Application Process

Regarding the 12th Biennial Congress of the E-AHPBA

To be held between April – May, 2017
Introduction

The E-AHPBA was founded in 1999 as the European regional association of the International Hepato-Pancreato-Biliary association (IHPBA). In 2002 the association expanded to countries of the Middle East and Africa and in 2010 was renamed as the European-African Hepato-Pancreatice-Biliary Association (E-AHPBA). Currently, the association counts more than 400 active members from Europe, the Middle East and Africa. Our region also includes nine "national" chapters that represent memberships from different countries including: Egypt, Czech Republic, Germany, Greece, Italy, Scandinavia, South Africa, Turkey and United Kingdom.

The E-AHPBA’s mission is to improve evidence-based care and optimize the outcome of patients with HPB disorders by:

- Disseminating research findings and best treatment practices
- Advancing HPB specific training
- Fostering research and innovation
- Encouraging multidisciplinary collaboration

As the prime interdisciplinary organization for HPB-surgical science and scholarship in our region, the E-AHPBA conducts a biennial scientific congress (alternating with the IHPBA World Congress). This meeting provides an international forum for presenting the developing state of the art and science of HPB-surgery. It should be noted that the Bi-Annual Congress provides the main income stream for the Association.

The sites of past and future planned congresses are listed below:
<table>
<thead>
<tr>
<th>Year</th>
<th>Congress</th>
<th>City</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>1995</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Athens</td>
<td>Greece</td>
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<tr>
<td>1997</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Hamburg</td>
<td>Germany</td>
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<tr>
<td>1999</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Budapest</td>
<td>Hungary</td>
</tr>
<tr>
<td>2001</td>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Amsterdam</td>
<td>Netherlands</td>
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<tr>
<td>2003</td>
<td>5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Istanbul</td>
<td>Turkey</td>
</tr>
<tr>
<td>2005</td>
<td>6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Heidelberg</td>
<td>Germany</td>
</tr>
<tr>
<td>2007</td>
<td>7&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Verona</td>
<td>Italy</td>
</tr>
<tr>
<td>2009</td>
<td>8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Athens</td>
<td>Greece</td>
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<tr>
<td>2011</td>
<td>9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Cape Town</td>
<td>South Africa</td>
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</tbody>
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**Future Meetings**

<table>
<thead>
<tr>
<th>Year</th>
<th>Congress</th>
<th>City</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>10&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Belgrade</td>
<td>Serbia</td>
</tr>
<tr>
<td>2015</td>
<td>11&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Manchester</td>
<td>England</td>
</tr>
</tbody>
</table>

The meeting is held generally between April – June. Care is taken to avoid any major Gastrointestinal, Hepatopancreaticobiliary or General Surgical meetings.

**Eligibility for application**

E-AHPBA Members in good standing may apply to host a future congress. The majority of LOC members shall be deemed to be E-AHPBA members as well.
General Obligations:

1.1 The duration of the **Biannual Congress** is three (3) days, commencing on Tuesday evening with registration and concluding on Friday afternoon. The **Biannual Congress** starts officially on Wednesday morning with an Opening Ceremony followed by the distinguished Henri Bismuth Lecture. The Scientific Program will commence on the Wednesday morning and will last until Friday afternoon. The structure of sessions during the three days must include four two-hourly time slots daily with a one-hour Luncheon Break and at least two 30-minute coffee breaks between the sessions in the morning and afternoon.

1.2 A lecture theatre to accommodate at least 1000 people for the opening ceremony, Bismuth lecture, E-AHPBA Presidential Address, IHPBA Presidential Address, and Plenary sessions will be required. In addition, at least three smaller lecture theatres for approximately 300 people will be required for parallel sessions.

An exhibition space for the Industrial/Trade exhibits and Poster presentations will be required.

Suitable rooms for the IHPBA and E-AHPBA Council meetings

Suitable AV and IT infrastructure will be required.

1.3 The LOC will facilitate the Examination Committee of the E-AHPBA in organizing an UEMS Examination in HPB Surgery. This will be held at the Conference Centre. A minimum of six (6) rooms will be required. The UEMS will be responsible for the cost of these rooms.

1.4 The parties hereto will do their utmost best to attract a large number of surgeons to the **Biannual Congress**. The LOC will in particular undertake every effort to attract a large contingent of Local/Regional surgeons to the meeting.

Duties of the E-AHPBA:

2.1 The E-AHPBA through its Council is responsible for the Program of the **Biannual Congress** and for its overall coordination.

2.2 In particular, E-AHPBA is exclusively responsible for the interaction with the IHPBA, the scientific program, and all non-local organizational matters. It will act in continuous and close coordination with the LOC.

2.3 The Council of the E-AHPBA has the ultimate responsibility (apart from finances) for the **Biannual Congress** and, therefore, has the duty and authority to control the compliance of all parties with the terms and conditions stated in the present Agreement.
2.4 The E-AHPBA shall exercise its responsibilities and control in a collegiate and consensual way. In case of disagreement in matters for which E-AHPBA is ultimately responsible, the decisions of its Council shall be final and binding for all parties concerned.

**Duties of the LOC:**

3.1 The LOC’s **PCO**, shall be responsible for the local congress organization.

I. The rental of the adequate facilities. The rental agreement shall be established in the name and on behalf of the LOC. The E-AHPBA will assume no liabilities for this contract.

II. Organization of a Trade Exhibition.

III. The organization a Social Program which will be communicated separately to E-AHPBA before January 1\(^{st}\) 2017. This will include;

   a. Opening Reception / Cocktail Reception on the opening day. This will be included in the registration cost for the delegates.

   b. The Presidential Dinner for the IHPBA, E-AHPBA Councils and members of the local organizing committee to be held on the Wednesday evening. This will be hosted and funded by the LOC.

   c. A Theme Evening or Social Event to be held on the Thursday or Friday night which will be open to all delegates. A charge can be applied to this event.

IV. The acquisition of sponsors for any kind of sponsorship in favour of the Biannual Congress.

V. The collection, through the services of the **PCO**, of all payments for the Biannual Congress such as registration fees, rentals and fees from the Trade Exhibition, contributions from sponsors and from sponsored sessions etc. and the payment of all pertinent bills.

VI. The preparation and regular updating of a budget for the Biannual Congress.

VII. The control and supervision of the finances of the Biannual Congress i.e. of all Biannual Congress related income and expenses and their continued concordance with the approved budget.

VIII. The periodic reporting to E-AHPBA of the updated budget and the accumulated accounts of the Biannual Congress. The terms of reporting are quarterly until March 31, 2017 and thereafter monthly.
IX. The presentation to E-AHPBA of a true and audited final statement of accounts for the Biannual Congress by December 31, 2017.

X. The preparation and timely submission of all documentation required to obtain UEMS accreditation for the Congress. The cost of such submission should be included in the Congress expenses.

XI. The handling of all legal matters, including all taxes and compliance with the monetary regulations.

Scientific Programme:

4.1 The scientific program of the Biannual Congress is the responsibility of the E-AHPBA Scientific Programme Committee under the Chairmanship of the Committee. The LOC will have representatives on the Scientific Programme Committee and will ensure that the final programme will attract local surgeons to the Congress.

4.2 The Scientific Programme Committee shall draw up the complete Preliminary as well as the Final Scientific Program. These programs will be published and regularly updated on the websites of the E-AHPBA.

4.3 All scientific contributors are encouraged to submit a complete manuscript of their work to HPB for editorial peer review. HPB is the official publication of E-AHPBA. Abstracts of all accepted manuscripts will also be published in the Abstract Book or in electronic format to be distributed for free to all Biannual Congress participants. The LOC will be responsible for the cost of the Abstract Book or electronic abstracts.

4.4 The LOC is invited to organize a “Post-Graduate Course” to be held on the day preceding the Biannual Congress. The programme should be approved by the E-AHPBA Council. The costs and responsibilities for organizing this event will be borne by the LOC.

Budget and Financial Matters:

5.1 The LOC, together with the PCO, shall prepare and submit for endorsement to the E-AHPBA Council a budget for the Biannual Congress, as far as the income side is concerned, on an attendance reaching break-even.

5.2 All accounts, budgets and financial reports submitted to E-AHPBA shall be in EUR.
5.3 Registration fees for the Biannual Congress will be agreed between the LOC and the E-AHPBA by July 4th, 2016.

5.4 The following require to be budgeted for;

The LOC will be responsible for funding at least one site visit by the programme committee prior to the Congress.

The E-AHPBA income guarantee of € 25,000 and 25% of the profits over € 25,000 will be paid to the E-AHPBA account by the LOC. The E-AHPBA will have no liability for the financial cost of the conference this is the responsibility of the LOC. **It must be noted that the E-AHPBA Council will be reviewing these financial arrangements at it’s meeting in Belgrade in May 2013 and changes may be made.**

The LOC will be responsible for the registration fees and lodging (x4 nights in the Congress Hotel) for the E-AHPBA Council during the Congress. The names of the Council Members attending will be provided in advance to the LOC. This number will not exceed 14 persons.

The LOC will be responsible for the registration fees and lodging of up to 8 (eight) IHPBA Council Members attending the Biannual Congress. The E-AHPBA will negotiate with the IHPBA regarding the travel expenses of IHPBA Council Members. This will be agreed beforehand with the Council of the IHPBA.

Lay-out costs for programs and the Abstract Book (HPB)*

- If an electronic version of the abstract book is produced it will be the responsibility of the LOC to fund.

The E-AHPBA assumes no financial responsibility for the Congress. It is the responsibility of the LOC to obtain Congress cancellation insurance (ie, Lloyd's)

5.5 The LOC will assure that all funds due to the E-AHPBA from the Biannual Congress, are and will be freely transferable to Switzerland in full compliance with Swiss and European Union monetary regulations.

As part of the application process:

**Application details to be provided by March 31st, 2013**

1. Conference facilities proposed
2. Financial details
   a. Draft budget (include primary budget items such as infrastructure, technical equipment, social events, transportation, etc)
b. Ability to comply with E-AHPBA requirements/guarantees as stated above  
c. Potential local co-hosts (ie National Chapters, National/Regional Surgical Societies)  
d. Proposed appointment of a Professional Congress Organizer  

3. City highlights  
   a. Attractions  
   b. Hotel availability and example of costs  
   c. Restaurant availability and example of selected costs  
   d. Travel accessibility and examples of selected costs.  
   e. National visa requirements  

4. Evidence of support from local chapter of E-AHPBA or local membership  

Applications should be addressed to the Secretary at the administrative office  

Applications will be reviewed by the Council of the E-AHPBA at the Council meeting prior to the Congress. The Council will make a recommendation to the General Assembly. Applicants may be asked to make a short 10 minute presentation to the Council. In the event that there is more than one applicant city a vote of Council will be taken. A simple majority will suffice. In the event of a tied vote the President will have the casting vote.  

The General Assembly will vote on the Council’s recommendation. In the event that the General Assembly rejects the Council’s recommendation other nominations will be considered and voting will take place at the General Assembly in concordance with the rules of the Association  

The Council will receive a contract with the successful bidder no less than six (6) months following the General Assembly. This will include the Professional Congress Organizer. In the case that a contract is not delivered to the E-AHPBA within the specified timeline, the Association shall keep the right to withdraw from the successful bidder and focus on the second ranked place.  

Please send your application before March 31, 2013 to:  

E-AHPBA Administrative Secretariat  
c/o Allveco AG  
Seltisbergerstrasse 16  
CH-4419 Lupsingen, Switzerland  

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