



**International Federation of Fertility Societies**  
Fédération internationale des sociétés de fertilité  
Federación internacional de las sociedades de fertilidad

## **INVITATION TO MEMBER SOCIETIES TO HOST THE 2013 IFFS CONGRESS**

### **APPLICATION TO HOST AN IFFS CONGRESS**

Instructions applicable from the IFFS Executive Committee Meeting of June 25th 2000

#### **WHO CAN APPLY?**

Only societies who are members of IFFS can apply.

Individual non-members, professional congress organisers (PCOs), towns, congress centres, manufacturing companies and the State may not apply.

#### **WHEN TO APPLY?**

Applications should be sent to the IFFS Secretary General's Office 7 years prior to the congress for which you are applying. The deadline is 31st of May, 2006 to receive the letter of intent and 30<sup>th</sup> September 2006 to receive the completed application form.

### **STAGES OF THE APPLICATION**

#### *1 - LETTER OF INTENT*

This may be sent to the Secretary General and the Secretariat by post at any time up to the applications deadline. The application should reach the Secretary General before the deadline as defined above (paragraph "WHEN TO APPLY?").

#### *2 - TECHNICAL EXAMINATION OF THE APPLICATION BY THE SECRETARY GENERAL AND THE EXECUTIVE COMMITTEE*

This aims to short-list the 3 applications who best fit the conditions required for hosting an IFFS congress. These will be forwarded to the first General Assembly for Final Selection. This will be at the IFFS congress 6 years before the one being applied for.

During this phase, the application will be examined by:

- a professional congress organiser (PCO) who will assess the application and site for suitability
- IFFS' main sponsors and usual partners, on a consultative basis.

Depending on the contents of the application and the views expressed by the above, a site visit may be deemed necessary. This is organised by the Secretary General at the expense of IFFS.

The Executive Committee's views are announced 6.5 years before the congress in question and, at the latest, 6 months before the General Assembly Meeting which decides between the three short-listed applications. The Executive Committee's decision is final and without right of appeal. The short-listed applicants will be notified by the Secretary General.

#### *3 - PRESENTATION OF APPLICANTS BIDS TO THE GENERAL ASSEMBLY*

This will take place at the first General Assembly of the congress 6 years prior to the ones being bidden for. See "PRESENTATION OF THE APPLICATION".

#### *4 - VOTE BY THE SECOND IFFS GENERAL ASSEMBLY MEETING*

The vote takes place 6 years prior to the congress in question, during the second Ordinary General Assembly Meeting held during the IFFS Congress. The decision of the General Assembly Meeting is final except in the case of an invalid vote, unforeseen circumstances or an event of exceptional gravity. This is left to the judgement of the Executive Committee.

On its part, the society organising the congress promises to keep within the terms of its proposal during the congress preparation phase. This exchange of reciprocal commitment takes place during a formal ceremony which forms part of the closing ceremony of the congress at which the application has been accepted.

#### *5 - CONGRESS PREPARATION*

The scientific programme is decided by the International Scientific Programme Committee, which is elected in accordance with the rules laid out in the IFFS constitution. The Secretary General's Office has a specific monitoring role in the preparation of the congress as regards keeping to time-scale and budget and a general role in overseeing all matters which involve the responsibility or the image of IFFS. In particular, all published material has to be submitted to the Office for approval before distribution.

A progress report on the preparation of the congress is given by both the Congress Chairman and the Secretary General of IFFS at all Executive Committee meetings during the 3 years prior to the congress.

### **THE APPLICATION FILE**

#### *1 - NUMBER OF COPIES OF THE APPLICATION FILE*

1 copy should be sent personally to each member of the IFFS Executive Committee (16 members: addresses supplied on request by the Secretary General),  
2 copies to the Secretary General, by the deadline as defined above.

#### *2 - CONTENTS OF THE APPLICATION FILE*

The application should be simple and not exceed 40 x A4 pages. It is a standard type of application, the aim of which is to be informative and concise. Audio-visual support is not allowed at this stage.

It is recommended that the applicant work in collaboration with a company specialised in congress organisation (PCO).

#### **Local Organisation Committee (LOC)**

A Chairman should be elected to be responsible for the hosting congress, along with a Vice-Chairman who should be prepared to take over the role of Chairman in case of default, and a small team of members forming the Local Organisation Committee.

The LOC will not have any financial liability or risk but will receive 10% of the registration income.

### ***Support and backing***

Local, national and international letters of authority giving instances of backing and patronage obtained by the society (e.g. Government, Ministries, public bodies...).

### ***Congress dates***

To avoid clashes with other congresses, the applicant society should have consulted the secretaries of the main national and international societies. The congress is usually held between September and November. Dates are flexible and should take account of weather conditions. Reasons for the choice of the proposed date should be stated.

### ***Free access for all members of IFFS***

It is essential that the document confirm free access to the host country for all members of IFFS, regardless of their political, religious or ethnic origin.

## GENERAL DESCRIPTION OF THE HOST CITY AND INFRASTRUCTURES

### ***Convention Centre***

Detailed description of facilities: size and respective capacity of main conference halls and other rooms, space for scientific and professional exhibitions, simultaneous translation, audio-visual equipment, press services, reception rooms, rooms for preparing slides, means of access...

Reception facilities for congress participants and their accompanying persons should be comfortable, simple and efficient. Medical staff should be available to deal with any emergencies.

The application should contain an indication of the average price of meals in restaurants near the convention centre.

### ***Accommodation (hotels, university campus(es)...)***

Detailed list of the range of accommodation: category, capacity and cost. - Distance from the convention centre (on foot or by public transport). As an indication, 80% of registered delegates should be accommodated less than 10 minutes' walk away. If it is necessary to use buses, a shuttle service should be offered.

### ***Means of access (airport(s), station(s), road network...)***

The application should include a description of means of access to the congress site (national and international air, rail and road connections) and provide an estimate of air travel costs from certain fixed destinations (Africa, Latin America, Asia, Europe, South Sea Islands and U.S.A.).

*Transfer:* It is important to have a simple, practical service available for the transfer of delegates to and from the main international airport(s) as well as a shuttle service, if necessary, between hotels and the convention centre.

### ***Special programmes***

One of the determining factors in the application is the proposal of specific programmes decided by

the Organisation Committee. The aim of these programmes is to encourage the attendance of young researchers and doctors from under-privileged countries where little work on human fertility has been carried out. The Organisation Committee is responsible for these programmes, which will include grants, prizes and any other arrangements that might encourage the attendance of participants responding to the above criteria.

The proportion of the budget to be attributed to these programmes should be stated, along with details of ways in which the Organisation Committee intends to proceed.

- Tourist attractions
- Main tourist attractions should be listed.
- Programmes

### ***Social programme***

The Opening Ceremony should reflect national history and customs, while avoiding extravagance. Programme for Accompanying Persons

A programme of visits to tourist attractions should be set up for accompanying persons. Insurance policy(ies)

## **PRESENTATION OF THE APPLICATION**

### **1 - ORAL PRESENTATION**

Presentations will only be heard from the three member societies short-listed by the Executive Committee and notified by the Secretary General 6 months prior to the world congress which precedes the requested congress by 6 years.

These oral presentations will be heard successively by:

#### **1.1 THE EXECUTIVE COMMITTEE**

#### **1.2 THE GENERAL ASSEMBLIES**

##### **1.1 The Executive Committee**

The three short-listed applicants, accompanied by a representative of their congress-organising company and, if necessary, a representative of the convention centre, will be given a maximum of 10 minutes to present their application during the meeting of the Executive Committee which precedes the GENERAL ASSEMBLY MEETING. The aim of this presentation, which may be supported by audio-visual material, is to allow the Executive Committee to verify that the application is presented in accordance with the criteria laid out in the written application and already approved.

The applicant society and assisting professionals are not permitted to:

- offer presents or free gifts to members of the Executive Committee or to any other member of IFFS,
- offer invitations or organise receptions.

## 1.2 - the General Assemblies

### 1.2.1 - the first General Assembly Meeting

During the first General Assembly Meeting, which takes place during the congress which precedes the requested congress by 6 years, each applicant will have 10 minutes in which to present the application with the aid of audio-visual material (slides, video...). The presentation will be followed by a 10-minute discussion led by the Chairman and the Executive Committee. During this discussion, the PCO representative, if present, may respond to certain questions.

### 1.2.2 - the second General Assembly Meeting

The vote itself will take place during the second General Assembly Meeting. Each of the three member societies will be given 2 minutes to summarise their application verbally by the leader of the specific delegation. No questions will be allowed. Each paid-up member society will vote according to IFFS statutes. The Meeting's decision is final and without right of appeal.

## 2 - STAND AT THE WORLD CONGRESS

The three short-listed applicants will be allocated, free of charge, a simple 9m<sup>2</sup> stand, easily accessible to all delegates. The three stands will be placed side by side and supplied with a power-point. Promotional material may be exhibited only on the stand (not in the convention centre, hotels...). Members of the Local Organisation Committee and staff of the congress-organising company or the convention centre should man the stand.

## 3 - APPLICANTS' PROMOTIONAL DOCUMENT (to be inserted in the delegates' congress bags)

Each short-listed society should prepare a promotional document advertising the attractions of the city, convention centre facilities, range of accommodation, information concerning registration and the programme of activities for accompanying persons. A sufficient number of documents should be sent to the organiser of the congress during which the society's presentation will be made. Postal costs should be paid by the applicant society.

### **PLEASE NOTE !**

It is forbidden to promote an application in any way before it is short-listed by the Executive Committee.

## **CONTRACT**

The chosen society will sign a contract with IFFS

The contract will be circulated to the 3 short-listed societies at the same time as their selection is announced by the Executive Committee.

Presentation of the application to the first General Assembly signifies that the applicant society accepts the terms of the contract.

The actual signing of the contract takes place during a formal ceremony which forms part of the congress closing ceremony. At the same time, IFFS promises to entrust the organisation of the congress to the society chosen by the General Assembly.

## **QUESTIONS?**

1. Please feel free to contact Secretary General, Professor Gamal I. Serour, via e-mail: [giserour@thewayout.net](mailto:giserour@thewayout.net).
2. The IFFS Secretariat via e-mail: [secretariat@iffs-reproduction.org](mailto:secretariat@iffs-reproduction.org).
3. Robert Talley, via e-mail: [rtalley@talley.com](mailto:rtalley@talley.com).

## **MAIL LETTER OF INTENT TO:**

Secretary General  
International Federation of Fertility Societies  
19 Mantua Road  
Mt. Royal, NJ 08061  
USA