



The SCANSECT

"Cookbook"

Part 2: The congress

SCANSECT Executive Committee 2004
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Table of contents:

Table of contents:.....	2
To-do list	3
Dates.....	3
Organization committee	4
Tasks.....	4
Organizing committee:.....	4
Congress agency	4
Scientific committee	4
Social committee.....	5
Treasurer	5
Secretary.....	5
SCANSECT President.....	5
Scientific sessions	5
Post-graduate course	5
Joint sessions.....	5
Abstract submission.....	6
Registration form	6
Invited Speakers.....	7
Free Papers/Posters/Case Reports.....	8
Moderators	9
Profile of a moderator.....	9
Other tasks	9
Announcements and applications	11
Announcements.....	11
Application for ABCP approval	11
Evaluation form.....	11
Example of letter to Invited Speaker	12
Example of announcement for Perflist and other Perfusion Fora	13
Scansect Meeting Evaluation Form.....	14

To-do list

- Meeting room: spacious, well organized, well ventilated.
- Breaks: sufficiently long.
- Programme: free papers: 10 min. for oral presentation, 5 min. for discussion.
- Abstract submission: check that all tick boxes are included.
- Registration: check that all tick boxes are included.
- Order flowers for award winners (and presidents) for the award presentation ceremony.

Dates

- The congress is held in the last half of the month of August.
- 8-6 months before the congress: first contact with invited speakers.
- Deadline for abstract submission: May 1.
- Abstracts to Scientific Committee no later than May 15.
- Abstract selection by Scientific Committee: June 1 -10 .

Organization committee

- SCANSECT President of the congress
- SATS President of the congress
- The congress bureau
- SCANSECT Scientific committee (local)
- SATS Scientific committee (local)
- Social committee
- Treasurer
- Secretary

Tasks

Organizing committee:

Overall responsibility for the congress. Meets frequently. **Sparring and exchange of ideas.**

- Rapidly chooses a contact person for **sponsors and exhibitors.**
- **Finds a suitable location.** The congress hall must be of convenient size, well ventilated and arranged so that opening of the doors during a presentation will not disturb speaker or audience. All participants should be able to see the whole screen.
- When planning the programme it is important to take into account that the **breaks** are long enough for the participants to have coffee or lunch, and also visit the exhibition.
- If possible, a bell should ring at the end of the break.

Congress agency

All **practical issues** regarding the congress:

- Registration.
- Scientific papers: reception, confirmation, and later, information to authors about acceptance/rejection of abstracts.
- Congress venue and catering.
- Transportation. Beware that if public transportation shall be used, this must be mentioned in the preliminary programme and on the home page. Tickets for public transportation must be provided at registration. The Congress President must make sure that public transportation is in service during the period of the congress sessions.
- The congress bureau works closely with the secretary and the treasurer of the congress. In order to keep costs low certain tasks may be taken care of by the secretary of the congress.

Scientific committee

Responsible for planning and organizing **the scientific program in collaboration with the organizing committee.** Please refer to the section "Scientific Committee".

Social committee

Responsible for the social events:

- VIP to make a speech at the opening ceremony (member of the Royal Family, member of government, or similar).
- Welcome reception.
- Evening arrangements (get-together and gala dinner - incl. possible sponsoring).
- Entertainment.
- Arrangements for accompanying persons.

Treasurer

- Budget responsible.
- Contact with the bank.

Secretary

functions as coordinator.

- Responsible for the homepage and for
- Publication of announcements.
- Takes care of all loose ends: for example: travel arrangements, hotel reservation, and registration regarding the invited speakers.
- Makes minutes of the meetings.
- Follow-up on unresolved issues.

SCANSECT President

The main task of the SCANSECT president is to **plan and arrange the scientific part of the congress** in collaboration with the scientific committee.

Scientific sessions

- free papers (each oral presentation should be allocated 10 minutes for presentation and 5 minutes for subsequent discussion)
- invited speakers

Post-graduate course

Joint sessions

in cooperation with the SATS-president. The contents of the joint sessions should be relevant to all participants. The speaker should be informed that his audience consists of different professionals.

Depending on the circumstances the president may have other responsibilities. The president may delegate specific tasks, but the president has the final responsibility.

Abstract submission

The President must make sure that the **abstract submission form** on the home page of the congress contains tick-off boxes for

PRESENTATION AT

SATS

SCANSECT

For presentations at SCANSECT please tick the boxes below:

SCANSECT Member

Non Member

Perfusion School Graduation Paper

First Time Presenter

Case Report Presentation

Permission to publish the abstract on the SCANSECT home page

Oral presentation

Poster presentation

Registration form

The President must make sure that the **registration form** on the home page of the congress contains tick-off boxes for

- Title (e.g. drop-down menu):

Perfusionist

Surgeon

Anaesthesiologist

Nurse

Other

- Place of work, address, and email address.

Invited Speakers

The main topic of the congress is decided at one of the first meetings of the organization committee.

The main topic may be divided into sub-topics. Make sure that the main topic has not been the subject of a recent SCANSECT congress.

Search for literature on the topic – preferably published within recent years. An article several years old is no indication of the author's being still in the front line of the research and development of that specific topic.

Who has recently published on the topic?

If an author has published several papers on the same subject it is reasonable to assume that he has an extensive knowledge of this subject.

Where does the author come from? It is cheaper to invite a speaker from Holland, than one from Australia. And it is risky to invite someone from the Orient since there is a risk that he/she may not speak and understand passable English.

The first **contact with potential speakers** should take place 8-6 months before the congress. The good and sought-after speakers are very busy with lecturing, and travel extensively, so it is a good idea to start out early to have the best chances of engaging the best speakers before they are booked for other congresses.

Give the presentation a **tentative title**. Purposes: 1) indication of the focus of the presentation. 2) to avoid the risk of several speakers treating exactly the same points of the topic. The speaker should, however, be free to choose another title, at his convenience.

Find the speaker's mail address and telephone number. There is often a contact mail address mentioned in an article. Phone number may be found on his hospital's home page.

Contact your prospective speaker. First contact preferably by phone, because you will have an answer immediately, and can check that you have the correct address.

If the speaker declines your invitation you may ask him if he can suggest another expert in the field of your topic.

When the speaker has accepted your invitation, you must send him a written confirmation of your invitation. This should include:

- A formal invitation, mentioning that the congress bureau will take care of travel and hotel arrangements etc
- A short presentation of the congress.

- The topic and tentative title of the speaker's lecture. Expected duration of the lecture. AV-equipment at his disposal.
- If possible, include latest announcement.
- Give the web-address of the congress homepage.
- Ask for confirmation within a reasonable time limit, because you may need time to find an alternative if your speaker changes his mind.

Please refer to the page: Example of letter to invited speaker.

The invited speaker is the guest of the congress and should not pay his own travel fare, hotel, or congress fee.

The congress bureau or the secretary of the congress should take care of travel booking (tourist class, unless the speaker insists on business class), hotel reservation and registration of the speaker. Don't forget transportation between airport and congress venue. If the speaker wishes to make his own travel arrangements this should be OK as long as travel expenses do not exceed the price the congress would have had to pay if you had booked the journey. If the speaker wishes to bring an accompanying person the expenses regarding travel, hotel, and congress registration for this person must be paid by the speaker.

When you have **final confirmation from the speaker** you should send him a letter stating the date and time (tentative) for his lecture.

It is advisable to **ask the speaker by which title he wishes to be introduced** by the moderator. Please refer to the page: Example of letter to invited speaker.

Create **draft schedules** for the daily program, to give you an overview and make it easier to see your corrections in the larger picture. Make sure your draft schedule is always à jour. This enables you to, at a glance, know what lacks to be done, and from whom you are waiting for confirmation. Remember to make room for the General Assembly of SCANSECT after lunch and before the coffee break on the 1st or 2nd day of the meeting.

It is a good idea to have a small **gift for each of the invited speakers**. The gift may be something which refers especially to the venue of the congress. You may present this gift to the speaker after his lecture, while thanking him for coming.

Free Papers/Posters/Case Reports

- Check that abstracts arrive to the congress bureau via the homepage.
- Abstracts must be sent to the chairman of the SCANSECT Scientific Committee immediately after deadline for submission.
- The SCANSECT Scientific Committee notifies the congress bureau of which abstracts have been accepted for oral presentation/poster presentation/case report session.
- As soon as you know the number of papers in each category, you can start planning the scientific sessions.
- Accepted papers may be presented on congress homepage.

Moderators

Find your moderators among the participants of the congress. If possible, choose persons with a **specific knowledge** of the topics of the session. This is unfortunately not always possible.

The congress does **not pay** a moderator. You may ask some of the invited speakers, if they would act as moderators in a scientific session. Often, however, the invited speakers do not participate in the whole congress, so it is necessary to find other moderators.

For Invited Speaker sessions one moderator may sometimes be enough.

For each scientific paper session there should be 2 moderators. For the SCANSECT sessions **at least one of the moderators should be a perfusionist.**

You may start by asking the invited speakers if they would act as moderators at a session. Find the other moderators among the perfusionists who register for the congress.

As soon as you have your program in place, you should **write to the moderators** stating which session they will be moderating, and which presentations will be given in their session, so that they may familiarize themselves with the topic and prepare possible questions for the speakers.

Ask the moderators to inform the participants that mobile phones must be switched off. Ask the moderators to inform the participants about the length of the breaks, and possible events after the break (such as the General Assembly).

Profile of a moderator

Positive attitude

Good speaking and understanding of the English language is necessary, as his task is to be a sort of "host" to the session:

- Introduce the speaker, stating title of presentation.
- Listen attentively to the presentation.
- Thank the speaker after the presentation.
- Moderate questions from the audience.
- When appropriate, ask questions related to the presentation.
- Help rephrase questions or answers in case of linguistic problems between presenter and audience.

Make sure that the time frame is respected.

Other tasks

- If possible, name tags should be colour coded with different colours for the category of registree (perfusionist, surgeon, nurse, other).
- After the congress the SCANSECT President must send a list of the participants of the meeting, with information about profession, affiliation and email address for each participant, to the SCANSECT General Secretary.
- After the congress the President must send an electronic copy of all SCANSECT abstracts from the abstract book, to the General Secretary, in preparation for publication on the SCANSECT home page.

- The president is member of the organizing committee and should participate in all the joint planning meetings.
- The General Secretary has a list of the participants of former congresses. The President may require this list and send 1st and 2nd Announcements by email to the persons on the list.
- The president of SATS and the president of SCANSECT will each make a short **speech** at the opening ceremony and a longer **speech at the gala dinner**.
- The President should inform the participants, or ask the moderators to do so, that mobile telephones in the congress hall must be switched off.
- The president is **the formal contact person for invited speakers and moderators**.
 - Makes sure that the invited speakers and moderators are present at their sessions.
 - Finds an alternative solution in case of speaker illness or absence for other reasons.
 - Is present at sessions whenever possible.
 - Thanks the invited speaker after his lecture, if possible with a gift.

Announcements and applications

Announcements

An **invitation** from The SCANSECT President should be included in the 1st announcement together with the invitation from the SATS president.

6 and 3 months before the congress, make an **announcement** about the congress **on the Perflist and/or other perfusionist forums and home pages**, if possible as a web link. For inspiration please refer to: "Example of announcement for Perflist and other Perfusion Forums".

Application for ABCP approval

This is the exact wording from ABCP National Secretary:

The procedure for obtaining ABCP approval for programs seeking Category I CEU credit hours for perfusionists is as follows:

Requests from the Meeting Sponsor must be received by the ABCP National Office at least thirty days prior to the date of the meeting. A minimum of 75% of the contact hours must consist of perfusion related material to qualify for Category I CEUs.

- A letter requesting CEU assignment must be accompanied by:
- A copy of the program identifying meeting sponsor, chairperson, moderators and faculty
- A timed agenda specifying topics and presenters
- Titles, affiliations, credentials and/or qualifications of all faculty
- A sample of each:
 - Meeting evaluation form (send tabulated results one month after meeting occurs)
 - Daily sign-in sheet (keep records for 4 years)
 - Certificate or letter of CEU credit
- Application fee of \$100.00

Meeting Sponsors will be required to post or display the sign-in periods. Sponsors must provide verification to all attendees in the form of an official document such as a letter or certificate, specifying the total number of CEU credit hours earned by that individual. There is no limit on the number of CEUs a CCP may claim for any one Category I meeting.

You may mail, email or fax application materials. Many times, if a sponsor emails the information, we have the CEU assignment back by the time the check arrives by mail. No CEUs will be assigned after the date of the meeting.

We will forward your information to the ABCP when we have received items 1-4. We will need to receive a money order for \$100.00 US Dollars before the official letter granting the CEUs will be sent out.

Evaluation form

In order to obtain ABCP accreditation the congress participants must fill out evaluation forms, evaluating each presentation.

Please refer to: "Meeting Evaluation Form".

Example of letter to Invited Speaker

Dear NN,

Following our telephone conversation today it is my pleasure to confirm my invitation to you to speak at the Annual Meeting of the Scandinavian Society of Extra-Corporeal Technology (SCANSECT), which will take place in (*City, country*) on (*dates*), joint with the Annual Meeting of the Scandinavian Association for Thoracic Surgery (SATS).

The main topic at the SCANSECT meeting will be (*title of main topic*). We would like you to address an aspect of this topic in a 30 (*or 45 – depending on your planning*) minutes' lecture. For working purposes I have titled your presentation

".....*state your tentative title*....."

But this is by no means final, so please don't hesitate to let me know if you prefer a different title. For your information I enclose the draft of the scientific programme. There may still be adjustments to make, but this will give you an idea of the topics treated by the other speakers.

As an invited speaker you will be the guest of the congress, and we will of course take care of your congress fee, airline ticket, and hotel room at the congress site for the duration of the meeting.

If you wish to read more about the congress please visit our homepage: www.SCANSECT200X.xx

In order to make the introduction as correct as possible when presenting you to the audience, would you please let us know by which title you would like to be presented (ex.: perfusionist/chief perfusionist, anaesthesiologist, surgeon...), and for which line of work you would like to be cited. Anything that will give the audience an insight into your line of work, specialty etc. - in a few sentences.

Thank you very much for your understanding.

I am looking forward to your confirmation of the above in the near future and to welcome you in (*congress venue city*) in August.

Yours truly

Your name

Your title (perfusionist/chief perfusionist ...)

President, SCANSECT 200X

Address, e-mail address and telephone number (incl. country code).

Example of announcement for Perflist and other Perfusion Fora

Dear Perfusionist Colleagues.

The joint Annual Meeting of the Scandinavian Society for Extracorporeal Technology (SCANSECT) and the Scandinavian Association for Thoracic Surgery (SATS) will take place in *(city and country)* on August *(dates)* 200x.

This year's main topics will be *(your year's topic)*

Deadline for submission of abstracts for the scientific sessions and case report session is May 1st, 200x.

There will be awards for best presentations in the scientific sessions, the poster session, and the case report session.

This is a great opportunity for you to combine participation in a scientific meeting with a visit to *(write something positive and inviting about the congress venue)*.

Please visit the home page of the meeting for further information:

www.sats-scansect.org

Looking forward to seeing you this summer in *(city of venue)*

Your name

President

SCANSECT 200x

(Your hospital, address, phone number, and email address)

(If there is a good home page for tourists to your area you may cite it here)

Scansect Meeting Evaluation Form



SCANSECT MEETING EVALUATION FORM 200X

Date **Presentation title**
Presenter name

Interest

<input type="checkbox"/>	High
<input type="checkbox"/>	Average
<input type="checkbox"/>	No Interest

Presentation

<input type="checkbox"/>	Excellent
<input type="checkbox"/>	Average
<input type="checkbox"/>	Bad

Presentation title
Presenter name

Interest

<input type="checkbox"/>	High
<input type="checkbox"/>	Average
<input type="checkbox"/>	No Interest

Presentation

<input type="checkbox"/>	Excellent
<input type="checkbox"/>	Average
<input type="checkbox"/>	Bad

Presentation title
Presenter name

Interest

<input type="checkbox"/>	High
<input type="checkbox"/>	Average
<input type="checkbox"/>	No Interest

Presentation

<input type="checkbox"/>	Excellent
<input type="checkbox"/>	Average
<input type="checkbox"/>	Bad

Presentation title
Presenter name

Interest

<input type="checkbox"/>	High
<input type="checkbox"/>	Average
<input type="checkbox"/>	No Interest

Presentation

<input type="checkbox"/>	Excellent
<input type="checkbox"/>	Average
<input type="checkbox"/>	Bad

Presentation title
Presenter name

Interest

<input type="checkbox"/>	High
<input type="checkbox"/>	Average
<input type="checkbox"/>	No Interest

Presentation

<input type="checkbox"/>	Excellent
<input type="checkbox"/>	Average
<input type="checkbox"/>	Bad

