

IFCC AUSPICES

Guidelines and Procedures

1. Definition

“Auspices” of the IFCC designates recognition of a professional event of high scientific and/or educational merit.

2. Introduction

The IFCC is committed to maintaining and promoting a world-wide exchange of information in Clinical Chemistry and all disciplines of Laboratory Medicine. Thus, the IFCC supports in a variety of ways educational events for clinical laboratory scientists and physicians.

With the above in mind, organizers of events, either with or without IFCC affiliation, frequently contact the IFCC to request assistance in the promotion and support of their event.

The IFCC, for its part, is greatly interested in lending as much support as it can towards the success of high quality scientific/educational events that will contribute to the awareness and appreciation of Laboratory Medicine and its contribution to the delivery of appropriate health care. This desire prompted the preparation of these guidelines.

3. Purpose of IFCC Auspices

IFCC auspices are intended to assist with the promotion of a scientific/educational event in order to attract professional participation.

The granting of IFCC Auspices and the involvement of the IFCC in high quality scientific/educational events enhances the field of Laboratory Medicine and the reputation of the IFCC.

4. 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 or other comparable national or international codes may be applicable to educational events for which IFCC auspices may be requested.

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 applicable third party educational events. For third party educational events for which the MedTech Europe Code of Ethical Business Practice is not applicable, the IFCC recommends a method of self-assessment to ensure compliance with any other applicable code(s) of ethical business practice.

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.

5. Purpose of Guidelines

These guidelines have been prepared to:

- Create awareness of the availability of IFCC auspices;
- Assist event organizers in the application process;
- Indicate the requirement for IFCC assessment of the content and quality of the event;
- Provide details of the available support from IFCC and the obligations of the event organizers.

6. Eligibility for IFCC Auspices

IFCC auspices are available for high quality non-commercial scientific/educational events that are either:

- Physical on-site congresses, conferences, etc.;
- Electronic conferences, symposia, webinars, online courses, etc.

IFCC auspices are only available to the following organizations:

- An IFCC Full Member, IFCC Corporate Member, IFCC Affiliate Member;
- A non-corporate organization without IFCC affiliation for an event directly related to the goals of the IFCC.

On occasion the IFCC may invite an organization to apply for IFCC Auspices.

7. Application Process

Applications must be submitted to the Chair of the IFCC Committee on Congresses and Conferences (C-CC) using the IFCC Auspices Application Form. <http://www.ifcc.org/ifcc-congresses-and-conferences/ifccauspicesapplicationform/>

All relevant details of the scientific/educational programme must accompany the application form.

Applications should be submitted as early as possible to enhance the promotional impact of the IFCC.

For events taking place in Europe, according to the agreement between IFCC and EFLM for a mutual recognition of auspices, organizing committees are invited to apply also for EFLM auspices in order to enhance the global visibility at both the International and European levels. To apply for EFLM auspices, please refer to the EFLM website (www.eflm.eu).

8. Approval of IFCC Auspices

The Chair of the IFCC Committee on Congresses and Conferences will review the application and make a decision based on the excellence of the event.

The Chair of the IFCC Committee on Congresses and Conferences will inform the applicant of the decision in writing.

9. IFCC Support

Financial and Logistical Support: the granting of IFCC Auspices does not imply any financial or logistical support between the organizers of the event and the IFCC.

Publicity and Promotion: the granting of IFCC Auspices requires the official IFCC logo to be used on all event related print materials and electronic media. The official IFCC logo will be provided by the IFCC Office after approval of IFCC auspices.

Notices of events approved for IFCC Auspices will be included in the calendar of upcoming events on the IFCC website (www.ifcc.org).

For IFCC Corporate Member webinars, the IFCC will post upon request an advertisement(s) in the IFCC eNews. The advertising cost will be based on the prevailing fee structure for such advertisements.

10. Obligations towards the IFCC

Applicants for IFCC Auspices must not make any claims for IFCC support until written approval has been obtained.

Once IFCC Auspices have been granted the organizing committee has a responsibility to:

- Include the IFCC logo on all relevant print materials and electronic media;
- Insert an acknowledgement of IFCC support in the event programme;
- Notify IFCC of any major changes in the arrangements for or content of an approved event;
- Maintain the highest professional standards with regard to the scientific and educational content of the event.
- Ensure the programme is scientific/educational in nature without any corporate promotion of products or services
- Ensure compliance with all applicable Codes of Ethical Business Practice.
- Ensure there are no restrictions to event participation in all event related materials and the registration process.

11. Free Circulation of Scientists

The IFCC subscribes to the principles of the International Council of Scientific Unions (ICSU) to ensure events with IFCC auspices are open to all scientists as published in: “Advice to Organizers of International Scientific Meetings” 1983/84 (available from the ICSU Secretariat, 51 Blvd de Montmorency, F-75016, Paris, France).

IFCC Auspices cannot be granted to any event that does not adhere to these principles.