



Guidelines for Committees Organising Regional Continuing Education and Special Interest Group Meetings

Established jointly in the names of the Australian and New Zealand College of Anaesthetists, the Australian Society of Anaesthetists and New Zealand Society of Anaesthetists

July 2011

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- A. Planning Timetable
- B. Guidelines for Sponsorship of Speakers
- C. Standard Post Event Report

Reference:

- A. Memorandum of Agreement Between Australian and New Zealand College of Anaesthetists, Australian Society of Anaesthetists New Zealand Society of Anaesthetists, dated 14 June 2011

Introduction

The Australian and New Zealand College of Anaesthetists (ANZCA), the Australian Society of Anaesthetists (ASA) and the New Zealand Society of Anaesthetists (NZSA) run numerous joint regional continuing medical education (CME) meetings, special interest group (SIG) meetings and New Zealand Anaesthesia Education Committee (NZAEC) meetings.

These meetings have in the past been very successful both educationally and financially, while maintaining significant independence from the parent organisations. The three parent organisations have nevertheless retained ultimate responsibility for their activities. ANZCA, the ASA and NZSA have produced this document to provide principles by which such committees can function without diminishing their freedom and enthusiasm.

The College or Society staff member who assists the organising committee for the event is an important knowledge resource. Additional advice and support can be accessed through the Anaesthesia Continuing Education Coordinating Committee (ACECC).

The management of the NZAEC is in accordance with a document entitled "NZAEC Terms of Reference".

Objectives

The objectives of combined CME events are to:

- To promote and provide continuing education opportunities for anaesthetists and practitioners from related disciplines.
- To provide a forum for balanced review of new methods and drugs in anaesthesia.
- To promote high standards of professional performance by anaesthetists.

Organising Committee

Regional CME Committees and SIGs are responsible, through ACECC, to the parent organisations for the efficient conception, planning and execution of an education event.

The committee will be of a size appropriate for the anticipated activities in the region. A convenor will need to be nominated for each meeting. This role does not have to be taken on by the chair of the committee; in fact it is preferable if the two appointments are separate. It may be appropriate to nominate other committee members to take on one or more other roles including; scientific program convenor, healthcare industry liaison officer, treasurer and social convenor. Administrative support for the committee will be provided from the relevant parent organisation. The convening treasurer must take these costs into account when preparing the budget.

The chair or his/her nominee will provide a verbal report of activities and finances of the CME committee at the annual general meetings of the regional state committees or the SIG and at other meetings when requested by the parent organisations.

The committee will provide a written report of activities and finances to each ACECC meeting and through the ACECC to the Councils/Executives of the parent bodies. The chair of the SIGs and the regional CME committees (or their nominees) will also attend ACECC meetings, held twice annually at the ANZCA ASM (May) and the ASA NSC (October). Attendance can be via teleconference.

The committees should familiarise themselves with the ACECC Charter and the SIG Constitution.

Topic, venue and timing

Selecting an appropriate topic, venue and time are crucial to the success of the meeting. Criteria to consider when selecting a venue are: size in relation to the number of delegates and HCI, accommodation options, transport, audio visual requirements, cost and quality of the venue and catering. Once a preferred venue has been determined, the administrative staff member will undertake negotiations with the venue and ensure the contract is suitable for the parent organisation to sign. For a new venue site inspections, if required, will normally be undertaken by the secretariat. In exceptional circumstances a committee member may undertake a site inspection. This must be previously have been approved and included in the event budget.

When selecting a topic and date for the conference it is important to consider what other events are on at around the same time locally, nationally and internationally. The ACECC website (<http://www.acecc.org.au>) has a comprehensive list of future meetings. It is also worth checking that the meeting does not clash with any ANZCA exams, large sporting events, festivals and other major conferences in the same town.

Publicity and Promotion

Advertising the conference is crucial to its success.

Firstly inform the parent organisations and enter the event on the ACECC website. It normally takes a day or so for the event to be uploaded and published. Contact the ASA if you have any difficulty with entering the event on the ACECC website. Ideally registration should be possible on line by linking from the conference details on the ACECC and parent organisations' websites.

As the conference approaches ask the parent organisations to promote the meeting as a coming event on their websites' front page.

Broadcast emails from the parent organisations targeted at the selected likely registrants may be requested.

Traditional postage of brochures and advertising in the *ASA Newsletter* and *ANZCA Bulletin* should definitely also occur. The internet is not enough.

Planning and organisation

The administrative staff responsible for the committee will usually be able to act as the conference organiser for the event and can undertake the majority of work involved with organising an event. On occasions, it may be appropriate to contract a professional conference organiser to manage the event. These costs of administration will need to be considered in developing the budget.

The organisers of the SIG meeting, if having a session at one of the parent organisations annual scientific congress or meeting should provide to the organising committee the SIG session program as early as possible but no later than nine months prior to the meeting.

Determining a project plan early on helps all involved know who is responsible for each component and when items need to be completed. An example of an event project plan is included as Annex A for information.

At the conclusion of the event a Post Event Report is to be provided to the next ACECC meeting (see Annex C).

Speakers

The meeting budget for larger meetings may be able to cover the costs of inviting one or more international speakers and one or more local speakers. Additional speakers can be funded if sufficient income is available to cover their costs. Smaller meetings are unlikely to be able to afford an international speaker unless the parent bodies agree to make extra funding specially available. Please refer to Annex B for the Guidelines on the Sponsorship of Speakers.

International and local (Australian and New Zealand) speakers who are not in current anaesthesia or related practice or who are keynote invited speakers from outside the state/country are entitled to return airfares from their place of residence, accommodation for the duration of the conference and registration including all social events. Speakers whose flights are over four hours are entitled to business class airfares, speakers whose flights are shorter than four hours will be entitled to economy class airfares.

Speakers are entitled to convert the value of the airfare (based on Qantas fares at the time of preparing the meeting's budget) to a payment and book their own flights.

These meetings are unable to routinely offer local speakers who are Fellows of the College or Members of the ASA or NZSA any entitlements. A single session speaker is not required to register for the day or meeting if they attend nothing other than their session. This is known as 'name registration' or similar. The latter arrangement may carry insurance risk of which the speaker should be made aware.

Healthcare Industry

Joint CME meetings have been fortunate to have been supported by the healthcare industry (HCI). These meetings are a good opportunity for industry representatives to meet anaesthetists outside of the operating theatre environment.

The Medicines Australia Code of Conduct is an important resource in determining what sponsorship opportunities the event can offer (<http://www.medicinesaustralia.com.au/pages/page63.asp>).

A personal approach by a specialist anaesthetist is far more effective than just sending out a letter or an approach by administrative staff in gaining sponsorship for meetings.

Financial Management

General

Prudent and meticulous financial management is essential. The meetings can generate significant income and expenditure and must be managed professionally. Ultimately the Board of Directors of the parent organisation

is responsible for the financial efficacy of the meeting and, as such, will take a large degree of interest in overseeing the financial management process. However, the organising committee's treasurer is responsible for preparing the initial budget and reporting against this budget at each planning meeting.

Although the secretariat provider is there to provide assistance with the drafting of budgets and the reconciliation of actual with proposed income and expenditure it is ultimately the treasurer and through him or her the organising committee's responsibility.

All financial transactions will be conducted through the finance department of the respective parent organisation.

Budgeting

The financial agreement setting out the administrative arrangements is at Reference A. This agreement takes precedence should there be any inconsistency in interpreting these guidelines.

Administrative staff provides information to assist the committee draft their budget for all CME activities as part of the annual budgeting process. The convenor will approve the draft budget and forward it to the parent body for concurrence. Where possible the draft budget should be submitted at the time the parent organisation is preparing its annual operating budget. If this is not possible it should be presented well ahead of a directors' meeting.

As a guiding principle, all CME activity should be self supporting. When setting a budget the committee should plan for a 10% surplus to cover unanticipated expenditure.

Financial Reporting

The finance department of the secretariat provider is responsible for establishing processes to receive income and pay for event expenses in accordance with Reference A.

A final financial report will be completed as soon as possible after the end of the meeting, but in any case no later than three months from the end of the meeting.

All expenditure from the accounts must only be used for CME and related activities and must be verified by receipts.

Expenses incurred by committee members in the organisation of a CME activity must be fully documented for audit purposes. Reimbursement may be paid from the event account.

Committee members may not ordinarily claim living allowances, entertainment expenses, meeting registration fees and travel expenses to attend the event.

Setting Registration Fees

Registration fees should be set to make a 10% surplus on the expected number of delegates. Generally there will be two main categories of registration fees; full registration and ANZCA trainee and allied health. The ANZCA Trainee/Allied Health level is set at 75% of full registration plus social event costs. It may be appropriate to include day registration and early bird registrations. If enough delegates are expected to attend to cover these costs retired anaesthetists can be offered a discount or even an exemption from registration fees but will need to cover the cost of all social events.

Consideration should be given to including some or all of the costs for social events in the full registration fee. Social events for accompanying persons should have a fee set equal to the cost of the event plus GST.

General

The convenor should discuss with the secretariat provider the need for insurance.

Questions regarding compliance with this document should be directed to ACECC in the first instance, and then to the executives of the parent organisations.

Annexes:

- A. Planning Timetable
- B. Guidelines for Sponsorship of Speakers
- C. Standard Post Event Report

CHANGE CONTROL REGISTER

Version	Author	Reviewed by	Approved by	Changes
1	Committee	Committee	Committee	September 2011

Date of next review	May 2012
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Annex A

PLANNING TIMETABLE

A plan needs to be established early in the organisation process and must be catered to include all the requirements of the individual meeting. A template plan is included below as a guide.

DATE	TASK	RESPONSIBILITY	STATUS
One year out	Conference Venue and date	Committee / Conference Organiser	
	Determine Organising Committee	Committee Chair	
	Finalise venue contract / pay deposit	Conference Organiser	
	Block book accommodation	Conference Organiser	
	1 st announcement flyer (ANZCA, ASA, NZSA, ACECC)	Conference Organiser	
	Draft time line	Conference Organiser	
	Prepare preliminary budget	Conference Organiser	
	Set up meeting on ACECC website and advertise on international meeting websites	Conference Organiser	
9 months out	Finalise social events	Conference Organiser	
	Review budget and set registration fee structure	Conference Organiser / Committee	
	Establish speaker entitlements	Committee	
	Call for Abstracts	Conference Organiser	
	Invite overseas Speakers	Convenor/ Conference Organiser	
	Conference Theme	Convenor/Committee	
	Invite Trade	HCI Liaison / Conference Organiser	
	Establish overview of program	Convenor	
6 months out	Send formal invitations to local speakers	Convenor/ Conference Organiser	
	Finalise program timing/content	Convenor	
	First draft preliminary program, registration brochure	Conference Organiser	
	Finalise budget	Conference Organiser /Convenor	
	CPD Credit requests (ANZCA , other Colleges if appropriate)	Conference Organiser	
	Set up meeting on database	Conference Organiser	
5 months out	Follow up potential sponsors and exhibitors	HCI Liaison/ Conference Organiser	
	Send out Registration Brochure	Conference Organiser	
4 months out	Collect speakers abstracts	Conference Organiser	
	Review numbers and advertising	Convenor	
	Cut off for papers		
3 months out	Prepare nametags	Conference Organiser	
	Organise satchels	Conference Organiser	
	Review technical program and meeting room allocation	Conference Organiser /Committee	

	Agree video / audio recording of sessions	Committee	
	Identify and invite session chairpersons	Convenor	
	Follow up potential sponsors and exhibitors	HCI Liaison/PCO	
	Update all speakers on technical program	Conference Organiser	
	Agree room set up for all sessions	Convenor	
	Prepare handbook/abstract book	Committee/ Conference Organiser	
2 months out	Call for Papers Cut		
	Select menus for all functions	Conference Organiser	
	Prepare audio visual schedule	Conference Organiser	
	Gifts for speakers? Select if desired	Committee	
	Release unbooked accommodation	Conference Organiser	
	Review registration numbers – re-advertise if necessary	Conference Organiser	
1 month out	Confirm travel schedules for speakers	Conference Organiser	
	Agree signage	Conference Organiser	
	Print Handbooks and any other publications	Conference Organiser	
	Receive running sheets for conference from venue	Conference Organiser	
	Confirm meet and greet arrangements for keynotes and speakers	Convenor	
	Check speakers / chairman / committee registered	Conference Organiser	
	Arrange for poster display boards (if required)	Conference Organiser	
	Review budget / registration numbers	Conference Organiser	
	Collect satchel inserts	Conference Organiser	
Prepare questionnaires (if required)	Conference Organiser		
2 weeks out	Advise final catering numbers to venues	Conference Organiser	
	Review AV requirements	Conference Organiser	
	Print nametags, tickets, attendance certificates	Conference Organiser	
	Print delegates lists, prepare handouts	Conference Organiser	
	Pack satchels	Conference Organiser	
	Post Boxes	Conference Organiser	
	Ring to check boxes have arrived	Conference Organiser	
Conference	Enjoy!		
Post conference	Final invoices	Conference Organiser	
	Thank you letters - speakers, trade	Convenor/ Conference Organiser	
	Prepare conference report	Convenor/ Conference Organiser	
	Finalise debtors and creditors	Conference Organiser	
3 months after event	Final financial report	Conference Organiser	

GUIDELINES FOR SPONSORSHIP OF SPEAKERS

The College, ASA and NZSA have a mutually-agreed policy regarding sponsorship of speakers at their major and regional meetings.

1. All speakers who accept sponsorship (from the meeting, the organisation or the HCI) must disclose this sponsorship in all printed material related to the meeting and at the beginning of their presentation. This applies particularly to speakers accepting sponsorship from the healthcare industry.

2. The sponsorship policy for Fellows and Members is as follows:
 - 2.1 At the *major annual meetings*, Fellows and Members who are invited to speak on the program will not be sponsored from the meeting budget, by the organisation or by the HCI with the exception of:
 - 2.1.1 A small number of suitably-qualified Fellows or Members who are invited to be **keynote** speakers at the meeting and may be sponsored by the meeting budget, the organisation or by HCI. Generally, keynote speakers should be chosen by the organisers and then suitable HCI sponsorship should be sought.
 - 2.1.2 Keynote speakers offered by the HCI will be accepted at the discretion of the organising committee in consultation with the education officer (or equivalent) of the parent secretariat provider, keeping in mind the balance of the meeting and the potential for conflicts of interest.
 - 2.2 At *regional meetings*, local Fellows and Members who are invited to speak on the program will not be sponsored with the exception of:
 - 2.2.1 A small number of suitably-qualified Fellows or Members from other regions who are invited to be keynote speakers. (as in 2.1.1 and 2.1.2).
 - 2.3 At SIG meetings, Fellows and Members who are invited to speak on the program will not be sponsored with the exception of:
 - 2.3.1 A small number of suitably-qualified Fellows or Members from outside the SIG who are invited to be keynote speakers at the Meeting. (as in 2.1.1 and 2.1.2).

3. The policy for industry-sponsored sessions (such as “breakfast sessions”) is as follows:
 - 3.1 These sessions must be conducted in accordance with the Medicines Australia Code of Conduct or New Zealand equivalent.
 - 3.2 Fellows or Members who are invited to speak at these sessions must:
 - 3.2.1 Discuss their involvement with the meeting organisers to ensure against conflicts of interest.
 - 3.2.2 Disclose at the session any sponsorship that arises from their participation in the session.

4. In relation to promotional or educational material (such as CDs or printed material) which arise from an HCI-sponsored session in the main program of meetings:
 - 4.1 Permission to publish any material arising from a presentation must be sought from the organisation (College or Society), as well as from the sponsored speaker.

STANDARD POST EVENT REPORT



POST EVENT REPORT FOLLOWING THE <insert event name> HELD ON <insert date> AT <insert venue>

N.B. A post event report must be completed following each event by the meeting convener and distributed to stakeholders (i.e. ANZCA, ASA or/and NZSA) within three months of the event's completion. Please exclude any items below if they are not applicable to your event and feel free to add any other significant points in your report.

MEETING SUMMARY

- Date of meeting
- Number of registrants (by type)
- Convener
- Organising Committee
- Event Manager
- Venue
- Catering (e.g. day delegate pack or lunch only with beverage pack, etc)
- Organisation (e.g. ANZCA, ASA or NZSA)

BUDGET

- Précis of major variation between forecast and actual income and expenditure
- Surplus as a percentage of forecast.
- Surplus as a factor of registrants (e.g. \$55 surplus per registrant)

SCIENTIFIC PROGRAMME

-

SOCIAL PROGRAMME

-

SPONSORS

-

DELEGATES

-

SPEAKERS

-

POSITIVES OF MEETING

-

NEGATIVES OF MEETING

-

Name

Position

Date

Attached: SER Budget vs. actual statement

Other relevant documents e.g. program etc.