



IFMBE Secretary General  
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## CONTRACT TO HOST

### AN IFMBE REGIONAL CONFERENCE

A. In this contract:

- (1) IFMBE means International Federation for Medical and Biological Engineering
- (2) \*“NMO” means “National Member Organization” hosting the IFMBE Regional Conference
- (3) RCOC means Regional Conference Organizing Committee
- (4) AC means IFMBE Administrative Council
- (5) CC means IFMBE Conference Committee

*\*To be replaced by the acronym and name of the hosting society*

## TERMS OF AGREEMENT

### CONFERENCE NAME, DATES AND VENUE

1. The IFMBE and “NMO’s name?” hereby agree that the “conference name?” shall be held on “conference dates?”, in “venue?”. This is the “series number?” scientific meeting of the IFMBE affiliated societies from the “region’s name?” rim. The conference will be organized by IFMBE and the “NMO’s name?”, the host society for the conference.

### LIAISE

2. The host IFMBE and the “NMO’s name?”, shall communicate and interact with the IFMBE AC and the IFMBE CC through the RCOC and an IFMBE liaison person to be determined by IFMBE.

### RESPONSIBILITIES

3. The responsibility for the general and financial management of the Conference shall rest with the host society. The IFMBE shall appoint a liaison person to work with the RCOC. This liaison person will be a member of the financial committee of the Conference. Each of the parties shall cover its own costs in connection with the consultations between IFMBE, its liaison person and the RCOC.

### CONGRESS ORGANIZATION

4.
  - a. The RCOC shall establish an International Advisory Committee and a Scientific Program Committee with international participation. These committees may operate by correspondence as necessary.
  - b. The RCOC shall organize multiple sessions. The topics for these sessions shall be agreed upon jointly by IFMBE and the RCOC. The chairpersons of these sessions shall be distinguished BME scientists from the region. The RCOC shall provide list of session topics and their chairpersons in the Appendix of this contract. These sessions shall be clearly identified as IFMBE activities.
  - c. In addition, the RCOC shall include presentations of lectures and plenary lectures invited by the IFMBE in coordination with the RCOC.

### LOANS/GRANTS

5. Financial obligations of the Conference Organizers
  - a. For conferences that received a loan from the IFMBE, the loan shall be fully repaid no later than 90 days after the conclusion of the Conference.
  - b. For conferences that received a grant, the grant shall be repaid if there is surplus. With sufficient surplus, the whole grant shall be repaid. With a surplus less than the amount of the grant, the whole surplus will be paid to IFMBE. The grant shall be repaid no later than 90 days after the conclusion of the Conference.

### MAILINGS AND PUBLICITY

6. The Secretary-General of IFMBE shall provide a mailing list of the affiliate societies to the RCOC upon request and subsequent updates of addresses automatically. It is the responsibility of the RCOC to distribute the Conference Announcements and other promotional material to the national affiliates of IFMBE.  
IFMBE will announce the Conference on its homepage and in its NEWS Magazine and will provide the possibility to include publicity material for the Conference on its homepage and in its NEWS Magazine.

### MEETING ROOMS, EXHIBITION SPACE AND ACCOMMODATIONS

7. The RCOC shall provide free of charge:
  - a. Adequate meeting space and AV aids either in the convention center or in a suitable hotel for Pre-Conference Meetings of the IFMBE Council and/or the IFMBE officers. These meetings are usually held 1-2 days prior to the start of the Conference to avoid conflict with the scientific program.
  - b. Adequate meeting space and AV aids either in the convention center or in an adjacent hotel for meetings of IFMBE Committees, Working Groups and Divisions during the conference.
  - c. Adequate exhibit booth space for the IFMBE and its publisher, Springer Verlag.
  - d. Discounted hotel rates available for the Conference shall also be available for the IFMBE Pre-Conference Meetings.

### POLICY

8. The RCOC shall ensure observation of the tenets of the International Council of Science (ICSU) on the free movement of scientists and arrange the granting of visas to BONA FIDE scientists who wish to participate.

### LANGUAGE

9. English shall be the language of the presentations and publications for the Conference. On special, well justified request, other languages may be allowed.

### PUBLICATIONS

10. Proceedings of the Conference (printed and/or CD and/or other electronic formats) shall be published and shall be available when the Conference opens. The Proceedings shall be part of the IFMBE Proceedings series and shall carry the subtitle "IFMBE Proceedings". The Conference organizers shall follow the Guidelines for the IFMBE Proceedings Series and communicate with the IFMBE Publications Committee and Springer Verlag to insure that the cover page, logo use and format of the Conference Proceedings are consistent with the Proceedings series. Electronic Proceedings will be provided to the conference organizers by IFMBE free of charge.

A Final Program shall be printed and available when the Conference opens.

The official journal of the IFMBE shall have the right to publish selected papers from the Proceedings, consistent with the publication guidelines.

The copyright for all papers presented at the conference shall be held jointly by the IFMBE and the RCOC.

### LOGO

11. All Publications and Announcements of the Regional Conference – whether electronic, paper or on the web - shall recognize the conference as the "**Conference Name?**", and shall display the logo of the IFMBE.

OPENING CEREMONY

12. The President of the IFMBE shall be invited to address the audience at the opening ceremony.

If there is a need, the RCOC shall provide time at the opening ceremony of the Conference for the presentation of IFMBE Awards.

YOUNG INVESTIGATORS COMPETITION

13. The Conference Organizing Committee shall provide time and space for a Young Investigators Competition (YIC) - paper presentations and posters. No paper from YIC finalists shall be scheduled for presentation on the last day of the Conference. The RCOC shall provide time at the Closing Ceremony of the Conference for the presentation of the IFMBE Young Investigators Awards. The IFMBE shall prepare diplomas for the YIC finalists and shall allocate the necessary finances for the awards according to its budget.

FINANCES

14. The Conference Organizing Committee shall comply with the following:
- a) In consideration of the services provided to the Conference, IFMBE shall receive 10% of the conference registration fees. The IFMBE share of the registration fees shall be paid no later than 90 days after the conclusion of the Conference.
  - b) The Conference budget has to be approved by the IFMBE Administrative Council.
  - c) The **“NMO name?”** will make sure that the IFMBE shall not be held liable for any losses or liabilities incurred by the Conference.

REPORT

15. Within six months of the completion of the Conference, the RCOC shall submit a Conference Report to the CC. This report must include audited financial report, which must be reviewed and approved by the CC.

The preceding clauses shall constitute the agreement between the IFMBE and the Conference Organizing Committee of the Hosting Society.

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For IFMBE

\_\_\_\_\_

Place, date

Name:

\_\_\_\_\_

For the Host Society

\_\_\_\_\_

Place, date

Name: \_\_\_\_\_

NMO:

\_\_\_\_\_

Chair, Conference Organizing Committee

\_\_\_\_\_

Place, date

Name: \_\_\_\_\_