



## **EUROPERIO GUIDELINES**

The Europerio Guidelines are based on the experience gained from the first three Europerio Congresses.

These Guidelines established by the Congress Committee of the EFP should be considered as recommendations for the organisation of future meetings.

The Candidate Societies applying for the organisation of Europerio should strictly adhere to these Guidelines concerning the calendar and all the nomination process.

However, for the logistic itself, these guidelines can be adapted to the local specificity of the future hosting countries in accordance with the Congress Committee.

### Article 1:

#### **Definition of Europerio**

Europerio is the Scientific Congress of the European Federation of Periodontology (EFP). Europerio is one of the leading International Meeting devoted to Periodontology worldwide.

Europerio is for all the scientific Community engaged in the field of Periodontology, for Dental Surgeons or Physicians, specialists in Periodontology or General Practitioners, for the Students in Periodontology and the Dental Hygienists.

Europerio is held in Europe every three year at a date scheduled by the EFP.

Europerio is over a period of at least three days.

Europerio includes:

- a scientific program
- a commercial exhibition
- social activities

The organisation of Europerio is delegated to a National Society, full member of the EFP (the Organising Society), to a Chairperson nominated by the EFP (the Europerio Chairman), on the proposal of the Organising Society, and to a Committee (the Organising Committee) nominated by the EFP on the proposal of the Europerio Chairman.

### Article 2:

#### **Organising Society**

The Organising Society is the National Society of Periodontology, full member of the EFP which welcomes Europerio.

#### ***Mode of Selection of the Organising Society***

The President of a National Society, full member of the EFP, or in his absence, the EFP Delegate of this National Society, can apply in order to become the Europerio Organising Society.

The decision is made by the General Assembly of the EFP on the proposal of the Congress Committee Chairman, 4 years and 6 months before the Congress i.e. one year and 6 months before the previous Europerio Congress.

The Candidate Society submits an application file to the Congress Committee, at least 6 months before the deciding General Assembly, e.i. five years before the Congress in order to allow the Congress Committee to evaluate the conformity of the application and to transmit the information to the other National Societies voting at the General Assembly.

### ***Contents of the application file***

The application submitted to the Congress Committee must include the following items:

- a presentation of the City that can welcome Europerio, its geographical situation, its tourist attractions and its ease access.
- the costs of Air Transportation.
- a detailed description of the Congress venue, the number, capacity and availability of meeting rooms as well as the exhibition surface area.
- the exact cost of the Congress venue.
- a description and cost of the hotel facilities.
- a proposal for a PCO contract.
- the social events possibilities.
- the feasibility for a support of the City and for local sponsorship.
- the potential number of local attendees.
- a candidacy for the Europerio Chairman.

### **Article 3:**

#### **Europerio Chairman**

The Europerio Chairman is an individual from the Organising Society, the EFP Delegate or an active member of the board of this Society.

The Europerio Chairman is the Director of the Organising Committee.

### ***Mode of Nomination of the Europerio Chairman***

The Europerio Chairman is nominated by the General Assembly of the EFP on the proposal of the President of the Organising Society or in his absence of the EFP Delegate of this Society.

The Europerio Chairman is appointed the same day as the nomination of the Organising Society.

The Europerio Chairman cannot be changed after his appointment by the General Assembly of the EFP.

To ensure continuity and improve communication, the Europerio Chairman will participate, as an observer, to the sessions of the Organising Committee of the previous Europerio.

### **Article 4:**

#### **Organising Committee**

The Organising Committee placed under the direction of the Europerio Chairman includes a Scientific Chairman, a Treasurer and a Local Committee.

### ***Mode of Nomination of the Organising Committee***

The Scientific Chairman and The Europerio Treasurer are nominated by the General Assembly of the EFP on the proposal of the Europerio Chairman after consulting with the Congress Committee, 3 years and 6 months before the Congress.

The scientific Chairman and the Treasurer are individuals from National Societies, full members of the EFP, others than the Organising Society. They are chosen for their skills and qualifications and accept to be placed under the direction of the Europerio Chairman. The members of the Local Committee are taken among the members of the Organising Society.

The Europerio Chairman is free to choose the members of the Local Committee, and to determine their number according to the logistic organisational needs.

#### **Article 5:**

#### **Financial management**

All the contracts binding a financial responsibility are signed conjointly by the Europeiro Chairman and the EFP Treasurer.

The financial management is ensured by the Organising Committee. The Europerio Treasurer follows in detail the evolution of the budget and keeps informed the EFP Treasurer.

The Europerio Treasurer sends to the Congress Committee a complete budget 2 years before the Congress. As from this date, he sends periodically a precise report of the evolution of the financial situation.

A loan is given by the EFP, in accordance with the EFP Treasurer, 2 years before the Congress when requested by the Organising Committee.

The definitive budget should be established at least 6 months before the Congress.

All necessary guaranties should be taken in order to minimise financial risks and a specific insurance contract should be signed with an Insurance Company so as to cover the EFP in case of cancellation for circumstances outside one's control.

The definitive accounts should be closed at the latest 6 months after the Congress. The profits should be shared between the EFP, the Organising Society and the other member Societies of the EFP, payment pro rata on the number of attendees according to a scale voted by the General Assembly 18 months before the Congress on the proposal of the Congress Committee.

#### **Article 6:**

#### **Sponsorship**

The aim of partnership with the Industry or other commercial Societies is to collect the necessary funds for the Europerio organisation, while trying to minimise the attendees registration fees.

The National Societies representatives should collaborate in looking for partners and communicate all useful information for this.

Contacts with potential partners are ensured by the Organising Committee with the help of the Congress Committee.

These contacts can be made only 3 years before the Congress i.e. at the end of the previous Europerio Congress.

The Organising Committee establish a partnership project with different participation levels according to the possibilities offered by the general organisation and venue.

All the proposals should be submitted to the Congress Committee who control the scientific integrity and reserve the right to intervene in the case of conflict.

### **Article 7:** **Registration fees**

The amount of the registration fees is determined by the General Assembly of the EFP on the proposal of the Organising Committee, 18 months before the Congress.

The Organising Committee should have in mind to keep these fees to a minimum so as to maximise the number of attendees.

A scale of registration fees fixes different categories of attendees.

The members of the National Societies should benefit from reduced registration fees compared with the non-members.

The students, who can give proof of their status, benefit from largely reduced registration fees, as well as the dental Hygienists.

For the accompanying persons, the Organising Committee can ask for registration fees if it is justify by the general organisation of the Congress.

According to a calendar determined by the Organising Committee, the different categories can benefit from reduced fees for advanced registration.

Groups registrations can benefit from reduced fees in accordance with the Congress Committee on the proposal of the Organising Committee.

The number and status of guests exonerated from registration fees is fixed by the General Assembly, 6 months before the Congress, according to the budget, on the proposal of the Congress Committee.

A limited number of invitations can be offered to the sponsors and exhibitors as long as this number is previously mentioned in the document ended out to the partners and exhibitors.

The Europerio Chairman reserves the right to have his own guests in accordance with the Congress Committee.

### **Article 8:** **Scientific program**

The scientific program of Europerio is elaborated by the Organising Committee and should be presented to the General Assembly, 18 months before the Congress.

Before this date, the National Societies of the EFP are invited to transmit to the Congress Committee all the information useful for the elaboration of the scientific program in order to help the Organising Committee in his search for new subjects and speakers.

The scientific program includes:

- an Opening Ceremony
- a General Program composed of several Conferences
- several Free sessions on research and clinical reports
- a Poster Session
- a sponsored program devoted to new developments in Industry composed of several sessions (Industry sessions)
- workshops sponsored by Europerio partners

The schedule and room allocation is fixed by the Organising Committee according to the possibilities offered by the general organisation of the Congress.

### **Opening Ceremony**

The Opening Ceremony should enhance the prestige of Europerio.

The Opening Ceremony should mark the opening of the Congress, but can be preceded by activities that are annexe to Europerio.

The program of the Opening Ceremony is elaborated by the Organising Committee in collaboration with the Congress Committee.

The Opening Ceremony may include the participation of local authorities, EFP Representatives, the Europerio Chairman and Organisation Committee members, and an exceptional conference speaker chosen for his international fame in a scientific or cultural field.

### **General Program**

The General Program is elaborated by the Organising Committee on the proposal of the Scientific Chairman with the collaboration of the Congress Committee.

The Organising Committee can propose a General Theme useful for the promotion of the Congress, but all the current topics should be included in order to make the Congress as attractive as possible.

These should be a balance between basic and clinical topics in order to satisfy a wide audience.

The General Program is composed of Conferences, all structured according to the same format with a limited number of speakers.

For each Conference a Chairman (Conference Chairman) has the task to present the theme of the conference, to introduce the others Conference Speakers and to conduct the debates. The selection of the Speakers is done by the Organising Committee on the proposal of the Scientific Chairman, but no Conference Speakers should be contacted before the scientific program is presented to the General Assembly.

For equal competencies, European Speakers should be preferred.

One or several conferences of the General program are for Dental Hygienists.

A scientific secretariat is at the disposition of the Scientific Chairman who is in charge to manage all the contacts with the Speakers invited to participate to the General Program.

All the invitations are given out 18 months before the Congress.

The definitive General Program should be finalised 15 months before the Congress.

The invited Conference Chairmen and Conference Speakers are exonerated from registration fee and receive compensation for travel and accommodation, according to modalities fixed by the Organising Committee.

The invited Conference Chairmen and Conference Speakers do not receive honorarium for their participation.

The invited Conference Chairmen and Conference Speakers should send an abstract of their presentation 12 months before the Congress.

Within the 6 months previous to the Congress, the Organising Committee reserves the right to replace any speakers who cannot respect his commitment.

### **Free communications**

Free sessions devoted to research and clinical reports are elaborated by theme taken the abstracts submitted and selected by a Selection Committee.

Each free session is directed by a Session Chairman nominated by the Organising Committee.

Competitions awarded by a prize offered by a sponsor or an institution can be organised. The Speakers participation in the free sessions should be the first authors of the selected abstracts.

The Speakers participating in the free sessions are not exonerated from registration fees, and their travel and accommodation are not paid by Europerio.

The Session Chairmen are exonerated from registration fees but their travel and accommodation are not paid by Europerio.

All the abstracts selected for communication will be published in a special issue of the Journal of Clinical Periodontology in accordance with a contract signed with the Editor.

### **Selection Committee**

The Selection Committee includes a Chairman and three individuals from the National Societies full members of the EFP.

The Selection Committee is nominated by the Congress Committee on the proposal of the Organising Committee.

The Selection Committee is in charge of studying all the abstracts sent to the Organising Committee, to select them independently and to dispatch them by theme according to the possibilities offered by the general organisation of the Congress.

The Selection Committee meets 6 months before the Congress and transmits its conclusions to the Organising Committee at the end of this meeting.

The Europerio Chairman, the Scientific Chairman and the Treasurer can take part in the meeting of the Selection Committee.

### **Abstracts**

The abstracts should be drawn up according to precise instructions determined by the Organising Committee in collaboration with the Chairman of the Selection Committee. The call for abstracts should be widely broadcasted by the means used for promotion, 1 year before the Congress.

The abstracts should be sent by their authors to the Organising Committee, 8 months before the Congress in order to allow their transmission among the members of the Selection Committee.

### **Poster session**

The Poster session is organised by the Organising Committee according to the same modalities as those of the free sessions.

A standard format for the Posters is determined by the Organising Committee in collaboration with the Chairman of the Selection Committee.

The call for abstracts is broadcasted jointly with those of the free communications. The abstracts are drawn up and sent by the same way.

The abstracts are selected in the same way by the same Selection Committee.

The Poster participants are not exonerated from registration fee and their travel and accommodation are not paid by the EFP.

### **Industry sessions and Workshops**

The Industry sessions and Workshops are organised by the Organising Committee in collaboration with the Congress Committee.

The Industry sessions and Workshops are financed by the EuroPerio Partners and are a part of the prestations offered within the framework of the partnership.

The subjects and speakers are suggested to the Organising Committee by the Europerio Partners and all the proposals are submitted to the Congress Committee who control the scientific integrity and reserve the right of intervene in case of conflict.

The Speakers participating in the Industry sessions and Workshops are exonerated from registration fee, but their travel and accommodation are not paid by Europerio.

Each Industry session is directed by a Session Chairman nominated by the Organising Committee.

The Chairmen of the Industry sessions are exonerated from registration fee but their travel and accommodation are not paid by Europerio.

#### Article 9:

##### **Translations**

English is the official language of the EFP.

All conferences and free communications should be in English.

Europerio can provide a simultaneous translation for main sessions into any other language on the request of a National Society, as long as this Society has a minimum of 100 attendees.

The cost of translation can be shared, within the financial budget, between Europerio and the concerned Society.

If this number of 100 is not reached, the Society will finance the translation into its own language.

#### Article 10:

##### **Commercial exhibition**

A commercial exhibition is set up by the Organising Committee.

The number, the lay-out and the surface area of the booths are determined by the venue possibilities.

The cost for the booths is fixed according to the budget requirements and partnership modalities.

The contacts with the exhibitors are ensured by the Organising Committee with the help of the Congress Committee. These contacts can only take place 3 years before the Congress, at the end of the previous Europerio Congress.

The list of the exhibitors is submitted to the Congress Committee who controls the scientific integrity and reserve the right to intervene in the case of conflict.

#### Article 11:

##### **Social Activities**

The Social Activities are organised by the Organising Committee who can use the services of a PCO or any other specialised company.

The aim of the social activities organised within the framework of Europerio is to facilitate social exchanges among the attendees in a friendly manner.

The Social Activities should enhance the prestige of Europerio.

The Social Activities include a minimum of:

- a Speaker Dinner offered to the invited speakers and their spouses as well as special guests invited by the Europerio Chairman.
- a Gala Evening opened to all the participants with the smallest possible financial contribution.
- a tourist and cultural program for the Accompanying persons.

The Social Activities can be sponsored by Industry Partners or an institution in accordance with the Congress Committee.

The National Societies can organise in collaboration with the Organising Committee social events for their members.

Industry Partners can organise social events during Europerio for selected guests with the permission of the Congress Committee.

#### Article 12:

#### **Promotion and printed matters**

The Advertising Campaign is organised by the Organising Committee.

The Advertising Campaign starts 3 years before the Congress, at the occasion of the previous Europerio Congress.

It includes:

- Posters widely sent out to scientific Societies world-wide and to the European dental institutions.
- Use of the Journal of Clinical Periodontology in accordance with a contract signed with the Editor.
- Pages of advertisement in other Journals
- Use of the Web
- Direct mailing of flyers, pre-programs, programs and registration forms to all the members of the EFP.
- Mailings of specific documents through EFP National Societies
- Distribution and mailings of specific documents through EuroPerio partners.

The National Societies pledge to participate to the promotion to their members by using the usual means.

The Organising Committee ensures the printing of all materials that are necessary for the promotion but the National Societies pledge to broadcast these materials to their members. The definitive program including all the practical information should be broadcasted at the latest 3 months before the Congress so as to reinforce the promotion.

All printed matter published for Europerio is created by the Organising Committee under the control of the Congress Committee.