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## Guidelines for Prospective Organizers of Annual Meetings of CAOS International

Following Executive Meeting decisions in 2022 through to 2025, please prepare your bid according to these guidelines:

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## 1) Meeting dates and structure

Annual meetings of CAOS International follow the tradition of interdisciplinary exchange through lectures and posters by medical and technical scientists in a common forum. For this reason, the main conference is basically designed as a single track conference, so that all participants can gather in one room for all contributions and discuss them. With the traditional duration of 2.5 days (Thursday morning to Saturday noon), this single-track format typically provides space for approximately 80 podium presentations plus a poster session. Essentially an unlimited number of posters could be accepted but should remain on display throughout the course of the conference. For a limited number of top-ranked posters (special posters), special presentation slots are provided in which authors present their posters orally in 1-2 minutes (in front of the posters or in a 1-2 minutes podium presentations).

The conference chair or local organizer may also invite keynote speakers of their choice who typically give an extended lecture on each of two days. Coffee breaks and buffet lunches in the industrial exhibition area should give the conference participants the opportunity to visit the industrial exhibition.

The timing and scheduling of podium presentations in thematic sessions and poster sessions is usually done by the CAOS International Program Committee in cooperation with the local organizer. Apart from industrial exhibition and optional lunch symposia, 1-2 limited time slots for industrial workshops could be considered for the main conference (or the preconference workshops) as far as it synergistically complements and supports the scientific program. This may also include short “students meet industry” time slots providing speed dating between local students and industrials.

The conference is traditionally hosted in (the first half of) June - exceptions due to e.g. climatic conditions are possible in principle, but require early coordination and consideration of other domain-specific events to avoid scheduling conflicts. The following timeline should be considered for the main conference, with fine-tuning with the Executive Board and the Program Committee:

- Wednesday (half or full day): preconference workshops (educational and/or advanced workshops especially including but not limited to annual workshops of CAOS focus groups) with coffee breaks
- Wednesday evening: Welcome reception

- Thursday (full day): key note speech, single track sessions, coffee breaks in the morning and afternoon, lunch buffet in the industrial exhibition area and/or lunch symposia sponsored by industry in conference rooms; Evening: Presidential Dinner for invited guests only (program committee members, sponsors, executive board, other guests of the conference chair) (optional: Young Investigator Chill Out: e.g. local pub tour organised by local young staff with a small budget and very low cost registration)
- Friday (full day): optional second key note speech, single track sessions, coffee breaks in the morning and afternoon, lunch buffet in the industrial exhibition area and/or lunch symposia sponsored by industry in conference rooms. In the afternoon, a timeslot of about 60 minutes should be allocated for the General Assembly of the Society; Evening: Gala Dinner with registration of participants (traditionally lower costs for students) with MEMuller Award ceremony and hand-over of Presidency (and presidential chain with next years location medaille integrated) to the president elect (who thereby becomes president).
- Saturday (half day until noon): single track sessions, one coffee breaks in the morning; at noon: paper/poster award ceremony and closing ceremony

In recent years, preconference workshops on Wednesday morning and/or afternoon have been established. These workshops could be organised in smaller meeting rooms (typically 20-60 seats each) and in 2-3 parallel sessions – depending on the needs of the local organisers and candidates. Apart from educational workshops (e.g. introduction into CAOS topics for novices /students by lecturers or industry), advanced workshops could provide the opportunity for presentations and extended discussions on specific topics. Educational as well as advanced topics could be selected by the local chair /organiser, but should especially consider proposals from the CAOS focus groups as well as qualified proposals from other CAOS members. These proposals usually should be provided to the local organisers with a title, a short 5-10 lines abstract and a tentative list of speakers (and topics) or participants of podium discussions (focus groups may also organise their annual meeting as a round table discussion for reviewing recent focus group activities and to plan future joint activities for the year) and names of two workshop chairs, not later than 3-4 months prior to the conference, in order to enable the local organiser to select topics and allocate rooms.

## 2) Duties of Conference Chair and CAOS

The aspiring Conference Chair (local host) should have been a member of CAOS International for at least 3 years. He/she may like to add a clinical or technical co-chair when presenting the proposal. The proposal should be submitted to the Executive Board of CAOS International at least 3 years prior to the proposed date of the conference. Based on the evaluation of the written proposal and oral presentation of the candidate, the Executive Board will select and nominate the future conference chair.

The future conference chair shall be appointed as president-elect until the annual meeting preceding the proposed conference year, and shall assume the presidency at and from that annual meeting for one year until the end of the conference he/she organizes. As president-elect, president, and for the two years following his/her one-year presidency, he/she shall be a member of the Executive Board.

Traditionally, the presidency starts with the presentation of the CAOS President's Chain (with medals from all previous Annual Conference venues) to the organizer of next year's conference during the Gala Dinner. Also, traditionally, the two CAOS flags are passed on. The Local Organizer is responsible for having the President's Chain supplemented with an equivalent medal engraved with next year's conference location by a local craftsman prior to the presentation.

The local host (Conference Chair) will be responsible for:

- coordinating the time and work schedule with CAOS International (call for papers, call for preconference workshops, paper and registration deadlines, meeting room allocation,...)
- local/national/international distribution of the call for papers and conference marketing (this may include the provision of email invitations and hand-out flyers provided to other members of the society who are willing to distribute these emails/flyers within their network and to display info flyers on national/international conferences they are visiting during the year before the CAOS meeting)
- (optional) cooperation with local/national societies and institutions
- finding industry and local sponsorship for industrial exhibition and sponsoring

(list of sponsors of previous conferences can be provided)

- conference webpage and registration platform (optional: CAOS may provide related services on request and on costs of the local organizer)
- making local arrangement of venue, dinners (presidential dinner and conference gala dinner), reception staff, computers, audio visual facilities, breakout rooms, industry area stands and main auditorium, logistics, guest faculty travel/hotel etc.
- communication with executive board, corporate members and institutional members for consultance on exhibition and workshop formats (at least institutional posters for institutional members in the industrial exhibition area should be enabled; special conditions for institutional members for exhibition space should be considered)
- costs for registration and conference dinner for the CAOS chairman, secretary general, the CAOS program committee chairs and the CAOS treasurer (as these persons will actively support the local organising committee; s. below)
- costs for the Presidential Dinner for invited guests only (program committee members, sponsors, executive board, other guests of the conference chair)
- (optional: costs for the Young Investigator Chill Out: e.g. local pub tour organised by local staff with a small budget and very low or no cost registration; could be partially sponsored by CAOS International on request)
- costs for invitations of keynote speakers, local faculty he/she wants to invite
- costs for any touristic/ local entertainment programs in the context of the presidential dinner, gala dinner or young investigator event
- provision of the participants and sponsor list of the conference to CAOS
- provision of a comprehensive final balance and resulting financial share (10% of income) within 12 months after the conference
- cooperation with CAOS International in finding sponsors for best paper and poster awards (s. below)

A cooperation with a (local) professional conference organiser (PCO) is strongly recommended (limiting financial risks for the local Conference Chair, providing access to national/international/local industrial sponsor and participant databases, enabling professional conference services, etc...). It is recommended, that a bilateral contract between the Conference Chair (or his/her institution as a legal entity) and the PCO defines basic aspects such as basic quality standards (site, catering, services) and financial shares (also including CAOS shares (10% of total income) etc.). Previous contract examples of related bilateral contracts with local PCOs can be provided by

CAOS International to the local chair on request.

CAOS International will be responsible for:

- providing support by the secretary general, the program committee chair and the web- and membership administrator regarding the distribution of call for papers and mailing to the CAOS International mailing lists, assistance to the verification of registration of members, balance sheets and sponsor lists of previous conferences (as far as available).
- costs, provision and administration of the paper handling (actually Easy Chair) platform including open access publication option of abstracts (submission, review and reviewer handling, scientific program scheduling, communication with authors)
- installation of a best (technical and clinical) podium and poster presentation award committee and guidelines for review and nomination during the conference
- cooperation with the local chair in finding sponsors for best paper and poster awards (Note: in 2022 the ISTEELAR foundation, France committed to 5 years sponsorship of these awards)
- installation of a MEMüller Award committee and selection process and finding MEMüller award sponsors (remark: 5.000 CHF to be organised by CAOS Int.); organising the laudation for the award ceremony; as the awardees traditionally are not informed about their award prior to the conference gala dinner, the MEM award committee is responsible for the negotiation of costs for travelling and hotel with the awardee if he/she is not attending the conference anyway (in this case registration costs and conference dinner costs could be waived by the conference organiser; the costs for traveling and hotel should be covered by the awardee and CAOS International)
- (optional: CAOS may provide services related to the conference webpage and registration platform on request and on costs of the local organizer)
- Costs for travelling (economy class) and accommodation of the CAOS executive board chair, PC chairs, Secretary General and (once per term) Treasurer

### 3) Dates and Financials

The Organiser will pay to CAOS International 10 percent of the income of the conference. They will need to submit the financial report and accounts to the CAOS organisation within 12 months after the conference latest.

The expenses of handling and reviewing the abstracts and getting the scientific program running are covered by CAOS. The conference website can be optionally

implemented and administrated by CAOS on request and costs of the local organizer. (Note: cost for the webpage may be lower than for individual implementations as it only requires adaptation of content and banking details of previous meetings. On the other hand a local PCO also might have efficient pre-tailored solutions.)

#### 4) Proposed structure and planning of a proposal

**(Note: Examples of previous site proposals and presentations can be provided on request (to CAOS members only))**

We need to limit the registration fees to increase the attendance. Depending on the city/year/circumstances the fees should be in the range of Early fees USD (200)550 for (student)members and (300)700 for (student)non-members. Standard fees (300)650 for (student)members and (350)700 for (student)non-members. Onsite fees could be higher depending on the local calculation. Special rates for research students/trainees from developing countries and local/national attendees could be considered. The developing countries list can be made from United Nations status and agreed by Executive Committee. The fees are based on assumptions of 2023 and could include an annual increase of 5% if reasonable.

The number of attendees is different every year depending on the location, region and attractivity of the scientific and social program, 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.

The following list proposes a structure and summary of key information that should be provided in a CAOS conference site proposal:

## 5) Key information to be provided in the CAOS site proposal

### a) *Site proposal person (local chair (and optional co-chair))*

Name Institution

Position

City Country Phone Email

CAOS member since YYYY

### b) *Proposed location*

#### *City and Country*

- Provide a short description of your city characteristics (optional with some characteristic images and maps) especially including aspects such as research institutions (medical / technical universities with student numbers) etc.
- List visa requirements, if any (e.g. links to official info sites)

#### *Accessibility of location*

Airports/Train stations and connections

#### *Assess the accessibility for attendants from*

- Europe
- North America
- Asia
- South America
- Africa

*Indicate estimated travel times (if available: info on number of connections and estimated cost for each).*

*c) Lodging*

Assess lodging options both high-end and budget, including approximated cost and distance to the meeting venue and availability at the meetings' time of the year.

*d) Meeting facilities*

Identify proposed locations (including images and plans if available) of the meeting and their suitability for

- Plenary lectures
- Industrial exhibit
- Poster exhibit
- Registration desk
- Meeting rooms
- Workshop rooms
- Speaker-ready room

Identify Audio-visual support both equipment and support staff: Available on premises, or requires rent from outside. Plan for meals and breaks Internet accessibility (free, paying)

*e) Social events*

Propose attractive conference related social events (presidential dinner, young investigator chill out, gala dinner)

*f) Site attractiveness*

Discuss what additional qualities and attractions of the site including options for activities for accompanying persons as well as pre- or post-conference vacation that can be done at the site.

g) *Rationale for selecting the site*

*Describe why you think the meeting should be held in this site. Describe the local community that will benefit from having CAOS-International in the region hospitals and clinics as well as technical universities, research institutions and companies in the field*

*Attractiveness to industry*

Describe which industrial exhibitors would be attracted to the site. Identify two categories:

- a. Exhibitors at previous CAOS-Int conferences b. New potential exhibitors

Take into account, that industry might be interested in

- (a) clinical customers (for CAOS related medical devices),
- (b) technical customers (for research and development related equipment),
- (c) human resources (recruitment of young employees from universities)

In addition publishers as well as other professional associations could be interested in sponsoring, exhibition and cooperation.

*Potential national funding programs in support of international scientific exchange*

Consider potential national funding programs in support of international scientific exchange

h) *Estimated impact*

Assess potential attendance from

- • Europe
- • North America
- • Asia
- • South America
- • Africa

*i) Meeting Budget*

Calculation of income and expenses for the conference organiser

(calculation of both, an upside and a downside case is recommended):

Income:

- Registration fees (costs detailed as above/assumed numbers per category)
- Conference dinner registrations,
- Young investigator chill-out reg. (if any)
- Exhibition and sponsoring
- Misc

Expenses:

- Venue and technical equipment
- Marketing (flyers, webpage, ...)
- Keynote speakers (traveling, hotel, honorary(?),...)
- On-site staff
- Conference registration and conference dinner of Secretary general, PCchairs, administrator, Executive Board Chair, treasurer
- Catering (welcome rec., conference dinner, coffee breaks, presidential dinner,..., board meetings)
- Social events/cultural (music, activities, performances, transport... for welcome reception, conference dinner, presidential dinner, young invest. Chill-out)...
- misc...
- 10% income CAOS share
- PCO costs (optional)

In general, information on accompanying partner programs and social events could be offered but should be at the costs and responsibilities of individual participants.

**(Note: Examples of previous site proposals and presentations can be provided on request (to CAOS members only))**