



Rules for the organization of Annual SESAM Meetings

This document specifies the rules according to which the SESAM Annual Meetings (referred to as “Meeting” in this document) are organized. The Local Organizers (LO) and the SESAM Executive Committee (EC) commit themselves to comply by these rules by writing their initial at the bottom of each page and signing at the end of this document as a contract of mutual understanding to comply with the specified rules.

1. Application

An application for hosting a SESAM Meeting has to be submitted to the Secretary of the EC 6 months in advance of the SESAM Meeting preceding the envisioned Meeting by two years. The application should include:

- a) The experience of the organizing committee in organizing scientific meetings
- b) A draft budget: SESAM provides the LO with a template for the budget. When calculating the budget note that SESAM Meetings are characterized by an informal atmosphere. The Meeting costs should be kept as low as possible for the delegates.

The budget should indicate the estimated registration fees, which will be determined in cooperation with the EC. The Meeting fee for non-members must be 75€ above the basic fee, 50€ of which belong to SESAM.

The break-even points should be indicated for various numbers of delegates during the Meeting (e.g. 200, 300, 400, 500, 550).

- c) A short description of the contribution to simulation by the organizing committee
- d) The human (academic, administrative and technical) and other resources available for the Meeting preparation
- e) The envisioned Meeting site including its capacity, suitability, accessibility, and transport possibilities
- f) The available accommodation including capacity and price range

If there is no proposal by a candidate organising site in the General Assembly (GA) 2 years before the envisioned Meeting, the SESAM EC will take the initiative to invite one or several candidate sites and decide on the Meeting site by consulting a selection panel. The decision will be communicated to the SESAM members as soon as possible.

2. Site Selection

- a) The SESAM EC verifies conformity of the structured proposal and may provide feedback to the proposing site/team.



- b) The EC will inform the SESAM members about the candidatures and invite the members to express their opinions and other comments on this subject.
- c) The EC and a representative Meeting selection panel composed of 6 annually appointed members from a range of countries and professions will review the proposals and feedback from the members and discuss the pros and cons of the different sites to decide on the best option.
- d) The selected site will receive a confirmation from the selection panel 1 month before the General Assembly, 2 years before the envisioned Meeting.
- e) The EC will appoint a liaison who is part of the local organizing committee and may visit the site to assist with logistical considerations. The EC liaison represents the link between the EC and the local organizing committee and he or she is responsible for keeping the EC updated on the work and progress of the organizing committee and the status of the Meeting organization on a regular basis. The EC liaison further communicates strategic decisions and suggestions in terms of major headings for the Meeting.
- f) The organising committee must involve one person from the organising committee of the preceding SESAM Meeting in the planning of their meeting.

3. Presentation in the General Assembly

- a) The EC and the selection panel will explain the decision for the Meeting site selection in the General Assembly (GA) 2 years before the envisioned Meeting.
- b) The selected organizing team will be given the opportunity to present their team and proposed site and theme to the GA.

4. Formal Agreement

- a) A contract about the date for the Annual Meeting, site, and financial issues - based on the budget submitted in the proposal - between the EC and the LO will be signed (see the last page of this document).

Meeting date and duration:

The date of the meeting should be in June. In order to find the right date in June, try to avoid having the Meeting too close to other large meetings such as the ESA or SSAI.

SESAM Meetings have a 2,5 day format, excluding pre- or post-meeting activities.

Pre- or post-meeting activities should be discussed with the SESAM liaison. It is important that these activities do not compete with the content of the SESAM Meeting and they should not exceed three days. Priority for the attendance of the pre- or post-meeting activities should be given to meeting delegates. Pre- or post-meeting course delegates not registering for the SESAM meeting should pay an additional charge equivalent to the SESAM



membership fee plus 25 €. This additional charge is totally payable to SESAM for each participant concerned and will give them a SESAM membership until the end of the year.

- b) After finalizing the contract, if required SESAM may transfer a refundable start-up fund of 5,000 € (pending approval from the Treasurer on a case-by-case basis) to the organizer. This amount is the maximum financial liability that SESAM will take, and this is subject to approval by the EC. In case the meeting is in financial loss over 5,000 €, it will have to be covered by the LO. The budget report submitted to the EC after the meeting should clearly identify the start-up fund and add it to the sum to be paid to SESAM.
- c) Should the LO become unable to conduct the meeting at all after having received a start-up fund, the LO is requested to inform the EC immediately. The LO and the EC will then negotiate the amount that will be refunded to SESAM.

5. Meeting Conduction

To avoid costly and unnecessary double organizational structures, the Meeting organization is handled in co-operation between the LO, SESAM's central office, and the SESAM EC. The aim is to keep the diversity and local flavour of SESAM Meetings, while at the same time making it easier by standardising some administrative aspects, less risky and less expensive to organize.

5.1 Aspects handled by the Local Organizer

The LO is obliged to keep SESAM informed about the status of the Meeting programme and organizational aspects on a regular basis.

- a) Budgeting (needs EC approval)
- b) Sponsoring
- c) Choice of venue and management of local facilities:
The venue should be suitable to accommodate several workshops and theme sessions running in parallel (approximately 5-8 sessions in parallel). There should be rooms that can hold a minimum of 40 delegates, and rooms that can hold a minimum of 60 delegates, as well as one large auditorium that can hold all expected delegates and the local organizing committees' members. A minimum capacity of 350 places is recommended.
- d) Catering
- e) Overall Meeting programme
 - Allow 1 ½ hours in the programme for the General Assembly, preferably at the end of the second day.
 - Allow 1 hour for plenary presentation of the results of SESAM Working Groups and SESAM supported Working Meetings if there is demand.
- f) Social programme



g) Scientific programme:

It is the responsibility of the LO to develop a scientific programme that is interesting and of high quality, but the EC will cooperate closely with the LO in this respect and assist where possible.

Recommendations for developing the scientific programme:

- Give the meeting a strong, explicit theme. Find a high profile keynote speaker who fits the theme and, if possible, stimulate people you would like to see in the oral presentations. Check programmes of previous meetings to avoid repetition.
- The programme should include scientific presentations in plenary sessions, short oral presentations, poster presentations, and scientific exhibits (demonstrations). Workshops, industrial exhibits, “open space” to create networking opportunities, roundtable discussions, special interest group meetings and possibly a guided tour of your simulation centre complete the programme.

h) Registration of abstracts

SESAM will provide the LO with templates for the submission of abstracts.

i) Setting up a scientific committee

Strive for a high level international scientific committee. We recommend that the standards for abstract content and presentation language are those of the journal *Simulation in Healthcare*.

j) Prizes

The LO will set up a scientific prize jury to select the best scientific presentation, poster, and workshop during the Meeting. The results will be presented during the closing ceremony on the last day of the meeting. SESAM provides 250€ for an annual prize for the best scientific presentation, selected by the scientific prize jury.

It is recommended that the LO will provide a prize for the best poster and for the best workshop of equal amount. Obtaining sponsors for these prizes is strongly encouraged.

k) Independence from industry

It is a SESAM policy to treat all manufacturers of medical simulation equipment equally. Therefore, all industrial companies shall be given the same sponsorship and exhibitor opportunities. To achieve this, the LO should set up standardized sponsoring packages and industrial companies cannot be allowed to organize closed working meetings during the SESAM Meetings. Any industrial event should be open to all delegates.

In general, activities conducted by industrial companies must be clearly visible as such and they must be distinguished from other parts of the scientific programme. There should always be alternative parallel sessions to choose from. All in all, there can be a maximum of one 1,5 hour session per day that is organized by an industrial company. The maximum time in the programme devoted to activities organized by industrial companies must not exceed 4.5 hours.



l) Evaluation of the Meeting

- The LO will conduct an evaluation of single sessions and the overall Meeting during and after the Meeting and will inform SESAM as soon as possible after the Meeting about the results of this evaluation. SESAM will provide a standard assessment form that can be adapted according to the LO's needs in co-operation with the SESAM EC.
- 3 months after the SESAM Meeting, the LO will submit a report about the conduction of the SESAM Meeting to the SESAM EC with the purpose of continually improving the meeting organization process and give good advice to the next Meeting Organizer.

m) Meeting deadlines

- Call for abstracts and submission deadline
The call for abstract contributions may start up to 6 months prior to the Meeting. Submissions will be handled via the SESAM website. The LO will be expected to help advertising the Meeting through regional, national and international contacts. The abstract submission deadline should be set 4 weeks before the confirmation of acceptance deadline. This gives the LO time for a second call for abstracts should it be required to extend the submission deadline to accept more abstracts. The LO will need to liaise with SESAM regarding the abstract submission page.
- Opening of registrations
We recommend that the opening of registrations starts up to 6 months before the meeting, and no later than 4 months before the Meeting. This will be managed via electronic submission directly by SESAM.
- Confirmation of abstract acceptance
This should, at the latest, be sent out a week (5 working days) before the end of the early bird registration period so authors can register at a cheaper rate based on an official confirmation of their abstract acceptance notice.

The confirmation of abstract acceptance should be clear and must include the abstract title, names of authors, format of presentation, and if required some feedback or recommendations. This will be managed by the LO.

- Late registration deadline
Based on local circumstances with regards to confirmation of bookings and caterings arrangements, this deadline should be set at the latest 6 weeks before the Meeting and apply to all delegates, whether they are authors or not. This will be managed by SESAM but in collaboration with the LO.



5.2 Aspects handled centrally by SESAM

- a) Membership administration
- b) Registration of delegates, exhibitors and sponsors
- c) General Assembly: SESAM will conduct the GA. The agenda will be sent out by the SESAM Secretary 1 month before the Meeting.
- d) SESAM information stand: A representative of SESAM will be present in an information stand and available for questions from the SESAM members/delegates.
- e) Data transfer: On the last day of the meeting, the data from on-site registration will be added to SESAM's membership database.
- f) Bookkeeping
- g) Cash flow between SESAM account and LO
SESAM informs the LO about the status of the registration and transfers revenues from registration and sponsors to the organizer's account in a maximum of 3 transactions. To receive down-payments, the LO will present updated versions of the budget and receipts documenting expenditures that have already occurred.

Regarding non-SESAM members, SESAM will keep the 50 € membership fee that is included in the non-member registration fee.

- h) Settlement of accounts after the meeting
Within three months following the Meeting, the LO will provide SESAM with a detailed description of their expenditures including documentation and receipts as part of a meeting budget report.

50 € per non-member registration belongs to SESAM and will thus not be part of the income balance of the meeting.

A fee for administrative work conducted by SESAM's central office will be part of the balance.

The profit of the SESAM Meeting will be shared equally between SESAM (50%) and the LO (50%).

SESAM will not take financial responsibility in case of losses beyond the maximum start-up fund payment of 5,000 € to the LO, unless otherwise agreed with the LO.



5.3 Aspects handled by both

a) Marketing

- SESAM and the LO will strive to market the Annual Meeting to a broad target audience, making use of the LO's national connections as well as SESAM's international partners.
- One official representative of the Society for Simulation in Health Care (SSH) will be invited by SESAM (Free registration).
- The LO will create a Meeting website. This website should be registered under the domain name www.sesamYEAR.ws
- The LO will keep the SESAM members informed about certain aspects in the Meeting organization via the E-mailing list, including:
 - Registration and abstract deadlines and quality criteria
 - Meeting fees
 - Preliminary programme
 - Detailed programme asap. – at least four weeks before the Meeting (minor adjustments possible)

b) Publication of abstracts

- When signing-up for the Meeting, the participants should indicate if they accept the publication of their abstract a) in SIH and/or b) on the SESAM Web Page. Acceptance on the participants' side does not guarantee the publication of their abstract(s).
- All abstracts (oral presentations, posters, and workshops) shall be accessible for registered participants and SESAM Members from one week prior to the Meeting.
- The Meeting organizer will provide SESAM with a complete collection of abstracts directly after the meeting. The abstracts need to be in the format specified by SIH.
- SESAM will negotiate with SSH about the publication of a selected number of abstracts in the journal SIH.

c) On-site registration

The LO will provide staff for the on-site registration while the registration process. SESAM will collect the onsite-registration payments (either in cash or by credit card).



Related documents

- SESAM Registration Form
- SESAM Abstract Template¹
- Standard letter draft for addressing sponsorship
- Time-line based Meeting Planning Guide
- Oral Presentation Evaluation Form
- Workshop Evaluation Form
- Poster Evaluation Form
- Meeting Evaluation Form
- Description of evaluation process

¹ This document is in accordance with the standards specified in the abstract publication template for SIH



Contract

By signing this document I certify that I understand all the information stipulated in this 9-page document and formally agree to comply with the stated rules for the organization of an Annual SESAM Meeting. I hereby confirm that I will strive to organize the _____ annual Meeting, taking place on _____ in _____ in the best interest of the Society in Europe for Simulation Applied to Medicine.

The draft budget that has been agreed upon between the Local Organizer and representatives of the SESAM EC, and is included in the appendix of this document.

Location, Date

Name & Signature Local Organizer

Location, Date

Name & Signature SESAM EC representative