

Meeting Rules for future Organizers for CAOS International's Annual Meeting

Preamble

This document regulates a number of rules and guidelines that shall be applied by conference organizers ("Organizer") who are preparing or considering preparation of an annual meeting ("Meeting") of the International Society for Computer Assisted Orthopaedic Surgery ("CAOS-International"). Its purpose is to guarantee continuity in the appearance, format, and quality of the Meeting and any related document or publication with the aim to strengthen CAOS-International's corporate identity and to maintain the Meeting's scientific standards.

Responsibilities

The Meeting is a conference, which is held on behalf of CAOS-International. It is chaired by a Site Chairman who takes on a representative and promotional role and who is CAOS-International's president in the year prior to the conference. He/she may appoint an Organizer to take over the administrative tasks related to running the Meeting as described in the following. This Organizer will also take over the sole financial and legal responsibility for the Meeting and agrees to organize the Meeting in a way that satisfies CAOS-International's requirements (as described in this document) as well as possible. The Organizer may install additional rules to regulate certain aspects in order to guarantee a successful organization of the Meeting as long as such rules are not in conflict with the guidelines of this document.

Scheduling

The Meeting shall take place preferably in June. However, the Site Chairman evaluates the appropriate time. This evaluation should respect:

- The schedule of other scientific meetings (as far as known by that time) that should impose a scheduling conflict to potential participants. In particular, the schedules of the following events should be considered: MICCAI, CARS, ORS/AAOS, MMVR, ISSLS, EFFORT as well as any CAS or orthopaedic related conference that might be of interest to local participants of the Meeting.
- Local boundary conditions set by climate and local holidays.

Credits for Continuing Medical Education

CME credits make any medical conference more attractive to participating surgeons. The corresponding approval by the local surgical societies (usually the societies for orthopaedics and traumatology) shall be requested in due time. Applying for CME credits by societies from other countries can be initiated through CAOS-International's Regional Representatives.

Promotion

The Meeting shall be promoted in whatever way seems appropriate to fulfil CAOS-International's aims, i.e., enhancing and stimulating the world-wide networking between surgeons, engineers, and radiologists (participants) as well as CAOS related companies (exhibitors and sponsors). Email announcements shall be distributed via the CAOS-International mailing list and using the past year's database of e mail addresses, which is available free of charge from the previous Meeting's Organiser (each organiser agrees to pass on to the following year's Organizer an update version of this database). In addition, printed ads should be published in relevant journals. In the past, the following journals have been published CAOS conference announcements free of charge:

- Computer Aided Surgery (Dr.Keith Laycock laycocka@musu2.slu.edu)
- Medical Image Analysis (Simon Groothuis S.Groothuis@elsevier.nl)
- Chinese Journal of Orthopaedics (Dr. Xiao Xiang xxiao@public.tpt.tj.cn)

Logo

The official CAOS-International logo shall be the only one used in connection with the Meeting. The Organizer may adjust the logo's colour scheme to match the appearance of their promotional material for the Meeting.

Webpage and Email

The Meeting's webpage is the central platform for communicating any information related to the Meeting. It may be established under any URL that appears appropriate to the organizer. However, an automated redirection will be needed from CAOS International website.

Program Committee

CAOS-International's Program Committee is the only body:

- Defining the format in which abstracts should be submitted.
- Reviewing these abstracts (the organizers shall forward all submitted abstracts to the reviewers in digital format). Programme Committee Chairman will handle the abstracts and oversee the whole process to finalise the selection of the abstracts and

forms of presentation.

- Defining the format of podium and poster presentation.
- Setting up the scientific part of the final program.

The Site Chairman/President of CAOS-Int'l should attend the program committee meeting and shall provide information about possible boundary conditions such as schedule restrictions, room availability etc. He does not have to review the abstracts.

Abstracts

The Program Committee defines the format of abstracts to be submitted. Abstracts should be submitted electronically and the Organizer should try to establish means to ensure that only abstracts matching the required format can be submitted. As a general rule no-one may present more than one paper from the podium. If an author has two or more abstracts accepted for oral presentation, a matching number of co-authors should be prepared to present the additional talks. This rule shall be communicated to potential submitters of abstracts in the call for abstracts and on the submission webpage. The final program will be decided by the Program Committee Chairman.

Deadlines

All deadlines shall be announced as early as possible. The deadline to submit abstracts shall be set to a date 17 to 19 weeks prior to the meeting. After the closing of the deadline, the submitted abstracts are forwarded to the Program Committee for review as soon as possible. The Program Committee will meet 4 to 5 weeks after the closing of the deadline to finalize the scientific program.

Proceedings

All submitted abstracts are published in an electronic version.

One copy shall be given to each participant of the Meeting and to each member of the Program Committee free of charge or put on the website for the access of members.

Journal Articles

The accepted podium abstracts are presently submitted to British JBS (BJJ) electronic publication in their proceedings part. These can also be published on the easy chair site as per decisions by the program committee chair.

Posters/Special Posters

The Program Committee will select a limited number of posters to be ranked as "special posters" expressing the exceptional quality of those contributions. The associated posters shall be granted privileged locations within the poster exhibition. There shall be enough space in the poster exhibition for all posters and special posters to be on display during the

whole duration of the Meeting.

Workshops

Pre-congress educational workshops should be organized. A faculty of renowned experts will comprehensively introduce workshop participants to selected topics related to computer assisted orthopaedic surgery.

In addition, workshops sponsored by a company shall be organized. Ideally, each workshop is moderated by a surgeon, who is familiar with the presented product/technique and a person to be nominated by the workshop sponsor.

Industrial Exhibition

To present latest CAOS technology to the participants an industrial exhibition shall be open to each participant of the Meeting for the entire duration of the Meeting.

Internet Access

During the entire time of the Meeting the participants shall have access to the Internet free of charge.

Hotels/Travel/Side Program

Via the home of the meeting or any other suitable way participants shall be provided with links or options to plan their trip to the meeting's location, to book accommodation, and to be informed about side program options for accompanying persons as well as possible pre- or post-Meeting activities.

Please refer to the additional file for guidance on the financial issues with organising the meeting.

You will need to present the bid in Executive meeting at the time of CAOS International meeting.