



INTERNATIONAL EFP PERIO MASTER CLINIC CONFERENCE

PROCEDURE (approved 13th June 2023 and in Zagreb 2024)

The aims of the EFP International Perio Master Clinic (EFP IIPMC) are to promote the EFP globally, to bring EFP – organized international meetings to associate member societies of EFP outside of Europe, and thus to provide a member benefit to Associate Membership of EFP.

It is the intention that EFP IIPMC follows closely the topic and speakers involved with the previous European Perio Master Clinic (EIPMC).

The EFP International Perio Master Clinic (EFP IIPMC) procedures described here have been established by the EFP Congress Committee with the approval of the Core Executive Committee as procedures to be followed for the organisation of future IIPMC meetings.

Article 1 – Definition & Dates of EFP IPMC

EFP IIPMC is a scientific conference of the European Federation of Periodontology (EFP) on one specialised clinical topic/theme

EFP IPMC is devoted to the scientific community engaged in the field of Periodontology/Implantology, for dental professionals, specialists in Periodontology, and general practitioners, as well as specialists in other dental fields.

EFP IPMC is held every three years in the year after EPMC, in the months December, January, February or March. Proposed dates should not fall between Dec 15 to Jan 15 (Christmas/New Year) or conflict with any major holidays in the host country/region. The dates should be a minimum of three weeks prior to the EFP General Assembly. The duration of the meeting is 1,5 - 2 days, starting Friday morning and ending Saturday afternoon. A possibility of extending the meeting with half or one full day can be considered if sponsored workshops are contemplated and after approval of the EC.

EFP IPMC includes:

- A scientific programme
- A commercial exhibition to ensure proper funding for the EFP PMC
- A networking programme

The official language of the EFP IPMC is English. No simultaneous translation is provided by the EFP.

Article 2-

2.1 Host Society

Only National Societies of Periodontology who are also International Associate Members of the EFP are eligible to host and co-organise an EFP IPMC.

The selected society should agree not to run its national meeting within 2 months either side of the EFP IPMC.

2.2 Mode of selection of Host Society

The EFP Executive Committee will preselect one or more potential co-organising societies at the spring EFP executive committee meeting, normally 3 years prior to the dates of the meeting. The EFP Congress Committee will establish contact with those preselected societies who will be invited to apply and submit their bid to the EFP Congress Committee. Applications should be submitted by September the latest.

The Congress Committee and the CorePCO (or *ad hoc* PCO) may schedule site visits with the bidding Meeting Chairs to check feasibility and limitations.

Proposals will be reviewed for principal feasibility by the Congress Committee together with the EFP CorePCO and advise the EFP Executive Committee accordingly.

The Core Executive Committee will vote on the destination for EFP IPMC latest on Spring EC meeting scheduled the following year.

The bid document

The bid document is a binding template to provide relevant information and should be structured as follows:

- Proposed Conference Co-Chair. The Conference Chair is an individual from the Host Society. She/He is chosen for her/his skills and qualifications.
- Expected national and regional attendance (Benchmark: >75% of all paying participants should come from the host region/continent).
- Proposed dates
- Letter of support by National Society of Periodontology
- Proposed destination should have an international airport with a good number of daily direct flights to major European cities/airport hubs.
- Proposed venue – Bidding society may contact EFP CorePCO for assistance with venue sourcing and inquiry.
- Requirements:
 -
 - 1 Main Auditorium with min. Capacity 700 pax (Theatre style)
 - 2-3 Meeting rooms with min. 15 pax U-shape for administrative meetings

 - Space for coffee breaks and lunch to accommodate 700 pax
 - Space for the Registration area (min 50 m2)
 - Space for a commercial exhibition (min. 250 m2 net)

 - The venue and hotel(s) must be fully compliant with national and international Pharma and MedTech regulations: proposed destinations and venues should

have a clear business focus and should not be perceived as a leisure or luxury setting.

- Located in the city centre or within max 10 mins walking distance to the next subway/tram/bus with direct line to the city centre.
- Experienced in hosting international scientific meetings of similar size. Main onsite suppliers (venue, technical support, catering) should have a good command of English, both oral and written.
- Financial proposal of the venue (room/space rental, high quality AV, technical support) including build-up of the registration area and exhibition on Thursday and dismantling Saturday after closing of the meeting.
- Letter of endorsement by affiliate regional and/or national societies of Periodontology
- Local infrastructure (hotels, transportation, venues for networking programme)
- Local organisations (PCO) who could be contracted for the provision of particular organisational functions (industry sales, communications and marketing etc.), if deemed necessary
- Basic financial estimate with local cost/income should accompany the bid (template with main items listed attached in Annex 1).

Article 3 – Organisation

3.1 Official Organiser

EFP is the official Organiser of the Meeting and bears the organisational and financial responsibility of the Meeting.

The Host Society will be communicated as Co-organiser of the meeting.

3.2 Conference Chair

The Conference Chair and Scientific Chair are appointed by EFP executive committee from members of Societies with full membership of the EFP.

The Scientific Chair will normally be the same person who acted as Scientific Chair of the previous European PMC. If that person is unable to undertake this role the EFP EC will appoint a suitable alternative.

The Host Society will nominate a local person as Conference Co-Chair.

The Conference Chair is the Director of the Organising Committee. The Conference Chair works closely with the Co-Chair, other members of the Organising Committee, the EFP Treasurer, the Congress Committee chair the EFP Coordinator and the CorePCO appointed by the EFP. It is expected that the Co-Chair and Local organizing committee will undertake the majority of local arrangements with help from the Core PCO

The Congress Committee reserves the right to intervene in the case of conflict with EFP goals or standards.

3.3 Organising Committee

The Organising Committee placed under the direction of the Conference Chair includes a Scientific Chair and Co-chair.

The Conference Chair will ensure that the committee has regular meetings (which may be online). The Co-Chair will set up a Local Organising Committee of 4 or more people nominated by the Host Society. The EFP Treasurer and a representative of the EFP Congress Committee are Ex-Officio members of the Organising Committee who supervise the financial and organisational management of the meeting and leads any potential contact with EFP partners/stakeholders (see 4.3)

3.4 EFP Coordinator

The EFP Coordinator acts as liaison to the EFP Member Societies.

3.5 Core PCO

The Core PCO, nominated by the EFP, manages the meeting organisation on a day-to-day basis in close collaboration with the Conference Chair, the Organising Committee, the EFP Coordinator and potential local organisations.

The Core PCO also acts as Scientific Secretariat to the Scientific Chair, drafts Sponsorship opportunities and supports Sponsorship contacts in accordance with the EFP- and EuroPerio Treasurer.

Contractual and financial details and obligations of both the PCO and EFP collaboration are legally set in a signed contract.

Article 4 – Guidelines for Important Organisational Areas

4.1 Financial Management

The financial management is ensured by the Organising Committee. The Conference Chair follows in detail the evolution of the budget which is developed, monitored and updated by the CorePCO and keeps informed the Congress Committee Chair and the EFP Treasurer.

The Conference Chair sends to the Congress Committee a fine-tuned complete budget 1,5 years before the Congress including all costs related to the event (speakers' dinner, social events, etc.). As from this date, she/he sends every quarter an update of the evolution of the financial situation or when a substantial change is expected. The Congress Committee Chair and the EFP Treasurer report back to the Core EC Committee all financial items and budget situation.

If requested by the Organising Committee, a loan is given by the EFP 1,5 years before the Congress, in accordance with the EFP Treasurer report and after core EC approval.

The definitive accounts should be closed at the latest 4 months after the Meeting.

The host society should receive 40% of overall surplus of the meeting as a compensation for the marketing and organisational costs. The remainder is credited to EFP.

4.2 Registration fees

Delegate registration fees are the main funding source. Only two registration types are offered: members and non-members.

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

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

Invited faculty (Speakers and Chairpersons), organising Committee members and EFP Executive Committee members are exempted from registration fees.

The registration fees should be calculated to break even the budget with maximum 450 paying delegates.

Registration fees are proposed by the Meeting Chair and voted on in the General Assembly one year prior to the Meeting.

4.3 Sponsorship

Offered sponsorship packages may not jeopardize funding for EuroPerio or EFP National Society Meetings.

EFP Partners may be granted some exposure in accordance with the EFP Treasurer and EFP policies. EFP Partners will have the first choice to sponsor the event.

A pre-day for industry-sponsored workshops may be arranged.

4.4 Commercial exhibition

A commercial Exhibition should be integrated in the venue concept. The cost for the space rental/booth is fixed according to the budget requirements and the possibilities offered by the general organisation and meeting venue.

The list of exhibitors is submitted to the Congress Committee who controls the scientific integrity and reserve the right to intervene in the case of conflict. The final approval is granted by the Core EC.

4.5 Scientific Programme

The Scientific Programme consists of one track (no parallel sessions) and should address one specific topic/theme in Periodontology from a holistic view/different angles.

The programme is composed of sessions, all structured in a similar format with a limited number of speakers. For equal competencies, European speakers should be preferred.

For each session a chairperson has the task to present the theme of the session, to introduce other speakers of the session and to conduct the debate. The selection of speakers is done by the Organising Committee on the proposal of the Scientific Chair. Local speakers should be included in the selection (%?)

A scientific Secretariat (CorePCO) is at the disposition of the Scientific chair who is in charge to manage all the contacts with the Speakers invited to participate in the programme. The invited speakers and chairpersons are exonerated from registration fee and receive compensation for travel and accommodation, according to modalities fixed by the Organising Committee and EFP policies.

The invited speakers and/or chairpersons will not receive any honorarium for their participation.

4.6 Networking programme

The aim of the networking program organised within the framework of the EFP IPMC is to facilitate social exchanges among the attendees in a friendly manner.

The networking programme could include one faculty dinner (Thursday) and one evening function open to all delegates (Friday) at the discretion of the EFP Treasurer. This event may be (partly) supported by industry.

It is not expected that lotteries, tombola or prize winning sessions are contemplated.

4.7 Promotion and printed matters

The promotional campaign is managed by the core PCO in collaboration with the Organising Committee and the EFP Coordinator.

The promotional campaign starts 1,5 years before the Meeting at the occasion of the EuroPerio Congress.

All printed matters and promotional material published for EFP IPMC is created by the CorePCO in collaboration with the Organising Committee and the Head of Communication, under the control of the Congress Committee.

BID
BASIC FINANCIAL ESTIMATE TEMPLATE – ANNEX 1

| Main possible Expenses: | Number | Cost in Euros |
|--|--------|---------------|
| 1.Venue | | |
| Session rooms | | |
| Exhibition rooms | | |
| Other areas | | |
| IT & Technical Equipment | | |
| Technical personnel | | |
| Internet & Wifi | | |
| Other | | |
| 2. Accomodation (hotel price) | | |
| 3. Networking Events & Catering (approx idea.) | - | |

| Possible income: | Number | Income in Euros |
|--|--------|-----------------|
| Participants foreseen | | |
| Capacity of venue | | |
| Possibility of sponsorship | | |
| Possibility of other local income (government/town sponsorship) | | |
| other | | |