

IUGA REGIONAL SYMPOSIUM GUIDELINES – v2019

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IUGA REGIONAL SYMPOSIUM GUIDELINES

1. Introduction

The IUGA developed an international educational program with a specific regional focus that is called “IUGA Regional Symposium”. These symposia aim to provide basic and advanced urogynecology education opportunities to clinicians in selected regions around the globe. We are specifically interested in organizing IUGA Regional Symposia in those regions where no (or where it is less likely that an) IUGA Annual Meeting will take place (in the near future).

IUGA Regional Symposia are aimed to identify and address educational needs specific to a region (e.g. group of countries or continent) and as such they strongly encourage the exchange of knowledge among attendees regionally. Each IUGA Regional Symposium is geared towards the needs of clinicians in the specific region in which it is held. IUGA Regional Symposia also serve to build understanding of the urogynecology subspecialty in a geographic region and increase collaboration among healthcare providers in the region where urogynecology is concerned.

If you and a group of colleagues are interested in hosting an IUGA Regional Symposium, please review these IUGA Regional Symposia Guidelines in order to gain an understanding of what is expected of the host group and how IUGA Regional Symposia are organized and conducted. Once you have reviewed these guidelines and are genuinely interested, please contact the IUGA Education Office first (education@iuga.org) and make your intentions known to us. If a Regional Symposium in your region is in line with the strategic directions of the organization, then the office will assist you with preparing a proposal to be presented to the Education Committee and IUGA Board for approval.

Thank you in advance for helping us spread urogynecological education around the world!

2. Main Objectives

The main objectives Regional Symposia are to:

1. Provide educational opportunities for clinicians in various worldwide geographic locations regarding both basic and advanced urogynecology.
2. Encourage exchange of knowledge regarding urogynecology among attendees.
3. Identify specific areas of urogynecological educational needs specific to each region.
4. Build the understanding of urogynecology specialty in the region.
5. Increase collaboration in the region among health care providers regarding urogynecology.
6. Increase exposure of broader audience to IUGA.

3. Geographic Locations

Regional Symposia will be held in:

1. Geographic regions (worldwide) where urogynecological educational opportunities would benefit clinicians.
2. Geographic regions (worldwide) where urogynecological clinical services are currently available.
3. Countries where there is a urogynecological society or defined group that can serve as the host and planning partner for the symposium.
4. Countries where no (or where it is less likely that an) IUGA Annual Meeting will take place (in the near future).

4. Submission of Proposals

The IUGA Board, in conjunction with the Program Sub-Committee of the Education Committee, will develop an IUGA strategy for regional symposia by identifying areas of the world that will be of priority for holding regional symposia. Members of the International Advisory Board (IAB), members at large, affiliate societies and the Education Committee will be encouraged to develop proposals in keeping with this strategy.

Those who are seriously considering proposing regional symposia should first contact the IUGA Education Office at education@iuga.org. It is important to do this early in their process of thinking about the regional symposium as this will ensure coordination with other symposia that have been proposed and the general work of the office. The office will help and guide you with the development of your proposal including the program and budget.

IMPORTANT PROPOSAL CRITERIA:

1. Only full and complete proposals will be considered by the IUGA for approval (form, budget, program).
2. Full proposals should be submitted to the IUGA Education Office by email to education@iuga.org with a copy to the Executive Director david@iuga.org.
3. Proposals for regional symposia that are scheduled to take place within 12 months after the date of submission of the proposal (date proposal has been received by office) will **not** be considered.
4. For reasons of budgeting and improved funding opportunities, proposals for regional symposia are more likely to be approved if submitted before June 1 of each year if to be scheduled for the consequent/following year.

Full proposals will be reviewed by both IUGA staff and the Education Committee who, together, will provide recommendations to the IUGA Board. IUGA staff and members of the Education Committee are more than willing and prepared to work with those preparing proposals to develop as sound a proposal as possible.

5. Local Organizing Committee (LOC)

All proposals are to be submitted by (and involving) the local organizers. The group of local organizers is defined as “Local Organizing Committee” or LOC in short in which the lead/main requestor and the majority of the rest of the group should be IUGA members. The LOC for the proposed regional symposium will be notified whether a proposal is either accepted or declined and/or whether additional information is required. Once approved, the LOC will begin to discuss the organization of the symposium with representatives from the IUGA staff and the Education Committee via a conference (Zoom) call. Future conference calls will also be organized at defined intervals to update the progress of the organization and may be initiated by either the LOC as well as by representatives from IUGA staff or the Education Committee. The LOC must identify a LOC Chair and a LOC Vice Chair as well as a local person who will be responsible for liaising with IUGA staff regarding symposium logistics (this person should speak/write/understand English). The LOC is encouraged to assign specific roles/tasks/responsibilities to individual LOC members, e.g. members responsible for scientific program development, for meeting promotion, for local sponsorship, etc.

6. Language

The official language of IUGA Regional Symposia is expected to be English, but in special circumstances the IUGA could approve that a regional symposium is held in another language. If any translation services are necessary, then this cost must be built into the symposium budget. Translation must be organized by the LOC, and approval of translation funding is at the discretion of IUGA on an individual symposium basis.

7. Frequency of Meetings and Dates

IUGA aims to organize at least one Regional Symposium per year. Regional Symposia cannot conflict with dates of the IUGA annual meeting, or other key urogynecological-related international meetings, and should avoid other significant gatherings such as conferences of the national obstetrics-gynecology societies. It is preferred for regional symposia to be held over a weekend or part of a weekend. Also, they should not be scheduled within one month of another IUGA educational meeting (Annual Meeting, Regional Symposium, eXchange program, etc.).

8. Target Audience and Number of Participants

Potential attendees include regional gynecologists, urologists, physical therapists, nurses, urogynecological specialists including residents, fellows, and other levels of trainees as well as any other healthcare professional with a professional interest in treating women with pelvic floor disorders (e.g. colorectal surgeons, healthcare of the elderly specialists, etc.). The promotion of the event may therefore be targeted to a wider audience depending on the region. The number of attendees should be targeted at 200-300 individuals, but this may vary per region.

9. Budget: revenues and expenses

Although the symposium is normally organized using local hosts and suppliers, the IUGA is ultimately responsible for the coordination and organization of the Regional Symposium, which also means that IUGA is financially liable for the meeting and therefore needs to ensure that a solid and sound budget is prepared and that all expenses are approved and authorized. The budget will need to provide a complete and detailed overview of all revenues and expenses. The meeting related revenues include, but are not limited to, local/regional/ international registration fees, international and regional/domestic sponsor revenues, and any other revenue generated directly or indirectly by the event (e.g. educational grants, support from local convention bureau, hotel commission, etc.). The meeting related expenses include, but are not limited to, any and all costs related to program development, syllabus printing and other marketing material printing, venue fees/deposits, lunch and breaks during meeting, registration process, international (and in some cases local) speaker travel and accommodations, local suppliers, and any other expenses related to the Regional Symposia. Organizational expenses include fees for IUGA staff and systems (estimated 200-250 hours on average, budgeted at US\$ 20,000) as well as any local organizing fees (local staff and administrative/secretarial support), which must be detailed in the budget for the symposium. IUGA staff will work with the organizers of the symposium to manage the expenses in keeping with the established budget.

10. Venue, Meeting Room Requirements, Audiovisual & Catering

Venue

It is strongly preferred that regional symposia will be held at local universities or hospitals to keep the logistical expenses to a minimum. However, if such facilities are not available to provide a quality location for holding a symposium, an alternative/hotel venue may be considered. The choice of the venue will be a joint recommendation made by the LOC in collaboration with IUGA. The venue will need to be approved by IUGA and can only be confirmed following an agreement that clearly stipulates exact contact details (name/institution, address, phone/email) and has all fees and costs including payment and cancellation clauses. A venue contact must be provided to the IUGA administrative office at the time of confirmation of a specific venue and this person must be able to communicate in English. Venue fees will be paid by IUGA and should include the audiovisual support. At a minimum, one large room, theater style, with auditorium capacity for approximately 200-250 attendees (depending on target) will be required. Additionally, smaller rooms may be required for workshops or concurrent sessions organized as part of the symposium.

Audiovisual requirements

Audiovisual requirements include appropriate equipment for scientific sessions including speakers, microphones (speaker, moderator(s), audience), lights, LCD projector, screen, and a dedicated computer (desktop or laptop).

Registration Area

Space for the registration area, to accommodate 2 people and two 5- or 6-foot tables must be available. The registration area must include laptop computer, Wi-Fi, and printer. Internet access must be available in order to accommodate onsite registration.

Foyer for Coffee/Tea and Exhibit Tables

An area for coffee/lunch breaks to accommodate up to 250 people will be required and should be adjacent to the main meeting room. Coffee/tea breaks should be planned in the morning and afternoon. Continued water stations are recommended. There should also be sufficient space for a modest exhibit area of five to seven display tables. One of these will be an IUGA display table.

Symposium Lunches/Breaks

The budget for the symposium will cover lunch and breaks (2 per day) for the 2 or 3 days of the symposium. Lunch and break menus must fit within the approved budget. Breakfast is usually not included in the meeting delegate package. Welcome coffee/tea/juice may be provided in the morning of each day (depending on venue).

11. Accommodations

Accommodations for the international speakers and local speakers, if they are travelling from more than 50 miles/75 km, will have to be covered within the meeting budget. The LOC can suggest local hotels close to the meeting venue, which are reasonably priced.

12. Marketing & Promotion

Regional Symposia will be marketed on the IUGA website, by email to regional IUGA members, in the International Urogynecology Journal (IJU), through avenues of the local host society and other appropriate avenues as determined by the IUGA and LOC. Any related fees, including printing and postage for any marketing material, will be covered in and paid from the symposium budget. The LOC will be responsible for marketing the Regional Symposium locally and should include local and national gynecology, urology and urogynecology societies, as well as local hospitals and institutions, and should utilize the journals, newsletters, websites and social media of these societies and organizations. The IUGA office can provide the LOC with advertising material to print as brochures and/or posters to distribute locally and can provide assistance in developing material in the local language(s). This material should also be used for email mailings and web advertising.

13. Registration Process and Fees

Registration for all Regional Symposia will be available electronically on the IUGA website and coordinated by the IUGA office. Registration fees (all noted below are in US dollars) will be approximately (but may be subject to change, according to each region):

\$200.00 for IUGA Members

\$300.00 for Non-IUGA Members

\$ 75.00 for Residents/Fellows/Trainees/Nurses/Physiotherapists

If necessary, a one-day registration rate may be implemented as well and will be expected to be approximately 70/75% of the rate for the full symposium.

Workshops can be built into the core symposium, or may be outside of it, clustered on a single day, depending on local practice. If they are on a single separate day, then there will be a separate fee for each workshop.

All fees are in U.S. dollars, but may be paid in equivalent amounts of local currency. The exact amount would be established in collaboration with the IUGA office. All registration fees will be collected by the IUGA office. On-site registration will be coordinated by the IUGA office with at least one member of the IUGA office attending each Regional Symposia. One local individual will be required to assist in the registration area each day (and possibly two for the first morning), and will be paid a reasonable fee, which will be included in the symposium budget.

14. Membership Promotion

Delegates of each symposia who wish to become IUGA members will be offered a special discounted rate of \$50 USD, rather than \$130 USD. This only applies to NEW IUGA members and not to existing IUGA members. The promotional rate is valid for 1 year. After 1 year, the member will pay the regular fee.

15. Social Program

Opening Reception

An opening reception may be held on the evening of day 1 (for all symposium participants) if this is culturally acceptable and if it fits within the budget.

Faculty Dinner

A faculty dinner may be organized by the LOC in collaboration with the IUGA office if this fits within the symposium budget.

16. Industry Sponsorship

Appropriate industry sponsorship is encouraged. Strategies for securing this support will be developed collaboratively by the LOC and IUGA office. This will include which firms should be approached and by whom, the amounts to be requested, and the recognition that will be provided in return for financial support. There will be a strong preference for general educational support rather than support for specific parts of the symposium. The local organizers will work closely with the IUGA staff to identify potential sponsors and will use their knowledge of the local situation to maximize sponsorships for the symposium. If the local organizers take the lead in negotiating sponsorship with a firm, that agreement will only be approved after having been reviewed by IUGA staff. The IUGA office will be responsible for managing the sponsorships that are secured. Firms that provide support of a determined level will be invited to have a display table at the symposium and will be invited to have one or two representatives at the program. All sponsorship revenues should be allocated to the meeting symposium/budget and cannot be allocated to any activities that are kept outside of the meeting/budget! As such, all industry support must be declared to the IUGA office, with proof of payment and a clear use of funds outlined in the final budget. Acknowledgement of contributions will be agreed to by LOC, IUGA and industry based on the sponsorship support as discussed with LOC and approved by IUGA.

17. Length and Structure of Program

The program of an IUGA Regional Symposium will normally cover two full days, but in certain occasions it may be extended into a third day (separate paid workshops day).

The program will be structured as a BASIC or ADVANCED UROGYNECOLOGY program, or if appropriate, it may incorporate both basic and advanced training. Didactic sessions and case presentations will be given as well. Each presentation may be approximately 30 – 45 minutes. Question and answers sessions should be related to each presentation and moderators assigned. Interactive sessions, hands on sessions/workshops, video sessions, and other types of presentations are encouraged.

18. Program Content

The program content for each Regional Symposium will be determined by the LOC working in collaboration with the Program Subcommittee of the IUGA Education Committee, relating to both basic and advanced urogynecology needs in the region. This will include evaluation of a wide range of urogynecological topics, as well as existing and emerging technology for treatment of urogynecological-related diseases and disorders. The LOC may suggest topics for discussion, deemed relevant and important to a specific region.

19. Speakers/Faculty

All international/regional speakers must be IUGA members and will be selected by the LOC and Education Committee together. Most symposia would primarily have local and 2 to 3 regional speakers (surrounding countries), with 1 or 2 international speakers, depending on the location of the symposium and the program. It is encouraged that local speakers be IUGA members. It is also strongly encouraged and preferred that the regional/international faculty includes at least 1 member from the IUGA Education Committee and/or IUGA Board. Expenses for international and regional speakers will be funded through the approved symposium budget and will adhere to the IUGA Travel Policy (latest version: see IUGA website). The travel of speakers from the host country who must travel a considerable distance to the symposium venue will also be supported through the budget for the event, also in keeping with the IUGA Travel Policy. All (including local) Regional Symposia speakers will be issued formal invitations and travel/funding information by the IUGA office and reimbursement for travel will be organized through the IUGA office. Honoraria will not be provided by IUGA to any speakers or to the local host/LOC. Speaker travel and accommodation expenses must be appropriately built into the budget for the proposed symposium. Faculty/invited speakers will not be required to pay a registration fee. Besides invited faculty and the LOC chair and LOC vice-chair, all other participants/attendees will need to pay regular registration fees.

20. Presentation Notes and Attendee Items

Each participant will be provided with handouts of all meeting presentations via a special link sent to their email. As such, it is important that all speakers must provide their presentation (notes) by latest 1 week prior to the start of the symposium (usually in PowerPoint or PDF form) for each talk according to the specific instructions provided by the IUGA staff coordinator or the LOC. Handout content will be the responsibility of the IUGA office, but may involve working with a local provider. Pens and writing material should be provided to attendees and may be sponsored by industry or funded by IUGA. If available, IUGA will provide IUGA pens.

21. Connection with Patient Organizations and the Public

It has been found at past regional symposia that the presence of international leaders in the field can provide an excellent opportunity to reach out to patient organizations related to urogynecology. Local organizers are asked to consider how, in the context of the regional symposium, they can connect with patient groups. They are also asked to hold a media event that takes advantage of the available urogynecological expertise.

22. Certificates and Name Badges

All attendees of a Regional Symposia will be presented with a certificate of attendance at the completion of the symposium. Certificates will be given to participants in exchange for completed online evaluations forms (see paragraph 24). All faculty members will be presented with certificates of participation. Certificate templates will be provided by the IUGA office. Name badge templates will be created by the IUGA.

23. Continuing Professional Development Credits

Many countries have continuing professional development requirements for physicians and other health care providers. The LOC will be responsible for making arrangements for the symposium to receive the necessary approval for such credits and will be responsible for managing the process of providing participants with documentation regarding the credits they have earned.

24. Evaluation Forms

Evaluation forms will be made available at each Regional Symposia, either in print or digital. These forms will be developed by the LOC and IUGA office and must be completed by each participant in exchange for certificate of attendance. Evaluation data will be compiled and a report will be generated for each Regional Symposium by the IUGA office.

25. Reports

The LOC will be responsible for providing a final report of the Regional Symposium to the IUGA office within 45 days of the completion of the symposium. The lead IUGA faculty person (as determined by IUGA) is responsible for writing a summary for the quarterly IUGA newsletter.

26. Administration

Local Host: Organization

Local host will:

1. Propose location;
2. Act as meeting Chairman;
3. Be involved in speaker selection;
4. Be involved in program development;
5. Take the lead with in-country promotion;
6. Provide a person who will work with the IUGA office to handle local logistics;
7. Assist with solicitation of support from (local) industry;
8. Recommend, if applicable, options/locations for faculty dinner and opening reception; and,
9. Work directly with the IUGA office in all aspects of meeting organization.

IUGA Staff: Organization

Overall management and coordination of each Regional Symposium will be the responsibility of the IUGA office, in conjunction with the LOC, and will include but not be limited to:

- Receiving and processing submitted proposals;
- Communication with local host [Chairman of LOC];
- Communication with LOC;
- Management of the budget including all financial transactions;
- Communication with local symposium venue (including deposits, meals, other organizational and administrative issues);
- Speaker invitations;
- Speaker travel and reimbursement;
- Symposia marketing/advertisement to IUGA members;
- Electronic registration (IUGA website);
- On-site registration (IUGA administrative office member);
- Evaluation Forms;
- Post symposium evaluation form summary.

A designated staff person from the IUGA Office will attend each Regional Symposium for overall coordination and on-site registration. Please note that in some cases a local conference organizer may be sourced to assist the LOC and IUGA Office. This expense must be included in the budget and approved by IUGA.

27. Role of IUGA Education Committee

The responsible person(s) from the Education Committee, likely the chair and members of the Program Subcommittee, will:

1. Assist with development of program content (with LOC);
2. Assist with selection of speakers (with LOC);
3. Provide additional clinical and educational assistance that may be requested.

28. Finances

IUGA will prepare a budget and make assumptions on revenues (registrations, sponsors, and grants/subsidies) and expenses (venue, av, catering, suppliers, faculty, organization, IT, marketing, promotion, materials, etc.) with input from the LOC. From an expense side, the IUGA management fee is US\$ 20,000 and IUGA will also budget for/pay the local host a set planning fee of US\$ 2,500 for any local administrative support. This will be paid upon completion of the program but is part of the budget. The meeting should of course preferably not lose any money, and if there is any profit then this will be shared with the LOC (see 29. Profit allocation).

Once the budget is approved, the local organizers will collaborate with IUGA staff in the management of the budget. The local organizers will work with IUGA staff to establish a process for handling expenses for the symposium and any revenues that are received locally. The local organizers will report to the IUGA office any sponsorship revenues and other revenues (subsidies, commissions, grants etc.) received. These revenues will all be allocated to the symposium budget.

The IUGA aims to wrap up the symposium and to prepare a financial report regarding a regional symposium no more than 60 days after the event. However, it is not unusual for some revenues/expenses, such as travel reimbursements and/or grants, to take a while to arrive.

29. Profit Allocation

If there is a net surplus for the symposium, then this will be shared 50/50 between the LOC and IUGA up to a maximum of \$20,000 for the local host group. Any amount paid to the local organizers may only be paid to a nonprofit entity that is representative for the group, e.g. the local urogynecological society, and this funding may only be dedicated to funding research or education in urogynecology in the region. This organization must be identified in the regional symposium proposal.