

Contract to Host the World Congress on Medical Physics & Biomedical Engineering 2018 (the Congress)

In this contract:

- (1) IUPESM means International Union for Physical and Engineering Sciences in Medicine.
- (2) IFMBE means International Federation for Medical and Biological Engineering.
- (3) IOMP means International Organization for Medical Physics.
- (4) COC means the designated Congress Organizing Committee of the host societies that are the IOMP and the IFMBE affiliates.
- (5) CCC means the IUPESM Congress Coordinating Committee. The CCC is the sole operational interface with the COC and reports to the IUPESM, IOMP and IFMBE.
- (6) ICMP means the *International Conference on Medical Physics*
- (7) ICMBE means the *International Conference for Medical and Biological Engineering*.
- (8) CAMP means the Czech Association of Medical Physicists.
- (9) CSBMEMI means the Czech Society for Biomedical Engineering and Medical Informatics.
- (10) Host Societies means the Czech Association of Medical Physicists and Czech Society for Biomedical Engineering and Medical Informatics.

TERMS OF AGREEMENT

1.0 VENUE

- 1.1 The IFMBE, the IOMP and the IUPESM and the CAMP and the CSBMEMI hereby agree that the 2018 World Congress on Medical Physics and Biomedical Engineering (the Congress) shall be held in Prague Congress Centre, Prague, Czech Republic on June 3-8, 2018.
- 1.2 This is the triennial scientific meeting of the IUPESM and its affiliate organizations, the IFMBE and the IOMP, incorporating the ICMP and the ICMBE series. These international societies are at all times represented by the Congress Coordinating Committee (CCC).
- 1.3 The Congress shall be organized by the CAMP and the CSBMEMI, the host societies for the Congress, and represented by the Congress Organizing Committee (COC).
- 1.4 Any proposal for a satellite conference, meeting or workshop to be held as part of, or in conjunction with the Congress or for any other organization to be involved in the management or running of the Congress must be reported to and approved by the CCC and the COC.

2.0 REPORTS

- 2.1 The host societies, through the COC, shall maintain close communication with the IUPESM's CCC throughout the course of the planning and organization of the Congress. The COC and the CCC shall work together to identify plenary speakers.
- 2.2 The COC shall provide reports on the progress of the organization of the Congress bi-annually. For the 6 months prior to the commencement of the Congress, quarterly reports are required.
- 2.3 The COC shall have representation at the IUPESM Annual Officers meeting, which nominally shall be at either an IOMP or IFMBE regional meeting at which a COC member would ordinarily be attending, otherwise the cost of such travel will be incumbent on the COC.
- 2.4 The reports shall include early warnings about coincident conferences run by other organizations.
- 2.5 The Chair of the CCC shall receive these progress reports from COC and a continually updated and detailed statement of accounts. The reports shall include the following:
 - a) Development of the scientific program via themes, tracks, topics and special events (workshops, symposia, etc.);
 - b) Development of the IUPESM, the IFMBE and the IOMP special events;
 - c) Development of the Social Program (Receptions, Public Lectures, Accompanying person's activities, etc.);
 - d) Recruiting of theme and track chairs, plenary and theme keynote speakers and special event chairs
 - e) Development of the Congress sponsorships;
 - f) Development of all publicity activities (the Congress announcements at national, regional and international conferences, press-releases, press-conferences, etc.);
 - g) Number of submitted, reviewed and accepted full papers and abstracts;
 - h) Detailed contact information list of CCC, COC and all Committee Chairs, etc., including, but not limited to email addresses, cell-phone #, Skype #, etc. in

order to promote effective communication before, during and after the Congress;

- i) Current registrants with breakdown by country and by BME or MP classification;
- j) Registration fees collected;
- k) Number of booths purchased;
- l) Updated accounts;
- m) Actions of member societies; and
- n) All activities engaged by the Congress Committees created in Section 4.0

2.6 The CCC Chair shall report to the COC regarding actions of member societies.

2.7 A Final Report is required as specified in Section 21.0 FINAL REPORT.

3.0 RESPONSIBILITIES

3.1 The responsibility for the conduct of the Congress and for the financial management shall rest with the COC.

3.2 Neither the IOMP, or the IFMBE, nor the IUPESM shall bear financial liability for the Congress.

3.3 The CCC shall support the Congress COC through follow-up on actions on member societies, including promotion of the Congress and distribution of relevant materials.

3.4 The CCC shall support the COC in getting the auspices of the World Health Organization (WHO) and the International Atomic Energy Agency (IAEA).

4.0 CONGRESS ORGANIZATION

4.1 The Congress Organizing Committee (COC) will establish an International Advisory Committee (IAC) not later than 6 months after signing this contract.

4.1.1 The IAC's role is to broaden the international input into the selection of invited speakers and Congress themes. The Presidents of the IUPESM, IFMBE and IOMP and the heads of both host Societies shall be IAC members. Further, the IUPESM will suggest IAC members for the American, African and Asian-Pacific Regions, and the host associations shall appoint IAC members covering the European region.

4.2 The COC will establish a Scientific Committee (SC) not later than 6 months after signing this contract.

4.2.1 The SC's role is to develop and oversee the scientific program of the Congress, the Young Investigator Competition and the Young Investigator Design Competition.

4.3 The COC will establish an Education Committee (EC) no later than 6 months after signing this contract. The EC's role is to develop and oversee the educational program and activities of the Congress. The EC considers student and professional educational activities.

4.4 The COC will establish a Professional Standards Committee (PSC) not later than 6 months after signing this contract. The PSC's role is to develop and oversee the profession-related program and activities of the Congress. The IUPESM, IOMP and IFMBE will suggest PSC members knowledgeable in MP and BME professional issues in non-European regions.

4.5 The COC will establish a Program Committee (PC) not later than 6 months after signing this contract. The Program Committee's role is to develop and oversee the

integrated program and activities of the Congress. PC also addresses the coordination of awards, plenary lectures, awardees' presentations, public lectures and student competitions. The COC may at its own discretion take up the role of the PC. In such a case, establishment of the PC may not be necessary.

- 4.6 The COC will establish a Finance Committee (FC) not later than 6 months after signing this contract.
 - 4.6.1 The Treasurers of the IUPESM, IFMBE and IOMP are members of the FC.
 - 4.6.2 The Treasurers of the CSBMEMI and CAMP are members of the FC.
 - 4.6.3 The FC's role is to develop and oversee the budget of the Congress.
 - 4.6.4 The FC also provides congress financial reports for the CCC.
- 4.7 The COC will establish a Publicity Committee (PUBC) not later than 6 months after signing this contract. The PUBC's role is to develop and oversee the publicity activities related to promoting, advertising and disseminating information about the Congress, including newsworthy items reported at the Congress. The PUBC will be chaired by the Promotion Officer appointed by the COC. The chairs of any existing Publicity Committees of the IUPESM, IOMP, IFMBE will be members of the PUBC. It is left at discretion of the Promotion Officer whether he/she will invite some further colleagues to PUBC.
- 4.8 In cooperation with the COC, the IUPESM, through the CCC, shall organize multi-disciplinary symposia, which shall be clearly identified as IUPESM activities. The topics for these symposia shall be agreed upon by the IFMBE and/or IOMP, as appropriate, and the SC or EC, as appropriate. Attendees to those symposia will be registered participants of the Congress. The IUPESM will inform COC via CCC about the intention to hold such symposia by 31st January 2018.
 - 4.8.1 In addition to a Call for Papers, there shall be a Call for Special Sessions. Forms for the Call for Papers and the Call for Special Sessions are to be developed and approved by the COC in consultation with the CCC.
- 4.9 There should be a balance of Medical Physics and Biomedical Engineering topics in the plenary presentations.
- 4.10 The CCC will act as the IUPESM liaison to work with the COC and its Committees.
- 4.11 The CCC will identify a designate to attend the major Congress review meetings of the COC. Costs for travel and accommodation of the designate to these meetings in the 18 months prior to the Congress will be reimbursed by the COC up to total sum of US\$4000.
- 4.12 The CCC will coordinate the schedule of business meetings of the IFMBE, IOMP, and IUPESM related to the Congress.
- 4.13 The CCC will participate in the design of the IUPESM, IOMP and IFMBE-designated events and their schedule. Specifically, the opening ceremony, the closing ceremony, the IUPESM, IOMP and IFMBE awards lectures, and IUPESM led multi-disciplinary symposia.
- 4.14 The COC will invite media for a press conference immediately before the Congress begins.
- 4.15 The Presidents of IUPESM, IOMP and IFMBE, or their nominees, shall have the option to present a plenary paper, relevant to their societies.

5.0 LOANS

- 5.1 The IOMP and IFMBE, if requested, each agree to provide to the COC an interest free loan of US\$30,000 no later than 6 months after signing this contract. These loans

- will require a written proposal from the COC and approval by the IOMP and IFMBE through the CCC.
- 5.2 These loans are to be repaid before the end of the Congress.

6.0 MAILING LISTS

- 6.1 The Secretaries-Generals of IFMBE and IOMP shall contact the affiliate national societies upon request of COC to distribute relevant information and promotional material.
- 6.2 It is the responsibility of the COC to distribute the Congress Announcements and other promotional material to the national affiliates via the Secretaries General.

7.0 SPACE REQUIREMENTS

- The COC shall provide free of charge:
- 7.1 Meeting rooms with audio visual (AV) equipment and internet access within the convention center for the General Assemblies/Council Meetings of the IFMBE, IOMP and the IUPESM (space for a minimum of 180 delegates for IFMBE and IOMP and 300 for IUPESM). These meetings must be scheduled to minimize conflict with the scientific sessions of the Congress. IFMBE and IOMP General Assemblies/Council Meetings can be arranged simultaneously but shall be scheduled prior to the IUPESM General Assembly (a 3 hour meeting).
- 7.2 A room with audio visual (AV) equipment and internet access for the CCC (200 delegates) for presentation of proposals to host future congresses.
- 7.3 Meeting rooms with audio visual (AV) equipment and internet access and adequate size for the Council, Committee, Division, Working Group and business meetings of the IFMBE, IOMP and the IUPESM. Lists of all required meetings and their scheduled dates and times shall be provided by IFMBE, IOMP and IUPESM to the COC and CCC 6 months in advance.
- 7.4 Office space within the convention center and equipment (tables and chairs, one copier, PC, printer, scanner, internet access and stationary) for the combined office of the IFMBE, the IOMP and the IUPESM.
- 7.5 Exhibit booths for the IFMBE, IOMP and IUPESM and their publishers.
- 7.6 Exhibit booths to advertise the next World Congress and future congress site candidates (up to 5).
- 7.7 The business meetings as presented by the IFMBE, IOMP and IUPESM shall be scheduled to minimize conflict with scientific sessions and official ceremonies of the Congress. The IUPESM business meetings shall not be held simultaneously with IFMBE and IOMP business meetings.

8.0 Scheduling Priority of Organization General Assemblies and Congress Events

During the realization of the Congress a set of rules are to be followed when considering scheduling or rescheduling any meetings and/or event. These rules are as follows:

- 8.1 The Opening and Closing ceremonies will not overlap with any other event or meeting.

- 8.2 The IUPESM General Assembly (GA) will not overlap with any other event. The duration of this Assembly will be no shorter than three (3) hours.
- 8.3 The IFMBE and IOMP General Assemblies (GAs) may overlap with each other and must precede by at least one day the IUPESM General Assembly.
- 8.4 The meeting for the presentation of proposals to host future congresses must be prior to the IFMBE and IOMP General Assemblies. This meeting will be scheduled for ½ hour + ½ hour for each applicant to host the WC 2024.
- 8.5 One (1) IUPESM Administrative Committee (AC) meeting will be scheduled at least 1 day before the IUPESM GA and one day after, for a total of two (2).
- 8.6 The IFMBE and IOMP AC meetings may overlap with each other.
- 8.7 One (1) IFMBE AC meeting will be scheduled at least 1 day before the IFMBE GA and one day after, for a total of two (2).
- 8.8 One (1) IOMP AC meeting will be scheduled at least 1 day before the IOMP GA and one day after, for a total of two (2).
- 8.9 Each Plenary Session will not have any competing sessions, events or activities.
- 8.10 Award Ceremonies/Awardee Talks will be scheduled during lunch hour and open to the public.
- 8.11 Society Committee, Division and Working Group meetings will be scheduled with regard to all Officer Schedules, to minimize overlap.
- 8.12 IFMBE Council of Society Meeting will be scheduled after the 1st IFMBE AC but before the IFMBE GA.
- 8.13 Division meetings will have priority over Committee and Working Group meetings.
- 8.14 Working Group meetings will have priority over Committee meetings.

9.0 ACCOMMODATIONS

The COC shall provide free of charge:

- 9.1 Seventy two (72) complimentary hotel double room nights and free internet access to accommodate equally the IFMBE, the IOMP and the IUPESM officials as determined by the Presidents of the said Organizations for their own organizations.
- 9.1.1 Every effort will be made to negotiate for these room nights from the convention center Hotel or equivalent.
- 9.2 First choice of hotels adjacent to the convention center to provide for all aspects of the IUPESM headquarters operations including receptions by IOMP and IFMBE. The hotel rooms officially requested by IUPESM, IOMP or IFMBE are to be in the same hotel.
- 9.3 Adequate meeting space and AV aids with internet access either in the convention center or in an adjacent hotel for any pre- and post-Congress meetings of the IUPESM, IOMP and IFMBE Councils.
- 9.4 Every effort shall be made to negotiate extended and/or pre-conference accommodation at the discounted hotel rates available to attendees.

10.0 AWARDEES AND OFFICERS

- 10.1 The COC shall provide free of charge:
- 10.1.1 Economy class air travel to the Congress site, double accommodation for 3 nights, full participation in Congress events (including Congress Dinner), free registration in support of the two IUPESM Award of Merit winners and free registration and

- Congress Dinner for 1 accompanying person for each IUPESM Award of Merit winner. The winner is also expected to be a plenary (or equivalent) speaker.
- 10.1.2 Full participation in Congress events (including Congress Dinner) and free registration in support of three IFMBE and three IOMP Main Award winners (6 in total) and free registration and Congress Dinner for one accompanying person for each IFMBE and IOMP Award winner (6 persons total). Each winner is also expected to be a plenary (or equivalent) speaker.
- 10.2 The COC shall establish differential rates:
- 10.2.1 The COC in collaboration with the CCC will define a class of attendees for 'Officers of the IUPESM, IOMP and IFMBE'. The COC will define a class of "Officers of the CAMP and CSBMEMI". These groups will be offered free registration and differential banquet fees if allowed by the budget.
- 10.2.2 The COC will define a class of attendees for 'Program Leadership of the Congress. This group will be offered free registration and differential banquet fees if allowed by the budget.
- 10.2.3 The IFMBE and IOMP Presidents will each be given the opportunity to send in a list of 50 beneficiaries from low and middle income (LMI) countries for registration equivalent to the "student rate (early registration)".

11.0 REGISTRATION AND TRAVEL

- 11.1 The COC shall follow the principle of determining the registration fee to ensure that in the worst case scenario the Congress will reach break-even point when all income meets all expenditure.
- 11.2 There will be a reduced registration rate for delegates from developing countries. The latter is defined by the CCC based on guidance from the United Nations and/or World Bank classification DAC list (lower and middle income categories).
- 11.3 Programs to assist travel by delegates from developing countries shall be coordinated by the CCC.
- 11.4 There will be a student registration rate. It will be less than 50% of the member registration fee.

12.0 POLICY

- 12.1 The COC shall endeavor to observe the tenets of the International Council of Science Unions (ICSU) on the free movement of scientists and to facilitate the granting of visas to bona fide scientists and engineers who wish to participate.

13.0 LANGUAGE

- 13.1 English shall be the official language of the plenary and invited presentations and publications for the Congress.
- 13.2 All reports circulated to CCC and COC shall be written in English.
- 13.3 Notwithstanding the above, the language policy of the host organization(s) will be respected at the Congress.

14.0 PUBLICATIONS

- 14.1 An electronic digest of abstracts shall be published by the COC Publication Committee on appropriate media and shall be available when the Congress opens.
- 14.2 Abstracts shall be one-half page in length. Optional papers may be of length determined by the COC.
- 14.3 The Proceedings shall be part of the IFMBE Proceedings series and the IOMP Proceedings series and shall carry the subtitles "IFMBE Proceedings and IOMP Proceedings". The COC shall follow the Guidelines for the IFMBE Proceedings Series and communicate with the IFMBE Publications and Publicity Committee to ensure that the cover page, logo use and format of the Conference Proceedings are consistent with the Proceedings series. The COC will identify two editors (typically from the Scientific Committee) to work with the COC or Publication Committee as editors of the Congress proceedings at least one year before the Congress.
- 14.4 The Congress program shall be printed and made available to delegates at the opening of the Congress. Delegates are to be requested to allow their names and email addresses to be listed in the Delegate List. This list should be made available during the Congress.
- 14.5 The official journals of the IFMBE and the IOMP shall have the right to publish selected papers from the digest, consistent with the publication guidelines of the respective journals. Publication of the Digest of Papers and the Proceedings is the responsibility of the COC.
- 14.6 The copyright of all papers presented at the conference shall be held jointly by the IFMBE and the IOMP.
- 14.7 The main web site of the Congress will have to be supported for at least 5 years after the end of the Congress.
- 14.8 IUPSEM, IOMP and IFMBE will each maintain a page on their web sites that will provide crucial information regarding the Congress.

15.0 LOGO

- 15.1 All publications and announcements of the Congress – whether electronic, paper or on the web - shall be recognized as the "World Congress on Medical Physics and Biomedical Engineering", and shall display the logos of the three International Organizations and the two host societies.

16.0 OPENING CEREMONY

- 16.1 The Presidents of the IUPESM, the IFMBE, the IOMP, and the host societies are to be invited to address the delegates in the opening ceremony with a maximum allowed time of 5 minutes for each presentation.

17.0 AWARDS

- 17.1 The COC shall provide time during the Opening Ceremony of the Congress for the presentation of the major IUPESM, IFMBE and the IOMP Main awards.

- 17.2 The COC shall follow the schedule as prepared by IUPESM, IOMP and IFMBE in coordination with the CCC, for the IUPESM, IFMBE and IOMP Award Lectures.

18.0 YOUNG INVESTIGATORS' SYMPOSIUM AND AWARDS

- 18.1 The COC, in coordination with the IFMBE and IOMP, shall provide time and space for the Young Investigators Symposia (paper presentations and posters by authors with less than 5 years post-PhD experience).
- 18.2 The SC of the COC will operate a distinct Young Investigators Symposium submission and review process.
- 18.3 A Young Investigator Design Competition may be organized and operated by a Committee designated by the SC of the COC.
- 18.4 The Young Investigator Awards, selected by IOMP and IFMBE, shall be presented during a ceremony in the middle of the Congress.

19.0 FINANCES

- 19.1 Twenty-four (24) months prior to the commencement of the Congress, the COC shall provide an initial projected budget to the CCC for its approval.
- 19.2 The projected budget shall include at least two estimates: one based on a minimum number of projected Congress participants for break-even and one based on the best estimate.
- 19.3 Anticipated variances from the initial two estimates shall be forwarded to the CCC as soon as they occur for review.
- 19.4 A revised budget shall be forwarded to the CCC no later than twelve (12) months before commencement of the Congress. Financial progress towards this shall be a part of the reports for approval by the CCC.
- 19.6 The IOMP and the IFMBE shall each receive US\$20,000 and the IUPESM shall receive US\$10,000 at the close of the Congress. In the event of a loss, the remuneration shall be reduced to US\$10,000 each to the IOMP and IFMBE and US\$5,000 to the IUPESM to provide equitable risk sharing.
- 19.7 The COC shall transfer to the IUPESM 1/3 of the surplus accruing after the settlement of all debts arising from the Congress within six months after the end of the Congress. These funds shall be divided equally between the IFMBE, the IOMP and the IUPESM.

20.0 CONGRESS INSURANCE

- 20.1 The COC shall inform the CCC of arrangements for Congress insurance, especially liability insurance.

21.0 FINAL REPORT

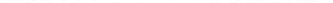
- 21.1 The COC shall submit a final report to the CCC within six months of the completion of the Congress. This must include an independent audited financial report, which must be reviewed and accepted by the CCC before any surplus is distributed.


- 21.2 The final report will include details such as number of attendees by categories, registration fees, exhibitors, sponsors, the geographical spread of each and the industry prospectus.
- 21.3 The COC shall provide a list of Congress exhibitors and sponsors at the time of the Congress including amounts paid.


22.0 CANCELLATION

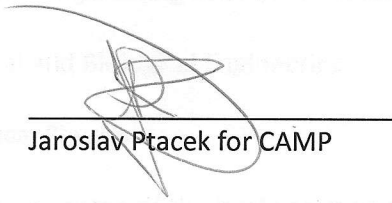
- 22.1 If the COC and CCC deem that, because of world events, it is not possible to run a viable Congress, the Congress can be cancelled. However, the COC would be liable for costs incurred to that date.
- 22.2 The CCC may cancel the contract within 24 months of signing because of non-compliance with the contract or deficits in performance and management by the COC.
- 22.3 If a loan had been made, this must be repaid at the time the cancellation decision is made.


The preceding clauses shall constitute an agreement between the IFMBE, the IOMP, the IUPESM, represented by the CCC and the host Societies represented by the COC.



Kin Yin Cheung for IUPESM

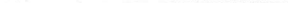

Jaromir Cmiral for CSBMEMI

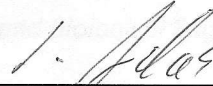

James Goh for IFMBE


Jaroslav Ptacek for CAMP


Slavik Tabakov for IOMP


Jaromir Cmiral for COC


Kin Yin Cheung for CCC


Libor Judas for COC