



SCANSECT's Cookbook

Part 1: The organization

SCANSECT EXECUTIVE COMMITTEE 2004

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Purpose and Guidelines

The By-Laws for SCANSECT state that:

- The purpose of the Society is to:
 - Promote the scientific development of extracorporeal technology.
 - Encourage and support research within the field of extracorporeal technology.
 - Promote networking and collaboration between individuals, authorities and organisations working with or otherwise interested in extracorporeal technology.
 - Arrange training courses and supplementary training programmes in the field of extracorporeal technology.
 - Protect its members' interests in matters relating to extracorporeal technology and its conditions in Scandinavia.
- The Executive Committee has drafted the following more specific objectives and guidelines for SCANSECT:
 - To ensure that graduation papers from the school are presented at the SCANSECT congress and that abstracts are posted on the website.
 - To ensure that new perfusion products and methodologies are presented.
 - To provide valuable information from the Society by keeping the website updated and posting current information regularly.
 - The national representative of SCANSECT's Executive Committee sends at least one email or letter per year to each member in the respective country, providing updated information. Individual members are encouraged to provide input or enquire about the activities of the Executive Committee.
 - The national representative of SCANSECT's Executive Committee gives an annual presentation at the national General Assembly to report on SCANSECT's activities and should generally aim to encourage discussion and engagement among the members.
 - SCANSECT's General Secretary provides assistance and support, if required, to the local organiser of the SCANSECT congress.
 - Abstracts submitted to the SCANSECT congress must be evaluated by the Scientific Committee and published on the website after the congress.
 - To ensure that membership lists are updated annually.
 - To persuade Scandinavian authorities to recognise perfusionists as a separate professional group and to make approved perfusionist training and practice a statutory requirement for practitioners in the profession.

Stated by Executive Committee 2026

General Secretary:

- Convenes Executive Committee meetings.
 - Serves in the Scientific Committee and receives minutes from their meetings.
 - Ensures that the General Assembly is properly announced and convened.
 - Ensures that the General Assembly is scheduled in the congress programme on the morning of day 2 of the congress.
 - Ensures that the president of the next congress is informed of the deadlines for abstract submission, etc.
 - Addresses topics suggested by members for discussion at Executive Committee meetings.
 - Ensures that the congress continues to be recognised as an international congress under the EBCP.
 - Contacts the national perfusionist societies one year before the election to determine whether the current member should be re-elected or a new member elected.
 - The General Secretary is elected alternately by NORSECT, DANSECT and SWESECT. The General Secretary may seek re-election.
 - Keeps lists of participants from previous congresses for the use by each year's Congress President.
 - After each congress, ensures that the abstracts from the congress are forwarded to the webmaster.
 - The order of the SCANSECT congresses is Denmark, Sweden, Norway, and Iceland. The General Secretary must contact the national perfusionist societies to obtain the name of the President or the contact person for the next two congresses.
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Secretary:

- Writes minutes.
 - Drafts and sends out announcements and notices of General Meetings in consultation with the General Secretary.
 - Ensures that minutes and other relevant documents are posted on the website.
 - Maintains lists of the Executive Committee and its committees.
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Banner Coordinator:

- Is responsible for displaying the banners at each meeting.
 - Is responsible for storing the banners between meetings.
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Treasurer:

- Prepares the accounts and budget.
 - Collects membership fees from all ordinary members of the national societies, as well as individual and associate members, before the General Assembly. The relevant SWIFT and IBAN details and other relevant information must be available.
 - Reimburses any expenses incurred by Executive Committee or committee members in the performance of their duties for the Society.
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Travel and Accommodation Expenses:

- Reimbursement will be provided for Executive Committee members' participation in the annual General Assembly, unless reimbursement can be obtained elsewhere.

- Travel expenses will be reimbursed at a rate corresponding to the fare of the least expensive means of transport or at a rate determined by SCANSECT (based on an average of Scandinavian rates).
 - Travel expenses and accommodation costs for lecturers will be reimbursed
 - Travel expenses and accommodation costs incurred by members of the Scientific Committee in connection with participation in the SCANSECT congress will be reimbursed by SCANSECT, unless reimbursement can be obtained elsewhere.
 - To have travel expenses or other costs reimbursed, the member concerned must provide his/hers IBAN and SWIFT/BIC details, as well as the name and address of the bank to which the money is to be transferred.
 - Once the money has been transferred, an email or letter must be sent to the Treasurer to confirm that the transfer has been made and that the amount is correct.
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Scientific Committee:

Members:

- The Committee consists of two members from each of the Scandinavian countries: Denmark, Norway, Sweden and Iceland. Members of the Scientific Committee must have a perfusionist education or EBCP "grandperson clause"- status, work as perfusionists and be members of SCANSECT.
- The General Secretary serves on the Scientific Committee.
- The Chair of the Scandinavian School of perfusion serves on the Scientific Committee.
- Members are elected at the General Assembly for a term of 4 years. Re-election is possible.
- The Chair of the Scientific Committee (CSC) is elected by a simple majority vote within the Committee and informs the General Secretary and the President of the upcoming congress of the election result.

Tasks of the Committee:

- Evaluation and selection of abstracts for the SCANSECT congress.
 - In the event of disagreement within the Committee a decision is reached by majority vote. If Committee members are directly or indirectly involved in the project presented in an abstract, they must not evaluate that abstract. If an abstract is based on a master's thesis from Aarhus University, Committee members affiliated with the educational programme must also be excluded from the evaluation.
 - The Chair of the Scandinavian School of Perfusion will send the abstracts of all newly graduated students' graduation theses to the CSC. All students will be invited to present their work and participate in the competition for the best presentation.
- Selection of the best presentation, based on an overall evaluation of the abstract and oral presentation. The evaluation will be carried out by members of the Committee, excluding the Chair of the Scandinavian School of Perfusion and any other members affiliated with the education programme.

Tasks of the Chair (CSC):

- Acts as the liaison between the Committee, the General Secretary and the congress bureau in relation to the annual SCANSECT congress.
- Receives the submitted abstracts from the congress bureau and forwards them to the other members of the Committee.
- Convenes meetings to evaluate the abstracts. Forwards the Committee's decisions concerning the submitted abstracts to the congress bureau and notifies the authors, copying in the Chair to ensure that the messages sent to the authors are correct.
- Ensures that accepted abstracts for the forthcoming SCANSECT meeting are published on the congress website.
- Is responsible for providing the SCANSECT Award Certificate in a suitable frame for the annual award ceremony.

Abstract Requirements:

- Abstracts must be written in English and must not exceed 300 words.
- Abstracts must include the title, the full list of authors and their affiliations, as well as contact information for the presenting author.
- Abstracts must be structured using the following headings: Introduction, Materials and Methods, Results, and Conclusion.
- Abstracts must be submitted as PDF files.

Deadlines:

- The congress takes place during the last two weeks of September
- Submission deadline: 1 June
- Notification of acceptance: 15 June