

# Standard Operating Procedures Annual EORS Meetings



<https://www.eors.info/>

Original version: March 29<sup>th</sup>, 2015

R1 August 13<sup>th</sup>, 2018

R2 October 8<sup>th</sup>, 2019



## 1 Suggested timelines of events / milestones

<b>Activity</b>	<b>Timepoint (deadlines, earlier preferred)</b>
Application to host meeting	-16 months (moving to earlier date)
Selection of Meeting host	-15 months (moving to earlier date)
Building Local Organizing Committee	-15 to -12 months
Initial budget & consultation with EORS EC	-15 to -12 months
Confirm conference dates & local venue	-15 to -12 months
First announcement: Conference website & printed poster	-12 months (latest at previous meeting)
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Previous year Annual Meeting	
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Confirm invited speakers	-15 to -9 months (continuous)
Preliminary time table (meeting start/end)	-12 to -10 months
1st Call for papers & workshops	-12 to -10 months
Intense meeting promotion	various time points
Call for workshops	-11 to -10 months
2nd Call for papers (incl. invited speakers, confirmed workshops/symposia)	-10 to -9 months
Workshop deadline	-9 to - 8 months
Assign reviewers	-9 to -6 months
Abstract deadline	-6 to -5 months
Review	-6 to -5 months
Abstract Notification	-5 to -4 months
Preliminary program (session titles)	-4 to - 3 months
Final program (session with time slots)	-3 to -2 months
Abstract book	- 1month
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Current Annual Meeting	
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Share with EORS delegate & sponsor contact details (e.g. for membership status, feedback form, etc.)	+1 month
Oral abstract submission to B&J Proceedings	+1 to +2 months
Refund optional seed money (if applicable)	+6 months
Pay EORS per delegate fee	+6 months

## 2 Duties of Organiser

- Registration system
- Event location (venue)
- Audio-Visual
- Catering
- Recommended accommodation
- Promotion and promotional activities:
  - Availability of printed posters
  - Distribution of posters (and flyers or similar) at related events, e.g.
  - Registration of meeting in event calendars (e.g. ICORS)



- Other promotional materials (e.g. banners (e.g. for EFORT booth, business card)
- Attendance of at least previous year meeting
- Present meeting at previous meeting (promotion)
- Sharing of full delegate contact details (esp. emails)
- Recruit part of reviewers
- Free registration & dinner ticket to EORS EC members (max. 8 individuals), contribution to accommodation and travel cost (capped)

### **3 Financial arrangements**

- EORS receives a per delegate fee (50 Euro)
- No loss taken by EORS
- Optional seed money (up to 5,000 Euro, apply via letter to EORS EC, to be refunded, latest 6 months after meeting)
- Present a budget (12 months before meeting), with options to break-even at 200 delegates
- Registration fee: similar to previous years, not more than 10% above past years (Euro basis), within 20% of past 3 years (Full member rates: 2012: 350,- Euro, 2014: 420,- Euro), shall not exceed 450,- Euro (incl. VAT)
- Registration fee discounts for members (minimum 50 Euro) and YI (minimum 100 Euro)
- Registration fee includes EORS membership via per delegate fee.
- Free registration for EORS Award winners from previous annual meeting (max. 8 individuals).

### **4 Promotional activities**

- Effective, frequent, staged, and multi-channel promotion is essential to raise meeting awareness and reflect the relevance and quality of the meeting. Meeting promotion also is promotion for the society and thus important beyond the meeting and supported by the society.
- Conference Poster
  - Corporate design (white font on black background, square with 4 off-color photos, etc.)
  - Design template provided by EORS
  - Poster prints in A2 (or similar)
    - Available for display and distribution at preceding EORS conference
    - Display at related conferences, e.g. EFORT, ESB; national meetings,
    - Available for download online
    - Distribution to EORS board members
- Conference slide
  - Available for display during preceding conference
  - Available for download online
  - Distribution to EORS board members
- Website
  - Site, hosting and template provided by EORS
  - Content and updates by LOC
- (Email) Announcements
  - Strategic plan and timeline for email messages such as



- First, second, etc. announcement, Call-for-Workshops, Call-for-Papers, news on e.g. confirmed keynotes, deadline reminder(s), etc.
- Synchronisation with general EORS announcements (e.g. newsletters)
- Flyer (or small, e.g. A5 poster version)
  - in conference bag of preceding conference
  - distribution at other related events
- Register event with various conference calendars, e.g.
  - EORS (1-2 previous years), ICORS, EFORT, ESB, EFORT, theconferencewebsite.com, etc.
- Social Media
  - Channel news via established EORS Facebook, Twitter, Linked-In, Google+ accounts
  - And/or create dedicated channel(s)
- Email signature
  - LOC (and EORS EC, SC) are encouraged to place conference announcement/link in their email signature
- Banner (stands) - recommended
  - Large banner (stands) draw high attention, convey a professional image, are highly transportable and affordable, especially for promotion at conferences (e.g. EFORT booth).
- Distribution of promotional materials (besides digital means)
  - Mailing (posters, flyers, etc) to EORS EC and key supporters
  - Organizing volunteers to carry and display materials at related conferences from meeting announcement to registration closure.

## **5 General consideration**

The EORS Annual Meeting is the most important activity of the European Orthopaedic Research Society with respect to its mission, its members, its outreach into the scientific community and its finances. Thus, terms and recommendations on how to organize the meeting are valuable information for the Local Organizing Committee (LOC) and facilitate the effective collaboration with the EORS Executive Committee (EC).

This document provides a statutory framework and experience-based advice to successfully and efficiently organise the EORS Annual Meeting. The brief bulletin format is chosen to serve as a checklist.

EORS welcomes innovations to the meeting organisation especially when they serve the objectives of the meeting.

## **6 Conference Objectives**

- High scientific standard, to interaction with orthopedic surgeons for clinical relevance of research and to represent and discuss the current state of orthopaedic and related research in Europe and beyond
- To attract a large, multidisciplinary and international audience
- To facilitate networking, exchange and cross-pollination.
- Interdisciplinary balance of content (biology, materials, biomechanics, clinical)
- International, well-balanced mixture of attendees representing
  - European countries
  - scientific backgrounds related to orthopaedic research
  - clinicians and non-clinicians (basic scientists)



- professional status (senior, junior, residents, industry)
- Financial profit shall not be the main goal.

#### **Audience:**

- Expected number of delegates
  - based on previous figures, 300-400 paying delegates can be expected
  - growth path suggests that 500 or more attendees at future meetings is realistic
  - Budget options shall allow break even at 200/250 delegates
- Note: *The number of delegates is often equal to the number of accepted orals and posters with non-author registrations balancing multiple authors. Thus, for a high number of delegates, a high number of abstract slots for presentation, especially as orals is important.*

## **7 Program (Format & Content)**

*Note that EORS strives for gender balance in LOC, keynote speakers and session chairs etc.*

#### **General:**

- Interdisciplinary balance of content (biology, materials, biomechanics, clinical) must be reflected in programme and announcements call-for-papers, keynote speakers
- Cross-disciplinary sessions to join clinicians, biologists and engineers are encouraged

#### **Time frame:**

- Minimum duration: 2.5 days
- 2-day free papers, ½ day or 1 day pre-conference workshops/symposia
- Preferably Wednesday (½ day), Thursday, Friday
- Preferably September/October
- For scheduling, check for conflicts with ESBiomech, ESBiomat, ISTA, Termis, ICORS, your national meeting(s)

#### **Venue:**

- Preferably within academic institution, and/or close to city or with good transportation links
- Minimum 2 parallel free paper sessions
- Rooms:
  - Minimum 2 large rooms for 2 parallel session
    - one with plenum capacity, min. 250
    - other min. 100-150
    - with typical audio-visual system
  - Poster area for min. 200 posters (recommended A0-portrait size) with all posters on display all the time
  - min. 100 poster ((recommended A0-portrait size) with display split between two days
  - Pre-course workshops/symposia rooms
    - 2-4 rooms for 2-4 parallel sessions (for a minimum of 6 workshops/symposia slots)
    - Capacity e.g. 20-30 per room
    - with typical audio-visual system
  - Slide Preview room (or desk)
  - Registration desk (area)



- EC meeting room (capacity 10-12 people, projector, on pre-congress day)

**Features / program syllabus:**

- Free paper (oral) sessions
  - High number of oral slots secures high delegate number
  - Short slot times possible, but ample discussion time (e.g. 5+3 min)
  - Minimum 2 parallel sessions
  - Co-moderation: Senior expert plus Young Investigator
- Poster sessions
  - Capacity for a total of ca. 200 posters or more
  - Paper posters, digital only complimentary or partial
  - Minimum 2 dedicated poster programme slots
    - All posters on display all (both) days
    - or half (100) on day 1 and half (100) on day 2
- Pre-course workshops/symposia
  - On 1st day (Wednesday), e.g. afternoon
  - Minimum of 6 workshops/symposia slots, preferably more
  - 2-4 parallel sessions possible
  - Advantages of workshops
    - attract high quality groups and presentations
    - attract additional delegates and additional free abstracts
    - allow staged promotion (workshop submission, abstract submission)
    - create space for sponsored workshops
      - EU consortia with the need and funding to meet & disseminate knowledge
      - Industry showcasing products
      - possible additional source of income
- Exhibition/Sponsor Area
- Keynote lectures (in plenum or parallel) and/or presidential guest lectures (in plenum)
- YI-initiatives
  - YI co-moderation
  - Meet-the-Mentor session
  - YI-only social event (e.g. party)
  - YI specific awards
  - Note: *Recommended to link a local YI to the EORS YI officer/ex-officio*
- Award announcements at the closing of meeting
- General Assembly
  - 45min exclusive programme slot during mid-day of the last day
  - Fixed in programme book and time tables
  - No competition with lunch time
- Program book (printed version, optional: digital and/or offline App)
  - Cover with conference poster/logo
  - Welcome messages
    - Local Chairperson(s)
    - Society President



- Committees & Reviewers (+Invited Speakers)
- Sponsors & Partners
- General information (e.g. venue address, getting there, map, dinner details, etc.)
- Floor plan
- Timetable overview
- Author index
- One page announcement of next meeting
- EORS Membership form
- Example provided by EORS
- Abstract book: digital version only (e.g. pdf for download)
  - Program book plus abstracts in appendix
  - Note: *The oral (not poster) abstracts are also published in Bone & Joint Proceedings*

#### **Social Events:**

- Dinner or Party (Thursday evening), focus on networking not on expensive dining
  - aiming at maximum participation (also for YI)
  - recommended cost (fee) shall not exceed 60 Euro, audio capability
  - Microphone with speaker available for announcements
- YI-only social event (e.g. party)
- EORS invites and welcomes innovations to the meeting features

#### **Catering (included in registration fees):**

- Beverages & Snacks during morning and afternoon breaks
- Lunch/Lunch box
- Catering should be on site or must be in close proximity

#### **Committees (to be listed on website, in programme and abstract book):**

- Meeting Chairperson(s)
- Local Organising Committee - LOC
- Scientific Committee - SC (assigned by LOC, balanced representation of topics, clinical & basic science, countries)
- EORS Board (part of Scientific Committee)
- Reviewers (assigned by LOC, SC plus EORS Board)
- Awards Jury: Members assigned by LOC plus general EORS Awards jury members
- Names listed with affiliations, e.g. city & countries (website, program & abstract book)

#### **Review:**

- Essential to scientific quality
- Review system provided by EORS
- Reviewers assigned by LOC, SC plus EORS Board
- Balanced representation of topics, clinical & basic science, countries among reviewers
- Requirement: 3 reviews per abstract
  - Sample calculation: 400 abstracts, 3 (+1 backup) reviews = 1600 evaluations
  - with 30 reviews/person= 53 reviewers needed
- Review scores form main basis for
  - Acceptance/Rejection



- Oral/Poster
- Award nominees

### Awards:

- Awards categories:
  - Best Overall
    - Oral presentation (all categories)
    - Poster presentation (all categories)
  - Best Young Investigator (first author)
    - Two times 3 categories: biology & biomaterials, biomechanics, clinical
    - Oral presentation in 3 categories
    - Poster presentation in 3 categories
  - Definition of Young Investigator
  - valid for YI registration and YI awards for ease of collecting and confirming status
  - see #3, Financial arrangements
  - If a young investigator wins the “Best Overall” award, this candidate cannot receive any other award in the same meeting. Thus, the YI award of this category is given to the second-best scoring author. Since 2017, the “Best Overall Oral” Award is labeled “Edward R. Valstar Award”. Upon request, EORS house style designed certificate templates will be provided and should be used for EORS Awards.
  - Since 2018, the ON Foundation sponsors one Best Presentation Award as well, for the best abstract and presentation related to Regenerative Medicine. It is advised to balance EORS Award categories in this light, preferably having thematical variety among award winners.
  - EORS recommends to consider gender balance, too.

### ECTS /CME Credits:

- Essential to attracting clinicians and thus sponsors**
- Announce, even when still pending, on website asap, in email campaigns and newsletters etc.
- Apply timely as it may take 12 weeks to receive confirmation.

### Spotlight Country:

- Optional/recommended feature
- The Spotlight Country scheme aims to highlight the research centers, experts and expertise in a specific country in order to increase pan-European networking and collaboration.
- Suggested features
  - Special Guest Session (workshop(s))
  - Keynote speaker(s)
  - Country representatives in Scientific Committee (SC), Reviewers, Jury
  - In programme book, highlighting abstracts by guest country.
- Note: *The guest country scheme is a proven successful way to attract additional workshops, abstracts and delegates and increase networking with specific countries.*

### Abstract submission, review and registration system:

- EORS strongly recommends the use of **Oxfordabstracts.com** as the system to manage abstracts, reviewing and registration. This way, future meeting organizers, authors and delegates can benefit from established templates.





- Abstracts of oral presentations on EORS Annual congresses are expected to be published in the The Bone & Joint Journal (<https://online.boneandjoint.org.uk/journal/bjj>) as EORS' official journal

**8 Services by Society**

- Optional seed money (loan of up to 5,000€, to be refunded within 6 months after meeting)
- Website template and base content
- Submission system
- Review System
- Optional: online registration
- Abstract publication in B&J Proceedings
- Promotion EORS newsletters (ca. 800 subscribers)
- Promotion in EORS social media (>1,000 followers)
- Promotion in newsletter of official EORS journals (e.g. eCM, ca. 15,000 readers)
- Presentation space at EORS booth at EFORT meeting (ca. 8,000 delegates)
- Email contact list of members, past delegates and subscribers (ca 1,000 unique contacts) (for data protection clauses, to be used exclusively for meeting promotion)
- Program book template
- Abstract book template
- Provide a part of reviewers
- Provide a part of award jury members
- Feedback system, form & feedback collection
- Frequent

**9 Contacts**

- EORS President (<https://eors.info/about/executive-committee.html>)
- EORS Vice-President & Meeting Liaison Officer (<https://www.eors.info/>)

Acknowledged on behalf of

EORS Annual Meeting in \_\_\_\_\_ in 20\_\_\_\_  
(Congress location)

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(City, Date)

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Local Congress Chair (on behalf of LOC)

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EORS President

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signature LOC Chair

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signature EORS President