

Auspices of the Asia- Pacific Federation for Clinical Biochemistry and Laboratory Medicine

Guidelines and Procedures

1. Definition

“Auspices” of the APFCB designates recognition of a professional conference activity of high scientific and/or educational level.

2. Introduction

The APFCB is committed to maintaining and promoting an exchange of information in Clinical Biochemistry. The Strategic Plan of the APFCB specifically states that a major effort should be made in the academic, clinical and industrial setting to create links of communication for clinical biochemists and physicians through highly qualified professional meetings which the APFCB may support in a variety of ways.

With this in mind, congress and conference organizers, both of APFCB-associated conferences and outside the APFCB, have frequently contacted the APFCB to express a request for assistance from the APFCB in promoting, advertising and supporting their meetings.

The APFCB, for its part, is greatly interested in lending as much support as it can towards the success of high quality meetings which will contribute to the awareness and appreciation of Laboratory Medicine and its contribution to the delivery of appropriate health care. This is the motivation for prompted the preparation of these guidelines.

3. Purpose of APFCB Auspices

The APFCB is interested in granting its Auspices for meetings, conferences and congresses which comply with these guidelines, in order to assist conference organizing committees to promote their meeting and attract a large professional participation.

The granting of APFCB Auspices, and its involvement in conferences enhancing the field of Laboratory Medicine, furthers the reputation of the APFCB.

4. Purpose of Guidelines

These guidelines have been prepared to:

- Assist groups to apply for the Auspices of the APFCB for their meetings, symposia, conferences and congresses.
- Review the scientific and educational contents of those events for which an application for APFCB Auspices has been received.
- Offer the experience of APFCB as assistance to the applicant groups with any aspect of the organization of the event or its program content, especially in

promoting the meeting on the APFCB website, and where deemed appropriate, in suggesting help with scientific content.

5. Eligibility for APFCB Auspices

APFCB Auspices may be sought by:

- Any APFCB Member Society, Specialty Group or Corporate Member
- The organizing committee of any meeting, conference or congress outside the APFCB in which the meeting topics are directly related to the goals of the APFCB.
- On occasion the APFCB may invite such organizing committees to apply for APFCB Auspices.

6. Application Process

Applications should be submitted to the Committee on Congresses and Conferences (C-CC) of the APFCB using the application form at the end of this document.

All relevant details of the scientific/educational program, venue and meeting organization should accompany the application form

Applications should normally be made at least one year in advance in order that APFCB may have some meaningful impact on the promotion of the meeting.

7. Approval of APFCB Auspices

The APFCB Committee on Congresses and Conferences will review the application and take a decision based on the excellence of the event.

The chairman of the Committee on Congresses and Conferences will inform the applicant of the decision in writing.

Where APFCB Auspices are approved the applicants will be expected to acknowledge the support of the APFCB towards the success of the meeting in the official program of that event.

8. APFCB Support

APFCB Corporate Members

The APFCB will encourage its Corporate Members to support an event approved for APFCB Auspices.

Scientific and Educational Program

The organizing committee of meetings granted APFCB Auspices are able to request assistance from the Divisions and Committees of the APFCB either for the recommendation of speakers or for the organization of symposia or workshops. Any such assistance provided will not be at cost to the APFCB.

Publicity and Promotion

The granting of APFCB Auspices indicates that the official APFCB logo should be used on all relevant brochures and publications. It is available from the APFCB Secretariat.

Notices of meetings approved for APFCB Auspices will be included in the list of APFCB Congresses, Conferences and Exhibitions. Organizers of meetings granted APFCB Auspices will be able to contact the APFCB Secretariat for assistance with addresses and mailing lists of APFCB Council Members and Corporate Members, upon request, that may help with the promotion of the approved event. The organisers of meetings may only use the lists to convey information about the meeting and mailing should cease after the meetings. The lists should not be distributed by the organisers of the meetings to anyone else.

Financial Support

The granting of APFCB Auspices does not imply any financial agreement between the organizers of the event and the APFCB.

9. Obligations towards the APFCB

Applicants for APFCB Auspices must not make any claims for APFCB support until written approval has been obtained. Once APFCB Auspices have been granted the organizing committee has a responsibility to:

- Use the APFCB logo on all promotional material
- Insert an acknowledgement of APFCB support in the event program
- Notify APFCB of any major changes in the arrangements for or content of the approved event
- Supply APFCB with copies of all brochures and publications of the approved event, including the final handbook and abstract book
- Maintain the highest professional standards with regard to the scientific and educational content of the event

10. Free Circulation of Scientists

The APFCB subscribes to the principles of the International Council of Scientific Unions (ICSU) concerning the free circulation of scientists as published in: "Advice to Organizers of International Scientific Meetings" 1983/84 (available from the ICSU Secretariat, 51 Blvd de Montmorency, F-75016, Paris, France).

APFCB Auspices cannot be granted to any event that does not adhere to these principles.

January 2011

(These guidelines are adapted, with permission, from the IFCC's guidelines for the same purpose)

**Application for the Auspices of the
Asia Pacific Federation for Clinical Biochemistry and Laboratory Medicine**

Organising Society or Group:

Contact details of National Office of society:

Contact Person:

Surname

First Name Title

Address

Postal Code

City

Country

Telephone

Fax

E-mail

Relevant Internet Address

Detail of Event Requesting APFCB Auspices

**Detail of Event Requesting APFCB Auspices
Name of the event:**

Proposed date and place:

Specific goals of the event:

No of expected participants:

Application

Application

I apply for APFCB Auspices for this event. I agree to the terms of the APFCB guidelines and confirm that this event will allow free circulation of scientists. I have attached details of the scientific/educational program, venue and meeting organisation.

Date

Signature

**Please, send your application to the Chairman of the APFCB Congresses and
Conferences Committee:**

Joseph Lopez

Chairman,

APFCB Congresses and Conferences Committee (C-CC)

Kuala Lumpur, Malaysia

e-mail : jblopez@streamyx.com