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**AGREEMENT TO HOST A REGIONAL, NATIONAL or THEMATIC BME
CONFERENCE
IN COOPERATION WITH IFMBE**

In this contract:

- a. IFMBE means International Federation for Medical and Biological Engineering
- b. MO means National or Transnational Member Organization of the IFMBE
- c. CO means Conference Organizer(s) – MO or Educational or research institutions in the field of biomedical engineering hosting the Conference
If the CO is not an IFMBE MO, a letter of support must be obtained from the IFMBE MO in that locality.
- d. COC means Conference Organizing Committee
- e. AC means IFMBE Administrative Council
- f. CC means IFMBE Conference Committee

TERMS OF AGREEMENT

CONFERENCE NAME, DATES AND CITY

1. The IFMBE and “**name of the CO**” hereby agree that “**name of the Conference**”, “**abbreviation of the Conference name**” shall be held on “**Conference dates**”, in “**venue: city, country**” in cooperation with IFMBE.

CONFERENCE LIAISON

2. The IFMBE and the “**name of the CO**” shall communicate and interact with the IFMBE AC and the IFMBE CC through the COC and an IFMBE liaison person appointed by IFMBE.

RESPONSIBILITIES

3. The responsibility for the general and financial management of the Conference shall rest with the “**name of the CO**”.

CONFERENCE ORGANIZATION

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

MAILINGS AND PUBLICITY

5. After signing of the Agreement, the Secretary-General of IFMBE will disseminate the Conference information and promotional materials electronically to the constituent national and transnational societies of IFMBE.
IFMBE will announce the Conference on IFMBE homepage and in IFMBE Newsletter.

MEETING ROOMS AND EXHIBITION SPACE

6. a The COC shall provide free of charge:
 - i. adequate meeting space and AV facilities either in the conference venue or in a suitable location for Pre-Conference Meetings of the IFMBE AC and/or the IFMBE Officers.
 - ii. adequate meeting space and AV facilities either in the convention center or in an adjacent location for meetings of IFMBE Committees, Working Groups and Divisions during the conference.
 - iii. adequate exhibit Booth space for the IFMBE and Springer Nature Publisher
 - iv. in case the conditions dictate organization of the Conference as a hybrid or virtual event, the COC shall provide adequate technical support for virtual meetings specified in 6. a i-iii.
- b. The President or the representative of the IFMBE shall be offered a waiver of the conference registration fee.

POLICY

7. The COC shall ensure observation of the tenets of the term International Science Council (ISC) on the free movement of scientists and arrange for the granting of visas to BONA FIDE scientists who wish to attend/participate the Conference.

LANGUAGE

8. English shall be the language of the presentations and publications for the Conference. On special cases and properly justified requests, other languages may be allowed.

PUBLICATIONS

9. Proceedings of the Conference in electronic format shall be published and shall be made available at the start of the Conference. The Proceedings shall be a part of the IFMBE Proceedings Series and shall carry the subtitle “IFMBE Proceedings”. The CO shall follow the Guidelines for the IFMBE Proceedings Series and communicate with the IFMBE Publications Committee and Springer Nature Publisher to insure consistency with the IFMBE Proceedings Series. Electronic Proceedings will be provided to the conference organizers by IFMBE free of charge.

The CO shall appoint the Editor(s) of the Conference Proceedings. The appointment shall be made latest within a month from the date of signing of the Agreement and both, the Publication Committee Chair and the Representative of the Publisher shall be informed.

A Final Program shall be published and made available at the start of the Conference. The official journal of the IFMBE shall have the right to publish selected papers from the Conference Proceedings.

The copyright for all the papers published in the Conference Proceedings shall be held by the IFMBE.

LOGO

10. All the Publications and Announcements of the Conference – whether electronic, paper or on the Web - shall recognize the conference as “**name of the Conference**”, “**abbreviation of the Conference name**”, and shall display the logo of the IFMBE.

OPENING CEREMONY

11. The President of the IFMBE shall be invited to address the Conference audience at the opening ceremony.
If there is a need, the COC shall provide time at a suitable event during the Conference for the presentation of IFMBE Awards.

YOUNG INVESTIGATORS COMPETITION

12. The COC shall provide time and space for a Young Investigators Symposium (paper presentations and posters). The COC shall provide time at the Closing Ceremony of the Conference for the presentation of the IFMBE Young Investigators Awards. The IFMBE shall prepare certificates for the YIC finalists and shall allocate the necessary funds for the awards according to its budget.

FINANCES

13.
 - a. The Conference budget has to be approved by the IFMBE Administrative Council.

- b. The CO will make sure that the IFMBE shall not be held liable for any losses or liabilities incurred by the Conference.

REPORTING

- 14. Within three months of the completion of the Conference, the COC shall submit a Conference Report to the CC.

- 15. The COC shall also within three months prepare a report suitable for inclusion in IFMBE News, not more than 2 pages of text and additional 3 photos in high resolution for publication.

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

For IFMBE

Place, date

For Conference Organizing Committee

Place, date