced the development of the profession of Biomedical Engineering,
- The nominees' activities in national and/or international organization for Biomedical Engineering have been meritorious.

### ***4.1.4 Nominations***

Nominations may be made by IUPESM or IFMBE

- A Curriculum Vitae is to be submitted together with the proposal with special attention to the criteria under *Criteria*.
- Nominations have to be submitted to the Chairman of the Merit Award Committee, at least 12 months prior to the next World Congress.

### ***4.1.5 Committees***

The Award Committee shall consist of two subcommittees chaired by the Vice President of the IUPESM

- Each subcommittee shall consist of 3 representatives of each member organisation.
- Each member shall have one vote, except for the Chairman who votes only to break a tie.

#### ***4.1.6 Selection***

Each Award Subcommittee selects one Awardee for submission to the President of the IUPESM. This selection is to be submitted 6 months prior to the forthcoming World Congress.

#### ***4.1.7 Presentation***

The IUPESM Awards of Merit will be awarded on the occasion of the forthcoming World Congress. The Awardees shall be notified by the President of the IUPESM at least 4 months prior to the Congress.

#### ***4.1.8 Financial***

The IFMBE, IOMP and the IUPESM and the organisers of the World Congress will provide reasonable financial support for the participation of the Awardees in the Congress.

### **4.2 Otto Schmitt Award**

#### ***4.2.1 Description***

For exceptional contributions to the advancement of the field of medical and biological engineering.

#### ***4.2.2 Eligibility***

Must be a member of an IFMBE affiliated organization.

#### ***4.2.3 Prize***

Plaque, Travel funds to attend the World Congress.

#### ***4.2.4 Schmitt Committee Chair***

Appointed by the President.

#### ***4.2.5 Schmitt committee***

At least 4 additional members selected by the Chair from the membership of the IFMBE's constituent organizations.

#### ***4.2.6 Schedule***

Nominations due to the Otto Schmitt Committee by December 1 of the year preceding the World Congress.

#### ***4.2.7 Selection criteria***

Innovation, Leadership, Seminal contributions to medical and biological engineering.

#### ***4.2.8 Presentation of award***

Presentations at the IUPESM Congress. Additional presentations at regional events are recommended but no additional funds will be allocated.

#### ***4.2.9 Publicity***

In IFMBE publications, in publication of affiliated societies and other, as appropriate.

### **4.3 Vladimir K. Zworykin Award**

#### ***4.3.1 Description***

For outstanding research contributions in the field of Medical and Biological Engineering.

#### ***4.3.2 Eligibility***

Must be a member of an IFMBE affiliated organization.

#### ***4.3.3 Prize***

Plaque, Travel funds to attend the World Congress.

#### ***4.3.4 Zworykin Committee Chair***

Appointed by the President.

#### ***4.3.5 Zworykin committee***

At least 4 additional members selected by the Chair from the membership of the IFMBE's constituent organizations.

#### ***4.3.6 Schedule***

Nominations due to the Vladimir Zworykin Committee by December 1 of the year preceding the World Congress.

#### ***4.3.7 Selection criteria***

Innovation, outstanding research contributions to medical and biological engineering.

#### ***4.3.8 Presentation of award***

Presentations at the IUPESM Congress. Additional presentations at regional events are recommended but no additional funds will be allocated.

#### ***4.3.9 Publicity***

In IFMBE publications, in publication of affiliated societies and other, as appropriate.

### **4.4 Fellow, International Academy of Medical and Biological Engineering**

The International Academy of Medical and Biological Engineering (The Academy) is an individual member organization of the IFMBE. Its purpose and operation are defined by its Bylaws.

#### ***4.4.1 Membership***

There are two categories of membership in the Academy: Fellow and Fellow Emeritus.

#### ***4.4.2 Election to the Academy***

Fellows shall be persons who have distinguished themselves in the field of medical and biological engineering. A person shall be qualified to be a candidate for Fellow who has made identifiable contributions in one or both of the following categories:

1. Important contributions to the theory or practice of medical and biological engineering.
2. Demonstration of unusual accomplishment in promoting the field of medical and biological engineering.

Fellows shall have participated in and contributed to education and academe, industry, government, and/or health care. Technical and professional interests of the Fellows should

reflect the diversity of the field of medical and biological engineering. Fellows shall be appropriately representative of all the member societies of IFMBE.

#### ***4.4.3 Nominations***

Candidates for Fellow may be recommended by any member of the Academy, i.e. Fellows or Fellows Emeritus, or by any member society, division, and working group of IFMBE.

#### ***4.4.4 Elections***

The Committee on Membership of the Academy shall select nominees for election from the candidates submitted. Election of Fellows shall be determined by a mail ballot of existing Fellows. Election shall be by a 2/3 majority of ballots received by the time specified in the ballot instructions.

#### ***4.4.5 Schedule***

An election shall be conducted once every three years, at least six months prior to the International Congress.

#### ***4.4.6 Fellow Emeritus***

Fellow Emeritus status may be conferred upon Fellows who meet the following criteria:

1. They have been Fellows in good standing.
2. They are fully retired or have emeritus status from a university; are fully retired from business or industry; are at least 65 years of age; or have been a Fellow in good standing for at least 10 years

#### ***4.4.7 Announcement of Election***

At the IUPESM Congress. Additional presentations at regional events are recommended.

#### ***4.4.8 Publicity***

In IFMBE publications, in publication of affiliated societies and other, as appropriate.

### **4.5 Honorary Life Members**

The IFMBE confers the title of "Honorary Life Member" to a select group of individuals. Honorary Life membership is defined in the IFMBE Constitution.

#### ***4.5.1 Criteria***

The title of Honorary Life Member is bestowed on individuals who have rendered exceptional service to the Federation.

#### ***4.5.2 Nomination***

Candidates for Honorary Life membership shall be made to the IFMBE Nominating Committee. Nominations can be made by any member of an affiliated entity of the Federation, by the IFMBE Administrative Council or by the IFMBE Awards or Nominating Committees.

#### ***4.5.3 Endorsement***

Honorary Life members shall be recommended for election from the list of nominations. The Nominating Committee shall forward its recommendations to the Administrative Council of the IFMBE for endorsement. Endorsement by the Administrative Council shall be by a majority vote of the voting members of the Council.

#### ***4.5.4 Elections***

Election of Honorary Life members shall be determined by a mail ballot of members of the General Assembly.

#### ***4.5.5 Schedule***

Honorary Life members can be nominated at any time. Candidates for election shall be recommended at a meeting of the Nominating Committee and forwarded for Council action at its regular business meeting. Election by members of the General Assembly shall be conducted at least 3 months before the IUPESM Congress.

#### ***4.5.6 Announcement of Election***

At the IUPESM Congress. Additional announcements at regional events are recommended.

#### ***4.5.7 Publicity***

In IFMBE publications, in publication of affiliated societies and other, as appropriate.