



IUGA REGIONAL SYMPOSIUM GUIDELINES AND PROPOSAL

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.

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.

Submission of Proposals and Selecting Sites

The IUGA Board, in conjunction with 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 the strategy.

Those considering proposing regional symposia should contact the IUGA Executive Office (education@iuga.org) early in the process of thinking about the regional symposium. This will ensure coordination with other symposia that have been proposed and the general work of the office. Proposals should be submitted to the IUGA Executive Office via email to education@iuga.org IDEALLY 18 MONTHS PRIOR TO THE PROPOSED DATE OF THE SYMPOSIUM. A proposal will only be considered if it includes a completed application, a thorough budget that follows the outline of the template budget and a draft program. Proposals will be reviewed by IUGA staff and the Education Committee who, together, will provide recommendations to the IUGA Board which will decide on the locations for the regional symposia. IUGA staff and members of the Education Committee are prepared to work with those preparing proposals to develop as sound a proposal as possible.

Chairs of the proposed symposium will be notified whether a proposal is accepted and/or additional information is required. Once approved, the chair(s), IUGA staff, the regional IAB member, and the responsible person from the Education Committee, will begin to discuss organization of the symposium via conference call. Future conference calls will also be organized at defined intervals to update the progress of the organization. In addition to the chair or co-chairs of the local organizing committee, the local committee must also identify a local person who will be responsible for liaising with IUGA staff regarding symposium logistics. This person must be able to work in English.

Language

The official language of all Regional Symposia is expected to be English, but, in special circumstances, could be in another language. Translation costs would need to be built into the symposium budget, but must be organized by the Local Organizing Committee (LOC), and approval of translation funding is at the discretion of IUGA on an individual symposium basis.

Frequency of Meetings and Dates

Regional Symposia will be held at least once per year, but not to exceed five meetings 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. In order to balance the workload for IUGA staff, they should also not occur sooner than one month from another IUGA educational meeting (regional symposium, eXchange program, round table, etc.)

Target Audience and Number of Participants

Potential attendees include regional gynecologists, urologists, physical therapists, and nurses, urogynecological specialists including residents, fellows, and other levels of trainees. It should be kept in mind that others, such as colorectal and healthcare of the elderly specialists, might also be interested in the symposium and should be included in promotion of the event. The number of attendees should be limited to 200-250 individuals, mainly regional.

Costs

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, and any other expenses related to the Regional Symposia 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.

Venue and Audiovisual Needs

It is strongly preferred that regional symposia will be held at local universities or hospitals. However, if such facilities are not available to provide a quality location for holding a symposium, a hotel venue may be considered. This will need to be approved by IUGA. The venue will be decided by the Local Organizing Committee (LOC) in

collaboration with IUGA. A venue contact (including name of individual, telephone, fax, and email information) must be provided to the IUGA Executive Office at the time of confirmation of a specific venue. 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 attendees and audiovisual capabilities will be required. Additionally, smaller rooms will be required for workshops or concurrent sessions organized as part of the symposium.

Presentations will be made by PowerPoint slides, therefore a dedicated computer (desk top or laptop) and an LCD projector will be required for each room used. In addition, a screen and microphones for the podium and audience for questions should be available. Additional table microphones should be available for the discussion panel at the end of each session.

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.

An area for coffee/lunch breaks to accommodate up to 250 people will be required and should be adjacent to the main meeting room.

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, which will need to be able to accommodate an electronic presentation on a computer or video screen.

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 will fit within the approved budget. Breakfast will not be included, but coffee/tea/juice can be provided in the morning of each day.

Accommodations

Accommodations for the international speakers and local speakers, if they are travelling from more than 50 km, and IUGA staff will be arranged and paid by the IUGA Executive Office. LOC can suggest local hotels close to the meeting venue, which are reasonably priced.

Marketing/Advertising

Regional Symposia will be marketed via the IUGA website, by email to regional IUGA members, in the International Urogynecology Journal (IUJ), through avenues of the local host society and other appropriate avenues as determined by the IUGA office and LOC. Printing and postage for any marketing material will be paid by the symposium, but must be included in the 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 Executive Office will 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.

Registration Process and Fees

Registration for all Regional Symposia will be available electronically via 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 - includes an option of a discounted one year IUGA membership + electronic access to IUJ beginning at the completion of the Regional Symposium attended for a period of 12 months.

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

One-day registrations may be implemented as well and will be expected to be 60-75% 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 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 Executive Office. All registration fees will be collected by the IUGA Executive Office. On-site registration will be coordinated by the IUGA Executive Office with at least one member of the IUGA Executive 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.

Social Program – Opening Reception and Faculty Dinner

An opening reception will be held on the evening of day 1 (for all symposium participants) and a formal faculty dinner (for all faculty and local organizing committee) will be held on the evening of day 2, both organized by the LOC in collaboration with the IUGA Executive Office. These will need to be included in the budget for the overall symposium. Funding for either event may be possible by local industry. Transportation needs to be taken into account and arranged by the LOC if the venues are a great distance from the symposia location or hotel where international speakers are staying. These expenses must also be built into the budget for the proposed symposium. Any

additional social programs for participants will need to be discussed with the IUGA Executive Office and included in the budget.

Industry Sponsorship

Appropriate industry sponsorship is encouraged. Strategies for securing this support will be developed collaboratively by the LOC and IUGA Executive Office. This will include which firms should be approached and by whom, the amounts to be requested and for what, and the recognition that will be provided in return for financial support. There will be a strong preference for general 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 Executive 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; local organizers cannot generate a profit from industry support. All industry sponsored-support must be declared to the IUGA Executive Office, with proof of payment and a clear use of funds outlined in the final budget. Acknowledgement of contributions will be printed in the syllabus book. Industry support may include printing of the syllabus/CD or any social event such as the faculty dinners or opening reception, lunches or breaks during the 2 days, or of workshop material, if a workshop is included. Other sponsorship support may be discussed and approved by IUGA.

Length and Structure of Program

Regional Symposia will be two full days, or may extend into a third day, and will be structured as:

- BASIC or ADVANCED UROGYNECOLOGY, or if appropriate, may incorporate both.
- Didactic sessions and case presentations will be given. Each presentation may be approximately 30 – 45 minutes. Question and answers sessions should be related to each presentation and moderators assigned.
- Hands on sessions/workshops, video sessions, and other types of presentations are encouraged.
- Interactive sessions are encouraged.

Content

The course content for each Regional Symposium will be determined by the LOC working in collaboration with the 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.

Speakers

All international and regional speakers must be IUGA members and will be selected by the LOC and Education Committee together. Most symposia would primarily have local and 3 to 4 regional speakers, with 3 to 5 international speakers, depending on the location of the symposium and the program. It is encouraged that local speakers be IUGA members and that the regional IAB member be involved. Expenses for international and regional speakers will be funded through the approved symposium budget, and will adhere to the IUGA Travel Policy (attached as an appendix to these guidelines). 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 Executive Office and reimbursement for travel will be organized through the IUGA Executive Office. Honoraria will not be provided by IUGA to any speakers or to the local host/LOC. Speaker travel and accommodation expenses must also be built into the budget for the proposed symposium.

Presentation Notes and Attendee Items

Each participant will be provided with a CD or flash drive containing all meeting presentations. At some symposia local custom may lead to providing paper handouts as well. All speakers must provide their presentation notes (usually in PowerPoint form) for each talk according to the specific instructions provided by the IUGA staff coordinator or the LOC. Content and CD creation will be the responsibility of the IUGA Executive 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.

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 plan on holding a media event that takes advantage of so much urogynecological expertise being available.

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 evaluations forms. On-site registrants will receive a certificate of attendance via mail after the Regional Symposium. All faculty members will be presented with certificates of participation. Certificate templates will be provided by the IUGA Executive Office.

Name badge templates will be provided by the IUGA office and sent to the LOC for printing.

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.

Evaluation Forms

Evaluation forms will be available at each Regional Symposia. These forms will be developed by the LOC and IUGA Executive Office. These must be completed by each participant, in exchange for certificate of attendance. Evaluation form data will be compiled and a report will be generated for each Regional Symposium by the IUGA Executive Office.

Reports

The LOC will be responsible for providing a final report of the Regional Symposium to the IUGA Executive Office within 45 days of the completion of the symposium.

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 industry
8. Recommend faculty dinner and opening reception locations
9. Work directly with the IUGA Executive Office in all aspects of meeting organization

IUGA Staff: Organization

Overall management and coordination of each Regional Symposia will be the responsibility of the IUGA Executive 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
- Electronic registration (IUGA website)
- On-site registration (IUGA administrative office member)
- Evaluation Forms
- Post course evaluation form summary

An IUGA staff member will attend each Regional Symposia for overall coordination and on-site registration.

IUGA Education Committee: Organization

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

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

Finances

Once the budget is approved, the local organizers will collaborate with IUGA Execution Office in the management of the budget. The local organizers will work with IUGA Executive Office 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 Executive Office any sponsorship revenues received. These revenues will be transferred to the IUGA Executive Office, but, with prior arrangement, can be tracked in the local account for the symposium, with full reporting provided to the IUGA Executive Office.

The IUGA Executive Office will aim to prepare a financial report regarding a regional symposium 30 days after the event. However, it is not unusual for some expenses, such as travel reimbursements, to take a while to arrive.

IUGA will pay the local host a set planning fee of US \$2,500. This will be paid upon completion of the program.

If there is a net surplus for the symposium, this will be shared between the local organizers and IUGA. IUGA will take the first \$20,000 of profit to compensate for staff time and other resources devoted to the symposium. Any excess beyond that \$20,000 will be shared 50/50 between IUGA and the local host organizers, up to a maximum of \$20,000 for the local host group. Any amount paid to the local organizers may only be paid to the local urogynecological society, or another non-profit organization, and dedicated to funding research or education in the region. This organization must be identified in the regional symposium proposal.