



**GUIDELINES AND RULES FOR ORGANISING THE
IFCC-EFLM EUROMEDLAB CONGRESSES OF CLINICAL
CHEMISTRY AND LABORATORY MEDICINE**

EuroMedLab (2023-2029)

Table of Contents

1. Introduction.....	5
2. Purpose.....	5
3. Compliance with MedTech Code of Ethical Business Practice	5
5. Schedule and location of the EuroMedLab..	6
a) Dates.....	6
b) Time of year.....	6
c) Invitation to host a EuroMedLab.....	6
d) Hosting city/venue	6
e) Applications	6
f) Selection of the host for a EuroMedLab.....	6
6. Congress Organizing Committee (COC).....	7
a) Membership.....	7
b) PCO.....	7
c) General duties	7
d) Signed agreement.....	7
e) Fees and accommodation charges.....	7
f) Budget	7
7. Scientific Programme Committee (SPC) and International Scientific Advisory Board (ISAB)	8
a) SPC membership and purpose	8
b) ISAB membership and purpose.....	8
c) Procedures	8
d) Obligations	9
8. General conduct of EuroMedLab	9
a) Attendance	9
b) Chairs and speakers.....	9
c) Scientific presentations.....	9
d) Venue mandatory requirements and exhibition site.....	9
e) Equipment for exhibition.....	9
f) EuroMedLab promotion.....	9
g) Hybrid conference option.....	9
h) Virtual conference alternative	10
9. Contribution made by the COC to IFCC/EFLM	10
a) IFCC/EFLM logos	10
b) Meeting rooms	10
c) Registration fees.....	10
d) IFCC/EFLM symposia	10
e) IFCC/EFLM booth(s).....	10
f) Reports to IFCC and EFLM.....	10
10. Contributions made by IFCC and EFLM to EuroMedLab	10

a) Promotion.....	10
b) IFCC Corporate Members.....	10
c) Information.....	11
d) Travel fellowships.....	11
e) Scientific and educational programme.....	11
f) IFCC/EFLM presence at the EuroMedLab.....	11
g) IFCC/EFLM awards.....	11
h) Finance associated with IFCC/EFLM presence at EuroMedLab.....	11
i) Financial assistance.....	11
11. Contributions made by the hosting National Society to EuroMedLab	12
a) National Society logo.....	12
b) Promotion.....	12
c) Travel fellowships.....	12
d) Scientific programme.....	12
e) National Society presence at the EuroMedLab.....	12
f) National Society booth.....	12
12. Code of practice with regard to exhibitions	12
a) Advance information.....	12
b) Financial arrangements.....	12
c) Reservations.....	12
d) Equipment entry to the Country of the EuroMedLab.....	12
e) Programme.....	12
f) Details of the exhibition area.....	13
g) List of exhibitors.....	13
h) Insurance.....	13
i) Exhibition opening time.....	13
j) Educational workshops.....	13
13. Finance.....	13
Budget Management.....	13
b) Accounting procedures.....	13
c) Insurance.....	13
d) Honoraria.....	13
e) Financial risk.....	14
f) Final accounts.....	14
14. Free circulation of scientists.....	14
a) Principles.....	14
b) Visas.....	14
c) Political activities.....	14
15. Agreements - contracts.....	14
16. Progress and final reports.....	14
a) Progress reports.....	14

b) Final report.....	14
Form A.....	15

1. Introduction

The International Federation of Clinical Chemistry and Laboratory Medicine (IFCC) in partnership with the European Federation of Clinical Chemistry and Laboratory Medicine (EFLM) supports, promotes, and organises EuroMedLabs. EuroMedLab is the IFCC regional congress in Europe.

These Guidelines have been prepared by the IFCC Committee on Congresses and Conferences (C- CC), the EFLM Committee on Education and Training (C-ET), the IFCC Executive Board (EB), and the EFLM EB in order to:

- Assist with ensuring a continuity of EuroMedLabs
- Contribute to the efficient organisation of EuroMedLabs
- Help to facilitate European collaboration within EuroMedLabs
- Assist with ensuring a high scientific content of EuroMedLabs
- Help to ensure the most favourable financial outcome from EuroMedLabs

These Guidelines are intended to provide a structure for the organisation of the EuroMedLabs, which will ensure that each Congress is of the highest possible quality and meets the needs of all IFCC-EFLM Member organisations.

Forms A and B are official chapters of these Guidelines.

2. Purpose

The EuroMedLab delivers an international forum for the free and open exchange of information on the science and technology of clinical chemistry and laboratory medicine in the academic, clinical, and industrial settings; enables a European forum for clinical laboratory scientists and clinicians to interact with their peers; and provides a platform to promote human health.

3. Compliance with MedTech Code of Ethical Business Practice

National and international agencies have established codes of ethical business practice that are applicable to in vitro diagnostic (IVD) industry and third-party educational event organisers such as the IFCC, EFLM, and National Societies.

The IFCC and EFLM endorse the MedTech Europe Code of Ethical Business Practice and support compliance for all educational events developed and/or supported by the IFCC and EFLM.

The MedTech code has a significant impact on the IFCC conferences and EuroMedLabs since this code is applicable from an IFCC perspective to all third-party educational events held in Europe or anywhere in the world if the delegates are from two or more “European” countries. Therefore, this code is applicable to all EuroMedLab Congresses.

The MedTech Europe Code of Ethical Business Practice is available for download (Medtech Europe Code of Conduct.pdf) from the MedTech Europe website.
<http://www.medtecheurope.org/node/715>

To alleviate the complex administrative burden of determining compliance and to harmonize interpretation of the code, “EthicalMedTech” hosts a platform referred to as the “Conference Vetting System” that enables third party educational event organisers to ensure compliance with the MedTech Europe Code of Ethical Business Practice.
<http://www.ethicalmedtech.eu/conference- vetting-system/objective>

The IFCC and EFLM require use of the EthicalMedTech - Conference Vetting System to ensure code compliance for all EuroMedLab Congresses.

A useful reference document is the IFCC guidelines “[Compliance with Applicable Codes of Ethical Business Practice](#)” posted in the “Congresses and Conferences” – “Auspices and Congress Guidelines” section of the IFCC website for specific information relating to the MedTech Europe

4. Process

EFLM Full Member Societies, in good standing with the annual fee of EFLM and IFCC, are invited to host a EuroMedLab Congress. The process of soliciting applications from the prospective host societies and selection of the host (or hosts) is described later in these guidelines. This process is the joint responsibility of the IFCC and EFLM EBs. Each EuroMedLab shall be organised by a dedicated Congress Organizing Committee (COC).

5. Schedule and location of the EuroMedLab

- a) Dates. The EuroMedLab's are usually organised on a 2-year cycle on odd years (i.e., 2023, 2025, etc.). Dates of any EuroMedLab should be coordinated with the IFCC C-CC and EFLM C-ET so as to avoid conflicts of scheduling with other Regional or International Congresses or major events.
- b) Time of year. The time within the announced year when the EuroMedLab Congress will be held depends on local considerations and other scheduled Congresses and meetings as identified jointly by the C-CC and C-ET.
- c) Invitation to host a EuroMedLab. The Society (or Societies) to host the EuroMedLab are normally selected 4 years prior to the proposed date of the meeting. Approximately 4 years before the Congress and at least 1 year prior to the selection of the host Society (or group of Societies), it is normal practice for IFCC and EFLM in collaboration with C-CC and C-ET to issue an invitation to the representatives of each Full Member Society of the IFCC and EFLM to host the EuroMedLab. In exceptional circumstances (force majeure, pandemic), a shorter timeline may be approved by IFCC EB and EFLM EB.

The invitation will include a standard application form (Form B – separate file), which lists the information required to assess the suitability of each bid. A statement agreeing to conform and abide by the provision of these Guidelines should also be included in each application.

- d) Hosting city/venue. The hosting city/venue should be central, easy-to-reach, and accessible by air from major international airports to ensure maximum participation by laboratory professionals and scientists from around the world. Ideally, the hosting city should have a concentration of academic centres/universities with substantial educational and research activities/resources.
- e) Applications. Applications have to be submitted on the standard application form (Form B) and available supporting literature must be submitted electronically to the IFCC and EFLM offices within the specified time frame.
- f) Selection of the host for a EuroMedLab. The IFCC office will send copies of all applications to the C-CC and C-ET for assessment according to a standard rating scale (Form A). The assessment takes account of the details provided, the facilities available, and other aspects specified in the application. The C-CC and C-ET will consult the Professional Conference Organizer (PCO) for a technical evaluation. The evaluation from the C-CC and C-ET will produce a joint recommendation. The C-CC and C-ET joint assessment results and recommendation of the applicant of choice will be forwarded to the IFCC EB and EFLM EB. The IFCC EB and EFLM EB will either approve the C-CC and C-ET joint recommendation or request a re-assessment of the applications based on additional considerations specified by the IFCC EB and EFLM EB. The C-CC and C-ET will then send the re-assessment result and recommendation to the IFCC EB and EFLM EB. The final selection is made by the IFCC EB and EFLM EB and will be announced by the IFCC EB and EFLM EB at the Closing Ceremony regularly scheduled during the next EuroMedLab.

The Chairs and Members of the IFCC C-CC, IFCC EB, EFLM C-ET and EFLM EB who are

members of a bidding National Society must abstain from the bid evaluation process and refrain from making any recommendations and/or presentations to the IFCC C-CC, IFCC EB, EFLM C-ET, and EFLM EB. The Chairs and Members of the IFCC C-CC, IFCC EB, EFLM C-ET, and EFLM EB shall not accept any gratuitous incentives from the bidding societies during the entire bid process, from the call for bids to the announcement of the final decision (e.g., an invitation to visit their country or attend their meetings). Gratuitous incentives by a bidding National Society to the Chairs and Members of the IFCC C-CC, IFCC EB, EFLM C-ET, and EFLM EB will result in disqualification of the bid.

Gratuitous incentives by a bidding National Society to other National Societies or their officers during the entire bid process, from the call for bids to the announcement of the final decision, will result in disqualification of the bid by the IFCC C-CC, IFCC EB, EFLM C-ET, and EFLM EB.

6. Congress Organizing Committee (COC)

- a) **Membership.** The COC is composed of 3 members appointed by IFCC, including the current IFCC President in office (at the time of COC formation) or his/her delegate, a representative of the C-CC, and a representative who is an IFCC Corporate Member, 2 members appointed by EFLM, including the current EFLM President in office (at the time of COC formation) or his/her delegate, and 2 members appointed by the hosting National Society (one of them acting as the Congress President).

The COC will also include a representative of the PCO and the Chair of the Scientific Programme Committee (see Section 7). The COC Chair will alternate between IFCC and EFLM Current Presidents. All meetings of the COC should include representation from current IFCC and EFLM boards. The COC will meet (virtually or in-person) at least twice a year upon the call of the COC Chair. For any urgent matter, the COC Chair can conduct business electronically.

- b) **PCO.** The PCO is responsible for operational and administrative aspects of the EuroMedLab. The appointed agency is the official PCO partner of IFCC at the time of the call for bids (currently: MZ Congressi, Milano, Italy). PCO selection by IFCC will be done in consultation with EFLM.
- c) **General duties.** The COC with assistance from the SPC and the PCO will co-ordinate the scientific, professional, and social programme of the EuroMedLab, organise the Congress, contract with all parties to deliver the scientific presentations and social functions, provide the venue for these events, and promote the EuroMedLab through media channels. The COC will collaborate with the SPC, which will be responsible for drafting and coordinating the scientific programme of the EuroMedLab, and an International Scientific Advisory Board (ISAB), which will be responsible for suggesting possible topics and speakers for the scientific programme (see Section 7).

The COC will enjoy the full collaboration and co-operation of the C-CC and the C-ET during this process (see Section 8).

- d) **Signed agreement.** At least 3 years before the scheduled EuroMedLab, an agreement between IFCC (President and Treasurer), EFLM (President and Treasurer), the hosting National Society(ies), and the PCO representative has to be signed.
- e) **Fees and accommodation charges.** The COC will endeavor to arrange the most reasonably priced fees and accommodation charges for participants at the EuroMedLab. The registration fee will be fixed at a level that will encourage registrants whilst according with the overall financial targets for the congress. Consideration should be given to reduce registration fees for young scientists to attract their participation (suggested reduction is 50%).
- f) **Budget.** The COC shall submit to the IFCC EB and the EFLM EB as well as the C-CC and the C-ET a preliminary budget 3 years before the EuroMedLab and a detailed budget

showing line items of income and expenditure no less than 1 year before the EuroMedLab (see Section 13).

7. Scientific Programme Committee (SPC) and International Scientific Advisory Board (ISAB)

- a) SPC membership and purpose. The SPC will be composed of 3 members appointed by IFCC, 2 members appointed by EFLM, and the Congress President (or his/her delegate). The Chair of the SPC will be member of the COC and will alternate between an IFCC member and an EFLM member. No more than 50% of the SPC members should be from the Country hosting the Congress.

The role of the SPC is to ensure an excellent scientific programme. The SPC recommends topics, Chairs, and speakers for the scientific programme and maintains liaison with speakers once selected. The SPC also vets submitted abstracts and recommends those that should be accepted. The SPC may conduct its business mainly by electronic communication.

The SPC should ensure that the scientific programme is composed of symposia presented by a diverse selection of speakers from Europe as well as other parts of the world to ensure an international scientific content. As much as possible, new scientific topics and new speakers should be invited for each conference and repeated use of the same speakers/topics from previous EuroMedLab congresses should be minimized.

The draft scientific programme developed by SPC will need to be submitted to COC for formal review and approval before it is released online or printed for distribution.

Symposium Chair is appointed on the basis of his/her scientific and professional experience, and of his / her willingness to contribute to the organization of the Congress. Much of the session's success will depend on the Chair's ability to set up the event and to chair it. The Chair must have experience in convening scientific meetings and good communication facilities. The proposal of the speakers is the most critical responsibility of the Chair. Speakers to be proposed shall represent the scientific excellence in the specific topic, but they are also expected to be good public speakers. Geographical representation and gender should be considered, if possible.

Each Symposium (2 hours) will include five lecturers as decided by the Congress Organizing Committee (COC):

- i. 3 invited presentations (25 min lecture + 5 min discussion each)
- ii. 2 selected presentations (12 min presentation + 3 min discussion; selected by the Abstract Selection Committee from the submitted abstracts)

- b) ISAB membership and purpose. The COC should appoint an ISAB comprised of members nominated by full European society members of EFLM and IFCC (one for each National Society). Members of the ISAB should be eminent scientists with specialist expertise and/or detailed knowledge of the science and practice of clinical chemistry and laboratory medicine. One ISAB member should also be appointed from each of the other five IFCC regional federations to ensure international representation.

The role of the ISAB is to assist the SPC to produce an excellent scientific programme. Members of the ISAB will input suggestions for topics to be included in the scientific programme of the EuroMedLab. The ISAB may conduct its business by electronic communication (via videoconference).

- c) Procedures. SPC will ask ISAB members to suggest scientific topics. SPC selects the most interesting topics and appoints the symposia Coordinators (i.e., outstanding experts of the topic). Coordinators will receive detailed information and instruction on how to organise the session from the SPC.

Coordinators will propose to SPC a detailed scientific programme of the symposium with

proposed speakers and presentation titles. Coordinators can act as speaker or Chair of the session. SPC will approve the session programme.

- d) Obligations. Participation in the SPC is at the expense of the congress. Participation in the ISAB is at the expense of the Societies that nominate the individual members.

8. General conduct of EuroMedLab

- a) Attendance. The EuroMedLab will be open to all health professionals and legitimate participants. The organisers of a meeting shall recognise that if they cannot or do not adhere to these Guidelines, the IFCC EB and EFLM EB may cancel the meeting or transfer responsibility for it to another Full Member Society or Societies that will adhere to these principles.

- b) Chairs and speakers. The active participation of individuals from all Member Societies of the IFCC and EFLM is strongly encouraged. To ensure the international character of the EuroMedLab, the Chair of each symposia and other sessions, as well as speakers, should be chosen not only from the organising country or countries, but also from other IFCC and EFLM Member Societies to the maximum extent feasible to ensure scientific excellence while working within reasonable budgetary limits.

Chairs will be offered free registration only. All Congress speakers will be offered free registrations, three nights hotel accommodation, and a lump-sum covering travel expenses (different amount according to the geographical provenience).

- c) Scientific presentations. The selected venue should offer state of the art audiovisual equipment and technical support, including appropriate backup, to ensure that scientific presentations can be carried out efficiently using all available media.

A lunch break of 120 minutes is recommended, in order to permit delegates to visit poster and exhibition areas without any overlapping Congress activity.

- d) Venue mandatory requirements and exhibition site. All mandatory requirements are indicated in the Form B of these Guidelines. It is essential to propose a separate pavilion to host the commercial exhibits, poster area, and catering facilities. The pavillion/hall must have a gross area of at least 9.000 m², minimum height 5 m (preferably higher, 7 m), preferably no columns, technical and logistic facilities, and air conditioning. The pavilion must be separated from (but linked and close to) the conference rooms area.

- e) Equipment for exhibition. Arrangements should be made for the unconditional duty-free entry and removal of equipment to be utilised solely for exhibition purposes at the Congress.

- f) EuroMedLab promotion. The COC will give to the next EuroMedLab Congress the following facilities in order to promote the participation:

- Booth of 12 m². The COC will provide and meet the cost of this booth space, including decoration and furnishing, for a maximum of € 2.000,00
- Programme and promotional material in the delegate's bag
- A 10-minute presentation at the Closing Ceremony

- g) Hybrid conference option. IFCC, EFLM, and COC will consider including a virtual option to ensure wider attendance remotely by IFCC membership around the world.

- An appropriate virtual platform will be selected by IFCC and EFLM in consultation with the PCO and the National Society(ies).
- A nominal fee will be charged for online access to either select sessions or the entire conference.
- Corporate sponsors will be invited to consider providing eExhibits in addition their physical booths.
- ePosters will also be made available via the virtual platform.

- h) Virtual conference alternative. In exceptional circumstances when a physical/in person conference is not feasible due to travel restrictions or other public health-related measures, the IFCC, EFLM, and COC will consider converting the conference to a virtual event.
- An appropriate virtual platform will be selected by IFCC and EFLM in consultation with the PCO and the National Society(ies).
 - The conference scientific program and industry workshops/exhibits will be delivered virtually.
 - A separate contract for a virtual conference will be negotiated and signed with a PCO.

9. Contribution made by the COC to IFCC/EFLM

- a) IFCC/EFLM logos. The EuroMedLab should display the IFCC and EFLM logos in a prominent position on all promotional and Congress material.
- b) Meeting rooms. The COC will provide meeting rooms at no charge to IFCC and EFLM for any official meetings of IFCC/EFLM functional units. Facilities required will be specified by the IFCC and EFLM Secretaries and communicated to the COC at least 6 months prior to the EuroMedLab, according to item 10f. Catering and audiovisual equipment will be paid by the IFCC and EFLM on the basis of the respective meeting rooms use.
- c) Registration fees. For members of the IFCC and EFLM EBs, the COC will waive registration fees for scientific and social activities and fund hotel accommodation as specified in item 10h. In addition, free registration will be offered to:
- IFCC Division Chairs and Executive Members, IFCC Committee Chairs and Members, Working Group Chairs, and Task Force Chairs and members with an official meeting during the Congress (see item 10f).
 - EFLM Committee Chairs, EFLM Working Group Chairs and Members, and Task Force/Task Finish Group Chairs and members with an official meeting during the Congress (see item 10f).
- d) IFCC and EFLM symposia. A maximum of 5 IFCC sponsored symposia and 3 EFLM sponsored symposia are to be included in the scientific programme. The initial organization of the IFCC and EFLM symposia is done by the C-CC and C-ET in collaboration with the IFCC and EFLM EB, the IFCC and EFLM Divisions, and the COC.
- e) IFCC/EFLM booth(s). IFCC and EFLM will have booths of 20 m² each in a highly visible area in the exhibition area at no charge to IFCC and EFLM for promotional activities, meeting IFCC and EFLM members, and carrying out their scientific and professional activities. The booth furnishings are provided to the IFCC and EFLM at no cost (tables, chairs, carpet, walls to display posters, etc.). The COC will provide and meet the cost of the IFCC/EFLM booth space including decoration and furnishing for a maximum of € 7.000,00 for each booth. The specific requirements for the IFCC and EFLM booths should be discussed with the IFCC and EFLM office at least 6 months prior to EuroMedLab.
- f) Reports to IFCC and EFLM. The COC shall make a periodic summary report of progress not less than twice each year to the C-CC, C-ET, IFCC EB, and EFLM EB.

10. Contributions made by IFCC and EFLM to EuroMedLab

- a) Promotion. IFCC and EFLM will assist with the promotion of the EuroMedLab using all means at their disposal, including the IFCC and EFLM websites, IFCC and EFLM news, relevant IFCC and EFLM meetings, and mass-mailings from the IFCC and EFLM offices. C- CC and C-ET will also encourage all IFCC and EFLM Member Societies to promote the EuroMedLab via their national journals and newsletters.
- b) IFCC Corporate Members. The IFCC will encourage its Corporate Members to support the EuroMedLab by setting up exhibits, by offering professional workshops and by supporting specific symposia.

- c) Information. The COC, with assistance from the PCO, will make lists of possible exhibitors, organisations, and individual participants available to the organisers. Background information and accumulated experience on the planning, budget, and conduct of previous and current Congresses and meetings is also available from the PCO, C-CC, and C-ET.
- d) Travel fellowships. The IFCC and EFLM will make financial provision to support the attendance and participation of young scientists at the Congress through the funding of travel fellowships. Their registration fees will also be waived. The COC may also contribute to this fund.
- e) Scientific and educational programme. Assistance in organising the themes and structure of the scientific programme of the EuroMedLab is available from the Divisions and Committees of IFCC and EFLM. The scientific programme should reflect the world-wide expertise that organisations such as IFCC and EFLM bring to such a meeting. The IFCC and EFLM sponsored symposia may target specific geographic or scientific audiences.

Educational workshops/courses should be organised at the EuroMedLab to fulfil the needs of members. Assistance from IFCC and EFLM is available in the conduct and organisation of workshops and courses (see separated guidelines for Satellite Meetings).

- f) IFCC/EFLM presence at the EuroMedLab. The IFCC EB and EFLM EB will schedule their meetings at the EuroMedLab following a detailed timetable communicated to the COC by the IFCC and EFLM Secretaries.

In addition, EFLM Committees, Working Groups, Task Force / Finish Groups as well as IFCC Divisions, Committees, Working Groups, and Task Forces may ask to meet at the EuroMedLab. Thus, by holding official meetings of IFCC and EFLM functional units at the EuroMedLab, the IFCC and EFLM are providing a nucleus of experts in the field from all over the world who could be involved in the EuroMedLab as participants and/or as possible speakers. This world-wide audience is attractive for the commercial exhibition.

Any IFCC or EFLM presence at a EuroMedLab will be notified to the COC at least 6 months in advance of the congress.

IFCC and EFLM will both support separate booths at EuroMedLab to provide information to members and to individual laboratory professionals.

- g) IFCC/EFLM awards. The IFCC and EFLM bestow prestigious awards to prominent clinical chemists and scientists in the field at the time of the EuroMedLab. These distinguished scientists may be called upon by the organisers to provide plenary lectures as is mutually acceptable. The presentation of the awards is to be scheduled for the opening ceremony or at a time during the congress agreed upon with the IFCC or the EFLM EBs and Awards Committees.
- h) Finance associated with IFCC/EFLM presence at EuroMedLab. Travel and accommodation expenses for those non-speaker IFCC/EFLM officers with an official meeting of the IFCC/EFLM functional units during the congress will be paid by the IFCC/EFLM under respective standard arrangements.

The COC will provide travel and hotel accommodation at no expense to IFCC and EFLM EB members for EB meetings prior to or after the EuroMedLab and for the duration of the EuroMedLab.

The travel expenses, registration, and accommodation costs of recipients of IFCC and EFLM awards will be covered by IFCC and EFLM, respectively.

- i) Financial assistance. The IFCC may provide direct loans to the COC, if required, at the initial stages of the organisation of the EuroMedLab.

11. Contributions made by the hosting National Society to EuroMedLab

- a) National Society logo. The EuroMedLab should display the National Society logo on all promotional and Congress material.
- b) Promotion. The hosting National Society will assist with the promotion of the EuroMedLab using all means at their disposal encouraging NS members and local companies to take part to the Congress.
- c) Travel fellowships. The hosting National Society is expected to make financial provision to support the attendance of local young scientists at the Congress through the funding of travel fellowships according to its budget possibility.
- d) Scientific programme. In agreement with the SPC, the hosting National Society will have the opportunity to organise 3 Congress symposia. The expenses for the speakers of these 3 sessions will be covered by the congress.
- e) National Society presence at the EuroMedLab. The hosting National Society Congress will be included in the EuroMedLab Congress. It is recommended that the hosting National Society organise the meeting of its EB the day prior the beginning of the congress so that IFCC and EFLM EBs can have the possibility to meet the National Society EB representatives. Free congress registrations will be provided to the members of the National Society EB for a maximum of 10 people.
- f) National Society booth. The hosting National Society will have a booth of max. 12 m². The COC will provide and meet the cost of this booth space, including decoration and furnishing, for a maximum of € 2.500,00.

12. Code of practice with regard to exhibitions

- a) Advance information. As soon as the location of the EuroMedLab is agreed, notice of the venue should be given to Corporate Members and other commercial companies, together with a preliminary invitation to participate in the trade exhibition. Corporate Members of the IFCC should be given preferential consideration for exhibit space. A detailed layout of the exhibition area and details of the exhibition services, such as telecommunications, storage, internal transport, water, power supplies, and security arrangements (i.e., fire and safety precautions and insurance) should be sent to companies with the official invitation to participate. It is anticipated that the PCO will take the lead role in this function.
- b) Financial arrangements. Details of the charges for exhibiting at the EuroMedLab and other relevant financial arrangements should be given at the time of the official invitation to participate. Fees should be fixed at a level to encourage participation whilst meeting the financial targets of the EuroMedLab. Corporate Members of IFCC will receive a 10% discount from the exhibition fee and sponsorship packages during their first year as an IFCC Corporate Member and a 20% discount in their second and subsequent years as a Corporate Member.
- c) Reservations. Bookings for exhibition space should be accepted on the basis of the dates of the receipt of the application and the payment of the specified deposits (first come, first served).
- d) Equipment entry to the Country of the EuroMedLab. Arrangements should be made for the duty-free entry and removal of equipment to be utilized solely for exhibition purposes at the EuroMedLab.
- e) Programme. The scientific and social programmes of the EuroMedLab and the projected attendance should be sent to exhibitors as soon as it is available.

- f) Details of the exhibition area. All details relating to the technical and organising information during the event, including the set up and dismantling of exhibition stands in the venue of the EuroMedLab, will be sent to the exhibitors at least 8 months before the congress. The COC and the PCO should offer possible exhibitors the opportunity to visit the exhibition area in advance of the EuroMedLab.
- g) List of exhibitors. A list of the accepted exhibitors will be circulated by the PCO to all exhibitors at least 4 weeks before the EuroMedLab.
- h) Insurance. Exhibitors will be asked to arrange personal company insurance to cover public liability and any loss caused by fire, water damage, and theft of equipment in the exhibition.
- i) Exhibition opening time. The exhibition will be opened from 10:00 to 17:00 on the first three full days of the congress (in parallel with the scientific programme). It is recommended that time is generously allocated and evenly spaced throughout the meeting for the participants to visit the exhibition.
- j) Educational workshops. Workshops, demonstrations, and other special contributions by exhibitors during the EuroMedLab are to be encouraged and should be accommodated by the COC at the expense of the requesting exhibitor.

13. Finance

- a) Budget management. The COC will prepare a preliminary budget for the EuroMedLab with expected financial arrangements no less than 2 years prior to the congress. This should include estimates of the likely attendance, the registration fee, exhibition charges, and sponsorship. This budget shall be submitted to the C-CC and IFCC/EFLM EBs for approval.

Thereafter, the COC should prepare an updated line item budget for the EuroMedLab no less than 1 year prior to the congress to be submitted to the C-CC and IFCC/EFLM EBs. This should include a detailed estimate of income and expenditure based on a worst-case scenario and an anticipated scenario. The budget must be reviewed at the COC meetings.

The PCO has to draft and update the preliminary budget, accordingly to the COC decisions, and any changes to the budget must be approved by the IFCC/EFLM EBs. A periodic check and revision of the Congress budget will permit limiting or totally avoiding any financial risk. Some budget indicators (as percentage of the total income) could help in limiting the expenses. The budget should allow for payment of all Congress expenses and yield a reasonable surplus.

- b) Accounting procedures. All the income of the Congress (the registration fees, exhibition fees, and commercial sponsorship funds) will be deposited into the IFCC accounts in Switzerland or in a PCO account if required by local tax laws. The expenses proposed by the PCO will require approval by the COC and will be paid by IFCC upon receipt of the invoices provided by the PCO. If funds are processed through a PCO, the PCO will use a dedicated bank account for EuroMedLab to manage all costs and income related to the Congress. The list of account transactions will be shared with the IFCC and EFLM Treasurers and EBs following the Congress.
- c) Insurance. The COC will implement an insurance plan to ensure that major expenses, such as the venue and hotel obligations, will be covered in case of sudden or unexpected cancellation of the meeting due to an unexpected catastrophe, force majeure (e.g., earthquake, major fire, strike, epidemic/pandemic), or similar disaster.
- d) Honoraria. The following honoraria will be granted to the involved parties:
 - Hosting National Society: 5% of the global income.
 - PCO: 7.5% of the global income plus 15% of the final surplus.
 - IFCC/EFLM: 25% of the global income plus 85% of the final surplus.

The global income and final surplus shared at: 65% IFCC, 35% EFLM.

- e) Financial risk. In exceptional circumstances, the expenses of running the EuroMedLab may exceed the income of the Congress. Provided that the financial management of the Congress has been carried out in strict accord with these Guidelines, the financial risk is shared according to the following percentage: 55% IFCC; 30% EFLM; 15% PCO.

In case of a budgetary deficit, the National Society will not receive an honorarium. In case of a deficit, the amount of honoraria allocated for IFCC/EFLM and PCO will be used to defray any financial loss on a 85/15 percent basis.

- f) Final accounts. Within 6 months of the closure of the EuroMedLab, the PCO must provide to the COC and the IFCC and EFLM Treasurers, as part of the final report, a complete audited statement of congress accounts prepared by a certified public accountant selected by IFCC and EFLM. The final account must be prepared according to the internationally adopted auditing procedures based on the invoices of the total income and expenditures as well as the list of bank account transactions (see item 16b).

14. Free circulation of scientists

- a) Principles. The IFCC and EFLM subscribe to the principles of the International Council of Scientific Unions (ICSU) concerning the free circulation of scientists as published in "Advice to Organisers of International Scientific Meetings" 1983/84 (available from the ICSU Secretariat 51 Bd de Montmorency, F-75016 Paris, France).
- b) Visas. The organisers of the EuroMedLab shall ensure through consultation with their appropriate government agencies that no obstacles will be raised to the granting of visas to any bona fide scientist who wishes to participate.
- c) Political activities. The organisers of the meeting shall make every effort to ensure that no scientific meeting is disturbed by political statements or by any activities of a political nature.

15. Agreements - contracts

For the promotion and management of the programme and the exhibition of the EuroMedLab, written agreements between the IFCC, EFLM, the organising National Society(ies), and the PCO have to be signed by the IFCC President, IFCC Treasurer, EFLM President, EFLM Treasurer, National Society(ies) President(s) and Treasurer(s), as well as the representative of the selected PCO no later than 4 years before the scheduled Congress.

16. Progress and final reports

- a) Progress reports. The COC will prepare and submit written progress reports to the C-CC and C-ET as well as IFCC EB and EFLM EB every 6 months, beginning 2 years before the Congress. These should contain all relevant details of the scientific, social, and exhibition programme, together with the latest projections on attendance and finance.
- b) Final report. A final report should be prepared and submitted to the C-CC and C-ET as well as IFCC EB and EFLM EB no more than 6 months after the end of the EuroMedLab. This should include detailed statistics, including the audited statement of congress accounts, together with an objective analysis of the successes and shortcomings of the congress. The final report should conclude with any recommendations that the COC has for the C-CC, C-ET, and/or National Society(ies) that may be involved in the organisation of future EuroMedLabs.

EVALUATION OF APPLICATIONS

The following weighting scale will be applied in evaluating applications:

	Points	<u>Zero Score</u>
I. Participation:		
1. National Society(ies) support	5	No letter(s)
2. Potential for a new country to host EuroMedLab	5	Recent Replicate site
3. Potential for regional participation in Satellite meetings planned	7	None planned
4. Level of activity of host Society in IFCC and EFLM	8	No involvement
TOTAL SCORE	25	
II. Convention Centre Facility:		
5. Convention Centre will accommodate anticipated audience	Mandatory	
6. Suitability of facility for lectures and posters	15	Too small
7. Suitability of facility for IFCC/EFLM activities	5	No space
8. Suitability of facility for commercial exhibition	12	Too small / Unsuitable
9. Other facilities and infrastructure	5	Serious deficiency
10. Easy access by international exhibitors & delegates	3	No access
TOTAL SCORE	40	
III. Location and Accommodations:		
11. Location easy to reach by delegates transport (airports, trains, highways, etc)	12	No
12. Hotel facilities and cost	10	50% >last meeting
11. Convenient transportation available	3	No transport
12. Cultural aspects of venue	5	None
15. Appeal and reputation of the city	5	None
TOTAL SCORE	35	
16. Site is open to all scientists	Mandatory	
GRAND TOTAL	100	