



GUIDELINES FOR ORGANISERS OF EUROSON MEETING

Preamble

EUROSON meetings are joint meetings between EFSUMB and a National Ultrasound Society, and it is important that both organizations have a clear understanding of their respective roles and responsibilities. This should be read in conjunction with the Status of Expenses Appendix 1 which sets out the financial obligations. It is hoped that the Organisers will work closely with EFSUMB. It was agreed by the Board of Directors at WFUMB 2011, Vienna, Austria that the months of July and August for holding a Congress should be avoided at all costs.

Representation of EFSUMB on the organising Committee

EFSUMB should be represented on the organising and Scientific Committees. This will normally be by the President and President Elect, although in some circumstances one or both may be substituted by other members of the Executive Bureau. The EFSUMB representatives will not necessarily attend all organizational meeting, but both they, and the EFSUMB General Secretary, should be sent copies of all minutes. When EFSUMB representatives do attend organisational meetings, EFSUMB will pay their transport costs and accommodation expenses.

EFSUMB Congress Committee

The EFSUMB Congress Committee will consist of the current Congress organiser and PCO, past organiser and future Congress organisers. EFSUMB will be represented by Prof Odd Helge Gilja who will chair the meetings, Chairmen of the EPSC and Publications Committees and the General Secretary. A representative from Industry will be invited on an ad hoc basis. The committee will meet in the city of the next Congress. PCO's will be responsible for their own costs, EFSUMB will pay their transport costs and accommodation expenses, the Congress organisers will fund their costs from their Congress budgets and the PCO's will be responsible for their expenses. The Committee will meet at approximately 6 month intervals.

Timetable

The accompanying timetable is intended as a guide and lists the

Website

The Congress website, www.euroson20XX.org should be functioning well in advance but no later than one year before the Congress.

Insurance

It is considered highly desirable by EFSUMB to purchase Cancellation Insurance for the Congress. The policy will have refund cancellation terms which should be included on the Congress website and in correspondence with delegates.

EFSUMB Lectures and Sessions

EFSUMB will advise in advance all EFSUMB lectures, sessions and meetings to take place at the Congress. All EUROSON meetings should include the following EFSUMB Lectures and Sessions:

- the 'EUROSON Lecture' (bylaw 1 - paragraph 15, and bylaw 3)
- the 'Thérèse Planiol Lecture' (funded from a restricted fund within the EFSUMB budget)
- a 'Young Investigators Session' (bylaw 1 – paragraph 16, and bylaw 4)
- sessions dealing with matters such as safety, publications, professional and educational issues
- joint sessions with the ESR and UEG during the Congress if advised.

Speaker and Additional Expenses

The funding of specific speakers is listed in the Status of Congress expenses. For speakers in general it is recommended that the organisers specifically exclude certain expenditure if the budget is restricted (e.g., taxis, first class, business class travel and incidental hotel expenditure, double room single occupancy, whether additional tickets are provided for the social events) in the correspondence dealing with reimbursement of expenses.

It is at the discretion of the Congress organisers whether to include lunches and/or coffee breaks in the registration package.

It is usual for the Congress organisers to book the accommodation for all speakers (including the EFSUMB lectures and EFSUMB Committee members as advised by EFSUMB) and for an invoice to be raised for the EFSUMB requested accommodation. EFSUMB requirements for catering during the Congress hours are usually invoiced directly by the providers or if ordered through the PCO invoiced by them. EFSUMB undertakes to pay these invoices promptly.

Meeting Rooms and Internet

EFSUMB may hold meetings of its committees during EUROSON congresses. It is expected that rooms for these meetings will be provided free of charge to EFSUMB, unless the hire of the rooms involves the conference in expenditure that would not otherwise be incurred, in which case EFSUMB will cover such costs. Internet, whether free or for payment of a reasonable fee, is a requirement at all Congresses and should cover meeting rooms in addition to the Exhibition area.

Exhibition Space

The Organisers must make available, free of charge, exhibition space (however if basic booth furniture is not available routinely this will be chargeable and invoiced)

- for EFSUMB
- for the organisers of the next EUROSON Congresses

Miscellaneous – Workshops, Lunchtime Symposia, Exhibition

The Congress organisers are invited to liaise with Industry well in advance on the workshops topics and tutors so that an agreement can be reached on the practical issues and the equipment required. It is the responsibility of the Congress to liaise with Industry for lunchtime symposia, sponsorship and the exhibition.

Young Investigator's Award

Candidates notified to the Congress organisers to present their work at the Young Investigator's Award session must be offered free registration by the conference (bylaw 4 – paragraph 4). EFSUMB will advise the names, titles and abstracts in good time for this session. The abstracts to be included in the programme and abstract book/CD.

Under 35 Registrations

Presenting candidates, including first author poster presenters, less than 35 years of age will be offered reduced price registration. EFSUMB undertakes to reimburse the Congress organisers up to 7,000 euro for the difference in the early bird young person registration and the sum paid by these attendees.

Requests for reduced registration

Where requests are made to EFSUMB for consideration of a reduced registration fee for a bulk booking from countries these will be forwarded to the Congress organisers with the request to consider each application on its merits and to respond appropriately.

Congress Publicity

EFSUMB invites the Organising Committee to send copies of announcements in English and the programme to the EFSUMB General Secretary for proofing prior to publication to ensure conformity and continuity of style between EUROSON Congresses.

It is considered essential that the following Congress 'First Announcement' is printed, mailed and ready as an insert for the current Congress bags.

EFSUMB will ensure that the Congress information is prominently displayed on the website, with links to the relevant www.euroson20XX.org website. Direct emails and newsletter announcements and contact with National Societies will be made by EFSUMB in addition to presentation of publicity material at the Congresses EFSUMB General Secretary attends.

EFSUMB policy on the scanning of live models at commercial exhibitions and live scanning sessions of congresses

The responsibility for finding models is that of the Congress organisers.

The following recommendations are made from the European Committee for Medical Ultrasound Safety (ECMUS). These recommendations are based on considerations of safety.

EFSUMB finds no objection to the scanning of live models for the following purposes, subject to the conditions set out below:

- i On stands in the commercial exhibitions of EFSUMB Congresses.
- ii In presentations by manufacturers which are ancillary to the Congress.
- iii During scientific and tutorial sessions which form part of the Congress Scientific Programme.

Live ultrasound scanning at Exhibitions (2013)

Although EFSUMB does not object to live scanning at EFSUMB meetings, the involvement of pregnant women and children and the use of invasive scanning and contrast agents are not acceptable. In addition, the use of corporate employees to perform scans is acceptable, but such activities should not be considered educational.

Scanning by physicians and/or technologists can be considered educational, but only if handled in an educational setting.

Specifically the following rules must be obeyed:

1. Scanning should be performed with decorum and in a manner respectful to the subject.
2. Scanning of eyes, pregnant women and children is forbidden.
3. If a previously unknown pregnancy is detected during a scan, the scanning session must be terminated immediately.
4. Endoscopic, intracavity and intravascular scanning is forbidden.
5. The use of ultrasonic contrast agents is forbidden.
6. Subjects (models) must give consent by signing a form that explains the nondiagnostic nature of the scan. In the case of female subjects, they must also sign to confirm that they are not pregnant.
7. Each exhibitor must have a written policy on how to deal with serious incidental findings.
8. All those who perform live scanning must understand the significance of the on-screen display of thermal index and mechanical index and be knowledgeable about ultrasound bioeffects and safety.
9. The lowest acoustic output compatible with adequate imaging should be maintained, and the thermal index should be kept below 1.0, except for peripheral vascular scanning, for which it may be raised to a maximum of 3.0.
10. For reasons of subject comfort, individual scanning sessions should be limited to 30 minutes.

This statement is identical to that approved by WFUMB Administrative Council, 2012 and was accepted by the Board of Delegates, Stuttgart, Germany 2013.

EUROSON CONGRESSES STATUS EXPENSES APPENDIX 1

	TRAVEL	ACCOMMODATION	REGISTRATION	GALA DINNER	DURATION	MEETING ROOMS
EFSUMB ExB (President, Past-President, President-Elect, Hon Secretary, Hon Treasurer)	CONGRESS	CONGRESS	CONGRESS	CONGRESS		CONGRESS
EFSUMB GENERAL SECRETARY	EFSUMB	EFSUMB	CONGRESS	CONGRESS		NONE
EFSUMB BOARD OF DIRECTORS & GA (Delegates) *	NATIONAL SOCIETY	NATIONAL SOCIETY	CONGRESS	CONGRESS	180 mins	CONGRESS
EFSUMB COMMITTEES (IF NOT INVITED SPEAKERS)	EFSUMB	EFSUMB	CONGRESS	EFSUMB		CONGRESS
INVITED SPEAKERS	CONGRESS	CONGRESS	CONGRESS	CONGRESS		NONE
EUROSON LECTURER *	EFSUMB	EFSUMB	CONGRESS	CONGRESS	30 mins	
THERESE PLANIOL LECTURE *	T PLANIOL FUND	T PLANIOL FUND	CONGRESS	CONGRESS	30 mins	
DEGUM LECTURE *	DEGUM	DEGUM	CONGRESS	CONGRESS	30 mins	
HOLM LECTURE *	DANISH SOCIETY	DANISH SOCIETY	CONGRESS	CONGRESS	30 mins	
WFUMB LECTURE *	WFUMB	WFUMB	CONGRESS	CONGRESS	30 mins	
DREILÄNDER LECTURE *	DREILÄNDER	DREILÄNDER	CONGRESS	CONGRESS	30 mins	
YOUNG INVESTIGATORS' SESSION *	NATIONAL SOCIETY	NATIONAL SOCIETY	EFSUMB	ONLY FOR WINNER IF KNOWN AT THE TIME	120 mins	CONGRESS
UNDER 35's REGISTRATION OF NON NATIONALS FOR ORAL PAPERS	NONE	NONE	EFSUMB UP TO AGREED LIMIT €7000	NONE		
EFSUMB SPECIAL SESSIONS – Safety, Education and Publications	EFSUMB	EFSUMB	CONGRESS	CONGRESS	90 mins	EFSUMB
ESR and UEGF SESSIONS *	EFSUMB	EFSUMB	CONGRESS	CONGRESS	90 mins	CONGRESS
INDUSTRIAL BOARD	NONE	NONE	NONE	NONE	60 mins	EFSUMB

- All names and titles will be advised by EFSUMB