

**Policy no: AFEM 002**

**AFCEM APPLICATION AND SELECTION POLICY**

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The African Federation for Emergency Medicine acknowledges that in order to support the development of emergency care in Africa, emphasis must be placed on the education and abilities of the healthcare providers who are at the forefront in caring for acutely ill and injured patients.

With this in mind, AFEM recognises the need for all healthcare professionals to continue to advance themselves through lifelong learning, and understands that symposia and conferences are central to this process. AFEM is committed to vetting and endorsing external activities and materials that may be beneficial to its members, but should also strive to generate its own materials for continuing education.

The aim of the African Conference on Emergency Medicine is to gather regional and international emergency care providers in order to facilitate information exchange, to provide a mechanism for collaborative research, and to serve as a forum to discuss common problems and problem-solving approaches specific to the delivery of emergency care in Africa.

The purpose of this policy document is to provide the structure by which AFEM organises and conducts the African Conference on Emergency Medicine.

## **1. General**

The African Conference on Emergency Medicine (AfCEM) is to be conducted every even numbered year, over a three day period (plus any optional satellite meetings) in the month of October or November. Selection of host country and site is decided by the AFEM Board at least 2 years in advance.

## **2. Site selection and bid submission procedure**

- I. Bids must come from an AFEM Member Association: either Full or Affiliate
- II. All bidders must agree to comply with all conditions of these Guidelines. This agreement must be affirmed in the document and the bid document must be signed by the President of the bidding Member Association.
- III. Bids should be for a core meeting of three days in length that would reasonably allow attendance with no more than a four night stay by attendees. The target audience for the core meeting should be all healthcare professionals involved in emergency care. Tracks or satellite meetings may target specific groups, such as specialist emergency physicians.
- IV. All presentations at the meeting must be available in English. Other languages may be spoken in presentations if appropriate translation services are available. Any plans to translate presentations into other languages should be included in the bid.
- V. At a minimum, bids should include the following:
  - Information on conference facilities/venue (minimum 500 capacity)
  - Detailed description of facilities for break-out sessions
  - Hotel capacity, prices, and proximity to the conference venue
  - Shuttle or other transport options for distant hotels
  - Air transportation availability and sponsored airline/access to the conference city
  - Cultural opportunities and opportunities for tours
  - Proposed budget that includes expenses required by these Guidelines
  - The background and experience of the individual or organisation that will serve as the primary Conference Organiser. Along with other factors, favourable consideration would be given to bids including a Professional Conference Planner with international experience.
  - The bid must include a clear statement that the bidding member will be responsible for any financial loss that might arise from the conference.
- VI. The AFEM will announce the bid deadline at least one year prior to enable interested members adequate time to prepare bids.
- VII. Members bidding on the AfCEM should send copies of their bid to the AFEM Secretariat at least 90 days in advance of the meeting at which the site is to be awarded. Additional copies of the bid should be available for review by representatives of AFEM Member Associations on site.
- VIII. Final selection of the AfCEM site will be by a vote of the members of the full AFEM Board. The AFEM President will appoint an AfCEM Site Selection/Venue Committee that will evaluate all proposals and make a prioritised recommendation to the AFEM Board at least 30 days prior to the AFEM Board meeting at which the venue decision will be made.

## **3. Organising committees and accreditation**

The President of the Host Organisation will appoint an AfCEM Meeting Committee that will complete the planning of the AfCEM Meeting, and a Peer Review Committee that will select papers and posters for the meeting.

- I. If requested by any Member Association, the AfCEM Meeting Committee will incorporate a Member Liaison if necessary to facilitate obtaining Continuing Medical Education credit for the Conference from those countries that want to offer credit to their members.
- II. At the conclusion of the AfCEM the Organising Committee will prepare an AfCEM Outcome Report to be forwarded to the AFEM Executive and the AFEM Board. This report would be available to future bidders, and would contain the following information at a minimum:
  - Programme Details including the number and type of tracks offered
  - Attendance details by country (actual) and track (estimated)
  - Number of Full Delegates, Day Registrations, non-AFEM members
  - Trade Display statistics, details, names of exhibitors
  - Social agenda
  - Registration costs
  - Number of hotel rooms booked through Conference Organisers
  - Number of educational tracks filled by Member Associations
  - Successful innovations
  - Participant evaluations
  - Other information as appropriate

#### **4. Scientific content**

The educational level of presentations at the AfCEM shall be such that all levels of emergency care providers are catered for, including EMS and nursing.

- I. Allotment of presentations and other assignments should be focused primarily on development of the highest quality scientific programme, and should reflect the diversity of the AFEM. This should be done by selection of qualified individual presenters from Full Member Associations. Qualified presenters from Affiliate Member Associations and non-member countries may be used in core tracks, or by including a “Developing Emergency Medicine” track.
- II. Suggested distribution of scientific participation is 70% from Full Member Associations, 20% from Affiliate Member Associations, and 10% from non-member countries.
- III. Core program streams or tracks should be clinical (e.g. paediatrics, EMS, trauma) and may vary with each AfCEM, but each AfCEM must include at least one international stream with sufficient time allotted to showcase all member countries, and one afternoon time slot for an International Development Track: these tracks may be presented in a parallel session.
- IV. Each programme stream should be hosted by one or two senior practitioners. This is an excellent opportunity for diversity in assignments, especially from Affiliate Member Associations or non-member countries.
- V. Abstract panel for presentation of papers and posters should be composed of a panel of experienced and expert reviewers, and be graded on standardised criteria. Selection of abstracts and papers may be meritorious, except that at least 20% of poster space should be allocated to poster sessions entitled “International

Development” to allow the best posters from countries that would otherwise be unrepresented based on the standardised cut-off. Organisers are encouraged to set selection criteria in such a manner that participation in poster presentations is maximized.

## **5. Meeting schedule**

- I. Official Opening Ceremony on first day including AFEM President, Conference Chairman, and any invited host country dignitaries.
- II. International Development Track in the afternoon of one of the core days.
- III. General timetable should be 0900-1700.
- IV. All sessions must be Chaired/Moderated.
- V. Plenary (keynote) sessions should last 1-2 hours and are usually mid-morning.
- VI. When short presentations are given (e.g. three 20 minute presentations in an hour) time should be allowed for panel discussion and audience participation.
- VII. Ending times of streams/tracks should be coordinated to allow audience cross-over.
- VIII. Strict adherence to starting and ending times.

## **6. Facilities and daily conference amenities**

- I. Sufficient rooms with sufficient space for each programme stream. Planning to accommodate greatest interest in clinical tracks. Flexibility to cope with variable interest.
- II. Refreshments with morning and afternoon breaks.
- III. Free lunch for registrants.
- IV. Exhibit Hall/Trade Display. Sponsorships and Exhibit functions will follow the host country ethical guidelines for interactions between physicians and industry.
- V. AV assistance in each presentation room for each session.
- VI. Media liaison.
- VII. AFEM Leadership Conference and Meeting Room in the hotel or conference centre stocked with beverages and snacks.

## **7. Social**

- I. Opening Reception on the evening before the first day of the Conference.
- II. Leadership Dinner, night of the first or second day. The organizers must invite all AFEM Member Association Presidents, members of the Executive, AfCEM International Coordinators, AFEM Past Presidents, Keynote Speakers, and AFEM Medal recipients.
- III. Conference Dinner, night of the second or third day. Main aim is to promote fellowship and international interaction. Entertainment should be limited to allow interaction.
- IV. Auxiliary/Spouse Tour or Activity Program.

## **8. Faculty remuneration**

The tradition of international meetings has been not to reimburse faculty, or to provide lodging only. These practices are in evolution, and the AfCEM must reflect this evolution while making all potential faculty aware of the policies in effect.

- I. Registration fees, including evening social functions, will be waived for faculty presenting at least two (2) times in the core Scientific Program, or presenting a Plenary Session alone. Chairing or Moderating Sessions, and Poster presentations are normally not included in this calculation.
- II. Lodging may be provided to Plenary Speakers, including emergency physician presenters, at the discretion of the Host Country.
- III. Travel expenses may not be paid for any emergency physician presenter, or any non-Plenary speaker. Travel expenses may be reimbursed to a non-emergency physician Plenary presenter if necessary at the discretion of the Host Country.
- IV. Honoraria are discouraged and may not be paid to any emergency physician presenter, or any non-Plenary speaker. Honoraria may be paid to a non-emergency physician presenter if necessary at the discretion of the Host Country.
- V. An Agreement clearly reflecting the application of these policies must be sent to each potential presenter, chair, moderator, and poster or paper submitter as soon as possible after the first contact concerning their participation in the AfCEM. This document should be signed and returned before any work is done on the applicable session.

## **9. Financial**

- I. The AFEM President and the President of each AFEM Member Association or their designee will be given complementary registration to the AfCEM. In addition, the AFEM President will be provided appropriate lodging for the duration of the meeting. The AfCEM Organising Committee may, at its discretion, ask and expect that the AFEM President present a minimum of two scientific sessions during the AfCEM, scheduled at times not in conflict with other duties of the President.
- II. The successful Host Country must pay a royalty of \$25.00 (US) per registrant to the AFEM for the privilege of hosting the AfCEM. This includes all registrations, paid or complimentary, and must be paid to the Secretariat within 90 days of the conclusion of the meeting regardless of whether or not the meeting makes a profit.
- III. Any profit from the AfCEM will be retained by the Host Country, and any loss will be absorbed by the Host Country.

## **10. Timeline**

- 3 years prior:
  - Calls for Expressions of Interest to Full and Affiliate Member Associations
- 2 years prior:
  - Selection of winning bid, confirmation of venue, dates
  - Active promotion of Conference, appointment of International Coordinators
- 18 – 12 months prior:
  - Call for papers, abstracts and presentations. Appointment of program stream/track chairs
- 12 months prior:
  - Confirmation of presenters/subjects
- 12 – 3 months prior:
  - Final confirmation of all presenters, moderators, posters completed
- 1 – 3 months post:
  - AfCEM outcomes report and royalty payment sent to AFEM Secretariat