

Guidelines for Prospective Organizers

Following Executive Meeting decisions in 2014 through to 2018, please prepare your bid according to these guidelines:

1. The expenses of running the website, handling delegates registrations, advertisement, handling abstracts and getting the scientific program running can be through CAOS and local organizer can be spared these duties if they so wish.

The expenses of the above and secretarial expenses will be from the registration fee collection of the delegates. CAOS will pay for the scientific program committee meeting and other things listed initially and will be reimbursed from the delegate fees collected. We hope these expenses to be approximately 45K looking at the previous conferences budgets and estimations. Any registration fee collections above these will go to the whole meeting expenses in addition to the Industry/sponsorship money.

2. The aspiring Chairman should have been a member of CAOS International for at least 3 years. He may like to add a clinical or technical chair when presenting the proposal.

3. The local host (yourself) will be responsible for finding industry and local sponsorship and making local arrangement of venue, dinners (faculty and conference), reception staff, computers, audio visual facilities, breakout rooms, industry area stands and main auditorium, logistics, faculty expenses/guest faculty travel/hotel etc. Organising chair will also be responsible for the registration, travel, hotel and conference dinner for the secretary general, program chair and administrator. The other members of the executive committee may ask for registration support of their local institution is not able to support them for attending the meeting. It is onto the local organizer to arrange these. The Industry money/sponsorship money that you collect will pay for these arrangements. If you want to invite local faculty free/any touristic/local entertainment programs etc at your cost from the sponsorship money pot, these will be welcome. Host is expected to organise the presidential dinner on the conference expenses. The invitees will be various CAOS committee members, eminent CAOS persons and any others the host wishes to invite. While the Muller award at present is sponsored by Medacta (organised by CAOS organisation), the best paper and poster awards will need to be sponsored by other industry which local host will organise.

4. The Organiser will pay CAOS USD 20K or 10 percent of the income or 2/3 of the conference profits whichever is higher. Organiser can keep the remainder 1/3 of profits at his/her discretion on how to use it. They will need to submit the accounts to the CAOS organisation after a reasonable period of organising the conference.

5. We need to limit the registration fees to increase the attendance. Our suggestions and Early fees USD 250 for members and 300 for non-members. Late 350 for members and 400 for non-members. Rates for research students/trainees and those from developing/underdeveloped countries can be 150 for early and 250 for late registrations. The developing countries list can be made from United Nations status and agreed by Executive Committee.

The number of attendees is different every year, so we will need to make attractions in the way we incite the audience. Depending on the city/year/circumstances the number of attendees could be between 150-700, so consider the worst-case scenario.

6. While point 1 is made to make your life easier, please consider especially point 2 carefully if you will have the financial support to be able to provide the facilities. As the initial delegates registration fees may go to cover the associations' expenses into the meeting and administration. Also please consider that we would not want to you to end up in minus budget at the end of the meeting.

Most of the budget should come from the industry sponsorship and promotions/charities.