



**Hosting Guidelines  
for the  
World Congress of Biomedical Laboratory Science**

## **Part A - General Considerations**

### **A.1 Preface**

- A.1.1** The International Federation of Biomedical Laboratory Science (IFBLS) provides a World Congress of Biomedical Laboratory Science biennially in even years. It is organized by a Host Association (Host) in co-ordination with the IFBLS. The Host Association must be an IFBLS Association member in good standing.
- A.1.2** This guideline serves as the official document outlining the main requirements for the organization of the World Congress of Biomedical Laboratory Science. It contains the policies and procedures governing the Congress and associated events and provides clear guidance on the tasks and responsibilities involved in organizing this event.
- A.1.3** The Host Association will establish a committee, which will be responsible for the organization of the Congress.
- A.1.4** A timeline will be prepared that clearly delineates the tasks of the Host Association/Organizing Committee and IFBLS and identifies deadlines by which these tasks must be completed.
- A.1.5** The financial responsibilities of IFBLS and the Host Association will be clearly defined and included in the Congress Contract.
- A.1.6** IFBLS has a Congress Advisory group consisting of members from IFBLS member associations with expertise in organizing IFBLS Congresses or other International Scientific Congresses. The Congress Advisory Group will aid and assist IFBLS to ensure the success of the IFBLS Congress. The Group may be used by the Host Association as requested in the application process and in the organizing process, including scientific program, securing and evaluating abstracts for posters and complimentary (or sponsored) lectures, profiling the Congress and identifying potential participants.

### **A.2 Purpose of the World Congress of Biomedical Laboratory Science**

- A.2.1** The purpose of the Congress is to promote excellence in Biomedical Laboratory Science, enhance professional development, provide networking opportunities in an educational forum and advance Biomedical Laboratory Sciences globally. It has value internationally and scientifically.
- A.2.2** The objectives of the Congress are:
- Advancement of multidisciplinary and cross-cultural communication and collaboration among countries on all aspects of scientific, behavioural, educational, ethical, economic and political aspects of Biomedical Laboratory Sciences.
  - Fostering of a global approach to the provision of laboratory services.
  - Presentation, in an international forum, of the results of Biomedical Laboratory Scientists' research and development programs.
  - Encouragement of new members of the profession to take an active role in professional development and governance of the profession through participation in the Student Forum.

### **A.3 Structure of the World Congress of Biomedical Laboratory Science**

#### **A.3.1 Participants in the Congress**

Participants in the Congress are defined as Registered Delegates (including students), Speakers, IFBLS Board members, Local Organizing Committee, Invited Guests and Exhibitors.

#### **A.3.2 Scientific Program**

The Congress will present a vision of the latest knowledge and development of Biomedical Laboratory Science worldwide.

The World Congress of Biomedical Laboratory Science will contain the following main sessions:

- Opening Ceremony (including presentation of IFBLS Awards)
- Plenary Sessions
- Invited Lectures
- Free Paper Sessions<sup>1</sup>
- Poster Sessions
- Closing Ceremony (including Poster Awards)
- Visits to laboratories or institutions

Recommended but not mandatory:

- Workshops
- Round Table Discussions

### **A.3.3 IFBLS Governance Program**

The World Congress provides a forum for IFBLS to conduct business meetings including the General Assembly of Delegates (GAD), which is the highest authority of IFBLS. Facilities and appropriate equipment for other IFBLS meetings scheduled prior, during and immediately after the Congress must be included in space allocations and Congress planning.

### **A.3.4 IFBLS Development Program**

A special effort is made to use the World Congress to stimulate the professional development of Biomedical Laboratory Scientists in Low and Middle Income Countries (LMIC). The most important factors in this regard are lectures leading to improvement of education in Biomedical Laboratory Science and quality assessment, and on the activities of the World Health Organization. Accordingly, at least one session in the Scientific Program should reflect this. Organizing Committees are encouraged to seek a plenary speaker from the World Health Organization (WHO).

### **A.3.5 Social Program**

The Organizing Committee is responsible for arrangements of social functions during the Congress. The President's Reception is a mandatory part of the Congress, and should be at no further cost to the delegates. All other social events should be at an extra charge based on the organizational costs. Organizers are encouraged to plan events which will allow delegates and guests to experience the culture of the Host region while ensuring safety and acceptable transportation standards are maintained.

### **A.3.6 Program for Accompanying Persons**

Arrangements should be made for program functions for accompanying persons. Accompanying persons may participate in the Opening Ceremony, the President's Reception, and the Closing Ceremony. Accompanying persons may register for all other activities that are part of the non-scientific part of the Congress program and/or other specified events offered on the registration form. Fees for events must be identified in the meeting announcement and registration page(s).

### **A.3.7 Lab Expo (Trade Show)**

Exhibits featuring the latest in laboratory equipment and supplies contribute greatly to the education program and the success of the Congress. The display area must be secure and in close proximity to the lecture program. Only persons displaying official Congress registration identification should be

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<sup>1</sup> Free Paper Sessions (also called "Free oral presentations", "Free lectures", "Proffered lectures" or even "Member submitted papers") are "Oral posters". That is, the presenting author have submitted an abstract and asks for it to be presented orally and/or is picked to present orally. A Free Paper Session usually has short lectures (10-15 minutes each, sometimes up to 20 minutes). While invited lecturers usually get some or all costs covered by the congress organizer, Free Paper Sessions, like written posters, come at their own expense and pay full Participation Fee.

permitted to view the exhibits. Refreshments should be served in or near the trade show during scheduled refreshment breaks. The Organizing Committee is responsible for determining hours of operation and viewing. The Organizing Committee should seek collaboration from both national and international companies.

## **Part B - Structural Arrangements**

### **B.1 Preface**

**B.1.1** The following are to be regarded as guidelines and may be modified according to local needs. Any major modifications must be included in the contract between the Host Association of the country in which the Congress is held and the IFBLS.

### **B.2 Location**

**B.2.1** The site chosen for the World Congress of Biomedical Laboratory Science should be located centrally, within easy distance of an international airport and be served by both public and private transportation.

### **B.3 Meeting Facilities**

Host Associations are encouraged to provide IFBLS with statistical reports following the hosting of the Congress. Reports should include registration figures, a copy of the financial report and suggestions for improving future Congresses. Available information will be provided to future Host Associations to assist with planning future events.

#### **B.3.1 Plenary Session Hall**

Seating capacity for approximately 500 to 1,000 delegates, with sufficient facilities to allow for overflow is required.

#### **B.3.2 Parallel Session Rooms**

Facilities should be available that would allow for the holding of approximately 4 parallel sessions in addition to free papers, workshops and round tables which may require different arrangements.

#### **B.3.3 Registration Space**

There should be sufficient space and facilities to allow for the smooth registration of all delegates.

#### **B.3.4 IFBLS Space Requirements**

*IFBLS Office* (Secretariat/Conference Room) - A private room equipped with appropriate office equipment (Wi-Fi, computer, photocopier, paper, printer, projector, tables and chairs) for 15 people at Congress venue for the duration of Congress. Refreshments (i.e. coffee, tea and water) should be available.

*IFBLS pre & post Congress meeting space* - A meeting space with accessibility to appropriate equipment if needed to perform administrative duties. This space may be arranged in the hotel or nearby venue chosen for IFBLS Board Members. This space is required for three days before Congress and two days after the closing day of Congress.

*Open Forum* - One room, with enough space to divide use for group discussions, or with three or more break-out rooms. The room should be supplied with refreshments (i.e. coffee, tea and water), Wi-Fi and AV equipment; microphones and loudspeakers, projector and screen, and flip charts.

*Chief Delegates meeting* - A room for 40-50 people with refreshments (i.e. coffee, tea and water) for morning and afternoon breaks. Wi-Fi and AV equipment; microphones and loudspeakers, projector and screen, and flip charts are required. Refreshments will be paid for by IFBLS.

*Chief Delegate's Reception* - Catered food service, bar service, reception style, limited seating, to be held at Congress hotel or venue. IFBLS will approve the venue and pay for the Catering.

*President's Reception* - Buffet style with wine and beer service in agreement with IFBLS, catered by Host country as part of the Congress official social events.

*General Assembly of Delegates (GAD)* - One room with podium and head table for the Board of Directors and staff. This room should have tables outside the entrance for distribution of materials and checking credentials. Wi-Fi and AV equipment; microphones and loudspeakers, projector and screen are required. Refreshment table (i.e. coffee, tea and water) is required.

*Student Forum* - Space similar to rooms for the Scientific Sessions, with AV equipment; microphones and loudspeakers, projector and screen and flip charts available.

*Trade Exhibition Booth* - Three trade booths, one for IFBLS (located between the current Host and the upcoming Congress Host): one for an agreed upon IFBLS affiliates association; and one for the next World Congress Organizing Committee. AV equipment may be requested by IFBLS.

#### **B.3.5 Silent Auction**

A booth of sufficient size should be available for the Silent Auction. Volunteers from the Host country will be needed to staff the booth for the duration of the Auction. They will also need to collect money.

#### **B.3.6 Information and Communication**

A message board should be available in an accessible area for the use of both delegates and organizers. Arrangements should be made for complimentary Wi-Fi at the conference centre.

#### **B.3.7 Catering Facilities**

There should be adequate catering facilities/restaurants, including tea/coffee and water, for all delegates attending the Congress. Complementary lunch should be provided during the Congress. (to be identified as included in the Registration Fee) Lunch facilities should be near the exhibition hall.

### **B.4 Exhibition Space**

**B.4.1** Sufficient space is required to accommodate the Lab Expo trade exhibition. Invited exhibitors should be provided with a document detailing dates of trade show, set-up and take-down dates, hours of operation, size of booth, total number of spaces in show, supplies included with space, information for shipping of display and customs declarations, price, other available services.

**B.4.2** There should be adequate space for the Poster Exhibition

### **B.5 Accommodation**

**B.5.1** The conference venue should be in close proximity to adequate hotel accommodation. The Congress Committee should designate rooms at various locations for the use of delegates. Various facilities differing in price and services should be available.

## **Part C - Congress Promotion**

### **C.1 Preface**

**C.1.1** An agreement shall be made between the Host Association of the country in which the Congress is being held and the IFBLS for the promotion of the World Congress of Biomedical Laboratory Science. The World Congress is a scientific meeting designed to showcase in its scientific program excellence in Biomedical Laboratory Science from the Host country and international delegates.

### **C.2 Congress Promotion**

- The Host will begin the promotion of this meeting on its website and social media with the signing of the Congress contract.

- The Host will link the Congress to the home page of IFBLS.
- The Host will advertise the Congress in all its publications.
- IFBLS will supply the Host with a list of associate members and contacts which require advertisements to be sent by surface mail. IFBLS must provide the Host with a list of members who are unable to receive information by electronic mail or download from a website in order for the Host to send surface mailings of paper documents.
- The Host will, with IFBLS approval, commission a logo for the Congress that will be used by both Organizations to promote the meeting.
- IFBLS will promote the Congress on its website and social media.
  - IFBLS will encourage Associate members to link their websites to the Congress website, and to promote the Congress on social media.
  - The theme of the conference should be ideally published on the website and through social media at least 18 months prior to the event.
  - The Preliminary program, with breakdown of sessions, should ideally be available on the website one year prior to the event.
- The Final program should ideally be available on the website prior to the closing of early registration.
  - The Host will provide print based promotional materials to members and inquirers who are unable to access electronic information.
- The Preliminary and Final Programs will include messages and pictures from the Presidents of both the Host Association and IFBLS. Messages from each shall be submitted to the Host Association no later than two months before the deadline for release of each announcement.
- Invitations for abstracts will be sent to all IFBLS Association members and posted on the Host Association's and IFBLS' websites within two month of the signing of the Congress contract.
- Payment by credit card must be an option during the registration process.
- The theme of Congress must be approved by IFBLS 18 months prior to Congress.
- Keynote speakers and sessions should be confirmed prior to opening of registration.

## **Part D - IFBLS and Host Association Agreement**

### **D.1 Preface**

- D.1.1** An agreement shall be made between the Host Association of the country in which the Congress is to be held and the IFBLS for the presentation of the World Congress of Biomedical Laboratory Science.

### **D.2 Professional Congress Organizer (PCO)**

- D.2.1** The Host shall be encouraged to use a PCO to facilitate the planning and execution of the Congress. The PCO chosen must be acceptable to IFBLS. It is also acceptable for the Host country to assume PCO duties; if approved by IFBLS.
- D.2.2** The Host Association's Organizing Committee will work in close liaison with the PCO.
- D.2.3** The PCO will be engaged from the signing of the agreement until the completion of the Congress.
- D.2.4** The PCO will work, on behalf of the Host Association as logistical and technical consultant in areas such as Project Management; Finances, including Sponsorship Participant Administration; Exhibition Management; Congress Promotion; Social Program and Abstract Handling.
- D.2.5** The PCO will provide contact information of a reputable printing and production source to the Host. This in order that the Host may forward this information to the IFBLS Office Administrator, for the purpose of having IFBLS promotional material produced in the Host country according to the directive of the IFBLS Office Administrator.

### **D.3 Budget**

**D.3.1** The Host Association must prepare a budget for the IFBLS Board of Directors. The complete budget must cover at a minimum the costs associated with the planning of the Congress by the Host Association and IFBLS, including the following:

- All PCO Fees
- Congress Fee to IFBLS
- Host Association/Organizing Committee meetings and travel costs
- IFBLS Office/IFBLS Board of Directors meetings
- President's reception and other social events
- Scientific Program Committee costs
- Other governance costs
- Registration fees
- Lab Expo exhibition fees
- IFBLS Site visit - 1 person appointed by IFBLS
- Costs of the President's Reception

### **D.3.2 Expenditure**

The Host Association will cover the following expenses:

- Registration Fees, honoraria, travel and accommodations for two days for plenary and invited presenters for the scientific program
- The AV needs of the scientific program
- The AV needs of the governance program of the Host Association
- IFBLS Board of Directors and Staff travel and accommodation. Board of Directors accommodation as follows:
  - Ten nights for a maximum of five people
  - Eleven nights for a maximum of three people
  - Thirteen nights for one person
  - A total of maximum 96 nights
- Congress participation and social events participation, including daily lunches for IFBLS Board of Directors and staff members for the duration of Congress
- Wi-Fi and printer for the IFBLS office, Board members and staff during the Congress and pre and post meetings related to Congress. The AV needs for the governance program of the IFBLS, using the Host Association contracted vendor
- IFBLS Secretariat/Office assistant fluent in English for administrative/office assistance when required
- The AV needs of the governance program of the Host Association
- Host Association travel and accommodation expenses
- Printing and distribution of all promotional materials
- Publicizing the meeting on the Host Association website
- All photography, including video, for the Congress
- The IFBLS President's Reception
- All PCO Fees for the scientific and social program, Host Association governance and registration of delegates
- Rental of poles and stands for flag display
- Rental of poster stands
- Inspection of Congress venues by IFBLS representative
- Three commercial exhibit spaces in the Lab Expo for IFBLS, for the use of the next Congress Committee and affiliated organization/association of choice
- Space for the Silent Auction
- Transportation of flags to the next Congress Host
- Administrative and interpretive support for Governance meetings

IFBLS will assume the cost for the following expenses:

- Any photographic material ordered by IFBLS
- Publicizing the meetings on the IFBLS website and social media
- Additional hotel expenses such as IFBLS personal telephone use and laundry service
- Catering for Chief Delegate's meeting
- Catering for the Chief Delegate's reception
- IFBLS will cover costs for all meals for IFBLS Board of Directors prior and post Congress

### **D.3.3 Income**

Congress Registration Fees will be agreed upon at the signing of the contract or later as agreed upon by the Host, PCO and IFBLS. Registration Fees will be in the currency of the Host Association's country or in US dollars at the discrepancy of the Host Country. Fees for IFBLS non-members should be significantly higher than IFBLS member fees, unless otherwise agreed upon. IFBLS will provide the Congress organizers with up to date membership information. The following is an example of the structure that should apply:

#### Category Fee

- IFBLS Member
- IFBLS Member - Low and Middle Income Economy\* Member
- Students (IFBLS Member)
- Non-member
- IFBLS Member - late
- IFBLS Member - Low and Middle Income Economy\* Member - late
- Students (IFBLS Member) - late
- Non-member - late
- Daily Registrant Rate
- Host Association Members
- Accompanying Person

*\*Low and Middle Income Economy according to the World Bank Classification*

### **D.3.4 Closing Date for Early Registration**

A Closing Date will be established, after which time a late Registration Fee will be applied.

### **D.3.5 Payment due to IFBLS**

The division of income between IFBLS and the Host Association will remain the same as that represented and used by the Host Association in the Congress Bid presentation and agreed upon by the signing of the contract. As per June 2017, the IFBLS Congress Fee is \$30,000 CAD.

### **D.3.6 Loss Guarantee**

IFBLS will not be financially responsible for any loss resulting from cancellation of any Congress or event there in the case of war, threat of war, riot, civil strife, industrial dispute, terrorist activity, natural or nuclear disaster, adverse weather conditions or any other circumstance amounting to a force majeure.

### **D.3.7 Invitations to Non-Nationals**

Invitations to non-nationals to attend the Congress must be accompanied by supporting letters from the appropriate National, Provincial, State or Municipal authorities. The invitation must include the visa requirements of the country.

## **D.4 Site Visits**

**D.4.1** Within four months of acceptance of the Host Association bid, an official representative of IFBLS will conduct a site visit. The representative from IFBLS will together with the Host Association, the PCO and the Organizing Committee review the proposed Congress venue and hotels to ensure they are suitable.

The IFBLS representative should have prior experience in organizing a World Congress or other similar events, and will function as a liaison between the IFBLS Board of Directors and the Host. IFBLS may send extra representatives to the site visit, at IFBLS' expense, or by organizing the site visit in conjunction with an IFBLS Board of Directors meeting.

## **D.5 Committee Structures**

### **D.5.1 Organizing Committee**

This committee is the most important committee and its membership should reflect the full range of tasks to be undertaken and completed in the preparations for the Congress. The members should be drawn from both the national and local membership of the Host Association.

IFBLS may nominate a member, who will sit as a full member of this committee and who will act as a liaison between IFBLS and the Host Association. The organizing committee must be in regular contact with the IFBLS office for mutual exchange of information and updates of the progress.

### **D.5.2 Functions of the Organizing Committee**

The functions of this committee will be:

- Overall organization and accomplishment of the mission of the Congress
- Responsible for obtaining sponsorship
- Development of a timeline to achieve the objectives of the Congress and adherence to timeline for formal announcements
- Approval and responsibility for financial planning and accounting including fund raising
- Responsibility for major contracts and liaison with sponsoring companies
- Decision making on proposals from the Scientific Program Committee regarding topics and speakers for Plenary Sessions
- Decision making on the composition, functions and proposals of all sub-committees
- Liaise with IFBLS
- Liaise with Office Administrator on matters concerning logistic and administrative issues.
- Obtain and ensure expense coverage for Registration Fees, honoraria, travel and accommodation for plenary speakers and invited guests. Notify these of arrangements with ample time prior to Congress to facilitate speaker's participation.

### **D.5.3 Scientific Program Committee**

This committee will be responsible for the organization of the scientific program of the Congress and will liaise with IFBLS. The IFBLS Scientific Committee/Board of Directors will act as a liaison between IFBLS and the Scientific Program Committee.

### **D.5.4 Functions of the Scientific Program Committee**

The functions of this committee will be:

- Decision making on the scientific content of the Congress program including plenary, invited lecturers, free papers, poster presentations, workshops and laboratory visits
- Decision making on the acceptance or rejection of abstracts, posters and free papers
- Creation of sub-committees to organize the scientific content of discipline-specific topics
- Delegation of tasks to sub-committees
- Development, selection, implementation and presentation for distribution of the scientific program