



THE EHS ADVISORY BOARD FOR CONGRESS

CONCEPT FOR THE ANNUAL CONGRESS ORGANIZATION

- **Candidature for Annual Congress**
 - The applicants must send a proposal concerning several aspects of the Congress they want to organize, e.g. location, organisation, hot topics, etc.
 - The EHS Board approves the candidatures for Annual Congress, designating the chosen one on the proposal of the Advisory Board for Congresses
 - The Candidacy must be open 5 years in advance of a Congress and the final candidate must be decided 4 years in advance

- **Content of the application for candidature , to be sent to the Advisory Board of Congress**
 - Details of the city, venue, accommodation, etc.
 - A proposal for the theme of the meeting
 - Proposal for live surgery session/s, if it is possible
 - Should there be details given of what is expected – e.g. 1000 seater main hall, 300 seater parallel rooms, Wi-Fi width for online/app voting for 1000 people at the same time, minimum size of exhibition space etc

- **Economic Balance**
 - The Organizers of the Congress have to pay 15.000,00 € to the EHS
 - The payment must be made one year before the start of Congress (5.000,00 €), and three months before (the remaining share of 10.000,00 €)
 - For the Congresses from 2019 the payment will be 15.000,00 € and 5% of the registration fee
 - For the Congress from 2021 the payment will be 75% of the final profits to the EHS (the 25% remains to the Organizers of the Congress)
 - Annual Congress President must present a summary of the accounts of the Congress to the EHS Board.
 - Detailed financial reporting
 - Expenses and revenue (e.g. amount received by Companies)



- **Credits**

The Congress of the EHS must provide the CPD (Continuing professional Development) credits. The attendees will receive a CPD application form in their Congress package. Attendees should fill this out and return it to the registration desk at the end of the Congress

- **Annual Congress advertising**

To improve the diffusion of information about Congresses:

- Letter from the President of the Congress with a **link** to the EHS Congress website, to be sent and displayed (where possible) in:
 - Main national surgical society websites
 - Website of National Hernia Associations of the countries with a EHS Chapter
- Ask for the Presidents of National Chapters, to send announcements of the future Congress via their National Chapter mailing list
- Ask for the mailing list of participants of the three previous annual Congresses, to send the announce of the future Congress

- **Preliminary program**

- A preliminary program of the Congress, must be sent to the EHS Board, concurrently to the EHS Winter Board Meeting of the corresponding year

- **A preliminary meeting for Annual Congress**

Must be organized

- One year before the beginning of the Congress, with the participation of:
 - Advisory Board for Congress
 - President and local Committee/Organizing Secretariat of the Congress

- **Chronological deadlines**

- **- 1 year**
 - preliminary program (topics to be approved by AB for Congress)
 - second announcement after approval of preliminary program
- **- 9 months**
 - names allocated to the invited speakers + moderators (2 per session)
 - proposal to be approved by AB for Congress and SC before invitation
 - discussion during EHS Board Meeting with congress president invited
- **- 6 months**
 - confirmation of names allocated to the invited speakers and moderators
 - Third announcement



- - **4 months**
 - deadline for abstract submission
- - **3 months**
 - approval of abstracts and author notification
- - **2 months**
 - final program
- + **3 months**
 - congress evaluation during EHS Board Meeting

▪ **International Selection Committee for abstracts**

A list of members of EHS that perform an unbiased peer review and scoring of the abstracts.

Must be composed from

- The Members of the EHS Board
- The Members of the 5 EHS Advisory Committees
- The Members of the local Congress Committee
- The Presidents of the EHS National Chapters

(This way it is possible to get almost 50 people to perform the review and scoring, so they have to review only a small number of abstracts)

The local scientific committee select the best scoring abstracts for a special prize session

▪ **Abstract reviewing process**

- Always the same evaluation system for abstract and videos selection,
Scoring system 1-10 evaluating different aspects of the abstracts
- Originality
- Fulfilment the requisites (number of words, items “objective, material and methods, results, conclusion)

Same submission form

▪ **Evaluation form of the Congress**

Evaluation form must be included in every congress bag and requested at the end of the Congress, and collected by Congress Secretariat (gathering info on what worked well and what did not).

Evaluating different aspects:

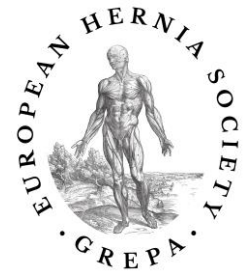
- Quality of the Congress
- Quality of the lunches/coffee break
- Quality of the Organising Secretariat
- Venue location



- Exhibition hall
- Social program
- Comments

Score 1-10 (1=poor / ten=excellent)

- **Evaluation form of each Speaker of Annual Congress**
 - Evaluation Scale (1, poor – 5, excellent) on several parameters such as
 - Quality (of the slides) and time of the presentation
 - Scientific impact
 - Originality
 - Data collected by Congress Secretariat
 - Interest for future benchmark (will help for the inclusion in the faculty of the future congresses)
 - Evaluation of results by the Advisory Committee for Congress, three months after the end of the Congress
- **Key features of the scientific program**
 - “Lectura Magistralis” (20 min.) by a recognised hernia surgery expert
 - Session of best 4 free papers/videos
 - Debate topic: a crossfire debate with double voting by the Audience (at the start and at end of session)
 - Interactive Session: during case presentation by experts
 - Live surgery if it’s possible
 - A Plenary Session for a new Guideline presentation
- **We recommend a pre-Course Program related to training and teaching**
- **“For the young Surgeons”**
 - Training and educational sessions
 - Young attractive (skills-lab, meet the expert breakfast, etc.)
 - Pre-congress activities
- **The Congress should include “The best free papers and video session”**
 - 4 free papers
 - 4 free videos
 - The best paper and video among that 4 will be chosen by the Audience (Tele-voting)
With prize in money or in expenses e.g. residence course for Educational Training



- **General Assembly**
 - In the main room without other parallel sessions
 - Reserve sufficient time (At least 1 hour)
- **EHS Board meeting**
 - Find time and venue for the EHS Board meeting during the Congress
- **Meeting with the National Delegates of the European Hernia Society Chapters**
 - Find time and venue for the meeting with the National Delegates during the Congress
- **The Speakers cannot be forced to transfer the rights (with signature for privacy disclosure) of their presentation**
- **Honorary Member (HM)**
 - Evaluate the possibility of the election of an HM each year, proclaimed during the congress
 - Possible candidate: surgeon that contributed to the development and teaching of hernia surgery
 - Lecture by HM during the Annual EHS Congress
 - The EHS Board will elect the Honorary Member, from candidates proposed by: The Presidents of National Chapters and the Members of the five Advisory Committees
- **The current concept of maximum three parallel sessions is recommended**
- **Check the date of the Annual Congress attempting to minimise date clashes with other international congresses**
- **Congress organizers (+AB for Congresses) must write a report of 2 pages on the Meeting for Hernia Journal**
- **A report of the Congress must be placed on the EHS website**

(DRAFTED BY THE ADVISORY BOARD FOR CONGRESS MEETING, WITH THE SUPERVISION OF THE EHS BOARD)