



EFSUMB BYLAW No 1

REGULATIONS FOR ORGANISING A EUROSON CONGRESS

1. The EUROSON Congress will be the official Congress of the European Federation of Societies for Ultrasound in Medicine and Biology (EFSUMB).
2. The title of each Congress will be in the form 'EUROSON xx' where 'xx' indicates the year in which the Congress is to be held, for example 'EUROSON 98.'
3. The Congress shall have the subtitle "nth Congress of EFSUMB where 'n' is a number indicating the number of EUROSON Congresses held by that date. For example 'EUROSON 98, 10th Congress of EFSUMB'.
4. The Congress will be held once in every calendar year and will be fully integrated with the scientific meeting of a Member Society of the Federation.
5. The Congress may have an additional title; '... in conjunction with (title of National meeting)' for example 'EUROSON 98' in conjunction with 'SFAUMB 98' or 'EUROSON 98 - SFAUMB 98'.
6. Attendance at the Congress and active participation in its scientific sessions must be open to anyone with a *bona fide* interest in medical ultrasound.
7. The Congress will include guest lectures, proffered papers, posters and a commercial exhibition.
8. (Regulation deleted 7 May 2000).
9. The official language of the Congress must be English. However papers/sessions may also be in the language of the Member Society. Translation from English to the relevant native language is at the discretion of the organising committee. Submissions to host the Congress shall state which, if any, sessions will be in the language of the Member Society and which of those will be available in the English Language.
10. The Honorary Secretary will invite all National Societies to submit proposals to host a EUROSON Congress at least 3 (three) years prior to the year of the Congress and at least 9 (nine) months prior to the next meeting of the Board of Directors.
11. All submissions to host a Congress must conform to the regulations indicated below:
 - a) The member Society must submit their proposal to the Honorary Secretary of EFSUMB not more than 6 (six) months after the initial invitation.
 - b) The member Society must agree to pay to EFSUMB 2,500 euro. This agreement shall not be waived or suspended.
 - c) The member Society must indicate whether the Society is registered as a charitable/non-profit making organisation.
 - d) The submission must indicate the Congress sites under consideration, together with tentative date(s).
 - e) Any government regulations which might prevent or impose special conditions on attendance by any EFSUMB members must be indicated, with a written explanation from the relevant government agency, where relevant.
 - f) Visa requirements must be stated, together with any procedures to be followed for obtaining a visa (where relevant).
 - g) Any government regulations which might discriminate against any manufacturer intending to participate in the associated commercial exhibition must be reported.
 - h) The estimated requirements for financing the Congress and exhibition, including an indication of the amount and scheduling of any funds or guarantees which might be sought from EFSUMB, must be included.
 - i) Deleted.
 - j) The dates of any major meetings on related topics held within 3 months of the proposed dates must be shown, e.g. ICR, RSNA, AIUM, WFUMB, together with details and dates of meetings being held by the National Society in the proposed, previous and following years.
12. Any National Society intending to bid shall advise the Honorary Secretary in writing not less than 2 (two) months prior to the Board of Delegates and shall provide a preliminary outline indicating the proposed date, city and venue. All valid and complete submissions shall be presented by the Delegate of the relevant member Society to the next meeting of the Board. The winning member Society will be selected by the method of voting indicated in the EFSUMB Constitution. The successful host Society will then be authorised to commit major funds (e.g. for site bookings). At this time the Board of Delegates may indicate a preference for a particular site in the light of local circumstances. In addition a Congress Organising Committee must be formally established with agreed arrangements for representation by and communication with the Executive Bureau of EFSUMB. Where essential for the success of a Congress, the host Society may apply to the Executive Bureau for a loan for a proportion of necessary pre-expenditure; such loans will not normally be made more than twelve months before the due date of the Congress, and will not normally exceed 8000 (eight thousand) Euros.



13. The President of the Congress will be the President of EFSUMB immediately prior to the Congress, even if his/her term of office should expire during the Congress.
14. The conduct of the Congress must observe all special regulations of EFSUMB currently in force concerning such matters as the safety of ultrasound and the use of live models.
15. The Congress must include a EUROSON lecture, in accordance with Bylaw number 3.
16. The Congress must include a 'Young Investigators Session' for presentation of the papers selected in accordance with Bylaw 4.
17. Not less than 2 (two) years before the Congress the Host Society should report to the Executive Bureau on its choice of site and provide an organisation timetable, including firm reservation dates, outline budget, including details of any front money required from EFSUMB, cash flow plan (at current costs), anticipated revenue and anticipated surplus. This should include estimated attendance, proposed registration fees and exhibition charges, and should also indicate currently available scales of hotel charges. The number of hotel rooms to be reserved and the estimated space to be used for the commercial exhibition should also be reported.
18. In advance of the Congress the Committee of the Executive Bureau and Host Society together should formulate a Scientific Programme Policy. This should cover: choice of particular topics to be emphasised, balance of contributed papers, invited reviews, posters, scientific exhibits and arrangements for selecting/rejecting contributions.
19. The Host Society should also initiate plans for any publications (including abstract booklet) to result from the Congress.
20. Publicity for the Congress must be submitted to EFSUMB for approval (including announcements, letterhead, etc.) and should clearly indicate that the Congress is under the auspices of EFSUMB, and should make use of the style 'EUROSON 90', together with the title of the host meeting. EFSUMB will endeavour to respond with approval and/or comments within one week.
21. Every 6 (six) months the Host Society must supply a progress report to the Executive Bureau indicating progress on the preparation for the meeting, including timetable, financial status and any unforeseen problems encountered.
22. Should the Congress suffer a net financial loss the maximum liability of EFSUMB will be limited to 10% of any such loss but not exceeding 10,000 (ten thousand) Euro.
23. The host organisers must formally agree in writing to the scheme of responsibility for financial obligations in Appendix 1 which can only be varied by mutual agreement in writing with EFSUMB.
24. Within 6 (six) months of the completion of the Congress the Host Society must submit to the Executive Bureau audited accounts for the Congress if there is a loss and an application is made to reduce the fee paid to EFSUMB.

September 1988, East Berlin, East Germany

Revisions:

December 1997 – Bournemouth, UK

March 1998 – Tours, France

May 2000 – Florence, Italy

September 2006 – Bologna, Italy

August 2010 – Copenhagen, Denmark

November 2015 – Athens, Greece

October 2016 – Leipzig, Germany