



International Academy of
Aviation and Space Medicine

Académie Internationale de
Médecine Aéronautique
Spatiale

Information for Organisers of an International Congress of Aviation and Space Medicine

The Academy promotes an International Congress of Aviation and Space Medicine in the Fall in a different State each year. The objectives are to promote scientific knowledge and research in Aviation and Space Medicine (ASM) internationally by providing a forum for report and debate and to promote ASM in the nation hosting the Congress.

The Academy recognizes that hosting and sponsoring an ICASM requires a significant commitment of time and resources. The Academy has considerable experience of assisting host States and has a number of Academicians who can provide advice and expertise to the local Organizing Committee to ensure that their Congress is a scientific, cultural and social success.

Representatives of the local Organizing Committee will be asked to present their plans to the Council of the Academy at meetings held twice a year leading up to the Congress, including in person attendance during the year prior. In between these times the Secretary General and Chair of the Academy's Scientific Committee will be available to provide guidance.

The Organizing Committee should, wherever possible, include civilian, military, regulatory, airline, national aerospace medical association and governmental representatives and governmental support should be obtained. The Academy will want assurance that no person will be denied entry to the host State of the Congress due to their nationality, religion or political affiliation.

Organizers are encouraged to contact the Secretary General, Dr Sally Evans, at the earliest opportunity to express an interest in hosting a Congress: secretary-general@iaasm.org. The Council of the Academy will review host proposals and determine the location of Congresses held under their aegis.

The Academy will favourably consider applications from nations where the ASM infrastructure is not extensive, particularly where the Congress may contribute to national and regional awareness of the Specialty.

The guidance set out below may be varied according to local circumstances with agreement from Council.

President

Dr James M Vanderploeg
Colorado, USA
president@iaasm.org

Secretary General

Dr Sally A Evans MBE
Guildford, UK
secretary-general@iaasm.org

Congress Format

Sunday	Council and Committee Meetings Registration
Monday	Opening ceremonies (30 mins) André Allard Lecture (50 mins) Ernsting Panel (rest of morning session) Scientific Sessions <i>Evening Reception for delegates and partners</i>
Tuesday	Scientific Sessions (end at 15.00) General Assembly 15.30 (Academicians only) <i>Academicians' Dinner (Academicians)</i>
Wednesday	Scientific Sessions
Thursday	Educational Visits <i>Congress Banquet</i>
Mon - Wed	Poster presentations Exhibits

Notes

Opening Ceremonies

Addresses by the President of the Academy, President of the Congress (usually Chair of the Organizing Committee) and by a senior person from the host country involved with ASM eg politician or senior scientist.

André Allard Lecture

An authoritative presentation about an aspect of ASM; the lecturer must be chosen in consultation with the Academy prior to an invitation being extended and will be awarded a medal from the Academy. Partners of attendees often attend this lecture.

Ernsting Panel

A series of invited presentations.

Scientific Sessions

Abstracts are submitted for presentation
Evening Reception for delegates and partners

Congress Organization

The Organizing Committee must include experts in ASM and is responsible for the financial management of the Congress. The *President* of the Organizing Committee should Chair meetings and will usually be an Academician. The President of the Organizing Committee will sign the formal agreement to host the Congress with the President of the Academy and will be responsible for providing a report (with a summary of the planning, costs and any issues encountered, also a summary of attendee feedback) to the Academy within three months after the Congress.

The *Secretary* will be responsible for the co-ordination of the Congress, liaison with the Academy and other aerospace medical associations and secretariat support.

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Note: The President and Secretary should normally attend the Council meetings at Congresses and AsMA meetings prior to the Congress to brief Council members and the General Assembly on progress of arrangements.

A *Treasurer* should also be appointed, responsible for the management of the overall budget, setting attendees' fees with approval of Council and sending a per capita fee for all attendees of US\$25 (US\$8 for day registrants) to the Academy within one month of the end of the Congress. Complimentary registration is provided for the President, Secretary General and Chair of the Scientific Committee and their partners.

Other members may be appointed as required.

Subcommittees may be helpful for the Organizers:

- **Local Scientific Committee** to liaise with the Academy's Scientific Committee and nominate two representatives to work with the Academy's Scientific Committee in the year prior to the Congress.

The Scientific Program should adhere to the guidance set out by the Academy.

The Academy will deliver CME credits to the participants; each host State may determine recognition of this type of CME credit.

An evaluation and feedback form should be prepared.

Note: The Academy can manage the Scientific Program where this is requested.

- **Social Program Committee**
- **Secretariat**, sometimes a professional events team, to provide support prior to the Congress and on site during the event. Duties of the secretariat include:
 - administration of the web site
 - booking venues; the Congress venue should be in a hotel or conference facility
 - staffing the on-site registration desk
 - liaising with hotels to ensure a range of options for accommodation (US\$100-300) is available for delegates to book; inexpensive options help to ensure diverse attendance
 - arranging catering including lunches for attendees and hot and cold drinks during morning and afternoon breaks
 - providing transportation of attendees and partners to and from social events and educational visits
 - arranging for provision of audio-visual aids and downloading of PowerPoint slides from presenters
 - arrange for a display of posters (paper or electronic)
 - sending the evaluation and feedback form to attendees

Educational Visits

A choice of 3 or 4 visits is ideal. Each location should have specific information about its aviation and/or space medicine relevance; case studies are well received.

Social Program

Monday Evening Reception: usually drinks and canapes are provided, sometimes entertainment; for all attendees and partners.

*Tuesday Academicians' Dinner***: limited to Academicians and their partners (or a family member), also guests invited by the Academy from the Organizing Committee (eg Committee Chairs); total numbers are usually 100-130.

*Thursday Congress Banquet**: numbers average around 250.

*Accompanying Persons Program**: historically an accompanying person's fee is charged to cover the costs of partners attending the Monday reception and Thursday Banquet plus a couple of organized daytime tourist visits which take advantage of the special attractions of the host city.

Note 1*: Organizers may wish to incorporate fees for these social events within a registration fee or charge separately; the latter may assist with estimating numbers attending. Entertainment is often provided.

Note 2**: The cost to Academicians of the Academicians' Dinner has historically been covered by the organizers or a sponsor.

Web Site

The ICASM web site should be published as soon as possible after the agreement to host the Congress has been signed and at the very latest 26 weeks prior to the Congress.

As well as giving information about the Congress it should have the following information and functions:

- Homepage with an outline of Congress details including 'opening date for registration' and 'opening and closing dates for abstract submission' and outline of the Scientific Program including anticipated number of CME credited hours; a link to the local Tourist Authority may be useful, also information on climate, location of main venue, travelling options to and from major airports, accommodation possibilities and instructions for booking accommodation; a local map showing Congress, educational visit and social venues is helpful
- The Congress logo (available from the Secretary General) should be used along with the number and year of the Congress
- List of members of the Organizing Committee and its sub-committees
- Once abstracts are being accepted, a 'Call for Papers' and instructions for submission of abstracts
- Registration (delegates) with tick boxes for each social event not included in registration fee, choice of educational visit (with description of the visit and any attendance restrictions) and payment mechanism; cancellation penalties should be set out
- Registration (accompanying persons) with tick boxes for each social event not included in registration fee, choice of educational visit and payment mechanism
- Separate tick box for Academicians and their nominated partners who wish to attend the Academicians' Dinner (with a code required as it is not open to non-Academicians)
- Full Congress details including the abstracts should be available for attendees only in a downloadable form 48 hours prior to the Congress

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Promotion

The Organizers should send a notice about the plans for the Congress to the Secretary General of the Academy who will forward this to all Academicians (as of 1 April 2022 there are 217 active members plus 79 retired), major ASM associations and training institutions.

The Organizers should promote the Congress using electronic means and social media and at Congresses and AsMA meetings prior to the Congress.

Optional

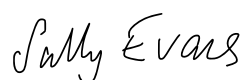
- **Translation of Monday sessions** English>French and English>Main language of host State (translators who are proficient in medical terminology and equipment provision)
- **Translation of web site pages** into French and the main language of the host State.
- **Provision of an App** with Congress information
- Provision of **Delegate Packages**
- Historically **travel and accommodation** has been provided for the President and Secretary General and their partners

Further Information

- The Academy has developed further information over many years which may be useful to Organizers:
 - The Scientific Program
 - Sample abstract
 - Suggested authors' declaration form
 - Guidelines for PowerPoint presentation
 - Guidelines for Poster presentation
 - Sample evaluation and feedback questions
 - Congress budget checklist template

These are available upon request from the Secretary General.

We hope that you may be interested in hosting an International Congress of Aviation and Space Medicine and invite you to contact the Secretary General, Dr Sally Evans by email at secretary-general@iaasm.org to discuss your proposal.



Sally Evans

v 5 April 2022

President

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Colorado, USA
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