

Policies & Protocols The Cardiac Society of Australia and New Zealand Annual Scientific Meeting

Incorporating the

Affiliate Compendium

Updated August 2014



Contents

Introduction	4
Organisation	5
Local Organising Committee (LOC) and Scientific Program Committee	5
CSANZ Oversight Committee for ASMs	5
Stream Leads.....	5
Professional Conference Organiser (PCO)	5
Reporting Requirements of the LOC and SPC	6
Venue	7
Location.....	7
Scientific Program	7
Audio-Visual	7
Speaker Preparation Room	7
Exhibition	7
Catering	8
Registration Desk	8
Medical Facilities	8
Communications and Publications	8
ASM Publications	8
Meeting Identity	8
Abstract publication	8
Photographer	8
Press or Media attendance at the ASM	9
Video and Audio Recording	9
Satchels	9
Accommodation	10
Scientific Program	10
Annual Scientific Meeting Faculty	11
1. Named Lecturers	11
R.T. Hall Lecturer.....	11
Kempson Maddox Lecturer	12
Victor Chang Memorial Lecturer	12
Basic Science Lecturer.....	12
Cardiovascular Nursing Lecturer	13
Gaston Bauer Lecturer.....	13
Joint session - CSANZ and American College of Cardiology (ACC)	15
2. International Invited Speakers	13
3. Australasian Invited Speakers (CSANZ members)	14
4. Australasian Invited Speakers (non-CSANZ members)	14
5. Chairpersons	14
Sponsorship of Faculty	16
Minders	15
Faculty Attendance	15
Presentation Time	15
Faculty Disclosure Form	15
Abstracts	15
Reviewing Process	15
Grading System	16
Abstract presenter correspondence	16
Oral Presentation	16
Mini Oral Presentation	16
Poster Session(s)	16
Prizes	17
Abstract reporting requirements and Prize allocation	17
Ralph Reader Prize	17
Nursing and Allied Health Affiliate Prize	17
ISHR / CSANZ Student Investigator Prize	17
Poster Prize sessions	20

Associated Meetings	18
Council meetings	18
Elsevier Editorial Board	18
ISHR Executive Meeting and AGM	21
CSANZ Annual General Meeting	22
Board Meeting	22
Satellite Meetings	22
Finances	19
Audit	23
Insurance	23
Registration	24
Registration categories	24
Sponsorship	26
Complimentary booths	26
Social events	27
Breakfast Sessions	27
Official Functions	28
1. President's Welcome Reception	28
2. Opening Ceremony	28
3. International Speaker's Dinner	28
4. Gala Dinner	28
Appendix I	29
Appendix II	30
Appendix III	31
Appendix IV	32
Appendix V	33
Appendix VI	34

Introduction

The organisation of the Annual Scientific Meeting (ASM) will follow the CSANZ Policies and Protocols document.

The ASM should be held in the first or second week of August (preferably the first week). Requests to alter this timeframe must be approved by the Board. The ASM is a joint meeting with the International Society for Heart Research Australasian Section (ISHR).

The CSANZ Board will appoint a Professional Conference Organiser (PCO) to assist the LOC and SPC in organising the ASM.

The LOC Chair (Convenor) and SPC Chair should be appointed as early as possible, at least two years before the ASM and should work with the PCO to prepare a timetable of deadlines for decisions, invitations, quotations, plans, bookings and so forth. Deadlines concerning abstracts and notices have been determined by the Board and should be incorporated into the LOC's plans. The Honorary Secretary / Chief Executive Officer (CEO) of the CSANZ will provide details from time to time concerning the specific requirements of the Board.

Working in conjunction with the LOC and SPC will be three members of the CSANZ Scientific Committee and the Chief Executive Officer (CEO) of the CSANZ. The SC members will be the Chair of the SC, the ISHR Australasian Section representative on the SC and one other SC member, plus the CEO, will be ex-officio members of the Organising Committee for each ASM.

Although the LOC may delegate some tasks to third parties (e.g. PCO, the Administrative Office of The Society) the LOC remains at all times responsible for the ASM. Because of the Society's legal obligations as a registered company, particular attention must be paid to the details and deadlines outlined in this document under the financial arrangements and auditing of the ASM.

Organisation

Local Organising Committee (LOC) and Scientific Program Committee (SPC)

The Chair of the LOC (Convenor) and the Chair of Scientific Program Committee (SPC) for each ASM of the CSANZ will be appointed by the President of CSANZ after consultation with the Elected Board members for the relevant State/Region, the Regional Committee of the CSANZ, the Scientific Committee (SC) of the CSANZ, and the CSANZ Chief Executive Officer. The Convenor and SPC will be chosen from CSANZ members of the State, region or Territory responsible for the ASM for that year. The Convenor and SPC Chair Program Chair appoint the members of each Committee. The composition of the Committees shall include:

- LOC Convenor (Regional Chairman or nominee) (sits on both the LOC and the SPC);
- Secretary (LOC only);
- Scientific Program Chair (sits on both the LOC and the SPC);
- Cardiothoracic Surgeon (sits on both the LOC and the SPC);
- The President (or nominee) of the ISHR Australasian Section (sits on both the LOC and the SPC);
- Current CEO of the CSANZ; (sits on both the LOC and the SPC);
- Affiliate representative – nursing (sits on both the LOC and the SPC);
- Affiliate representative – allied health (sits on both the LOC and the SPC);
- Paediatric cardiologist (LOC and SPC if stream lead)
- Interventional cardiologist (LOC and SPC if stream lead)
- LOC only –key scientific program reps for example indigenous, imaging, etc;
- SPC only – those responsible for the various program streams (see below);
- Others to be responsible for particular aspects of meeting organisation to be appointed by Chairs upon mutual consultation and agreement.

CSANZ Oversight Committee for ASMs

Three members of the SC of the CSANZ (including the Chair of the SC, the International Society for Heart Research (ISHR) Australasian Section representative on the SC, and one other SC member) and the Chief Executive Officer, will be ex-officio members of the OC for each ASM. The three representatives of the SC will be nominated by the Chair of the SC may rotate periodically (e.g. 2 to 3 years).

Stream Leads

There will be two leaders for each stream in the Scientific Program (one Local and one National). The Local Stream Leader will be appointed by the Chair of SP, after agreement has been reached between the Chair of the SP and the National Leader for each stream. The National Stream Leader will be appointed by the SC. The National Stream Leader will be a member of the SC, or, if there is not someone with relevant expertise within the SC, will be a delegate of the SC (e.g. nominee from relevant Council of CSANZ). The stream leaders - Local and National - will jointly invite speakers and other participants in their stream of the program. Stream Leaders and the Chair of the SP will consider previous ASM programs in choosing invited speakers, particularly from overseas, to ensure that there is diversity in the program from year to year.

Professional Conference Organiser (PCO)

The PCO is appointed by the CSANZ Board and their role is to assist the LOC and SPC. These areas include:

- Project planning and timeline delivery
- Secretariat for the LOC and SPC

- Financial management
- Abstract management
- Faculty management
- Delegate services (including accommodation and registration)
- Meeting logistics (including venue, audio visual and transport)
- Onsite management during the ASM
- Meeting promotion and communications
- Sponsorship sales and management
- Developing and managing the social program

The PCO will appoint one Senior Manager to be the primary point of contact with the CSANZ, LOC and SPC. That person shall attend LOC and SPC Meetings.

Reporting Requirements of the LOC and SPC

Pre-ASM:

The LOC Convenor must provide a written report to each Board meeting (February, April, August and November) leading up to and including the ASM. The Convenor will make themselves available, in person or via telephone, to report to each Board meeting and in person at the ASM. The report will include details of the Scientific Program, Speaker Status, Budget, Sponsorship / Exhibition, Venue and Social Arrangements. *A template is included in Appendix I.*

The SPC Chair shall report to the Scientific Committee of the CSANZ via telephone conference and email communication as required, commencing no later than 10 months prior to the ASM but preferably as soon as local program meetings commence and speakers are being considered. Thereafter, meetings are to be scheduled every two months and provide updates on the developing scientific program.

The Board and the CSANZ Scientific Committee will review details of the proposed scientific program as well as the general structure of the meeting, and will notify the Committee of its approval or otherwise. The Committee should refer to the Honorary Secretary immediately for clarification any substantial issue of protocol, or procedure not covered explicitly in these guidelines.

Post ASM:

The Committee shall prepare for the Board a written report of the Meeting as soon as possible after the ASM, and not later than three months after the Meeting.

Report to include, but not limited to:

- Number of Registrants in each category of registration;
- Faculty details;
- Sponsorship report;
- Statistical data e.g. number at the various social events, registration statistics – from open to on-site, number of abstracts submitted under each theme etc;
- LOC's recommendations for improvement of future meetings.

The CSANZ will forward a copy of the report to Committees organising subsequent Meetings. Final reports from previous ASMs will be made available to the Convenor and Scientific Program Chair. *A template for the final report is included in Appendix II.*

Venue

Location

The CSANZ has a rotation for hosting the ASM. On occasion it is necessary to deviate from this rotation in which case, the city to host the Meeting will be selected by the Board taking into consideration the desirability of rotation between major cities in Australia and New Zealand and the availability of appropriate venues.

The venue must provide adequate and appropriate space for:

Scientific Program

- Plenary (minimum of 1500 people);
- As a minimum an additional 7 concurrent session rooms;
 - 3 x capacity of 400 people;
 - 2 x capacity of 250 people;
 - 2 x capacity of 120 people;
- Mini oral theatrettes x 5 that are 9m deep x 6m wide. These are to be located in the poster area;
- Capacity for 500 poster faces. Ideally the posters should be placed within a section of the exhibition halls.

Audio-Visual

The PCO shall ensure that appropriate audio-visual facilities are available. The PCO shall arrange for all presenters to record in writing any special requests for particular equipment. The use of video in presentations is commonplace and the LOC must take the utmost care this area of the ASM to ensure scientific sessions run smoothly. Each room being used for scientific sessions is to be supplied with:

- Projector and screen (size relevant to room);
- Vision foldback for speakers and chairperson(s) to view slides;
- Audio (public address according to room size);
- Audience microphones for questions (according to room size);
- Lectern;
- Staging (if required for room size);
- Chairman's timers;
- A dedicated AV operator.

There are additional comments regarding audio visual under the heading Communications and Publications (page 10-11).

Speaker Preparation Room

Sufficient facilities shall be provided for speakers to upload and rehearse their presentations. Facilities must be provided for Mac users. Whilst the preferred option is for all presentations to be uploaded on to the venue systems, preparations must be made in each room for speakers to use their own device at the lectern.

The speaker preparation room shall be available from two days prior to the ASM to accommodate the Associated and Council Meetings until lunchtime on the final day. The room shall include technicians to assist speakers. As a general rule there should be 1 technician per every 10 speakers on the program that day.

Exhibition

An area of 10,000m² is recommended, with a minimum of 8,000m² in regional venues. The exhibition area will include the mini oral and poster areas. The floor plan for the exhibition will need to fulfill the requirements of the Sponsorship Prospectus. The PCO will contract an exhibition company to commission the floor plan and seek venue approval. The industry exhibition for the ASM opens at the time of the President's Reception (see Social).

Catering

Morning and afternoon teas and lunches should be provided at the ASM and should be provided in the exhibition. Morning and afternoon tea, lunches and attendance at the President's Reception (but not attendance at the Annual Dinner) will be provided to all Registrants.

Registration Desk

Registration desks at the ASM should be clearly identified, and maintained throughout the ASM. This desk should also be established to answer general enquiries and to provide local knowledge and assistance.

Medical Facilities

A medical practitioner (e.g. Cardiology Registrar), with monitor defibrillator and other resuscitation equipment should be on call at the meeting at all times to offer medical attention, if required.

Communications and Publications

ASM Publications

The LOC shall determine what publications (both electronic and hardcopy) will be required for the meeting. This may include:

- Website;
- First announcement distributed at the preceding ASM;
- Sponsorship prospectus;
- Call for Abstracts distributed 9 months before the ASM;
- Registration open announcement distributed to 5 months before the ASM;
- ASM Handbook to contact all relevant meeting information, in addition to acknowledgement to the Heart Foundation for its support of the R.T. Hall Lecture.

Sponsorship may be obtained by the LOC for various publications, and appropriate acknowledgment may be provided in them. The LOC shall be responsible for signing off all publications.

Meeting Identity

Since 2010 the ASM has adopted a meeting identity which contains the same elements each year. This identity is allowed to be altered to fit a certain location but the idea is to keep the heart logo each year. The font size and colour is altered as per the LOC requirements. Examples of the meeting identity can be seen in Appendix III.

Abstract Publication

The Honorary Secretary via the CEO and PCO will arrange for publication of abstracts in as a supplement to the Society Journal, Heart Lung and Circulation. Half the cost of publication of abstracts in Heart Lung and Circulation Journal will be borne by the ASM and half by the Society. PCO and CEO to establish communication with the Editor-in-Chief and Elsevier re publication of the abstracts.

Photographer

A photographer should be arranged to photograph the outgoing and incoming CSANZ Boards at the time of the Board meeting – held just before the ASM. The photographer will also be required to photograph the prize presentations at the Annual General Meeting usually scheduled for lunchtime on Saturday. PCO/CEO to liaise with the appointed photographer.

Press or Media attendance at the ASM

Space should be provided to permit the press to interview speakers and registrants. If considered appropriate by the meeting Convenor, a press liaison person should be engaged to prepare press releases for distribution during the meeting and to act as a liaison for additional press/journalists who will be attending the meeting. For your information, various health magazines send journalists to cover areas of interest to their readers. There is not a lot and sometimes, no media interest in the meeting.

Journalists, other than the person directly engaged by the CSANZ, should register at an amount to be decided by the Convenor in association with the PCO. The fee should be set to cover the cost of attendance with inclusions as per that of a full registration. A list of all media attending the meeting should be provided, together with contact details, to the journalist engaged by CSANZ as its official Media Liaison person.

Video and Audio Recording

It has been the practice of the ASM to webcast the following sessions for continuing medical education:

- RT Hall Lecture;
- Ralph Reader Prize Sessions (Basic Science and Clinical Science);
- Basic Science Lecture;
- ISHR / CSANZ Student Investigator Prize oral presentations;
- Cardiovascular Nursing Lecture;
- Affiliate Nursing Prize;
- Keynote speaker preceding the Allied Health Affiliate Prize;
- Allied Health Affiliate Prize;
- Kempson Maddox Lecture;
- Victor Chang Memorial Lecture;
- Gaston Bauer Lecture; and
- 14th WCC Research Investigatorship Lecture (if presented).

The PCO must obtain and record consent from each of the presenters in all of these session(s).

In addition the following AGMs shall be audio recorded:

- The Cardiovascular Nursing Council Annual General Meeting;
- The Interventional Council Annual General Meeting;
- The Affiliate Annual General Meeting;
- The Allied Health Council Annual General Meeting; and
- The CSANZ Annual General Meeting.

In addition to the above, some Committees may identify sessions which they would like video or audio recorded.

Satchels

Satchels should include all relevant material for the Meeting.

Accommodation

The PCO will book accommodation and make arrangements to allow accommodation to be booked by registrants at nearby hotels, and/or other facilities where appropriate. Accommodation should be available at hotels in various price ranges and succinct information about accommodation should be provided. A map showing location and approximate walking distance to the venue to be provided as part ASM information.

The PCO to be responsible for accommodation bookings and remittance of any deposit for same. The LOC should not endeavour to undertake the task of modifying accommodation requirements of registrants. Accommodation bookings should be made separately from other registration arrangements (see Registration below). To minimise speaker costs all free of charge or reduced rate rooms to be allocated by the PCO, in consultation with the LOC.

The ASM is required to provide accommodation at no cost only to Named Lecturers, international invited speakers, non-CSANZ member invited speakers and to the CSANZ Chief Executive Officer.

Scientific Program

The Board provides the LOC and the SPC with advice regarding the general structure of the scientific program, including the timing and other standard program elements. A timeline of planning the Scientific Program is included in Appendix IV. The Scientific Program should provide a balanced content of lectures and symposia of general interest, original work and other sessions as appropriate (e.g. debates, controversies). In the light of RACP moves towards formalising recertification, organisers should give due consideration to including material aimed at providing up-dates or "core curricula" in a prominent place in the program. The Scientific Program comprises:

- A combination of unopposed and concurrent sessions (including breakfast sessions) for invited speakers;
- A combination of unopposed Prize sessions and Prize sessions within concurrent sessions for prize finalists;
- Abstracts for oral presentation within concurrent sessions;
- Abstracts for mini oral sessions; and
- Poster sessions.

A broad representation of the interests of the CSANZ is expected, and sessions will be specifically allocated to Cardiothoracic Surgery, Paediatric Cardiology, Cardiac Nursing and Allied Health. In particular, the SPC will allocate at least one session to Indigenous Cardiovascular Health and Cardiovascular Disease. Traditionally the concurrent streams of the Meeting are:

- Arrhythmia/Electrophysiology
- Basic Mechanisms
- Clinical/Surgical
- Heart Failure
- Imaging
- Interventional
- Multidisciplinary (Affiliate)
- Paediatric/Adult Congenital

There should generally be one or two surgical sessions, the content of which is influenced by the CSANZ Surgical Council and the Cardiothoracic Surgeon member of the SPC. Since 2004 the ISHR Australasian Section meets in conjunction with the ASM. The ISHR sessions are included in the Basic Mechanisms stream within the Scientific Program. ISHR representative(s) must be included in the LOC and SPC.

There will be no industry association with the Scientific Program other than as outlined in this policy and protocols document. It must be clearly understood that companies, either directly or indirectly, are not to influence the program or speaker selection of the ASM. The Board retains the right of approval of the content of the Scientific Program.

Joint Session - CSANZ and American College of Cardiology (ACC)

The CSANZ has formed the Australian and New Zealand Chapter of the (ACC). As one of the Chapter obligations, a joint session should be held during the ASM. Contact the ACC to arrange, via the Chapter details on the ACC website or through the current President of the ACC.

Joint Session - CSANZ and Australasian Cardiovascular Nursing College (ACNC)

The CSANZ has formed an agreement with the Australasian Cardiovascular Nursing College (ACNC). A joint session is to be offered during the ASM. This session will be co-badged as an ACNC session.

Annual Scientific Meeting Faculty

The faculty of the ASM comprises:

1. Named Lecturers
2. International Invited Speakers
3. Australasian Invited Speakers (CSANZ members)
4. Australasian Invited Speakers (non-CSANZ members)
5. Chairpersons

1. Named Lecturers

The named lectureships that are determined and invited by the Board and advised to the LOC and SPC are:

R.T. Hall Lecturer

The Board, upon advice from the Scientific Committee, shall invite the R.T. Hall Lecturer. The R.T. Hall Lecture runs unopposed on the first morning of the ASM. Benefits that the ASM will provide the R.T. Hall Lecturer include:

- Reimbursement of a first class return airfare to the ASM;
- Honorarium of AUD\$1,500 per working day. Payment of the honorarium is at the discretion of the speaker, who may choose not to avail him or herself of the funding;
- Registration for the ASM;
- A ticket to the President's Reception, International Speakers Dinner and the Gala Dinner. If travelling with a partner, two tickets are to be provided;
- Accommodation for the duration of the ASM;
- Airport transfer;
- The R.T. Hall Lecturer will be liable to pay all other expenses incurred.

The Heart Foundation of Australia contributes AUD\$10,000 (incl. GST) towards the cost of bringing the RT Hall Lecturer to the ASM. For this contribution the Foundation is acknowledged in all printed brochures and the final program. The PCO will invoice the Heart Foundation.

Kempson Maddox Lecturer

The Board, upon advice from the Scientific Committee, shall invite the Kempson Maddox Lecturer. The Kempson Maddox Lecture runs unopposed on the second morning of the ASM. Benefits that the ASM will provide the Kempson Maddox Lecturer include:

- Reimbursement of a business class return airfare to the ASM;
- Registration for the ASM;
- A ticket to the President's Reception, International Speakers Dinner and the Gala Dinner. If travelling with a partner, two tickets are to be provided;
- Accommodation for the duration of the ASM;
- Airport transfers;
- The Kempson Maddox Lecturer will be liable to pay all other expenses incurred.

Victor Chang Memorial Lecturer

The Board, upon advice from the Scientific Committee shall invite the Victor Chang Lecturer. The Victor Chang Memorial Lecture is presented during a concurrent session at the discretion of the SPC. Benefits that the ASM will provide the Victor Chang Lecturer include:

- Reimbursement of a business class return airfare to the ASM;
- Registration for the ASM;
- A ticket to the President's Reception, International Speakers Dinner and the Gala Dinner. If travelling with a partner, two tickets are to be provided;
- Accommodation for the duration of the ASM;
- Airport transfers;
- The Victor Chang Lecturer will be liable to pay all other expenses incurred.

Basic Science Lecturer

This Lecture commenced in 2003 at the Adelaide ASM. Upon advice from the Scientific Committee, the Board invites the Basic Science Lecturer. The Basic Science Lecture is placed in the most relevant program stream. This may be the Basic Mechanisms stream. The Lecture will be followed by either two invited speakers to expand a theme of translational research for the session or by the ISHR Student Investigator Prize oral finalists. The Scientific Program Committee retains the flexibility to consider locally which speakers should follow the Basic Science lecture, but a thematic session with a translational component would be the preferred option. Benefits that the ASM will provide the Basic Science Lecturer include:

- Reimbursement of a business class return airfare to the ASM;
- Registration for the ASM;
- A ticket to the President's Reception, ISHR Dinner and the Gala Dinner. If travelling with a partner, two tickets are to be provided;
- Accommodation for the duration of the ASM;
- Airport transfers;
- The Basic Science Lecturer will be liable to pay all other expenses incurred.

Cardiovascular Nursing Lecturer

This Lecture commenced in 2006 at the Canberra ASM. Upon advice from the Scientific Committee in consultation with the Cardiovascular Nursing Council, the Board invites the Cardiovascular Nursing Lecturer. This lecture will be followed by the 4 finalists in the Nursing Affiliate Prize session. Benefits that the ASM will provide the Cardiovascular Nursing Lecturer include:

- Reimbursement of a business class return airfare to the ASM;
- Registration for the ASM;
- A ticket to the President's Reception, International Speakers Dinner and the Gala Dinner. If travelling with a partner, two tickets are to be provided;
- Accommodation for the duration of the ASM;
- Airport transfers;
- The Cardiovascular Nursing Lecturer will be liable to pay all other expenses incurred.

Gaston Bauer Lecturer

The candidate for this lecture is decided in consultation between the LOC and the CSANZ Hypertension Council. Whether the lecture is given is at the discretion of the LOC and the Board. The Gaston Bauer Lecture is presented during a concurrent session at the discretion of the SPC. Benefits that the ASM will provide the Gaston Bauer Lecturer include:

- If required, reimbursement of a business class return airfare to the ASM;
- Registration for the ASM;
- A ticket to the President's Reception, International Speakers Dinner and the Gala Dinner. If travelling with a partner, two tickets are to be provided;
- If required, accommodation for the duration of the ASM;
- If required, airport transfers;
- The Gaston Bauer Lecturer will be liable to pay all other expenses incurred.

Other Lecturers: Other lectures may be nominated from time to time, to be named lectures, at the direction of the Board.

2. International Invited Speakers

The SPC may invite international speakers. However, it is important not to overload the Meeting with international content, and care should be taken to engage local speakers whenever appropriate. Of the total time available at the Meeting for invited speakers, at least 40% should be devoted to Australasian speakers. No single session should have exclusively international speakers.

The budget generally allows for up to 20 international speakers. Each stream should be allocated 2 international speakers with a 3rd speaker on approval of the SPC chair. The Multidisciplinary stream is entitled to one overseas speaker in addition to the Cardiovascular Nursing Lecturer. Each international invited speaker is provided with the following benefits:

- Reimbursement up to AUD\$15,000 for travel. Reimbursement is made on the actual ticket costs or AUD\$15,000 whichever is less
- Registration for the ASM;
- A ticket to the President's Reception, International Speakers Dinner and the Gala Dinner. If travelling with a partner, two tickets are to be provided;
- Accommodation for the duration of the ASM (up to 4 nights);
- Airport transfers;
- The speaker will be liable to pay all other expenses incurred.

3. Australasian Invited Speakers (CSANZ members)

Members of the Society will receive no benefits to attend the ASM as a speaker.

4. Australasian Invited Speakers (non-CSANZ members)

The SPC may invite non-CSANZ members to speak at the ASM. The budget generally allows for up to 20 non-member speakers to be invited with the following benefits:

- Reimbursement of an economy return airfare;
- Registration for the ASM;
- A ticket to the President's Reception, International Speakers Dinner and the Gala Dinner. If travelling with a partner, two tickets are to be provided;
- Accommodation for the duration of the ASM (up to 4 nights);
- Airport transfers;
- The speaker will be liable to pay all other expenses incurred.

These benefits DO NOT apply to physicians and surgeons working in the field of cardiovascular medicine who would qualify for Membership of the CSANZ. Eligible physicians should be encouraged to become Members of the Society. Speakers who fall into the category of Allied Health may not, under normal circumstances, have joined the CSANZ even though they would qualify for Affiliate Membership. Potential speakers in this category to be reviewed on a case by case basis in relation to speaker benefits.

5. Chairpersons

Chairpersons should be engaged for all scientific sessions and should be instructed in writing about the timings within their sessions and of the importance of adhering strictly to the timetable. Chairpersons should be provided with appropriate details of speakers and content of talks at their sessions, to permit adequate preparation beforehand, to introduce speakers and topics. In the event that a speaker does not attend, the program should otherwise run according to schedule. If necessary, there may be a break in the program during the period that would have been used by the speaker who did not attend. This is important to allow registrants to move from one venue to another as required.

The President should be invited to chair the R.T. Hall Lecture, the Kempson Maddox Lecture and the Ralph Reader Prize presentations. The Chair of the CSANZ Scientific Committee and the President of the ISHR should be invited to chair the Basic Research Lecture (and the ISHR Student Investigator Finalist oral presentations or the translational speaker presentations which should follow the Basic Science Lecture).

Sponsorship of Faculty

It is imperative that the local Scientific Committee independently select speakers (*either local or international*), and that trade-nominated speakers are **not** imposed on the Scientific Committee. Industry may reimburse speakers, provided that such reimbursement is arranged independently of The Society and independently of the Committee. It must be clearly understood that companies, either directly or indirectly, are not to sponsor or provide speakers for the ASM. There may be occasions when ASM sponsors are already supporting the travel costs of overseas speakers who are attending other local meetings, and who are independently nominated by the SPC for the ASM. In this case, the sponsorship of the speaker should be explicitly disclosed in all presentations.

Breakfast sessions with invited speakers may be sponsored by industry, but apart from these, trade-sponsored symposia should not be permitted to run concurrently with the main

scientific meeting. There is no restriction to the running of trade-sponsored sessions outside the 8.30 to 6.00 hours of the main conference.

Minders

The SPC will provide minders for named lecturers and international invited speakers during the meeting until departure for the airport.

Faculty Attendance

It should be made clear to all international invited speakers, including named lecturers, at the time of their invitation, that they are expected to attend the whole of the ASM, and take an active part in scientific and social activities other than their own lecture or lectures. In particular, they are expected to attend the official Overseas Speaker's Dinner in preference to any Industry-sponsored social functions. An invitation to the Overseas Speaker's Dinner should be distributed to the speakers as soon as the arrangements have been finalised to ensure their attendance.

Presentation Time

All speakers should be advised in writing of the times allotted for their presentations, and for any discussion, and of the importance of adhering strictly to the timetable. This is at the discretion of the SPC.

The Ralph Reader Prize presentations, the Nursing Affiliate and the Allied Health Prize presentations must be allocated 15 minutes each - ten (10) minutes plus five (5) minutes discussion. The length of presentation and the question time formulate part of the criteria upon which each presentation is judged, therefore time allocation of these sessions is crucial. Slides are not permitted to be shown during the five (5) minutes discussion time of the Ralph Reader Presentations.

Faculty Disclosure Form

Invited speakers should be asked to complete the form (see Appendix V) once they have accepted the invitation to attend. The PCO will forward the form when corresponding with speakers.

Abstracts

The PCO will liaise with the Scientific Program Chair and the CEO of CSANZ on the layout and content of the call for abstracts at least 9 months before the Meeting. The closing date for abstracts will be 5 months before the Meeting. Abstracts are submitted by keyword (list provided by the CSANZ) for the following:

- Oral Presentation (includes mini oral)
- Poster presentation only

Reviewing Process

In conjunction with the PCO, the CEO will co-ordinate grading of abstracts and will provide the names of abstract graders. Each abstract will be blind reviewed. The Chair of the LOC

and the Chair of the SPC will split abstracts equally to review. There will then be up to an additional four reviewers assigned to each keyword, with the aim being for each abstract to have four grades. An ISHR Committee member will contribute to the reviewing of abstracts submitted in basic science related areas. Each abstract submitted for the Ralph Reader Prize will be additionally graded by Members of the CSANZ Scientific Committee.

Grading System

The grading system is to have 5 choices for reviewers:

1. Unacceptable / poor
2. Satisfactory
3. Very good
4. Excellent
5. Conflict of interest

Rejected Abstracts

Following completion of grading and prior to notification being sent to authors, the PCO should provide access to those abstracts which are listed for rejection to the Chair of the CSANZ Scientific Committee and perhaps one other member of the Scientific Committee for review and final decision about inclusion or not in the program.

Abstract presenter correspondence

The PCO upon advice from the Committee will notify the corresponding author immediately after the review whether or not their abstracts have been accepted.

Notification to include a statement that allocation to oral, mini oral or poster presentation will be the subject of a separate email unless this can be notified at the same time.

Attached to the email notifying acceptance will be an application form for an ASM Scholarship and the "Policy on Disclosure of Faculty Relationships" (provided with this document). This form will be completed by the presenting author, declaring any conflict of interest with the material to be presented.

Oral Presentation

Selection of abstracts for oral presentation should be on the basis of appropriateness, not on the basis of abstract grading per se. Detailed instructions concerning preparation of slides, should be forwarded to presenters upon acceptance of abstracts for oral presentation.

Mini Oral Presentation

Depending on the number of abstracts accepted mini oral sessions are at the discretion of the SPC but encouraged. These sessions will take place during lunchtime and/or end of day and held in the mini oral theatrettes in the poster area.

Poster Session(s)

Poster Session(s) shall be provided for presentation of appropriate abstracts. Detailed instructions concerning preparation of posters should be forwarded to presenters upon acceptance of abstracts for poster presentation. Poster sessions should take place at the end of day 1 and 2 of the ASM. Depending on venue limitations and at the discretion of the SPC, posters maybe up for the duration of the meeting or in two groups, one on the first day and one on the second. Electronic posters have been utilised in the past but attendee feedback has been in favour of actual posters.

Prizes

Abstract reporting requirements and Prize allocation

The CEO will be provided by the PCO a detailed list of all abstracts, including individual reviewer's grades. List must indicate if the paper has been listed for consideration in any of the Prize Sessions.

Ralph Reader Prize

The CEO will liaise with the Chair of the CSANZ Scientific Committee to allocate those abstracts which have requested consideration in the Ralph Reader Prize sessions to Basic Science and Clinical Science section and advise the Program Committee of the three finalists in each section taking the following into consideration:

- Submissions are limited to a single abstract per presenting author;
- Previous prize winners are ineligible to enter that prize session in subsequent years but are not excluded from entering other prize sessions;
- Submission process for Ralph Reader requires a letter stating that the submission is the best single work being submitted by the presenting author which must be printed out at the time of submission, signed by the presenting author and his/her supervisor and emailed to the CEO at the CSANZ office. Any submissions which do not have the supporting letter are immediately withdrawn from consideration for the Prize session;
- Two part to SC grading- blinded score, then blinded re-ranking of top 5 in each basic science and clinical categories.

The Ralph Reader Prize presentations will take place unopposed. It is recommended that the basic science finalists follow the RT Hall Lecture, without break, and the clinical science finalists following the Kempson Maddox Lecture without break.

Winners of the Basic and Clinical sections will be provided with two (2) complimentary tickets to the Gala Dinner at which they will be presented with their award.

Nursing and Allied Health Affiliate Prize

The CEO will be provided with a list of abstracts, including grade, which have requested consideration in the Nursing and Allied Health Affiliate Prize sessions. The CEO to confirm the top 4 abstracts to be included in the Nursing and Allied Health Prize sessions. It is recommended that the nursing finalists follow the Cardiovascular Nursing Lecture and the Allied Health finalists follow a speaker decided upon by the Allied Health Council Exec and advised to SP Chair in the same manner and timeframe as the Cardiovascular Nursing Lecturer. Both Nursing and Allied Health prize sessions may run concurrently or may be scheduled at different times, at the discretion of the SPC.

ISHR / CSANZ Student Investigator Prize

Abstracts submitted and nominated by eligible student presenters are considered for the ISHR / CSANZ Student Investigator Prize. Students may be shortlisted for oral presentations or for poster presentation judging. The judging of the Student Investigator Prize is coordinated by the ISHR Committee representatives.

Provision in the program (usually in the Basic Mechanisms stream) is to be made for the ISHR Student Investigator finalist oral presentations which are organized by the ISHR.

Poster Prize sessions

The CEO will create a list of the top graded papers which have been allocated poster presentation for review in the Day 1 and Day 2 Poster sessions and a separate list identifying those which qualify for Affiliate Prize consideration. Two prizes are awarded. One general Poster Prize and one Affiliate Poster Prize. The judges will be provided with a list of the posters and the various sessions in which they may be presented. The CEO coordinates the judging of the Poster Prizes.

Associated Meetings

Council meetings

Take place on the day prior to the official opening of the ASM. Council Chairs in conjunction with the stream leads are responsible for organising the program and presentations for their session. In some cases, these meetings will be for the entire day, for others it may be half a day or less. Speakers already invited to participate in the main program as well as local CSANZ Members who would be attending the ASM should be utilised so as to have minimal budget impact.

Invitations to speakers to participate in the Council meetings should be issued by the PCO and co-signed by the Chair of the Program Committee and the Chair of the Council. Those responsible for organising the program must be made aware that there is no budget for additional speakers beyond those already available and that care must be taken not to incur any additional costs. As registration for Council meetings is included with full registrations, it can be difficult to predict the numbers attending. For catering purposes delegates should be asked to indicate at registration whether they intend attending Council sessions.

Elsevier Editorial Board

As part of the CSANZ's contract with Elsevier, the CSANZ is responsible for providing the Editorial Board of the Journal with a venue, associated catering, audio visual and recording facilities to hold its annual Editorial Board meeting. Costs associated with this meeting are covered by the CSANZ.

ISHR Executive Meeting and AGM

The CSANZ has historically, when needed, subsidised the cost of the ISHR meetings and also their annual dinner ticket to optimise affordability for basic scientists and trainees. The ISHR Executive meeting is held during the period prior to the ASM opening during the period available for Council meetings. The ISHR AGM is held as a prelude to the ISHR dinner, and ISHR makes every effort to select a venue which allows for this flexibility and which has modest budget impact. This meeting is traditionally held on day 1 evening.

CSANZ Annual General Meeting

Arrangements should be made to conduct the Annual General Meeting at an appropriate time and place and to advertise it in the program. One and a half hours should be set aside for this meeting. The Convenor, Scientific Program Chair, Affiliate rep(s) and ISHR Committee members are asked to attend the AGM for a presentation by the President to each in recognition of their contribution to the ASM. The prize winners are announced at the AGM with plaques and certificates presented at the Gala Dinner.

Board Meeting

The Board will meet, traditionally on the day before the Council Meetings, but this will be confirmed by the CEO. A Meeting room to accommodate 25 people is to be made available, setup boardroom style. Catering will be provided as appropriate. The Board Meeting will be followed by dinner.

Satellite Meetings

Registration at satellite meetings should be available to all Members. Satellite meetings should be organised so as not to interfere with the business of the Annual Scientific Meeting. Any gathering which is not available to all delegates shall not be promoted as a satellite meeting. Application to the Board must be made and approved for any meeting promoted in line with the ASM and carry CSANZ logo and endorsement. The Scientific Program Committee of the ASM where appropriate must approve of the program, content and faculty for all satellite meetings.

Satellite meetings must not overlap or compete with official ASM sessions or Social Functions (including the President's Reception and breakfast sessions).

Sharing of speakers between an official CSANZ satellite and the main ASM is acceptable provided that both Program and Organising Committees agree. Financial impact of this is that the airfare of the speaker is split 50/50 between each meeting. Registration, accommodation and social functions to be covered by the respective meeting. Traditionally the ASM does not pay an honorarium to invited speakers (with the exception of the RT Hall Lecturer). Any honoraria arrangement with another meeting is separate to and not part of the arrangements for the ASM.

Finances

The PCO will be responsible for budget preparation and financial reporting. The PCO will apply for an ABN to cover the meeting and establish a Meeting Account for the purpose of running the Annual Scientific Meeting. There must be two signatures required to release any payments and conduct any banking business. The PCO is responsible for all accounting connected with the ASM, including paying all invoices and reconciling the bank account. The CSANZ will provide seeding funds to the LOC, if necessary, to cover initial costs. It should be clearly noted that funds associated with or generated from the ASM remain at all times the property of the Membership of the Cardiac Society as represented by the Board.

Legitimate expenses of the Committee shall include all expenses directly incurred in organising and running the Meeting, along with hospitality extended to Overseas Guests, Board Members and Chief Executive Officer (including partners). These expenses should only be paid against detailed invoices outlining the exact nature of the services provided. These should include only genuine costs incurred by institutions or private practices involved in the organisation of the ASM and should not include any form of direct payment to Members of the Society involved in organising the ASM. Such payments specifically do not include donations or contributions to institutions such as hospitals (including donations to Research Funds within hospitals). The LOC is encouraged to liaise closely with the Honorary Secretary and the Treasurer as and when significant expenses arise. Thus, for example, if secretarial requirements begin to significantly exceed those able to be provided by the central office and by the PCO, satisfactory alternative arrangements can be negotiated.

Generally, hardware required to organize the Meeting should be borrowed or leased and not purchased. Any item purchased by the Committee shall be sold after the Meeting or shall become the property of the Cardiac Society Secretariat. All accounts should be settled promptly, and at the latest as soon as possible after the conclusion of the Meeting.

Audit

The LOC will arrange to have the accounts audited as soon as possible (and not later than four months) after the Meeting. It should be noted that the auditing process should be confined to the finances of the CSANZ ASM only. It is not satisfactory to have these finances audited as part of a larger process such as an audit of the PCO responsible for the Meeting. The auditor's fee should be included in the accounts. It is imperative that the financial arrangements outlined above be complied with in detail. In particular, the audited accounts of the ASM are a legal requirement and form the largest part of the accounts of the CSANZ which must be submitted to the Government annually by 30 April. Failure to adhere to the details and deadlines outlined above, has the potential to seriously interfere with the Society's legal requirements as an incorporated company.

Insurance

The Committee shall, at an early stage in planning the Meeting, obtain public risk insurance and shall insure the Meeting against contingencies such as strikes and natural disasters. Minimum Public Liability insurance of \$20 million is to be arranged.

Registration

The LOC shall present to the Board in its budget, at least 8 months prior to the ASM, the proposed scale of registration fees (guideline fees from 2010 -2012 are in Appendix VI). The Board shall notify the LOC of its approval or otherwise of the proposed scale of fees. Affiliate (nurses and allied health professionals) account for almost 50% of registrants at the meeting.

Morning and afternoon teas, lunches and attendance at the President's Reception (but not attendance at the Gala Dinner) will be provided to all Registrants. The ability to maintain privacy must be available on all registration forms.

Registration categories

- (i) CSANZ Member (Fellow): Members of the Society enjoy a discount which is at least equivalent to the annual subscription of Fellow. This discount carries across the Early bird and Late Fees.
- (ii) Non-Member Delegates: This registration fee must be at least the annual subscription of a FCSANZ more than the CSANZ Member Delegate fee.
- (iii) CSANZ Fellow 70 years old and over: receive complimentary registration to the ASM.
- (iv) Affiliate Members, Retired and Life Members, Research Fellows/Trainees* and ISHR Delegate#: This fee to be discounted from the Nurses, Technicians and other Health Professionals fee by at least the annual subscription of an Affiliate Member.
* Registrars in training, Research Fellows, should include with their registration a letter from the Head of Department affirming the status of the delegate for reduced registration.
ISHR membership status will be confirmed by ISHR secretariat on reviewing list of registrants.
- (v) Nurses, Technicians & other Health Professionals: This registration fee is at least the annual subscription fee for an Affiliate Member greater than that of Affiliate Members.
- (vi) Medical Student (limit of 50 free Registrations)*: Medical Student Registration is limited to 50 registrations and are not to be made available until after abstract acceptance is notified. Medical students who have an abstract accepted are offered one of the 50 free registrations. Any remaining registrations should then be allocated via the registration area on the website. Medical Student Registration includes entry to all sessions, morning, lunch and afternoon tea, satchel and handbook only (excludes social function tickets). Delegates registering at the student rate must be fulltime students enrolled in a medical course at a tertiary institution. Students must submit a letter from their supervisor defining their student status and include copy of their current student card with the registration form when registering for the

ASM, this includes those who are offered this registration via the abstract acceptance pathway.

- (vii) Accompanying Person: This is generally a nominal fee. Registration for Accompanying Persons (non-medical/surgical/scientific) may be provided to permit participation in non-medical / surgical / scientific / business activities associated with the ASM.
- (viii) Day Only Registration: The fee should be at least sufficient to cover morning tea, lunch and afternoon tea and should be sufficiently high to discourage delegates from registering each day. It is recommended that a minimum 30% loading be applied to Day Only Registration.
- (ix) Sponsor/Exhibitor delegates: Separate fees for industry should be developed in consultation with the PCO. Those associated with the industry who are not covered under the terms of their sponsorship package, should register at a fee at least equivalent to a non-member delegate.
- (x) Presidential Discretion: The President may invite individuals to attend the ASM as guests of the Society. The LOC should indicate to the President the names of any individuals whom they wish to be invited by the President.

The CEO will provide the LOC with lists of Members, Affiliate, Life and Retired Members and those qualifying for complimentary registration.

Members of the LOC and SPC are provided complimentary registration for the ASM.

It is understood that Members of the Society invited as local speakers will pay full registration for the ASM in addition to any travel and accommodation costs associated with their attendance.

Sponsorship

Adequate arrangements should be made to permit a trade display, and care should be taken to encourage Registrants to visit the display. All trade display arrangements must be done in consultation and agreement with the ANZET Organising Committee and the ANZET appointed PCO. No advertising material (this includes company names or logos) should appear on name badges issued to registrants, nor should any trade names or advertising be displayed within lecture rooms at any time. It is acceptable for a company logo to be displayed in one corner of an introductory slide at any audio-visual sessions, but the practice should go no further.

Trade displays should not be too excessive or obtrusive. For clarification on issues of sponsorship please refer to the Medicines Australia Code of Conduct.

The main points of relevance are the following:

1. Trade displays must only be directed to health care professionals and the product(s) **must** be directly related to the practice of cardiology / medicine.
2. Product information for all products being promoted must be available from the display stand.
3. Starter Packs must not be made available for collection from unattended stands nor be supplied to non-authorized or non-qualified persons.

4. Competitions intended to encourage participants to attend trade displays must be consistent with the requirement of the MA Code. Prizes should not be of a nature or economic value which would bring discredit upon the industry or recipient. Specifically having regard to the ethical nature of the pharmaceutical industry, competitions and prizes must fulfill at least two of the following criteria:
 - (a) The competition is based on medical knowledge or the acquisition of medical knowledge;
 - (b) The prize is directly relevant to the practice of medicine or pharmacy;
 - (c) Individual prizes offered are of a low monetary value or an item of educational material.

Space (and power supply) should be offered for display booths. Sponsorship packages to be developed via the PCO and LOC (Local Organizing Committee) in consultation with the CSANZ Chief Executive Officer based on the exhibition space available, sponsorship packages from the previous year and the funding required in the LOC budget.

Complimentary booths

A single booth, including one complimentary exhibition registration, should be provided at no cost to:

- The CSANZ
- Heart Foundation
- The following years ASM
- Australasian College of Cardiovascular Nursing
- Elsevier, publisher of the CSANZ Journal Heart Lung and Circulation.

All trade personnel shall wear identification badges denoting their name and Company. Trade representatives may attend scientific sessions, but may not attend business meetings of The Society (unless those representatives are Members of The Society). Trade representatives should be offered travel and accommodation discounts (as for Meeting Registrants) if possible.

Social events

Industry may arrange social events but these must not conflict with any other official ASM scientific or social program items. The exception to this policy is the International Speaker's Dinner where only the guests invited to this dinner are not permitted to attend an industry function.

Breakfast Sessions

Sponsorship packages may offer Industry to be associated with breakfast sessions. The ASM shall provide the venue and AV already in place, while the sponsor is required to cover all other costs.

Official Functions

Chronologically the official and social functions of the ASM are:

1. President's Reception
2. Opening Ceremony
3. International Speaker's Dinner
4. Gala Dinner

1. President's Welcome Reception

Arrangements should be made for the President to welcome registrants and guests at a reception on the evening immediately preceding the ASM. The President's Welcome Reception is open to all registrants, including the sponsors and exhibitors, and should be conducted in the exhibition area.

2. Opening Ceremony

The Committee shall invite a Distinguished Guest to open the Meeting. The Convenor shall serve as minder for the Distinguished Guest. The President (or his nominee) shall be Chairperson of the Opening Ceremony and first plenary Session. The ASM Convenor shall escort the Distinguished Guest to the Opening Ceremony, then welcome Registrants to the Meeting and thank sponsors for their support. The Convenor shall then invite the Distinguished Guest to address the Registrants and to officially open the Meeting. The Convenor shall then hand over to the President and escort the Distinguished Guest from the Meeting.

3. International Speaker's Dinner

Arrangements should be made to welcome invited international speakers at a dinner on the evening of Day 1. Invitations (including partners) for this dinner should be extended to:

- Named lecturers (excluding the Basic Science Lecturer who shall attend the ISHR dinner)
- International speakers (excluding international speakers in the Basic Mechanisms stream who shall attend the ISHR dinner)
- CSANZ Board Members
- CSANZ Past Presidents
- LOC and SPC
- CSANZ CEO

At this dinner the President will propose a toast the International Speakers and the R.T. Hall Lecturer will reply briefly on their behalf.

4. Gala Dinner

The Gala Dinner of the ASM should be a ticket purchased in addition to registration fees. Tickets to the Annual Dinner should be available to all registrants (and partners) major sponsors and exhibitors. The LOC should appoint a Master of Ceremonies to welcome attendees to the Gala Dinner and to introduce speaker(s) (if necessary). Appropriate dress (usually a lounge suit for men) should be provided on the ticket and in ASM information.

Report Template

Report Prepared by Convenor for CSANZ ASM

Organising Committee

Local Organising Committee

<Insert names>

Scientific Program Committee

<Insert names>

Opening Speaker

<Insert information>

Scientific Program

Named Lecturers

<Insert Named Lecturers and topics>

Invited International Speakers

<Insert International Faculty by stream>

Abstracts

<Insert information>

Satellite Meetings

<Insert information>

Promotion

<Insert information>

Sponsors

<Insert Sponsor list>

Finances

<Insert budget information>

<Insert registration fees>

Social Program

<Insert social event information>

Summary

<Insert summary>

<insert name>

Convenor – CSANZ ASM

Final Report

Prepared by

**Stephen Noble
Meeting Manager
The Conference Company**

**In conjunction with:
<Insert name>
CSANZ 20xx Convenor**

Executive Summary

<Insert summary>

CSANZ Meeting at a Glance:

<Insert information as per below headings>

Registrations -

Total attendees (includes sponsors and speakers) -

Invited speakers -

Abstracts submitted –

Abstracts accepted –

Oral presentations (abstract) -

Mini oral presentations –

Poster presentations –

Sponsorship income -

Meeting Surplus -

All dollar values are in Australian dollars and exclude GST.

Organisation

The following people made up the respective committees:

Local Organising Committee

<Insert names>

Scientific Program Committee

<Insert names>

Meeting Managers

<Insert PCO information>

Scientific Program

Named Lecturers

<Insert Named Lecturers>

Invited International Speakers

<Insert International Speaking faculty>

Australasian Speakers

<Insert Australasian faculty>

Satellite Meetings

<Insert list of Satellite Meetings held during the Meeting>

Council Meetings

<Insert list of Council Meetings held during the Meeting>

AGM's

<Insert list of AGM's held during the Meeting>

Breakfast Sessions

<Insert Breakfast session information>

Webcasting

The following sessions were recorded for webcasting:

<Insert list of webcast sessions by date>

Abstracts

Abstracts

<Insert information>

Oral presentations

<Insert information>

Mini oral presentations

<Insert information>

Posters

<Insert information>

Withdrawals

<Insert information>

Registration

<Insert registration fees>

The breakdown of paying registrations was as follows:

Members
Affiliate, Retired, Life Member
Research Fellows/Trainees
Nurses, Technicians
ISHR Member
Research Student
Medical Student
Medical Student (complimentary)
Non Member
Day registrations

Total paying registrations – xx

Complimentary registrations: xx

Accompanying persons
Committee
Speakers
Sponsors
Exhibitors

Total attendees – xx

Sponsors

<Insert Sponsor list>

Finances

<Insert financial information>

Social Program

<Insert social program information>

President's Reception

Poster Wine and Cheese Sessions

CSANZ Faculty Dinner

CSANZ ASM Gala Dinner

Meeting Highlights

<Insert Meeting highlights>

Recommendations

<Insert recommendations>

Closing remarks

<Insert summary>

<Insert name>

Convenor – CSANZ ASM

Appendix III

Meeting Identity



Appendix IV

CSANZ Scientific Program Timeline

24 months out	Named Lecturers invited LOC Convenor and SPC Chair appointed	CSANZ
18 months out	LOC and SPC formed SPC begins invitations for international invited speakers	LOC/SPC SPC/PCO
12 months prior	Program committee meeting at preceding ASM – goal to have 80% of international invited speakers confirmed	SPC
3 rd week Sept	Program committee meeting	SPC
3 rd week Oct	Program committee meeting Confirmation of meeting format and international invited speakers	SPC SPC
3 rd week Nov	Program committee meeting Stream leads presenting outline programs with suggested ANZ speakers	SPC SPC
3rd week Nov	Call for abstracts open	PCO
Nov	Confirmation of requirements from council chairs and stream leads for Thursday meetings	SPC/PCO
Mid Dec	Program committee meeting	SPC
2 nd week Feb	Program outline confirmed for website/print ready for registration open	SPC
Mid Feb	International invited speakers talk titles, dates and times confirmed ANZ speakers agreed. Stream leads informally invite speakers and agree dates, times and talk topics	SPC SPC
3 rd week Feb	Confirmation letters to international speakers of their talks & meeting participation PCO	
Late Feb	Formal invitation letters sent to ANZ non member speakers	PCO
Mid Mar	Registration opens	PCO
Mid Mar	Abstract submission deadline	PCO
Late Mar	Stream leads to confirm their meeting program (excluding chairs)	SPC

Early Apr	Council chairs and stream leads to confirm speakers and talk titles for Thursday meetings	SPC
Mid Apr	Confirmation letters to ANZ speakers of their talks	PCO
Late Apr	Stream leads to invite session chairs	SPC
2nd week May	Deadline to accept /reject abstracts	SPC
Mid May	Confirmation letters to session chairs	PCO
01 Jun	Early bird registrations close	LOC/PCO
Mid Jun	Complete session allocations for abstracts	SPC
1 st week Jul	Reminder/reconfirmation email sent to all ANZ speakers	PCO
Mid Jul	Itineraries sent to the international faculty	PCO
3 rd week Jul	Handbook to print	PCO
Aug	CSANZ Annual Scientific Meeting	

CARDIAC SOCIETY OF AUSTRALIA AND NEW ZEALAND POLICY ON DISCLOSURE OF FACULTY RELATIONSHIPS

INTRODUCTION

The purpose of the Cardiac Society of Australia and New Zealand Educational Programs is to provide Cardiovascular Specialists and Allied Health Professionals with the most current information to assist them in their professional endeavours. Consequently all presentations must be objective and must provide a balanced view of diagnostic and therapeutic options. The Society recognizes that debate and professional difference of opinion is often instructive.

POLICY STATEMENT

The Cardiac Society of Australia and New Zealand requires that audiences at the Society's educational programs and those who use the Society's educational products be informed of a presenters (moderators, speakers, faculty, authors and contributors) academic and professional affiliations, as well as other relationships (including the nature of those relationships) relevant to the content of the material that is presented. When a presenter will be discussing a product, service or research project supported by a private sector entity with whom the presenter has a financial or other relationship, the audience must be informed that such a relationship exists. This policy allows the listener/attendee to be fully informed in evaluating the information presented

DEFINITION

The Society recognizes that the nature of relationships that are appropriate to disclose will vary depending on individual circumstances. In general terms any relationship that may bias one's presentation or contribution, or, which, if known could give the perception of bias should be disclosed. These situations may include, but are not limited to:

- a) share, share options or bond holdings in a for profit organization;
- b) research grants;
- c) employment (full or part-time);
- d) ownership or partnership;
- e) consulting fees or other remuneration received by the presenter or his immediate family including any support that may have been provided to attend the education meeting;
- f) non remunerative positions of influence such as officer, board member, trustee, or public spokesperson;
- g) receipt of royalties;
- h) a speakers bureau;
- i) for full time employees of industry or government the affiliation listed in the brochure will constitute full disclosure;

ACKNOWLEDGMENT

The list of speakers who have disclosed relationship will be available on-site or within the product. This list will delineate the nature of the relationship and the associated commercial entity.

The following statement will accompany the disclosure listing:

In accordance with the policy of the Cardiac Society of Australia and New Zealand these presenters have indicated that they have a relationship which, in the context of their presentation, could be perceived as a real or apparent conflict of interest, but do not consider that it will influence their presentation. The nature of the conflict is listed.

DISCLOSURE STATEMENT

Each program director and presenter will be asked to complete a Cardiac Society "disclosure of faculty relationships statement" when invited to participate. A copy of the disclosure statement is attached. In the case of the Annual Scientific Meeting, the corresponding author of all Abstracts of Original Contributions will notify all listed authors of this policy, and will complete the Disclose Statement on behalf of all listed authors. The corresponding author will be directed to forward to the Society a separate Disclosure Statement for each author who has a relationship to disclose. All presents at structured sessions will receive a Disclosure Statement which they will have to complete and return to the Society.

REVIEW AND RETENTION

The Disclosure Statements will be retained by the Society for a period of 1 year.

ACKNOWLEDGEMENT

This document was based on the ACC Policy on Disclosure of Faculty Relationships.

PLEASE RETURN A COPY OF THE LETTER/EMAIL OF ACCEPTANCE WITH THIS FORM

FACULTY DISCLOSURE FORM

The Cardiac Society of Australia and New Zealand must ensure balance, independence, objectivity and scientific rigor in all its sponsored educational activities. All faculty participating in a sponsored activity are expected to disclose to the audience any financial interest or other relationship.

- (1) with the manufacturers of any commercial products and and/or providers of commercial services discussed in an educational presentation and
- (2) with any commercial supporter of the activity

The situations may include but are not limited to:-

- a. shares, share options or bonds in a for-profit corporation or self-directed pension plan
- b. research grants
- c. employment (full or part time)
- d. ownership or partnership
- e. consulting fees or other remuneration received by the presenter or his/her immediate family, including any support that may be provided to attend the educational meeting
- f. non remunerative positions such as officer, board member, trustee, or public spokesperson
- g. receipt of royalties

The intent of this disclose is not to prevent the speaker with a financial or other relationship from making a presentation but rather to provide listeners with information on which they can make their own judgements. It remains for the audience to determine whether the speaker's interests or relationships may influence the presentation with regard to exposition of conclusion.

TITLE OF LECTURE OR ABSTRACT NO. _____

PRESENTER'S NAME: _____

PLEASE COMPLETE BOTH SECTIONS 1 AND 2

1. a. Will your presentation include discussion of any commercial products or services?

NO _____ (If NO, skip to question 2) YES _____

b. If YES, do you have a financial interest or other relationship with the manufacturers of the products?

NO _____ YES _____

If YES,

Supporter

Nature of the Relationship

2 At the present time the Society has received grant support or a pledge of grant support from the companies listed on the reverse of the "Policy on Disclosure of Faculty Relationships". Do you have a financial interest or relationship with any commercial supporter of this activity?

NO _____ YES _____

If YES please list the relevant commercial supporters

Supporter

Nature of the Relationship

Signature

Date

Meeting Registration Fees

(all fees are in Australian Dollars and include GST)

	Discounted Early Fee (payment required before mid June xxxx)	Standard Fee (for payments after mid June xxxx)
CSANZ Members – Full Registration	\$795	\$895
Non-Members – Full Registration	\$1160	\$1260
CSANZ Members 70 years old & over – Full Registration	Complimentary	Complimentary
Affiliate, Retired & Life Members – Full Registration	\$450	\$510
Research Fellows/Advanced Trainees ¹ – Student Registration	\$580	\$640
Nurses, Technicians & other Health Professionals – Full Registration	\$580	\$640
ISHR Member – Full Registration	\$450	\$510
Research Student ² – Student Registration	\$330	\$360
Medical Student ³ – Student Registration	\$330	\$360
Day Registration	\$400	\$450
Accompanying Persons	\$200	\$200

Registration Entitlements	Full Registration	Student Registration	Day Registration (entitlements on designated day only)	Accompanying Persons
All Scientific Sessions	✓	✓	✓	✗
Name Badge and Satchel	✓	✓	✓	✓

Official Documentation	✓	✓	✓	✗
Tea Breaks and Lunches	✓	✓	✓	✓
Attendance at Exhibition	✓	✓	✓	✓
Wine & Cheese Poster Sessions	✓	✓	✓	✓
President's Reception	✓	✓	✗	✓

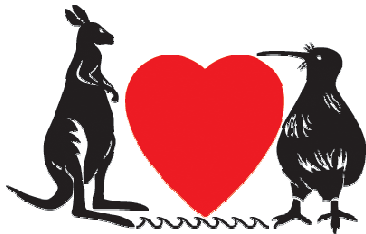
Student Registration

Student registrations include entry to all sessions, tea breaks, lunches, satchel and Meeting handbook. Delegates registering at the student rate must be full time students enrolled at a tertiary institution. Students must submit a letter from their supervisor defining their student status and include a copy of their current student card with the registration form when registering for the Meeting. This letter and a copy of the student card to be emailed to the Meeting Managers at csanz@tcc.co.nz.

1. Research Fellows/Advanced Trainees
2. Research Student Registration - This includes both higher degree and honours students
3. Medical Student - Undergraduate/Honours Students

CSANZ Board's Policies & Protocols for running the Annual Scientific Meeting Affiliate Compendium

This document scheduled for review 2014



1. Pre-amble / Introduction

The CSANZ holds an annual scientific meeting (ASM), usually in the second week of August. This meeting usually runs for 2.5 days and is preceded by the Council satellite meetings, e.g. Clinical trials, Cardiovascular nurses, Heart failure, Interventional to name a few. Recent ASMs have attracted over 2,000 delegates including a significant industry component. For Affiliate Members of the CSANZ who comprise nursing and allied health professionals, there has always been a relevant sub-program that reflects issues of multidisciplinary cardiovascular care. The allied health and nursing component of the program currently attracts approximately 550 delegates. The size of this conference makes it one of the premier meetings for cardiovascular health care in the southern hemisphere. In addition, due to the increasing emphasis on interdisciplinary practice, the CSANZ has been responsive to accommodating these changes and the Multidisciplinary Stream of the Scientific Program is an important and integral element of the success of the CSANZ Annual Scientific Meeting.

Since 2003 the Affiliates program has undergone some significant changes and in 2008 it is now an embedded 'stream' of the main program. In order to reflect these changes, inform future conference organisers, and ensure the sustainability of the programs' achievements over the past 5 years, it is thought that a guidelines document specifically for the organisation of the Affiliates program would be beneficial.

2. CSANZ Organisation

The CSANZ Board (the Board), representing Australian states, New Zealand and the larger specialty councils including nursing and allied health, meet 4 times/year and are the central governing body for overseeing the more general aspects of the ASM. Approximately 2 years prior, the state/country whose turn it is to host the ASM will convene both an Organising and Scientific committee in order to work with the selected professional conference organisers (PCO) and the Board on general aspects of the conference and develop the content of the program and invitees. It is essential that there is Affiliate representation (both nursing and non-nursing) on both Organising and Scientific committees from the time of the convening of these committees. If local representatives cannot be identified it is recommended that the Board Affiliate members are consulted.

3. Themes & Timelines

The Chair of the Organising committee will lead the overall planning and implementation of the ASM, set the theme of the meeting and report regularly to the Board. Both the state/country is determined and conference venue is booked between 5 and 10 years in advance. A PCO is determined by the Board and booked approximately 24 months prior to the conference and the local Organising and Scientific committees convened with a regular meetings scheduled throughout the 18-24 months prior to the conference.

4. Participating in the CSANZ Scientific Committee

There should be both 1 nursing and 1 allied health representative on the Scientific Program Committee. If there is no one who can take this role locally it should default to the nursing and allied health representatives on the Board. These Affiliate representatives will ideally become the stream leads for the multidisciplinary stream of the program. An Affiliate representative from the previous year's Scientific Committee should ideally be asked to actively participate in the interests of support and corporate knowledge transfer. Committee Affiliate representatives should liaise directly with the Affiliate Board representatives to ensure that program content reflects the needs of Members.

It is usual for the Chair of the Scientific Committee to approach interested nurses and allied health professionals to ascertain their interest in participating. If a nurse/allied health professional is interested they can be proactive, seek out the Chair and advise of their interest. There should be consultation with the CSANZ Nursing and Allied Health Board representatives to ensure consistency and clarity of information.

5. Participating in the CSANZ Organising Committee

There should be both 1 nursing and 1 allied health representative on the Organising committee. An Affiliate representative from the previous years organising committee should ideally be asked to actively participate in the interests of support and corporate knowledge transfer. Committee Affiliate representatives should liaise directly with the Affiliate Board representatives.

It is usual for the Chair of the Organising Committee to approach interested nurses and allied health professionals to ascertain their interest in participating.

The nursing and allied health Organizing and Scientific committee representatives do not pay for their registration to the conference.

6. Organising your Committee

To ensure the development of an Affiliate's program that is representative of the many aspects of multidisciplinary cardiovascular care, it is recommended that a separate Affiliate sub-committee be convened by the nursing and allied health representatives on the Scientific and Organising committees. This sub-committee could involve a combination of both local (to the state/country hosting the meeting) health professionals, members of the nursing and allied health CSANZ councils and the nursing and allied health representatives who sit on the Board. This will ensure the transfer of expertise from those who have been previously involved in conference organisation. The sub-committee should meet or teleconference regularly to develop a specific Affiliate program while at the same time ensuring that it reflects the theme and topics of other groups involved in the larger program. Outcomes and recommendations from the sub-committee must go back to the Scientific and Organising Committee for ratification prior to any action being taken by sub-committee members.

Teleconferences can be organised through the CSANZ administrative office.

7. Abstracts, Posters and Prizes

Abstract due date: approx 5 months before the ASM (usually March).

Call for abstracts date: approx. 3-4 months before the abstracts due date (usually November).

Abstracts are graded via a blinded, online review process. Should a conflict of interest exist between the reviewer and any of the authors of an abstract, the reviewer has the opportunity to declare the conflict and not review the paper. This has no adverse affect on the grading of the abstract. All members of the Scientific Committee are asked to help grade abstracts according to their area of expertise. There are set criteria to follow for the process of review and Affiliate committee members should contact the Board nursing and allied health reps if they require assistance with this process. All abstracts are assessed by a minimum of 4 reviewers and generally 5. Those papers being considered for one of the Prize sessions are graded separately by reviewers separate to the Scientific Program Committee of the ASM. In the case of the RR prize the reviewers are members of the CSANA Scientific Committee.

The above process is coordinated by the CSANZ Chief Executive Officer (CEO) and the PCO. Allocation to oral or poster is determined by the Scientific Program Committee and determined by oral session themes.

The following prizes require Nursing/Allied Health judges who are selected by the CEO of the CSANZ to review the presentations at the ASM and award the prizes:

- Affiliates research prize: nursing
- Affiliates research prize: allied health
- Affiliates poster prize

8. Organising your Topics

A suggested title for the 'stream' for the Affiliates program is Multidisciplinary Cardiovascular Health Care and should be allocated 6-7 session times to run within the main program.

There are several types of sessions used in the development of the CSANZ ASM program, including:

- Invited overseas speakers
- Invited named lecture speakers
- Invited local speakers
- Keynote speakers
- Free paper sessions determined from accepted abstracts

The following are generic *sessions* that are the same every year and require allocation time and room space in the main program: These sessions should be chaired by an experienced person. If possible, the Nursing and Allied Health representatives on the CSANZ Board should be one of the Chairs for each of the prize sessions. Chairs should be briefed to ensure close adherence to time and the need for questions as part of the assessment.

- i. Nursing Affiliates research prize (1.5 hour session): Cardiovascular Nursing Lecture (30 minutes) followed by 4 nursing prize finalists (1 hour) The Cardiovascular Nursing lecture is a keynote presentation of 20-30 minutes prior to the Nursing Affiliates prize session. Questions and comments are not ordinarily taken at the conclusion of this presentation. Appropriate introduction and reasons for the award should be presented by the chair at the start of the presentation. At the conclusion of the talk, appropriate recognition of the Award should be given and the recipient should be provided an opportunity for photographs. The 4 finalists in the nursing prize follow the Cardiovascular Nursing Lecture. Each finalist is given 10 minutes for their presentation and 5 minutes for questions. This timing should be strongly adhered to so as to ensure equity between presenters and availability of question time.
- ii. Allied Health Affiliates research prize (1.5 hour session): Keynote presentation (30 minutes) followed by the 4 allied health prize finalists (1 hour). The keynote speaker is selected by the Allied Health Council. Questions and comments are not ordinarily taken at the conclusion of this presentation. The 4 finalists in the allied health prize follow the Keynote speaker. Each finalist is given 10 minutes for their presentation and 5 minutes for questions. This timing should be strongly adhered to so as to ensure equity between presenters and availability of question time.

Please note that the above prize sessions should run in a similar format to the Ralph Reader Prize i.e. they will open with the CV nurses lecture (Nursing Prize session) or relevant speaker (Allied Health Prize session) then follow with the four prize abstract finalists. This is a new format, operational from 2009. Care needs to be given when planning the non-prize sessions. The non-prize sessions should be

organised to ensure equity among the varied affiliate areas of interests including nursing, allied health and technology. Stream leads should also endeavour to provide slots for a variety of additional free paper presentations within the program.

The rest of the program should be determined in line with both the creative ideas of the Affiliates program sub-committee and the theme of the whole meeting, while at the same time ensuring that there is a combination of both New Zealand and Australian invited speakers, with wide state representation.

The following sessions are unopposed i.e. no other session can be allocated to that time slot:

- RT Hall Lecture
- Ralph Reader prize (Basic and Clinical sessions)
- CSANZ Annual General Meeting
- Kempson Maddox lecture

9. Choosing your Speakers

i. Overseas

The Affiliates program is entitled to invite two overseas speakers (one nursing and one allied health). The Allied Health Council Executive nominates an international speaker to the CSANZ Scientific Committee no later than the preceding July before the relevant ASM and the candidate is submitted to the CSANZ Board for approval. The remaining international speaker is selected by the Local Stream Lead. It is reasonable for each overseas guest speaker to deliver 3-4 talks. One of these for the nursing overseas speaker should be as keynote speaker to the Cardiac Nurses Council satellite program. Every effort should be made to include at least 1 other of their talks in a session(s) that combine both medical and/or allied health perspectives. When selecting the overseas speakers the Affiliate stream leaders should work closely to ensure continuity and cohesion. The overseas speakers are generally nominated approximately 18 months prior to the ASM. Affiliate stream leaders should closely consult with the Chair of the Scientific Program Committee to confirm exact timelines for each individual ASM.

The Chief Executive Officer of the CSANZ in conjunction with the PCO organises the invitation letters to be sent to the chosen overseas speakers. The ASM funds airfares, accommodation and conference registration fees, details of which are outlined in the letter of invitation.

ii Local

Priority should be given to the expertise needed to deliver a talk on a particular topic. Where possible the Affiliate sub-committee should attempt to choose speakers who are Affiliate, Associate or FCSANZ Members. There should rarely be a need to extend beyond the CSANZ membership for these talks. Choose from NZ and Australian members, ensuring wide representation.

Preference for CSANZ Members to speak is part of the conference rules with the aim of offering opportunities to those who support the CSANZ. Also the cost of the conference is large and utilising CSANZ Members reduces these costs. CSANZ Members are not reimbursed for their expenses associated with attending the meeting. Non-members have their airfares, accommodation and registration reimbursed in accordance with CSANZ policy (Item 4 in the previous document).

Invitation letters are sent by the PCO, on submission of names and following ratification by the Scientific Program Committee. It is beneficial to have alternative speakers in mind if the first choice cannot attend. It is useful to send an early preliminary email to nominated speakers to ascertain willingness and availability.

10. Choosing chairpersons

The sub-committee should attempt to choose chairpersons who are already coming to the meeting, are Affiliate, Associate or FCSANZ Members and/or are contributors to the Cardiovascular Nurses Council, Allied Health Council and/or are an Affiliate Board representative. There are usually 2 chairs per session. All effort should be made to ensure equity across disciplines and regions. NZ and Australian CSANZ Members with relevant background should be chosen, ensuring wide representation. It should be encouraged that affiliate stream leaders from the previous ASM be invited to chair a session. Chairpersons of Affiliate sessions need to be prepared as they will often be required to participate more so than at other sessions of the ASM. It is important that Chairpersons for the Affiliate and Nursing Prize sessions recognise the aspects of equity in time-keeping and soliciting of questions. Ensure the chairpersons of the prize sessions understand the rules of the prize competition. In particular, the importance of adherence to time requirements and appropriate questions for finalists. If possible, the Nursing and Allied Health representatives on the CSANZ Board should be one of the Chairs for each of the prize sessions.

11. Satellite Council meetings (precede the official ASM)

The following are generic *sessions* that are the same every year and require allocation time and room space in the satellite program:

Nursing

- i. Cardiovascular Nurses Council (CNC) satellite program: 1030-1200(1.5 hours) on the satellite program day so as not to conflict with the Heart Failure Council program.

Allied health

- ii. Imaging: the allied health professionals should be involved with the organisation of this satellite meeting.
- iii. EP & pacing: the allied health professionals should be involved with the organisation of this satellite meeting.

The following are generic *meetings* that are the same every year and require allocation time and room space in the satellite program:

Nursing

- iv. CNC AGM: 1200-1230(30 minutes) at the end of the Nurses satellite program.

Allied Health

- v. AHC AGM: This could be scheduled at the end of the Allied Health satellite program on the Thursday or be scheduled at a convenient/appropriate time in the main program.
- vi. Cardiac Technology working group meeting (~1 hour) usually a lunchtime session.

12. Sponsorship

In previous years sponsorship was sometimes sought to provide lunch for the Nurses Council AGM as this encouraged people to stay on and participate. This is only necessary however if the lunch cost on the satellite meeting day is *not* included in the registration cost.

Sponsorship was achieved for the 2008 Affiliate anatomical demonstration session on surgical valve replacement. This covered the cost of the animal hearts etc. Cardiac technology group lunchtime meetings have also been sponsored by e.g. LifehealthCare.

13. How to organise your sessions

This should be a combination of working with the Affiliates program sub-committee and the larger ASM Scientific Program committee. Affiliate representation on the Scientific Program Committee is therefore important otherwise sessional space may not be allocated appropriately.

The Cardiovascular Nurses Council satellite program is organised by the Council Executive in consultation with the Affiliate representatives on the Organising/Scientific Committees.

The Multidisciplinary or Allied Health satellite program is organized by the Council Executive in consultation with the Affiliate representatives on the Organising/Scientific Committees.

Welcome to Country: in 2008 the Cardiovascular Nurses Council proposed this for the opening of the Nurses satellite meeting however it changed to become part of the main program opening to all delegates on the Friday.

14. Advertising

Affiliate sessions should be included in the overall advertising plan for all other sessions- i.e. if there are website promotions then an Affiliate session should be part of this.

Affiliate members of the Organising/Scientific Program Committees should be listed alongside other committee members.

Flyers in the conference satchel are a good way of promoting activities and can be arranged with the PCO.

15. How to organise the actual conference days

This is done in conjunction with the Scientific Program Committee and determined by number of sessions required. The Affiliate program usually has around 6-7 sessions allocated to it. If the Affiliates program is developed as a 'stream' alongside, for example heart failure or acute coronary syndromes, then it should be given the same amount of sessional time. In 2008 the Affiliates program was developed under the 'stream' of Multidisciplinary Cardiovascular Health Care and was a successful way of ensuring equitable sessional time.

16. What to expect on the day

All the work is usually done by the time of the meeting and it is the responsibility of the Organising and Scientific Committee Chairs to 'trouble-shoot'. However, the main problem is when a speaker or chairperson does not turn up or cancels at the last minute and so it is useful to have a contingency for this in regard to the Affiliate sessions.

It is also useful to orientate yourself with the conference venue (e.g. speakers room, session rooms, how to get help for any audiovisual problems, the first aid room). It is also useful to ensure that all the speakers have loaded their presentations in time for their presentations.

17. Overseas Speakers dinner

The CSANZ Board invites all overseas and named lecture speakers to attend a special dinner. It is strongly encouraged that the Affiliate overseas speaker attend over and above any industry or other

invitations that may occur. Thus it is helpful to flag this with the invited overseas speaker early in the planning process to ensure they do not double-book themselves. It is also a courteous gesture for the nursing and allied health representative on the Board (or other nominated person) to offer to escort and/or meet the nursing and allied health speakers at the dinner and make them feel welcome. All members of the Organising /Scientific Program committees and the Affiliate Board members are invited to and should plan to attend this dinner.

18. Conference Dinner

As members of the Organising/Scientific Program Committees, attendance at the Conference dinner is encouraged. The Nursing and Allied Health speakers are provided with tickets to attend the Conference dinner. Members of the Organising/Scientific Program Committees are encouraged to welcome the speakers onto their table for the evening.

19. After the conference

It can be useful to have a debrief meeting afterwards and submit any recommendations to the Board for future organisers. A hand-over meeting between Chairs is considered useful.

20. Decision making and budget impact

It is important to keep in mind when making plans about the meeting, that there may be financial implications and that prior to any action being taken, the Organising Committee must first approve the expenditure connected with those plans.