IFMBE Secretary General

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**AGREEMENT TO HOST A REGIONAL or THEMATIC BME CONFERENCE**

**Co-Sponsored by IFMBE**

**Co-Sponsorship for:**

 **Regional conferences:**

European IFMBE Conference

 Asia Pacific Conference MBE - APCMBE

 Latin American Congress on Biomedical Engineering – CLAIB

 Mediterranean BME Conference – MEDICON

 Nordic-Baltic Conference on Biomedical Engineering - NBC

 **Thematic Conference:**

International Conference on Biomedical and Health Informatics - ICBHI

**Year:**

In this agreement:

1. IFMBE means International Federation for Medical and Biological Engineering
2. MO means National or Transnational Member Organization of the IFMBE
3. 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.*

1. COC means Conference Organizing Committee
2. AC means IFMBE Administrative Council
3. CC means IFMBE Conference Committee

**2022-2025**

**TERMS OF AGREEMENT**

CONFERENCE NAME, DATES AND VENUE

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**”, co-sponsored by IFMBE.

LIAISE

1. The COC shall communicate and interact with the IFMBE AC and the IFMBE CC through IFMBE liaison persons determined by IFMBE.

RESPONSIBILITIES

1. The responsibility for the general and financial management of the Conference shall rest with the Organizing Committee. The IFMBE shall appoint liaison persons to work with the COC. Each of the parties shall cover its own costs in connection with the consultations between IFMBE, its liaison person and the COC.

CONGRESS ORGANIZATION 4.

* 1. The COC shall establish an International Advisory Committee and a Scientific Program Committee with international participation. These committees may operate by correspondence as necessary.
	2. The COC shall organize multiple sessions. The chairpersons of these sessions shall be distinguished Biomedical and Health Informatics engineers and researchers from the region.
	3. 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.
	4. COC shall provide in the Scientific program schedule time for the presentation “Meet MBEC Editor” in duration of approximately 1 (one) hour. This presentation will be held by MBEC Editor in Chief (EiC). In case of his absence the presentation will be held by a member of editorial team (Deputy Editor in Chief or Associated Editor).

Editor in Chief or his proxy should be exempted from paying registration fee.

* 1. COC shall provide in Scientific program schedule time for the workshop “How to write or publish a scientific paper” in duration of approximately 1 (one) hour following previously mentioned presentation. This workshop will be held by a member of MBEC editorial team in collaboration with the representative of publishing house “Springer Nature”. Presentative should be exempted from paying registration fee.

LOANS/GRANTS

1. Financial obligations of the Conference Organizers
	1. 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.
	2. 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

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, EXHIBITION SPACE AND ACCOMMODATIONS

1. The COC shall provide free of charge:
	1. Appropriate meeting space and AV aids at the venue for Pre-Conference or Post-conference Meetings of the IFMBE Council and/or the IFMBE officers or Committees or Working Groups. These meetings are usually held prior to the start of the Conference or after the conference to avoid conflict with the scientific program.
	2. Appropriate meeting space and AV aids either at the venue for meetings of IFMBE Committees, Working Groups and/or Divisions during the conference.
	3. 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 and b.
	4. The President or the representative of the IFMBE shall be offered a waiver of the conference registration fee.
	5. Appropriate exhibit booth space for the IFMBE and its publisher, Springer Nature.
	6. COC will solicit additional exhibitors related to their scientific program as able.
	7. Discounted hotel rates available for the Conference shall also be available for the IFMBE pre-conference or post-conference Meetings, for in-person sessions.

POLICY

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

LANGUAGE

1. 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 for abstracts and presentations.

PUBLICATIONS

1. Proceedings of the Conference shall be available on-line at the time of Conference opening and available to all conference participants for 30 days free of charge in case the review of all papers is in due time. In case of any delays in that process, the proceedings shall be published after closing of the conference and be available to conference participants under the same conditions.

The Conference Proceedings shall be part of the IFMBE Proceedings series and shall carry the subtitle “IFMBE Proceedings” published by Springer Nature. The Conference organizers shall follow the Guidelines for the IFMBE Proceedings Series and communicate with the IFMBE Proceedings Editor and the Publisher to ensure 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.

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 printed and available when the Conference opens. The official journal of the IFMBE shall have the right to publish selected papers from the IFMBE Proceedings, consistent with the journal publication guidelines.

The copyright for all IFMBE papers shall be defined in the Copyright agreement between the authors, IFMBE and the Publisher.

LOGO

1. All Publications and Announcements of the Conference – whether electronic, paper or on the web - shall recognize the conference as an IFMBE Co-sponsored Conferenceand shall display the logo of the IFMBE.

OPENING and CLOSING CEREMONIES

1. The President of the IFMBE shall be invited to address the audience at the Opening and Closing ceremonies.

The COC shall provide time at the opening/closing ceremony of the Conference for the presentation of IFMBE Awards.

YOUNG INVESTIGATORS COMPETITION

1. The COC shall schedule and provide adequate timeslots for an IFMBE Young Investigators Competition (YIC) - paper presentations and posters at least one day before the conference closing.

The COC shall provide a timeslot 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

1. The Conference Organizing Committee shall comply with the following:
2. 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.
3. The COCwill make sure that the IFMBE shall not be held liable for any losses or liabilities incurred by the Conference.

REPORTING

1. Within six months of the completion of the Conference, the COC shall submit a Conference Report to the CC.
2. The COC shall also within three months prepare a report suitable for inclusion on the IFMBE web site and 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 of the Hosting Society.

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(Signature page)

**Name of the Conference:**

President of IFMBE

For IFMBE Place, date

President of the MO

For the Host Society Place, date

Organizing Committee Chair

Chair, Congress Organizing Committee Place, date