INSTRUCTIONS FOR ORGANIZERS

OF

AN INTERNATIONAL CONGRESS

OF

AVIATION & SPACE MEDICINE

September 2019

PREFACE

To sponsor an International Congress of Aviation and Space Medicine (ICASM) under the aegis of the International Academy of Aviation and Space Medicine (IAASM) requires an enormous commitment of time and resources. The Organizers must obtain the support and cooperation of the government, the national Aerospace Medicine association or society, the civil aviation medicine authority, the military aviation medicine network, national airlines, and the financial support of many other organizations and agencies.

Representatives of the Organizing Committee must also be prepared to attend the Council and General Assembly Meetings of the IAASM to provide briefings on the progress of the planning from time of initial application to the Council until the year that the Congress takes place. These IAASM meetings are held twice a year, one in association with the Aerospace Medical Association Annual Scientific Meeting and the other in association with the Congress.

This Guide will assist the Organizers with the planning and development process of the Congress. Further information may be obtained by contacting the President or the Secretary General of the Academy.

The Secretary General, the Council and the Scientific Committee of the Academy are available to provide any assistance, guidance and advice to the Organizing Committee to make the Congress a scientific, cultural and social success.

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Application to Hold an
International Congress of Aviation and Space Medicine
Under the Aegis of the IAASM

The International Academy of Aviation and Space Medicine (IAASM) promotes an International Congress of Aviation and Space Medicine (ICASM) in a different country each year. The Congress is preferably held after the first full week of September.

The objectives of the ICASM are to:

- Promote scientific knowledge and research in aerospace medicine internationally by providing a forum for report and debate.

- Promote aerospace medicine in the nation holding the Congress.

Organizers making a submission to hold a Congress should note that the Academy will favorably consider applications from nations that do not have an extensive aerospace medicine infrastructure, particularly where the Congress itself may contribute to national or regional awareness about the aerospace environment and aerospace medicine.

To qualify to hold a Congress, the organizers must agree to the following requirements of the Academy:

a) The country should have a citizen who is a member of the Academy and who will be involved in the organization of the Congress. This person should normally be the Chairman of the Organizing Committee. If there is no member of the Academy in the country in question, the organizers should ask a senior academician to be their advisor for the Congress.

b) An Aerospace Medicine organization must exist which will act as the host organization. In the absence of a national society, any organization involved in the practice of Aerospace Medicine, e.g. an airline medical department, air force medical branch or Civil Aviation authority, may act as the sponsoring organization (singly or in combination).

c) The Government will not deny a visa or permission to enter the host country to any applicant or academy member due to nationality, religion or political affiliation [see reference under 'optimum calendar of events']

d) The Congress Organizers are encouraged if financially feasible to provide at least one day of simultaneous English/French and French/English translation at scientific sessions of the Congress. If there is only one day of simultaneous translation, it must be the first day of the Congress to cover the opening ceremony, the Allard lecture and the Ernsting Panel. If available, translators should have knowledge of and proficiency in medical language translation.

e) Translation services may also be offered in other language(s) spoken by attendees.

f) Sponsorship or provision of translation services by a host city, region, or country should be explored early by the organizing committee during the process of seeking general support for the Congress.

g) The Congress Organizers must agree to use the ICASM Logo, to which they can add the venue and the date of the ICASM in question. See Annex 5.

h) The Congress Organizers must understand and comply with the standard requirements for the structure and conduct of the scientific program, as outlined in this document, including providing for the Allard Lecture, Ernsting Panel, etc.

i) The Congress Organizers must agree to provide the first and second announcement in French and English which may be in paper and/or electronic format. The first announcement should be distributed shortly after the formal agreement has been signed and the second at least two weeks prior to the AsMA scientific meeting of the same year.

j) The Organizing Committee and the Associations of the applicant country are entirely responsible for the financial management of the Congress. See Annex 6 for a congress budget checklist template. Funding may be available from local governments/cities. Organisers are encouraged to explore these possibilities.

k) The Academy Dinner will be provided free of charge for the Academicians. The cost of the dinner for any guest invited by the Academician will be funded by the Academician.

l) The Congress Organizers will provide confirmed tickets for travel in business class and for accommodation and registration for the President and the Secretary General of the Academy and their spouses.

Note: To reduce the cost of travel the key requirement is to start planning for this at an early stage. It is suggested that the Congress organizers commence communicating with the SG on this topic a year in advance of the Congress, with a view to purchasing tickets at least six months prior to the Congress.

m) The Congress Organizers will transfer to the IAASM US$12 per full registration, prorated for daily registration ($4/day), within one month after the Congress.

n) The Congress Organizers must forward a written report to the Secretary General of the Academy within three months after the Congress. This report should include the plans, costs, and significant problems encountered during the organization of the Congress, for the benefit of future Congress Organizers. The report should also include an e-mail address list (or postal address if e-mail not available) of all delegates that attended so that they may be notified of future ICASM Congresses. They should also forward the completed evaluation and feedback form based on the template designed by the Academy Scientific Committee (Annex 4).

o) The Organizers should provide a written application to the Secretary General a minimum of three years before the proposed date of the Congress. This application must include an agreement to the above requirements.

Note: Acceptance of a proposal to hold a Congress will be given by the Academy at least two years in advance of the proposed Congress, assuming the application was received on time.

Congress Organization

The Organizers shall establish at least three committees to support the planning and conduct of the Congress: the Organizing Committee, the Scientific Coordination Committee, and the Social Program Committee. In addition, a conference organizer team (e.g., Secretariat) will be required.

a) **Organizing Committee** – The ICASM Organizing Committee must include experts in Aerospace Medicine, and will consist of:

President: The President should normally be a member of the Academy. The President chairs meetings of the ICASM Organizing Committee.

Secretary: The Secretary is responsible for the co-ordination of the organization of the Congress through the Congress Secretariat. He/she is also responsible for liaison with the IAASM, the Aerospace Medical Association, and the Aerospace Medicine Societies of other countries. He/she provides the link between the Congress President and the Congress Secretariat, and serves as secretary of the Organizing Committee.

Treasurer.

Additional Committee members as the organizers consider necessary.

b) **Scientific Coordination Committee:** This committee will work in concert with the Academy Scientific Committee to ensure a high quality and well-organized ICASM science program. The Chairman of this committee shall liaise as soon as possible with the Chairman of the Academy Scientific Committee, in order to designate one or two representatives of their committee to the Academy Scientific Committee for the year prior to their Congress.

c) **Social Program Committee:** This committee will co-ordinate the social arrangements for the Congress delegates, and also arrange a suitable program for accompanying persons.

d) **Secretariat:** The ICASM Organizing Committee may choose to appoint a professional conference organizer who will provide the appropriate secretarial support. However, an airline, a military organization, or other organizations may also provide this service.

The main tasks of the Congress Secretariat are to:

(1) arrange for the conduct of the Congress at the Congress venue.

(2) arrange accommodation for delegates and accompanying persons.

(3) arrange for the design and printing of publicity material (posters, etc.)

(4)   arrange for the design, contents, translation, printing and distribution of the First Announcement of the Congress.

(5)   receive responses to the First Announcement and develop a database of those interested in attending the Congress.

(6)   arrange for the design, contents, translation, printing and distribution of the Second Announcement of the Congress.

(7)   receive responses to the Second Announcement, registration, hotel bookings, attendance at social events. Provide receipts and notification of hotel bookings, etc.

(8)   arrange for the design, translation and printing of the Scientific and Social Programs for the Congress.

(9)   arrange for the design, translation and printing of the Volume of Abstracts for the Congress papers.

(10)   arrange social events, including accommodation and catering.

(11)   provide transportation for conveying delegates and accompanying persons to and from social events, and delegates on educational visits.

(12)   arrange for provision of lunches for delegates.

(13)   arrange and staff the registration desk at the Congress venue.

(14)   arrange for provision of audio-visual aids, interpreters, radio transmitter and receivers for translation services.

(15)   select, pack and distribute delegate packages.

(16)   arrange for the creation of an ICASM web site no later than 26 weeks prior to the Congress.

Format of the Congress

The Congress takes place over a five-day period starting on Sunday and ending Thursday evening. The general format for the Congress has been developed over many years, and is as follows:

Sunday	**Registration**
	Academy Committee Meetings
Monday	**Opening Ceremonies**
	Scientific Sessions
	Evening Reception for all delegates and Partners
Tuesday	**Scientific Sessions (End at 3:00 pm on Tuesday)**
	General Assembly at 3:30 PM
	Evening Academy Dinner for Academicians and Partners
Wednesday	**Educational visits to include scientific presentations (could also be on Thursday)**
Thursday	**Scientific Sessions**
	Evening Congress Banquet

If the Organizing Committee has valid reasons for varying this format it should communicate with the Secretary General of the Academy.

Development of the Program

The first task of the Congress Organizing Committee is to appoint the Chairperson and the members of the local Scientific Coordination Committee. The Chairperson of the Congress Scientific Coordination Committee shall liaise with the chairperson of the Scientific Committee of the Academy at the earliest opportunity.

Opening Ceremony

The first session on Monday morning shall consist of opening addresses by the President of the Academy, President of the Congress (Chairman of the Organizing Committee) and by a senior person from the host country involved in aviation and/or space medicine. This may be a politician, civil servant or distinguished scientist. The opening speeches should not last more than a total of 30 minutes and are followed by the André Allard Lecture. The selection of the Lecturer must be made in consultation with the Academy through the Secretary-General and the Chairperson of the Scientific Committee of the Academy.

Scientific Program

The Scientific Program will be developed through the collaboration between the local Scientific Coordination Committee and the Scientific Committee of the Academy, as outlined in Appendix 1, *"Instructions for Organizers of an International Congress of Aviation and Space Medicine, The Scientific Program"*.

Special Required Sessions

a) André Allard Lecture. Given in memory of the eminent Academician, the Allard Lecture is intended to be an authoritative presentation about an aspect of aerospace medicine. The Academy may publish the lecture as a monograph, and the President of the Academy awards a medallion to the André Allard lecturer in recognition of his/her contribution.

b) John Ernsting Panel. Given in memory of the eminent Academician, the Ernsting Panel covers a major topic of current interest in Aerospace Medicine and, in suitable cases, could serve as the basis for a position paper by the Academy. The Ernsting Panel will normally be held on the first day of the Congress after the Allard lecture.

c) General Assembly/Business Meeting is generally held at 3:30 PM on the second day (Tuesday) of the Congress. Attendance is restricted to members of the Academy.

CME Credits

Many countries require medical practitioners to accumulate Continuing Medical Education (CME) credits. The Academy will deliver CME credits to the participants. It will be the responsibility of each individual country to decide if they recognize the Academy CME credits. The Congress Organizers will be responsible for preparing an evaluation and feedback form based on the template designed by the Academy Scientific Committee (Annex 4). These completed forms should be attached to the written Report that the Congress Organizers send to the Secretary General within three months after the Congress.

Social Program

The Social program includes the Monday evening reception, the Tuesday Academy dinner, and the Thursday Congress Banquet. In addition, activities for accompanying persons should be organized. This program should take advantage of the special attractions of the host city.

Note that the Tuesday Academy dinner is not publicized or announced to all Congress attendees, as it is open only to Academicians. The Academy Dinner traditionally caters to the Academician and his/her spouse, plus invited guests from the organizing committee (e.g. subcommittee chairs). Friends should not substitute for an absent spouse, but other family members could be considered. Young children are not suitable invitees.

Hotel Accommodation

Ideally, the Congress venue should be in a major Congress Hotel, or in a conference facility within a short walk from the hotel. A full price range of accommodation ($100 - $200 US per night), with easy and inexpensive access to the Congress venue should be offered. Including one or more inexpensive options helps to attract young delegates and delegates with limited means.

Preliminary (First) Announcement

A **Preliminary Announcement** should be distributed shortly after the formal agreement to host a Congress has been signed. It should be in both English and French, in paper and/or electronic format.

It should include the location and dates of the Congress, a brief outline of the Scientific and Social Programs and a request for "Registration of Interest".

The ICASM logo should be used on all ICASM correspondence and brochures.

Copies of the announcement should be sent to the following:

   a) Each member of the International Academy of Aviation and Space Medicine. Mailing details can be retrieved from the Academy web site by the academician member on the

Organizing Committee. An electronic version of the announcement can also be put on the Academy web site.

b) Each member of the Aerospace Medical Association. (A set of labels may be purchased from the Association.)

c) All national aerospace medicine societies.

d) The delegates attending the previous Congress. (List normally available in the report of the previous Congress held by the Secretary General of the Academy)

e) The ICAO aviation medicine distribution list. (Contact ICAO Chief, Aviation Medicine Section.)

f) Any lists of aviation medicine national examiners which can be obtained by the Committee.

g) All schools and/or universities that have an aerospace medicine program in their curriculum.

The Second Announcement

The English/French Second Announcement, to include the Call for Abstracts, must be prepared and ready for distribution in paper and/or electronic format at least two weeks prior to the AsMA scientific meeting of the same year. The announcement should be put on the web site, but a mailing is strongly recommended. Past experience has shown that a mailing brings responses.   A brief marketing leaflet and/or card may be used to direct the attention of potential attendees to the website.

(1)   It should include the following items:

a) Welcome to the Congress by the IAASM President and the announcement of the André Allard Lecturer.

b) List of members of the local ICASM Organizing Committee.

c) List of Members of the Social Programme Committee.

d) List of Members of the local Scientific Coordination Committee.

e) Outline of the Scientific Program.

f) Call for Papers, including instructions for submitting an abstract as outlined in Appendix 1.

g) The approximate number of hours credited for Continuing Medical Education (CME) as a result of attending the Congress.

h) Outline of each of the Educational Visits, and instructions for indicating preference. Any attendance restrictions for attendees e.g. due to security issues associated with their citizenship of particular countries, should be indicated at this stage.

i) Outline of Social Program for Delegates and Accompanying   Persons (Welcoming Reception and Congress Banquet).

> *Note: The **Academicians dinner** is not included in this announcement as it is not open to delegates who are not Academicians. Personal invitations to Academician Delegates are issued later.*

j) Outline of Social Programme for Accompanying Persons.
k) Contact details of local Tourist Authority.
l) General information on climate and recommended clothing.
m) General information on Congress venue and how to travel to host city.
n) Catering arrangements during the Congress. Instructions for registering, registration fees (detailing the items covered by the registration fee).
o) Details of penalties for cancellation.
p) Hotel accommodation details and instructions for reserving rooms.
q) Details of method of payment. Credit card payments should be an option.
r) Note that full Congress details will be provided on registration at the venue.
s) Outline program day-by-day with time for all major events.
t) Locality map showing location of venue and hotels.

(2)   The following forms and web address should be included with the Second Announcement:

a) Registration Form
b) Visits Form
c) Call for Abstracts - web address

OPTIMUM CALENDAR OF EVENTS/TIMELINE

Year-3, prior to Congress (May-July)

Written application to the Academy to hold the Congress:

Checklist: Country has suitable city and venue for a Congress

Country has an Academy Member or a senior Academician of another country as advisor

Country has a suitable Aerospace Medicine Organization

Government agrees to allow access to the host country by delegates, without restriction due to nationality, religion or political affiliation

Country will decide if it will provide English/French, French/English translation for at least one day – if provided only for one day, this must be the first day.

Agree to full financial responsibility

Agree to pay levy of US$12 per delegate to the Academy for full registration and $4 per day registration.

Agree to provide business class travel, accommodation and registration for the President, the Secretary General and their spouses

Agree to provide post-Congress reports and mailing list to Academy Secretary General

Year-3, prior to Congress (September)

Academy approval given.

After approval confirmed, Congress Organizing Committee formed.

Preparations commence to arrange Congress venue, hotel accommodation, Government, commercial (airlines, aviation industries and drug companies), and academic support.

Commence development of program. Two committees (Scientific Coordination Committee and Social Program Committee) are to be appointed.

Year-2, prior to Congress   (January to July)

Preparation of Preliminary Announcement

(August/September)

Preliminary announcement available at Congress.

Representative available at Congress to brief Council and
General Assembly on progress of arrangements. Proposals for the
André Allard lecturer should be endorsed by the Council before
the invitation is extended.

Year-1, prior to Congress (August/September)

Delegation to Congress to report on progress of arrangements.

Year of Congress

26 weeks prior to Congress

Creation of a Congress web site and distribution of ''Second Announcement",
including Call for Papers

Promotion at Aerospace Medical Association Meeting

Advertise as appropriate in aviation and medical journals

August/September: dates as announced

International Congress of Aviation and Space Medicine

1 month post-Congress

Forward levy of US$12 per registered delegate to Academy Secretary General for
full registration and $4/day registration.

3 months post-Congress

Forward report on Congress, completed evaluation and feedback form based on the
template designed by the Academy Scientific Committee (Annex 4), and mailing
address of delegates attending to Academy Secretary General.

APPENDIX 1

The Scientific Program

1.   The Council of the Academy has recognised that in sponsoring an International Congress the Academy has a responsibility for the quality of the Scientific Programme of the Congress, as well as providing support to the organisers of the Congress. The Academy has noted that the experience gained in the development of the Scientific Programme for previous Congresses has often been lost and not passed on to the organisers of subsequent Congresses. The Academy also recognises that the organisers of the Congress are often subject to a variety of pressures. The Council of the Academy has decided therefore, that the Academy will supervise the development of and approve the Scientific Programmes of all Congresses held under its sponsorship.

2.   The functions of the Academy in relation to the development and approval of the Scientific Programme of the Congress are to be performed by the Scientific Committee of the Academy, working closely with the local Scientific Coordination Committee appointed by the organisers of the Congress.

3.   It is highly recommended and encouraged that an experienced member of the Academy ("Academician") be appointed as a senior member of the Congress Organizing Committee in the host country or as a member of the Scientific Coordination Committee. This will help bring the collective experience of the Academy to bear in organizing the congress. Such an Academician will also facilitate communication with the Academy. If no such Academician is available within the host country, the Academy's Council will be happy to help recommend such a member from amongst the academicians.

4.   The grading and selection of the abstracts submitted for the Congress is to be performed by the Scientific Committee of the Academy according to guidelines laid down by the Chairman of the Committee and approved by the Council of the Academy. The Scientific Committee of the Academy is also to supervise and approve, on behalf of the Academy, all aspects of the Scientific Programme including the Call for Papers, the format for abstract submission, the arrangement of the programme into sessions, the allocation of papers to sessions and the selection of chairs of sessions. When selecting chairs of sessions, keep in mind that they have a critical role in maintaining the flow of the programme. The chairs must make sure that speakers are fully aware of the time constraints and be prepared to take action if the speakers do not respect the rules established before the sessions. In that respect, the communications with the chairs and the speakers should specify that they are to meet 15 minutes before their session to discuss the details of the presentations.

5. The Scientific Committee will review the subject matter and potential presenters for the "John Ernsting Panel on Aerospace Medicine." This panel covers a major topic of current interest in Aerospace Medicine and, in suitable cases, could serve as the basis for a position paper by the Academy. The Ernsting Panel will normally be held on the first day of the Congress after the Allard lecture, especially if simultaneous translation is available. When no translation is available,

the panel can be displaced to another day, after approval by the Chair of the Academy Scientific Committee.

6. The Council of the Academy decides on the acceptability of the individual nominated to present the annual André Allard lecture, as well as the topic of the lecture. To this end, the organizers should liaise at an early stage (preferably at the Congress of the year before) with the Secretary General of the Academy regarding the possible candidates for the André Allard lecture.

General Form of Scientific Programme

7. The scientific sessions of the Congress will comprise:

- The "André Allard" lecture
- The "John Ernsting" Panel on clinical Aerospace Medicine.
- Oral presentations of original work, with appropriate periods allocated for discussion (see below)
- Review/discussion panels and/or invited speakers on topics of current interest in aerospace medicine
- Poster presentations of original work
- Educational visits to relevant centers

8. **Oral presentations and posters:** The Scientific Committee of the Academy will perform the final grading and selection of the abstracts, based on the scoring of the reviewers. Leeway of up to 10% of the abstracts submitted will be allocated to the organisers, with the approval of the Chairman of the Scientific Committee, in order to satisfy local needs as well as to encourage participation from countries where conditions might not enable the submission of papers of the standard desired. Such papers should normally be admitted as posters.

9. **Review/Discussion Panels:** For initial planning purposes, at least 20-25% of the time allocated for the scientific sessions should comprise review/discussion panels and/or invited speakers, with the remainder as oral presentations of original work. In general, there should be no more than two pre-arranged panels including the Ernsting Panel. Other panels could be created by the grouping of abstracts when appropriate. The Scientific Committee of the Academy will consult closely with the Scientific Coordination Committee on the selection and development of the review/discussion panels. Members of the Academy and outside experts will be invited to form these panels without any commitment by the organisers or the Academy to pay for their travel or accommodation costs. Invited experts attending only the panel or scientific session at which they are presenting will not have to pay registration charges. Authors may submit abstracts designated as "panel presentation" based on pre-announced panels, but there will be no implied obligation to accept them into the panel. This will be at the sole discretion of the panel chairperson, and these will be subject to scientific review prior to acceptance for presentation. The purpose of this is to ensure that the abstracts of the panel are harmonious in style, coherent in content, and of an acceptable scientific level. Review/discussion panellists will be required to submit abstracts of their presentations. These panel abstracts will be numbered sequentially along with other regular abstracts and become part of the abstract journal.

10. **Oral Presentations:** The general format of each session of original work (oral presentations) will be on related themes, in which normally 15 minutes are allocated to each presentation. As a rule the oral presentation should occupy no more than 10 minutes following which there will be a 5-minute period for questions and discussion of the presentation. The time allocated for each oral presentation should be clearly and unambiguously communicated to the author(s), within the "Instructions to Authors," the letters of acceptance, and clearly stated in the printed programme. Where appropriate, a major session may be introduced by an invited keynote speaker. The "Instructions to Authors" should include a reminder of how to prepare slides/power-point presentations, to ensure that the presentations will be of the highest visual as well as scientific standard. A sample instruction sheet is attached as annex 3. Finally, the ''Instructions to Authors'' should also clearly state how the Authors should send their presentation ahead of time and/or bring it to the conference (e-mail the presentation before to allow pre-loading and/or bring it on a memory stick, etc.).

11. **Poster presentations** should be displayed for stated periods during the Congress. The printed programme will indicate the times when the authors must be present to discuss their presentations. In the "Instructions to Authors", the organisers should indicate the maximum dimensions of the posters, as dictated by the measurements of the local mounting boards.

12. **Abstract Submission Process:** Those wishing to make a presentation in the scientific sessions of the Congress must submit the title and abstract of the proposed presentation to the Academy Scientific Committee through the abstract processing channel on the Academy web site set up for that purpose. The web site has a detailed ''Instructions to Authors'' sheet and a sample abstract (see Annex 1). It is expected that an individual will be first author in only one abstract. If more than one is submitted by an author, strong preference will be given to the first submission and subsequent abstracts would only rarely be accepted. It is also presumed that the first author will be the presenter.

13. **Abstract Review Process**: Upon receipt of the abstract on the web site, the Chairman of the Academy Scientific Committee makes the first review to ensure that the abstract meets the basic requirements. Abstracts that do not meet the requirements will be returned to the author by the Chairman of the Scientific Committee. The abstracts that meet basic requirements are then sent to at least two additional members of the Academy Scientific Committee (in addition to the Chairman himself) or to other Academy members selected by the Chairman based on fields of expertise. The goal of this review is to consider the originality, relevance and scientific quality of the proposed presentation. The accepted abstracts will be published in the abstract book, a copy of which will be issued to each full participant upon registration at the beginning of the Congress. The abstracts that are actually presented during the congress will also be subsequently published on the Academy website. To that effect, a CD with all the abstracts as presented in the abstract book should be given to the Secretary General at the beginning of the Congress.

14. **Conflict of Interest/Ethics**: The highest standard of ethics must be employed in the conduct and reporting of studies to be presented at the Congress. There must be no commercial promotion of products or procedures. Authors are required to declare any conflicts-of-interest and all non-governmental or non-academic support or funding (for example, business or commercial support) for the work upon which the presentation is based. In such cases, at presentation, following the title

slide (or equivalent) the authors should state the sources of such support/funding (a declaration for authors is on the same web site where abstracts are submitted: see Annex 2)

15. **Abstract Decisions:** The Scientific Coordination Committee will, upon receipt of the decisions of the Academy Scientific Committee, inform the authors who have submitted abstracts as to whether their abstracts have been accepted, rejected or accepted pending revision. The Call for Papers should indicate the last date for this notification. The notification to the author(s) of the acceptance of the abstract for presentation should also state the action to be taken by an author(s) who may have to subsequently withdraw the presentation. When abstracts have been returned for revision, they should be accompanied by an explanation to the author(s), to enable them to make the necessary corrections or resubmit. These negotiations with the author(s) may be handled by the Academy Scientific Committee as part of the abstract review process, or may be delegated to the local Scientific Coordination Committee, depending on local resources.

16. **Scientific Coordination Committee Privilege:** As detailed above (paragraph 8), the Scientific Coordination Committee may accept certain abstracts, otherwise rejected by the Academy Scientific Committee, as long as they do not exceed 10% of the total accepted abstracts. This is to allow for special needs as detailed above. These abstracts must receive special approval from the Chairman of the Academy Scientific Committee. In general, they should be admitted as posters only.

17. The activities of the Scientific Coordination Committee and the Scientific Committee of the Academy will require close and continuous collaboration throughout the year before the Congress is to be held. The following timetables for these activities should be adhered to as closely as possible, allowing for holidays and other special dates. "CD" is the date of the first day of the Congress.

   a) CD minus 30 weeks: Submit Call for Papers format and content for approval by Chairman of Academy Scientific Committee. (Ex. Feb 9 for Sept 9)
   b) CD minus 26 weeks: Final date for publication of Call for Papers by the Scientific Coordinating Committee. (Ex: March 9 for Sept. 9)
   c) CD minus 14 weeks: Final date for the submission of abstracts and panel abstracts by authors/panellists to the Academy Scientific Committee. Panel abstracts should be submitted by the panel Chairperson. The Academy Scientific Committee will grade each abstract and notify the Scientific Coordination Committee of the grading so that they can take the appropriate action [accept, reject or accept subject to approved amendment]. (Ex: May 31 for Sept. 9)
   d) CD minus 10 weeks: Final date for receipt of the revised abstracts by the Chairman of the Academy Scientific Committee for approval. Revised abstracts not received by this date will be considered withdrawn. (Ex: June 30 for Sept. 9)
   e) CD minus 6 weeks: Final date for approval of the Scientific Programme by the Academy's Scientific Committee. The Academy's Scientific Committee will work closely with the local Scientific Coordinating Committee in the development of the Programme including the arrangement of papers and panels into sessions, choice of session chairs, etc. (Ex: July 27 for Sept. 9)

f)   CD minus 4 weeks: Scientific Programme including abstracts is dispatched to the printers. (Ex: Aug. 10 for Sept. 9)

18. The Scientific Programme and Abstract book (in one book) should follow the standard format. Presentations (and their abstracts) should be renumbered in the order they are presented and printed in this order. Posters (and their abstracts) should have the prefix "P" before the number and should be numbered sequentially from "P1" following the oral abstracts.

We hope that these procedures will assist the organisers in assuring that the Congress will run smoothly and conform to the standards of the International Academy of Aviation and Space Medicine.

Annex 1

Sample abstract

English: THE NATURAL HISTORY OF ASYMPTOMATIC CORONARY ARTERY DISEASE: LONG-TERM FOLLOW-UP OF 1487 MALE AVIATORS

French: HISTOIRE NATURELLE DE LA MALADIE CORONAIRE ASYMPTOMATIQUE: SUIVI À LONG TERME DE 1487 AVIATEURS MASCULINS.

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Introduction: The prognosis of asymptomatic coronary artery disease (CAD) is not well defined. We examined a database of 1487 asymptomatic military aviators with coronary angiography performed for aeromedical indications to determine clinical outcomes for asymptomatic minimal and significant CAD.

Methods: We retrospectively reviewed records of 1487 consecutive coronary angiograms performed on asymptomatic male military aviators between 1971 and 1999. Three angiographic subsets were defined: normal (NL, N = 929) no stenoses, minimal CAD (MCAD, N = 249) maximum stenosis greater than zero but <50%, and significant CAD (SCAD, N = 309) maximum stenosis >50%. SCAD was divided into two subgroups: maximum stenosis 50-70% (N= 124) and maximum stenosis >70% (N = 185). We obtained follow-up via questionnaires, telephone interviews, medical records, and death certificates. Events considered were cardiac death and nonfatal myocardial infarction (MI).

Results: Mean follow-up for the 1487 aviators was 14.2 years. Mean age at angiography was 42.2 years for NL, 46.6 years for MCAD, and 46.0 years for SCAD. Average annual event rates for first cardiac event at 2, 5, 10, and 15 years were as follows: NL = 0.0%, 0.0%, 0.1%, and 0.1% per year; MCAD = 0.2%, 0.1%, 0.3%, and 0.8% per year; and SCAD = 1.5%, 1.1%, 1.1%, and 1.4% per year. For the SCAD subgroups, average annual event rates for first event were as follows: 50-70% maximum stenosis = 1.2%, 1.4%, 1.3%, and 1.3%; and >70% maximum stenosis = 1.6%, 0.9%, 1.1%, and 1.5%.

Conclusion: Event rates for MCAD were higher than for NL, but less than 1% per year. Event rates for asymptomatic SCAD were lower than for similar symptomatic populations, but still greater than 1% per year. The two SCAD subsets also had event rates greater than 1% per year.

Annex 2

Suggested Authors declaration form

The International Academy of Aviation and Space Medicine has made the following statement regarding the submission of papers to congresses held under their auspices.

"Authors are required to declare all non-governmental or non-academic support or funding (for example, business or commercial support) for the work upon which the presentation is based. At presentation, following the title slide (or equivalent) the authors should state the source of such support/funding."

Author's Declaration: (fill in or delete accordingly)

I/we **have not** received Non-governmental or non-academic support or funding for the material, which I/we intend to present.

I/we **have received** Non-governmental or non-academic support or funding for the material, which I/we intend to present. This support will be declared at the beginning of the presentation. Support/funding was received from:

_____

_____

Signed by:_____   (for all authors) Signature:_____

Annex 3

GUIDELINES
FOR
SLIDE OR POWER POINT PRESENTATIONS, AND FOR POSTER PRESENTATIONS

Guidance should be provided to presenters at the time they are informed that their paper or poster has been accepted for presentation at the Congress, and they should be clearly asked to follow this guidance. Examples are provided below (wording may be modified).

- Use the KISS principle: Keep It Short and Simple

- Aim for a presentation time of 10 minutes with 5 minutes for questions. Remember that the chairperson of the session has authority to interrupt speakers who exceed their allotted time.

- Too much technical sophistication creates distraction instead of enhancing the presentation.

- Use the rule of 7: maximum of 7 words per line for a maximum of 7 lines

- Avoid sentences; use telegraphic style

- Use a title for each slide to keep focus on the subject

- Don't read the slide, but give the audience time to read it.

- Don't use a font smaller than 32. For an audience of over 200, use a font size of at least 36/42

- The colours that work best are Blue for background and Yellow or White for text, or White for background and primary colors for text.
  Use a maximum of 4 colours per slide.
  Do not use Red text and especially not on a coloured background.
  Don't use dark-on-dark (e.g. Black letters on Blue background)

- Plan for 1 slide per 45 to 60 seconds

Guidelines for Poster Presentation

➢ The poster board provided is approximately ___ feet/cm in height X ___ feet/cm width (e.g. 4 ft/120 cm height X 3ft/90 cm width. Please try to limit the size of your entire poster to this size. (You may specify another size, recognizing that poster boards available at different Congresses will be of different sizes).

➢ Your presentation number will be affixed to your assigned poster board.

➢ Your presence is required during the poster presentation session.

➢ You may post your poster at any time on the same day, after the Congress starting time for that day and prior to your presentation time, unless there is a preceding poster presentation on the same day, in which case it should be posted after the conclusion of the preceding session.

➢ Ancillary material like pushpins, thumbtacks to mount your poster will be provided.

➢ Kindly ensure to include the title, author names and the institution where the work was completed.

➢ Please write the address, phone number of the department/ institution and your personal contact information like email. It is a good idea to bring copies of your visiting card and a few A4 size versions of your poster for sharing with interested delegates.

➢ Use a type size that can be read easily from a considerable distance (4-5 feet).

➢ Please select a legible font and try to limit font size between 14-18 point.

➢ Preferably, the title should be larger than the rest of the text.

➢ Try not to stand directly in front of your poster so that other delegates can view the entire poster.

➢ Please bring your poster to the conference using tubular packaging or an appropriate carry bag to avoid damage in transit.

➢ **Do NOT mail your poster to the Conference Secretariat/ Scientific Committee**. No computers or extra aids will be provided during poster presentation.

The Organising Committee will discard posters not dismantled after the presentation time is over and does not assume responsibility for loss or damage to posters after the specified timings. **Posters will not be mailed from the Congress to your home address by the Organising Committee.**

Annex 4

Evaluation and Feedback Form

Name of Meeting: ICASM (or meeting endorsed by IAASM)

Date:

Dear Attendee:

Please complete this questionnaire. This information is critical for the claiming of continuing education credits through the CME organizations that recognize the hours IAASM offers. Few CME organizations will validate CME credits for activities that lack evaluations from attendees. Thank you for your participation.

Instructions:

Please grade each item on a numerical scale of 1-4. Circle your score.

1 = unsatisfactory
2 = good, meets expectations
3 = excellent, exceeds expectations
4 = superior, significantly exceeds expectations
N/A = not applicable

This questionnaire is anonymous.

I. Specific Scientific Sessions

Allard Lecture (date)	1	2	3	4	(n/a)
Ernsting Panel (date)	1	2	3	4	(n/a)
Session No. 1 (title, date, abstracts 6, 8, 32, 27)	1	2	3	4	(n/a)
Session No. 2 (title, date, abstracts 22, 77, 39, 48)	1	2	3	4	(n/a)
Session No. 3 (title, date, abstracts 4, 13, 29, 55)	1	2	3	4	(n/a)
Session No. 4 (panel, title, abstracts 38, 32, 28, 90)	1	2	3	4	(n/a)
Poster Session No. 1 (abstracts 47, 101, 78, 5)	1	2	3	4	(n/a)
Poster Session No. 2 (abstracts 17, 26, 88, 10)	1	2	3	4	(n/a)

II. Comments on Specific Scientific Sessions (I)

Comments concerning a specific abstract number should be listed by abstract number under the session in which the abstract was presented.

Allard:

Ernsting:

Session No: _____

Session No: _____

Session No: _____

Session No: _____

III. **Were there any presentations during this meeting which appeared to violate the Academy's prohibition of commercialism during the scientific sessions? If so, which presentation(s)?**

_____

IV. **General Meetings Items**

	1	2	3	4	(n/a)
1. Advanced Announcement	1	2	3	4	(n/a)
2. Advanced Registration Process	1	2	3	4	(n/a)
3. Abstract Submission and Review Process	1	2	3	4	(n/a)
4. On-site Registration Process	1	2	3	4	(n/a)
5. Hotel Accommodations, Including Cost	1	2	3	4	(n/a)
6. Meeting Fees	1	2	3	4	(n/a)
7. Programme (Agenda) Booklet	1	2	3	4	(n/a)
8. Translation Services	1	2	3	4	(n/a)
9. Educational Visits	1	2	3	4	(n/a)
10. Social Events	1	2	3	4	(n/a)
11. General Scientific Content	1	2	3	4	(n/a)
12. Length of Sessions	1	2	3	4	(n/a)
13. Clock Management	1	2	3	4	(n/a)

V. **Comments on General Meeting Items (IV)**

Item No: ____   _____

Item No: ____   _____

Item No: ____   _____

Item No: ____   _____

Item No: ____   _____

Item No: ____   _____

Please use the comment section for specific remarks relating to each item. Please use the general comment section at the end of the questionnaire for any additional comments. For any item graded as unsatisfactory, please make a comment as to why the item fell below expectations.

VI.   **Additional Comments**

Annex 5

Annex 6

CONGRESS BUDGET CHECKLIST TEMPLATE, for guidance

	REVENUES
a	Registration fees
b	Full participants (average)
c	Participants daily
d	Participants group
e	Accompanying persons
f	Sponsorships (estimate)
	EXPENSES
1	**Promotion, Printing & Graphics**
a	Website including updates, maintenance
b	General promotion - calenders, associations etc
c	Designs and printings of flyers, business cards, rollups, etc.
d	Promotion in preceding ICASM congresses - estimate
e	Design of 1st and 2nd announcement
f	Program and abstract book (e.g. 300 books, 80 pages)
g	Pocket program (e.g. 300 copies)
h	Invitations for reception and Gala dinner
i	Other printings - posters, business cards, flyers, certificates, vouchers
j	Newsletters – design
k	Newsletters - blasting
2	**Secretariat**
a	Registration costs (a reduced rate for students is encouraged)
b	Project Manager, administrative, phones, e-mail
c	Badges (ex: 300 badges)
d	Translations of materials to French and/or other languages if required
3	**Technical arrangements**
a	Hall rental (meeting room for 4 days)
b	Appropriate audio visual equipment for the plenary hall and meeting rooms
c	Computer for Lecturer Preview
d	Complimentary internet access available to participants in plenary hall and meeting rooms
e	Simultaneous translation in the plenary hall for all attendees (if undertaken)
f	8 poster boards for 2 days
g	Transportation for poster boards

h	Signs, flowers
i	2 Registration desks
j	At least two computers available for registration
4	**Social Events**
a	Congress package for Sunday
b	Congress package for 3 days
c	Congress package per day
d	Welcome reception
e	Entertainment for the Reception
f	Gala dinner
g	Entertainment for the Gala dinner
h	Buses for the Gala dinner
i	Academy dinner for appropriate number
j	Entertainment for the Academy dinner
k	Buses for the academy event
l	Half day tour for accompanying persons
5	**Manpower**
a	Support staff for 4 days (minimum 3)
b	For support staff, include: transportation, accommodation and per diem expenses
6	**Invitees (President+1, Sec. Gen +1)**
a	Two Business class tickets return from current Secretary General location
b	Two Business class tickets return from current President location
c	Accommodation for 2 couples, Jnr. Suites, 6 nights
d	Two transfers to and from airport
7	**Miscellaneous**
a	Liability insurance
b	Bank and credit charges
c	Conference bags
d	Photographer
e	Professional Tours including buses and guides
8	**Management Fees**
a	Congress Organizers fees
b	Academy overhead $12 per full and $4 per daily registration