

GUIDELINES FOR CONDUCTING CONTINUING EDUCATION MEETINGS

This document is intended for use by Fellows of ANZCA, or members of the ASA or NZSA, who are planning to organise an educational meeting.

The guidelines generally apply to larger meetings, however may be modified when a smaller meeting is planned.

For major regional Combined College/ASA CE meetings, the guidelines should be read in conjunction with the document “Guidelines For Regional Continuing Education Committees”

STATE, REGIONAL and/or COMBINED C.E. MEETING

I ORGANISING COMMITTEE

An Organising Committee should be established, comprising:

- Chairman
- Secretary
- Treasurer
- Scientific programme convenor
- Healthcare Industry display convenor
- Audio visual convenor
- Associates programme convenor (where appropriate)

One person can be elected to handle a combination of tasks and additional members may be co-opted as necessary.

The Chairman should arrange formal meetings and adhere to a previously published agenda. Executive decisions may need to be made between meetings and these can be made by the Chairman after consultation with at least one other Committee member.

Agendas in advance of meetings should be distributed to Committee members. Minutes should be sent to Committee members shortly after each meeting has been held. This allows appropriate action to be taken and provides a reliable record of progress.

Early communication with the Chairman, Anaesthesia Continuing Education Coordinating Committee, c/o ANZCA, is necessary. Notice of meeting should be forwarded to the Administrative Officer- Continuing Education, ANZCA, and to ACECC (via the ACECC website or ASA head office) for inclusion in the Future Meetings Listing. Consideration should be given to applying for RACGP CME recognition.

II VENUE SELECTION

Ideally the venue should:

- provide meeting areas and accommodation in the same building
- be close to transport, city shops, parks or some natural resort for enjoyment of leisure time
- be close to cheaper and alternative accommodation
- contain a suitable area for the Healthcare Industry exhibition in close proximity to the main lecture hall and be soundproofed. It should be large enough to have coffee breaks and luncheons in the exhibition area
- provide in-house audio-visual facilities to be used in conjunction with an outside contractor if necessary
- have a registration and information area where the meeting secretariat can be permanently established during the meeting.
- have an area for speakers’ audiovisual preparation.
- have a functions manager, who is the immediate venue contact before and during the meeting.
- provide adequate security for the meeting, secretariat and guests

Note: For some smaller meetings, some of the selection criteria above may not apply.

III BUDGET - FINANCE

The Treasurer should prepare a budget after obtaining quotations from as many agencies as will be involved in the meeting. The aim should not be to make a large profit, but to adequately cover costs - buffer should be a minimum of 20%. An “Early Bird” fee (registration less 7.5%) may be considered.

The budget should typically detail the following:

Income

- Number of attendees.
- Registration types (eg fellows, trainees, speakers, Health Care Industry exhibitors) and registration fees.
- Expected total income from all sources.

Expenses

- Venue hire, including catering and beverages
- Printing (flyers, brochures, abstracts, signs etc)
- Audio-visual
- Guest speakers
- Secretariat expenses, including Photocopying, Postage & couriers
- Honorariums
- Travel expenses, including taxis, airfares and accommodation

A copy of the budget should be sent to Melbourne Finance (ANZCA), and/or the ASA or NZSA (as appropriate).

A proper financial record must be kept with a summary sent to Regional/State Treasurers of ASA, NZSA and/or ANZCA as soon as possible for forwarding to Federal/Council Treasurers.

Numbered receipts should be issued for all registrants, including industry representatives. A record of all expenditure must be kept, designating cash or cheque, purpose, date and amount.

In the case of Australian Combined ANZCA/ASA CME meetings, each Regional Treasurer/Administrative Officer should liaise with Melbourne Finance so that the appropriate income and expense accounts can be set up in the general ledger. (See separate Guidelines)

At each committee meeting, a financial report should be prepared by the meeting treasurer, and a copy included with the minutes of the meeting. Copies of minutes should be forwarded to ANZCA and/or the ASA or NZSA as appropriate.

Financial Reporting

A typical financial report must contain the following:

	Actual	Budget	Variance
<u>Income</u>			
Registration Types			
Total Income	\$	\$	\$
<u>Expenses</u>			
Venue hire			
Printing & stationery			
Photocopying			
Postage & couriers			
Secretariat			
Total Expenses	\$	\$	\$
Surplus (Loss)	\$	\$	\$

IV AUDIO-VISUAL

This is one of the most important aspects of achieving a successful and smooth running meeting. The facilities may be available from the meeting venue, an outside contractor or a combination of both. It is usually advisable to have a completely separate system to avoid contamination from outside systems.

With increasing use of technology, the meeting may be recorded and key speakers may be video recorded. Prior arrangements will have to be made as this option can be complex. Consideration should be given to video taping the meeting for use by isolated practitioners.

The audio-visual convenor should also be responsible for the speakers' preview room and ensure that all speakers have presented their audiovisual material for and verification in advance of papers being presented. The A-V aids available should be nominated to speakers so they can advise the convenor of any extra or unusual requirements.

V INVITED SPEAKER HOSPITALITY

Arrangements should be made to meet these visitors at the airport, transport them to their hotel and attend to any local enquiries they may have. Information on the host city and venue should be provided prior to their arrival. Arrangements to attend special functions may also be made prior to their arrival.

VI ADVERTISING

Notification of the programme should be at least 16 weeks in advance. Registration pamphlets should be published at least 8 weeks prior to the meeting. Electronic advertising should be considered.

Brochures or web pages should:

- be well designed to attract registrants
- provide information on venue, date, fees
- provide information on accommodation and travel
- include scientific programme titles and speakers
- include details of the social programme where appropriate
- include details of the associates programme where appropriate

VII FINAL PROGRAM

Available to registrants and medical industry companies at the time of registration. This should include abstracts of all papers presented wherever possible.

VIII REGISTRATION - who pays

As a guiding principle, all people attending and organising combined CME meetings are responsible for paying their registration fee, travel and accommodation expenses. See separate "Guidelines for Sponsorship of Speakers".

GUESTS

Special invited guests e.g. well known overseas persons making a significant scientific contribution, Presidents/Chairman of sister organisations, may be provided with complimentary registration at the discretion of the Organising Committee.

Registrars in training: 75% of registration fee and social functions at cost.

Fellows permanently retired from all medical and related practice: Exemption from registration fees and payment for social events at cost.

Fellows in missionary work or similar low income groups e.g. Scientific Officers in anaesthetic departments, post-graduate students: 50% of registration fee and payment for social events at cost.

SOCIAL EVENTS

Social event attendance by non-registrants e.g. those working during meeting, children, is at the discretion of the Organising Committee and at cost.

KEYNOTE SPEAKERS

Invited speakers from outside the specialty should be paid expenses. Keynote speakers from the specialty may be paid expenses. These should be limited to two for a regional combined meeting.

INVITED SPEAKERS' EXPENSES

Invited speakers should receive:

- Economy airfare and ground transport
- Reimbursement of approved living expenses. Living expenses should be approved by the meeting convenor, according to the current guidelines of the parent organisation.
- Registration (provided by Organising Committee).

Local non-member speakers should receive:

- Registration and cost of social events while involved with the meeting
- Travelling expenses, parking etc.

IX INSURANCE

Insurance against forced cancellation should be considered.

X SMOKING

Smoking is not permitted in committee or session venues.

XI CONFERENCE ORGANISER

A professional conference organiser may be employed to organise the meeting. The Organising Committee retains full responsibility for the actions of the PCO, therefore careful supervision at each stage must be undertaken.

The PCO should not be permitted to sub-contract any part of the meeting.