

SECOND PROPOSAL:

ISFP GUIDELINES FOR CONDUCTING AND ENDORSING CONGRESSES/WORKSHOPS

Background

An important undertaking of the ISFP is to organize meetings and advance the cause of science and education by disseminating information on fertility preservation as soon as it becomes available and to as many people as possible. Furthermore, such meetings are an important way of securing continued funding for the ISFP.

At the ESHRE-2014 board meeting held in Munich, it was decided to formulate society guidelines for both organizing and endorsing meetings. The present document has been drafted by Claus Yding Andersen, Copenhagen, Denmark.

It is suggested that an overall structure composed of three levels be implemented.

1. Society biennial congresses

The ISFP itself will organize its own biennial world congresses. The conference location will mainly alternate between North America and Europe (the first congress in 2009 was in Brussels, Belgium; the second in 2011 in Miami, USA; the third in 2013 in Valencia, Spain). However, if the board decides, the biennial world congress may be held elsewhere (i.e. not in Europe or North America). Indeed, the fourth congress in 2015 will take place in Shanghai, China. Staging world congresses in South America or Africa will also be considered, as the board sees fit. The conference is usually held in autumn around September-November.

The scientific program will be prepared by the scientific committee, with input on issues to be covered from board members, who should be invited to submit their views. The main responsibility for driving the biennial congress alternates between European and American members of the board. Board members from the region in which the conference is to be held will be members of the scientific committee.

2. Joint conferences/workshops

Joint conferences imply that the ISFP will have both financial and scientific involvement. The society's scientific involvement needs to be substantial and should be headed by one or several board members. In joint conferences, the ISFP should at least be involved in organizing a whole session including several speakers. Speakers should receive an invitation signed by the conference chairs, including one from the ISFP.

The ISFP logo and website should have a prominent position on the program and on flyers advertising the conference.

The financial involvement in each individual case will be decided upon by the board at a meeting (in emergency cases, the executive committee can make a decision). Experience

with joint conferences is still limited at the time of writing of these guidelines, but the board is encouraged to seek a certain minimal income for the society, and should discuss how best to promote dissemination of science and information while securing the best possible revenue for the ISFP.

Joint conferences should be approved by the ISFP board of directors and should be separated from the society's own biennial meeting by at least three months.

3. Endorsement of conferences

Endorsement by the ISFP will only be given if the board is able to oversee and participate in establishing the scientific program. At least one board member should be a speaker and involved in the organization. The ISFP logo and website should occupy a prominent position on the program and on flyers advertising the conference.

Two types of conferences may be endorsed by the ISFP, smaller regional or national conferences, or international conferences, with more involvement of the ISFP in the latter case. For international conferences, the ISFP should seek a small honorarium for endorsement, which will be decided upon in each individual case.

Endorsed conferences should be approved by the board and should be separated from the society's own biennial meeting by at least three months.

The president of the ISFP keeps a record of joint/endorsed meetings, with documentation of the financial agreement and whether it was actually adhered to. Board members who were previously involved in the process should be invited to provide input in case of new joint event or endorsement requests for upcoming next-in-series meetings.

The present guidelines should be revised in 2016, when more experience has been gained with their application and implementation.