

GUIDELINES AND RULES FOR ORGANISING THE IFCC INTERNATIONAL CONGRESSES OF CLINICAL CHEMISTRY AND LABORATORY MEDICINE (ICCCLM, WorldLab)

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1. Introduction

A constitutional objective of the International Federation of Clinical Chemistry and Laboratory Medicine (**IFCC**) is to sponsor and support regular International Congresses of Clinical Chemistry and Laboratory Medicine (**ICCCLM**) otherwise known as WorldLab.

When the International Congresses of Clinical Chemistry and Laboratory Medicine (WorldLab) and EuroMedLab congresses are planned in Europe in the same year, they will be joined in a unique WorldLab & EuroMedLab Congress. In this case, the IFCC-EFLM EuroMedLab Guidelines and Rules will be applied.

Forms A and B are official chapters of these Guidelines.

2. Purpose

The WorldLab delivers a world-wide forum for the free and open exchange of information on the science and technology of clinical chemistry and laboratory medicine in the academic, clinical, or industrial setting; an international forum for clinical laboratory scientists and physicians to interact with their peers; and a forum to promote human health.

These Guidelines are established by the IFCC Committee on Congresses and Conferences (**C-CC**) in order to:

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

These Guidelines are intended to provide a structure for the organisation of these WorldLabs which will ensure that each is of the highest possible quality and meets the needs of all IFCC member organisations.

3. Compliance with Applicable Codes 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 and national societies.

The IFCC endorses these codes of ethical business practice and supports compliance for all educational events developed and/or supported by the IFCC.

A code with significant impact to the IFCC is the “MedTech Europe Code of Ethical Business Practice” 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 WorldLab and 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 requires use of the EthicalMedTech - Conference Vetting System to ensure code compliance for all WorldLab and EuroMedLab Congresses.

Refer to the “Compliance with Applicable Codes of Ethical Business Practice” document posted in the “Congresses and Conferences” – “Auspices and Congress Guidelines” section of the IFCC website for specific information relating to the MedTech Europe Code of Ethical Business Practice and the EthicalMedTech - Conference Vetting System.

4. Process

Member Societies of IFCC shall be invited to host and organise the WorldLab congress. A process for soliciting applications from prospective host Societies and selection of the host (or hosts) is described later in these guidelines. Each WorldLab shall be organised by a Congress Organising Committee (**COC**) appointed by the host Society(ies). The duties of the COC are described later in these guidelines.

5. Time and site of ICCCLM

- 5.1 Dates. The IFCC sponsors the WorldLab on a 3-year cycle (2014, 2017, 2020, 2023, etc.). The COC will set the date and duration of the Congress following information made in the approval application, subject to the approval of the C-CC.
- 5.2 Time. The time within the announced year when the Congress will be held depends on local considerations and other scheduled, related international congresses and meetings as identified by the C-CC.
When the WorldLab and EuroMedLab schedule cycles fall in the same year (occurs every 6 years) and WorldLab will not be held in Europe, the IFCC and the COC may consider rescheduling WorldLab to late in the preceding year or early in the following year.
- 5.3 Invitation. The Society (or Societies) to host a WorldLab are normally selected six years prior to the meeting. Approximately seven years before the Congress and at least one year prior to the selection of the host Society (or group of Societies), the C-CC will notify the Representatives of each Full Member of the IFCC of the opportunity to organise the WorldLab scheduled for seven years hence (e.g., invitation to be extended in 2017 for the 2023 WorldLab). The invitation will include a standard application form (Form B – separate file) that will request the information required to assess the suitability of each bid and to confirm that the applicant will abide by the provisions of these Guidelines.
- 5.4 Applications. Within six months of receiving the invitation and no later than six months before the next regularly scheduled C-CC meeting, the applicants will send their completed application form and available supporting literature electronically to the IFCC Office.
- 5.5 Selection of WorldLab Site. Applications received by the IFCC office within the specified time frame will be sent to the Professional Conference Organiser (PCO) for a preliminary technical evaluation. Applications that fulfil the technical requirements are then sent to the C-CC for assessment against specific evaluation criteria (Form A).
The assessment results and the C-CC recommendation of the applicant of choice will be forwarded to the IFCC Executive Board (IFCC EB) at least three months prior to the next regularly scheduled IFCC EB meeting.
The IFCC EB will either approve the C-CC recommendation or request a re-assessment of the applications based on additional considerations specified by the IFCC EB. The C-CC will send the reassessment results and a recommendation to the IFCC EB. The final selection is made by the IFCC EB and will be announced by the IFCC EB at the next regularly scheduled Council meeting to be held during the next WorldLab.
The Chair and Members of IFCC C-CC and IFCC EB who are members of a bidding National Society must exclude themselves from the bid evaluation process and refrain from making any recommendation and/or presentation to the C-CC or the IFCC EB.
The Chair and Members of IFCC C-CC and IFCC 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 Chair and Members of IFCC C-CC and/or IFCC EB will result in disqualification of the bid.

6. Congress Organizing Committee (COC)

- 6.1 Membership. The Organising Society(ies) will appoint a Congress Organising Committee (COC). The COC will consist of 5 to 9 members including a representative selected by the IFCC EB and a representative from Industry. The COC will also include a member of the C-CC (see 6.2), a representative of the PCO (see 6.3) and the Chair of the Scientific Programme Committee (see Section 7).
The COC will meet at least twice a year.
For any urgent matter, the COC Chair can conduct business electronically.
- 6.2 Liaison with C-CC. One member of the COC may be nominated by that Committee to serve as an Associate Member of the C-CC and may attend all C-CC meetings (at the expense of the COC). **One member of the C-CC is appointed as a member of the COC and will take part in the COC meetings at the expense of the IFCC.**
Minutes from the C-CC and from the COC have to be shared via their joint members.
- 6.3 PCO. The PCO (Professional Congress Organizer) is responsible for operational and administrative aspects of the WorldLab. The appointed agency is the official PCO partner of IFCC at the time of the call for bids (currently: MZ Congressi, Milano, Italy).
- 6.4 General duties. According to the applicable codes of ethical business practice (Section 3) the COC will plan the scientific, professional, and social program of the WorldLab, organise the Congress, contract with all parties to deliver the scientific presentations and social functions, provide the venue for these events, and promote the Congress through regular media. The general format and Organisation of the WorldLab shall be modelled after previous meetings. The COC of a WorldLab will enjoy the full collaboration and co-operation of the C-CC and its process of on-going review and support.
- 6.5 Signed agreement. At least 4 years before the scheduled WorldLab an agreement between IFCC (President, Treasurer), the hosting National Society(ies) (COC Chair and the National Society(ies) President and Treasurer) and the PCO has to be signed.
- 6.6 Fees and accommodations. The COC will endeavour to arrange the most reasonably priced fees and accommodations for the participants and discuss this matter with the C-CC. Consideration should be given for a reduced registration fee (a 50% reduction is recommended) to attract the participation of young scientists (age limit to be defined by the COC (typically 30 or 35 years).
- 6.7 Budget. The COC shall submit to the C-CC a preliminary budget three years before the congress and a detailed budget showing line items of income and expenditure no less than one year before the WorldLab.

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

- 7.1 SPC Membership and Purpose. The SPC is composed from 7 to 13 members, including the Chair of the SPC, appointed by the hosting National Society. The Chair of the SPC will be a member of the COC. No more than 50% of the SPC members should be from the Country hosting the Congress. It is suggested that the SPC includes the IFCC Chairs of the Scientific Division and the Education and Management Division.
The role of the SPC is to ensure an excellent scientific programme. The SPC recommends topics 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.
- 7.2 ISAB Membership and Purpose. The COC should appoint an ISAB comprised of members

nominated by full society members of 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. 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 WorldLab. The ISAB may conduct its business by electronic communication, although one meeting of the ISAB with the COC/SPC held during the preceding WorldLab may assist the functioning of the ISAB.

- 7.3 Procedures. SPC asks 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 from the SPC detailed information and instruction on how to organize the session. 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.
- 7.4 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. Obligations toward IFCC Bodies

As an IFCC-sponsored event, the WorldLab should be promoted as such, and there shall be prominent display of the IFCC logo on all promotional activities.

- 8.1 Meeting Rooms for IFCC. The COC will provide meeting facilities, at no expense to IFCC, for the IFCC EB, the Council meeting, and other organisational and working meetings (see Section 11.6). Facilities required will be specified by the IFCC Secretary and communicated to the COC at least six months prior to the WorldLab. Catering and audiovisual equipment will be paid by IFCC and the National Society(ies) on the basis of the respective meeting rooms used.
- 8.2 IFCC Executive Board. The COC will exempt members of the IFCC EB from all Congress registration fees for scientific and social activities and provide them with hotel accommodations, at no expense to IFCC or the individual, for the duration of the IFCC EB meeting prior to the WorldLab and for the duration of the Congress.
- 8.3 Registration fees. The COC will waive registration fees for scientific and social activities for individuals attending any functional units of the IFCC that were notified six months in advance. A list of these individuals is to be made available by the IFCC Secretary.
- 8.4 IFCC Symposia: A maximum of 5 IFCC sponsored symposia are to be included in the scientific programme. The initial organization of these symposia is done by the C-CC in collaboration with the IFCC EB, the IFCC Divisions and the COC.
- 8.5 IFCC Exhibition Space. Ample space (approx. 36 m²) in a highly visible area shall be allotted in the exhibition area to the IFCC booth at no expense for promotional activities, for meeting IFCC members and to carry out its scientific and professional activities. The booth furnishings are provided to the IFCC at no cost (tables, chairs, carpet, walls to display posters, etc.) to a maximum of € 7.000,00. Specific requirements for the IFCC booth should be discussed with the IFCC office at least six months prior to the WorldLab.
- 8.6 Reports to IFCC. The COC shall make a periodic summary report of progress not less than twice each year to the C-CC.

9. General conduct of congresses

- 9.1 Attendance. The WorldLab 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 Executive Board may cancel the meeting or transfer responsibility for it to another Full Member Society or Societies that will adhere to these principles.
- 9.2 Choice of Chairs and Lecturers. To ensure the international character of the WorldLab, the Chair of each symposia and other sessions, as well as lecturers, should be chosen not only from the organising country or countries but also from other IFCC member societies to the maximum extent feasible to ensure scientific excellence while working within reasonable budgetary limits.
- 9.3 Scientific Presentations. The WorldLab site should offer state-of-the-art video and audio equipment to ensure that scientific presentations can be made using a variety of media. The COC is requested to facilitate computer-generated projections in standardised formats.
- 9.4 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.
- 9.5 Exhibition Site. It is mandatory to propose a unique pavilion to host companies' exhibition, poster area and catering facilities. The pavilion must be separated (but linked and close to) from the conference rooms area.

10. Code of practice with regard to Exhibitions

- 10.1 Advance Information. At least three years notice should be given of the venue of the Congress and an invitation extended to commercial companies to participate in the trade exhibition. Corporate Members of the IFCC should be given preferential consideration for exhibit space and invited three months prior to non-members. A detailed layout of the exhibition area and details of exhibition services (e.g., telecommunications, storage, internal transport, water and power supplies, and security, i.e., fire and safety precautions and insurance arrangements) should be included.
- 10.2 Financial Arrangement. Details of the charges and other financial arrangements should be given together with the initial invitation.
- 10.3 Reservations. Reservations for exhibit space should be accepted on the basis of the date of application and payment of requested deposits).
- 10.4 Program. The program, format of the Congress, and projected attendance should be sent to exhibitors as soon as available.
- 10.5 Exhibition. All details relating to the technical and organizing information during the event, the set up and dismantling of exhibition stands in the venue of the WorldLab will be sent to the exhibitors at least eight months before the meeting. The COC and the PCO should offer possible exhibitors the opportunity to visit the exhibition area in advance of the WorldLab. Corporate members of IFCC will receive a 10% discount on the exhibition fee and sponsorship packages during their first year as an IFCC Corporate member and 20% discount in their second and subsequent years of Corporate membership.
- 10.6 List of Exhibitors. A list of accepted exhibitors will be circulated to the exhibitors at least four weeks before the Congress.
- 10.7 Insurance. Exhibitors will be required to arrange for personal company insurance to cover public liability and any loss caused by fire, water damage and theft of equipment in the exhibition.

- 10.8 Exhibition opening time. The exhibition will be open 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 scientific programme be structured such that time is generously allocated and evenly spaced throughout the meeting for the participants to visit the exhibition. As general rule, allow about one hour for morning and afternoon coffee and about two hours for lunch.
- 10.9 Workshops. Workshops, demonstrations, and other special arrangements by exhibitors during the Congress are encouraged and should be accommodated and arranged for by the COC at the expense of the requesting exhibitor.

11. IFCC support

- 11.1 Publicity. Notices of the event will appear in the IFCC Newsletter (eNews). Notification to the IFCC Members and to other organisations and groups in the field and to journals concerned with laboratory medicine can be provided through the IFCC Secretariat and mailing lists on file. IFCC will promote the WorldLab through the IFCC website www.ifcc.org and announcements to all member societies requesting promotion of the WorldLab in their national journals. The IFCC will encourage its Corporate Members to support the WorldLab.
- 11.2 Financial Assistance. Within the limits of feasibility and upon application by the Congress Organising Committee, the IFCC will provide direct loans to the organisers of a WorldLab. Expenses of the IFCC sponsored symposia (section 8.4) will be covered by IFCC.
- 11.3 Information. Lists of possible exhibitors and organisational and individual participants will be made available by the C-CC to the organisers. Background information and accumulated experience on the planning, budgeting, and conduct of previous and current international congresses and meetings will also be made available via the C-CC liaison to the meeting.
- 11.4 Travel Fellowships. The IFCC will make the provision to support the attendance and participation of young professionals at the Congress through the funding of travel fellowships.
- 11.5 Scientific and Educational Program. Assistance in organising the themes and structure of the scientific program of a WorldLab is available from the Committees and Divisions of IFCC. The scientific program should reflect the world-wide expertise that an Organisation such as IFCC brings to such a meeting. The IFCC sponsored symposia may target specific geographic or scientific audiences.
Educational courses should be organised at the WorldLab to fulfil the needs of members. Assistance from IFCC is available in the conduct and organisation of such courses.
- 11.6 Organizational Meetings. Meetings of the IFCC EB and IFCC Council will be scheduled at the WorldLab following a detailed timetable communicated to the COC by the IFCC Secretary. Other IFCC Committees, Divisions, and Working Groups are expected to arrange sessions in conjunction with the WorldLab. Thus, by holding official meetings of IFCC functional units at the WorldLab, the IFCC is providing a nucleus of experts in the field from all over the world who could be involved in the WorldLab as participants or as possible lecturers. This world-wide audience is an attractive one for the commercial exhibition.
- 11.7 IFCC Awards. The IFCC bestows six prestigious awards to prominent professionals at the time of the WorldLab. The awards and travel expenses of these individuals are covered by IFCC, and these distinguished individuals 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.
- 11.8 Finance associated with IFCC presence at WorldLab. Travel expenses for IFCC officers and members of IFCC functional units will be paid by the IFCC under its standard arrangements.
The COC will provide hotel accommodation at no expense to IFCC or individuals for

members of the IFCC EB for the duration of the Executive Board meetings prior the WorldLab and for the duration of the Congress. Hotel accommodation for all other non-speaker IFCC representatives will be paid by the IFCC under its standard arrangements. The travel expenses registration costs and accommodation costs of recipients of IFCC awards will be covered by IFCC.

- 11.9 Congress Organizing Committee. The C-CC and IFCC EB will not wilfully and with malice withhold approval of arrangements made by the COC. Approval will have been deemed to have been granted if no response has been made to the COC through its Chair or Secretary two months following transmission by regular airmail of information from the COC.
- 11.10 Other Support. The C-CC which is responsible for promoting, co-ordinating, and supporting the regular WorldLab will help the COC as requested to contact possible sources of support for special events, lectures, and workshops.

12. Progress and final reports

The COC of a WorldLab will provide the C-CC with regular (6-12 months) progress reports including budget, scientific, and social programs. A final report containing records of scientific and social programs, participants, and exhibitors should be provided to the C-CC no later than six months after the conclusion of the Congress. See section 13 for information in regards to finance and financial reporting.

13. Finance

- 13.1 IFCC Licence Fee. IFCC will licence the successful applicant Society(ies) to organise the WorldLab in accordance with these Guidelines. A licence fee will be paid to the IFCC and this licence fee must be included in the budget for the Congress. The licence fee will be levied at a rate of 20% (twenty-per-cent) of the income of the Congress, which is derived from delegate registration fees, exhibition fees and commercial sponsorship.
- 13.2 Accounting Procedures. The WorldLab is primarily an educational event. However, the commercial exhibition and related activities that are run in association with the Congress shall, for financial purposes, be regarded as non-educational and, therefore, subject to taxation. In order to separate the educational and non-educational elements of the Congress IFCC requests that the delegate registration fees shall be paid directly into the IFCC bank account in Geneva. The IFCC will deduct the licence fee from this income and will use the balance to pay for the educational elements of the Congress, on the advice of the COC. Exhibition fees and commercial sponsorship shall be paid into a bank account of the PCO. All costs associated with the commercial elements of the Congress shall be paid from this account of the PCO. Delegate charges and costs related to the provision of accommodation and social events must be included in the final accounts of the Congress. These may either be processed directly through the designated Congress account or be subcontracted to an external agent.
- 13.3 IFCC Loan. Upon request from the Organising Society(ies) / COC the IFCC will, where feasible, provide an advance loan up to CHF 100,000 to assist with the initial expenses of the Congress. Any such loan must be repaid in full before the Congress takes place and be included in the final accounts.
- 13.4 Insurance. The COC will implement an insurance plan to ensure that major expenses such as the venue and hotel obligations will be covered should sudden cancellation of the meeting take place because of an unexpected catastrophe such as an earthquake, major fire or similar disasters.
- 13.5 Preparation of Budgets. The COC will prepare a budget with expected financial arrangements for the Congress during the second year after selection. This budget shall allow for payment of all Congress expenses and yield a reasonable surplus. This budget

shall be submitted to the C-CC and the IFCC EB for approval. Thereafter, the COC shall produce an annual update of the budget, which is submitted to the C-CC.

- 13.6 Preparation of Accounts. Within six months of the close of the WorldLab, the PCO must provide to the COC and the IFCC Treasurer, as part of the final report, a complete audited statement of congress accounts prepared by a certified public accountant.
- 13.7 PCO Honorarium. PCO receives a percentage of 10% (ten-percent) of the total revenues of the WorldLab Congress, including all company's sponsorships and registration fees (excluding funds and grants received from not-commercial bodies). This honorarium is in recognition of all of the Congress related expenses of the PCO.
- 13.8 Congress Surplus. After payment of all Congress expenses, the licence fee to IFCC (see 13.1) and the honorarium to the PCO (see 13.7), any financial surplus from the Congress will be managed as follows: the National Society(ies) receives up to 10% (ten-percent) of the total revenue of the congress including sponsorships, exhibition and registration fees. Any additional surplus of the Congress will equally be shared equally between MZ Congressi and the National Society(ies).
- 13.9 Liability of the IFCC. In exceptional circumstances, the expenses of running the WorldLab (including the IFCC licence fee) 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 IFCC may undertake to be liable for a sum not exceeding 40% of any such deficit. The remaining deficit will be equally shared between the National Society (30%) and the PCO (30%).

14. Free circulation of Scientists

- 14.1 Principles. The IFCC subscribes 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).
- 14.2 Visas. The organisers of the WorldLab shall insure 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.
- 14.3 Political Activities. The organisers of a meeting shall 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 WorldLabs written agreements between the IFCC, the organizing Society(ies) and the PCO have to be signed by the IFCC-President, IFCC-Treasurer, National Society(ies) President and Treasurer and the General Manager of the selected PCO not later than 4 years before the scheduled congress.

Form A

EVALUATION OF APPLICATIONS

The following weighting scale will be applied in evaluating applications:

	<u>Points</u>	<u>Zero Score</u>
I. Participation:		
1. National Society(ies) support	5	No letter(s)
2. Potential for a new country to host WORLDLAB	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 (airports, trains, highways, etc)	12	No transport
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	