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IFMBE Secretary General

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

**IN COOPERATION WITH IFMBE**

In this contract:

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**

**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 agreement.

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.

d. COC shall provide a time slot in the Scientific program schedule 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 (a Deputy Editor or an Associated Editor).

 The Editor in Chief or his proxy should be exempted from paying registration fee for the Conference.

e. COC shall provide a time slot in the Scientific program schedule for the workshop “How to write and publish a scientific paper” in duration of approximately 1 (one) hour following the 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”. Presenters should be exempted from paying the registration fee for the Conference.

## **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:

1. 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.
2. 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.
3. adequate exhibit booth space for the IFMBE and Springer Nature Publisher.
4. 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**

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**

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. In case the President is prevented to address the Conference audience, the President will appoint proxy.

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 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**

* + 1. a. The Conference budget has to be approved by the IFMBE Administrative Council.
1. 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 IFMBE 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.

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 For IFMBE Place, date

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For Conference Organizing Committee Place, date