



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

INVITATION TO MEMBER SOCIETIES TO APPLY TO HOST THE 2016 IFFS CONGRESS

IFFS and its Secretariat are evolving toward fully managing its triennial Congresses. By 2016 it is expected that a national member society will co-host the 2016 IFFS Congress with the IFFS Secretariat. Thus, a facile, transparent relationship between the co-hosting IFFS Secretariat and the host member society is essential. In order to facilitate this process, member societies are expected to have previously supported and participated fully in IFFS activities.

WHO CAN APPLY?

Only member societies of IFFS can apply. Academic credentials of member societies constitute an important component of attracting speakers and participants. Member societies also have important responsibilities for judging submitted abstracts. Neither individual non-members, professional congress organizers (PCOs), towns, congress centers, manufacturing companies nor the State may apply.

ARE APPLICATIONS FROM ANY SPECIFIC REGION PREFERRED?

Applications are welcome from all regions. The most recent IFFS congresses have been in North America 2013, Europe 2010, and Africa 2007.

WHEN TO APPLY?

Applications should be received at least 7 years prior to the congress sought. The deadlines for IFFS 2016 applications are:

- **19 June 2009** - letter of intent
- **30 September 2009** - completed application.

WHAT ARE THE FINANCIAL EXPECTATIONS OF IFFS?

Funds realized from the triennial Congress constitute the major support for IFFS activities over the forthcoming three years. Thus, the successful host member society is expected to work closely with IFFS. IFFS shall control the budget. IFFS will also control sponsors, exhibitors and registrations. The first \$ 400,000 USD of funds raised will go to IFFS in a timely fashion for the support of IFFS activities over 2016 – 2019.

The proposal submitted by the local society to IFFS should outline the benefits of their local congress centre they propose, including meeting facilities, hotels, housing, transportation, venues for social events, stability of the host country and local economy.

Applications detailing local member society and delegate numbers are expected. It is further expected that a plan be presented by the member society for an equitable donation to it by IFFS in the event of a surplus. Any surplus is expected only to be used for academic purposes by the member society.

The host society shall prepare a budget that provides all local costs. The budget is to be included in the application.

IFFS will contract with the member society to make the local arrangements after the 2016 IFFS Congress site is selected.

WHICH RESPONSIBILITIES REMAIN WITH IFFS AND WHICH FALL TO THE HOST SOCIETY?

The Scientific program is under the overall aegis of the IFFS Scientific Committee, members of which are elected at IFFS General Assemblies. Their responsibilities include setting the overall theme of the Congress and selecting invited speakers. The host society has traditionally assumed responsibility for judging submitted abstracts. The Local Organizing Committee has assumed responsibilities for selecting social events.

Guidelines exist concerning how to conduct an IFFS Congress. Those applying should be familiar with these guidelines available through: Secretariat@iffs-reproduction.org

WHERE TO APPLY?

Letters of intent and applications should be sent to both the IFFS Secretary General's Office as well as to the Secretariat. Electronic application is required, concurrently to both:

- Secretary General, Richard Kennedy: Richard.Kennedy1@btinternet.com or Richard.Kennedy@uhcw.nhs.uk
- IFFS Secretariat: Secretariat@iffs-reproduction.org

Additional material or differently-formatted material can also be sent by courier to:

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

STAGES OF APPLICATION

1 – LETTER OF INTENT

The letter of intent need only alert the Secretary General and the Secretariat to a forthcoming application. The deadline is as stated above (19 June 2009).

2 – TECHNICAL EXAMINATION OF THE APPLICATION

Upon receipt (deadline 30 Sept. 2009), the application and budget outline will be examined by:

- A professional congress organizer (PCO) who will assess the application and proposed site for technical and economic suitability
- IFFS' main sponsors and usual partners, on a consultative basis. Depending on the contents of the application and the views expressed, a site visit may be deemed necessary. If so, this will be organized by the Secretary General at the expense of IFFS.

3 – DECISION BY EXECUTIVE COMMITTEE

The Executive Committee (EC) is responsible for deciding among applicants. This decision must be made at least 6.5 years before the Congress in question, typically early 2010. The EC is encouraged to propose a single application cognizant of financial confidence, geography, and prior Congress locations. The Executive Committee may, however, retain up to 3 applications for further deliberation as outlined below (See 4).

4 – PRESENTATION TO THE IFFS BOARD OF DIRECTORS

The decision of the Executive Committee will be communicated to the IFFS Board of Directors at its next regularly scheduled meeting. The Board will be asked to ratify the decision of the Executive Committee or, lacking approval, explicitly provide queries to be addressed. Subsequent actions will if necessary take place at an extraordinary meeting called by the President or by conference call attended by 2/3 of the voting members. In the absence of a quorum the Executive Committee assumes sole responsibility for a decision.

5 – ANNOUNCEMENT TO THE IFFS FIRST GENERAL ASSEMBLY

The decision reached through the prior processes will be announced at the First General Assembly of the IFFS Congress 6 years prior to the Congress for which a bid is being made (i.e., at the IFFS 2010 Congress for IFFS 2016). The selected host society is expected to make a presentation. If the Board chooses to have retained more than one application, the Assembly will allow presentations by each.

6 – VOTE BY THE SECOND IFFS GENERAL ASSEMBLY MEETING

Confirmation of the site selected will occur during the Second General Assembly Meeting. If more than one site remains under consideration, member societies in good standing vote their preference. 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 judgment of the Executive Committee.