

# Standard Operating Procedures Annual EORS Meetings



*Revised Version 2 dec 2021*

*Original Version 29 March 2015*

## 1 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 financial commitment. 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 partially binding statutory **framework** and experience-based **advice** to successfully and efficiently organize the EORS Annual Meeting. The brief bulletin format is chosen to serve as a checklist. [The points in blue are must do's and not just an advice.](#)

EORS welcomes adding innovative features to the meeting beyond what is written in this document.



## 2 Conference Objectives

- To present and discuss, at high scientific standard, 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.
- To have interdisciplinary balance of content (biology/materials, biomechanics, clinical)
- To have 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, 300-500 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 paying 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.*

## 3 Programme (Format & Content)

### **General:**

- Interdisciplinary balance of content (biology/materials, biomechanics, clinical) must be reflected in program, announcements, call-for-papers and keynote speakers
- A balance of gender, ethnic groups etc. should be actively ensured when setting the program i.e. when selecting key note speakers and moderators.
- Cross-disciplinary sessions to join clinicians, biologists and engineers are encouraged

### **Time frame:**

- Minimum duration: 2.5 days (preferably 3 days)
- 2/3 of the program should be filled with free papers and 1/3 with workshops/symposia
- Preferably Wednesday, Thursday, Friday
- Preferably September/October
- Check scheduling 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 3 parallel free paper sessions
- Rooms:
  - Minimum 3 large rooms for 3 parallel sessions
    - one with plenum capacity, min. 250



- other min. 100-150
- with typical audio-visual system
- Poster area for
  - min. 200 posters (recommended A1-portrait size) with all posters on display all the time
  - min. 100 posters (recommended A1-portrait size) with display split between two days
  - In case of future hybrid/online meetings consider poster stations with “rotating” e-posters to attract attention at the physical meeting plus stations where the e-posters can be viewed directly.
- Workshops/symposia rooms
  - 2-4 rooms for 2-4 parallel sessions (for a minimum of 6 workshop/symposia slots)
  - Capacity e.g. 20-30 per room
- Slide Preview room (or desk)
- Registration desk (area)
- EC meeting room (10 capacity, projector, half day preferably the day before the meeting or on day 1)

### Features:

- 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
- Workshops/symposia
  - 1/3 of the program slots
  - Minimum of 6 workshop/symposia slots, preferably more
  - 2-4 parallel sessions possible
  - Advantages of workshops/symposia
    - 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 sessions
  - Best YI oral session (3 from each of **biology/biomaterials, biomechanics and clinical**)
  - Best overall oral session (3 from each of bio/materials, biomechanics and clinical)
  - Best YI poster session (3 from each of bio/materials, biomechanics and clinical) short presentations
  - Awards 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
  - The EORS equal representation and anti-harassment statement.
  - 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
  - Microphone with speaker available for announcements
- YI-only social event (e.g. party)
- EORS invites and welcomes innovations to the social 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, gender and ethnicity)
- EORS Board (must be part of the Scientific Committee)
- The SC must form a scientific program committee including two EORS board members. One being from the EORS award committee. In this SPC it must be very clear who is in charge of getting the reviewers/timeline for review/sending out reminders and getting the spreadsheet with score/category/YI status out to the rest of the SPC immediately following evaluation.
- The SPC member from the EORS award committee is in charge of the award sessions (picking out the top abstracts/posters and getting judges on site in cooperation with the other award member in the EORS board).
- The SPC holds an online meeting, sets the free paper sessions and assigns posters shortly after the evaluation. A session can be held open for "late breaking abstracts"
- The local committee choose the keynotes and symposia, **One symposium is set aside for "the equal representation initiative (EORS)"**
- Reviewers (assigned by LOC, SC plus EORS Board)
- Awards Jury: Members assigned by EORS Awards jury members.
- Names listed with affiliations, e.g. city & countries (website, program & abstract book)

### **Abstract submission, review and registration system:**

#### **Review:**

- Essential to scientific quality
- Registration/Review system shall
- Only accept abstracts in accordance with the guidelines of the Bone & Joint Journal (BJJ). The system must be set up so it is impossible to press send without adhering to these guidelines. This ensures oral abstracts are readily submittable to BJJ proceedings.

In the submission process it must be marked clearly if

- The 1. Author is a Young investigator.
- The abstract falls under biology/biomaterials, biomechanics or clinical (for the awards)
- Other subcategories (like hip, tendon, cartilage foot etc.) makes programming easier but must be marked separate from the above award categories.
- A "yes" or "no" box must be ticked regarding permission for publishing of the abstract in the BJJ proceedings. If "yes" is marked a link to upload a signed BJJ permit must also be provided during the submission process.
- 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
  - The EORS will supply the scoring system based on the ISK (Knee society abstract score). This must be used.**

#### **Awards:**



- ❑ Awards categories:
  - ❑ Best Overall
    - ❑ Oral presentation (all categories), named the “Edward Valstar Award”
    - ❑ 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 7, Financial arrangements
  - ❑ If a young investigator wins a “Best Overall” award, the candidate does not receive two awards. The YI award of this category is given to the next scored author.
  - ❑ Since 2018, the ON Foundation sponsors one Best Presentation award for the best abstract and presentation related to Regenerative Medicine.

#### **ECTS Credits:**

- ❑ Essential to attracting clinicians and thus sponsors
- ❑ Announce, even when still pending, on website, email campaigns, etc.

#### **Guest Country:**

- ❑ Optional/recommended feature
- ❑ The Guest 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.*



## 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.
- National, regional and local promotion is crucial and a major responsibility of the LOC
- Conference Poster
  - Corporate design (white font on black background, square with 4 off-colour 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, ORS, ICRS, OARSI, 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
- (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.
    - Synchronization 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.
  - 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 Services by Society

- Optional seed money (up to 5,000 Euro, to be refunded, max. 6 months after meeting)
- Abstract publication in BJJ Proceedings
- Promotion EORS newsletters (ca. 1600 subscribers)
- Promotion in EORS social media (>1,800 followers)
- Promotion in newsletter of the official EORS journals
- Presentation space at EORS booth at EFORT meeting (ca. 8,000 delegates)
- Meeting promotion on EFORT website
- 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 members for the scientific committee/ two members for the scientific program committee
- Provide a part of EORS award jury members
- Feedback system, form & feedback collection
- Frequent opportunity to join EORS telephone conference

## 6 Duties of Organiser

- To use the PCO as conference organizer with a legal contract assuring the EORS their delegate/membership fee and registration/review process as specified in these SOPs. The conference organizer (PCO) will take the financial risk.**
- 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, printed “business” cards)
- Attendance of at least the previous year’s 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. 10 individuals), contribution to accommodation and travel cost (capped)





## 7 Financial arrangements

- ❑ **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 paying delegates
- ❑ Registration fee: similar to previous years, not more than 10% above past years (Euro basis), within 20% of past 3 years (incl. VAT)  
Full (senior) / YI member rates:  
2011: 350,-- / 250,-- Euro  
2012: 350,-- / 250,-- Euro  
2013: 490,-- / 290,-- Euro (CORS Meeting Venice)  
2014: 420,-- / 290,-- Euro  
2015: 390,-- / 290,-- Euro  
2016: 430,-- / 230,-- Euro (+separate 30 Euro membership fee)  
2017: 470,-- / 370,-- Euro  
2018: ,-- / ,-- Euro  
2019: ,450-- / ,350-- Euro (incl. membership + dinner)  
2021: 680,-- / 500,-- Euro
- ❑ EORS annual membership fee (50 Euro per individual) is integrated into delegate “member rate”. It is collected and accounted for during meeting registration on behalf of EORS and later transferred.
- ❑ Delegates opting to register as Non-members, should have higher registration fees (minimum 100 Euro) resulting in registration fee discounts for delegates opting to register as members.
- ❑ For delegates registering as Non-members EORS receives a per-delegate fee (50 Euro).
- ❑ If the local organizer sell one day passes at a reduced rate, the EORS still gets 50 euro delegates fee.
- ❑ The local organizer can waive congress fee for a symposia delegate
- ❑ YI definition: valid for YI registration and YI awards for ease of collecting and confirming status: Undergraduate and postgraduate students, PhD students, residents. Status confirmed (and marked for jury) during registration process. Copy of valid student ID, proof of registration with graduate school or letter from Head of Department required.  
The registration discount for YI delegates shall be high (e.g. 100 Euro).
- ❑ Free registration for previous meeting awards winners (max. 8 individuals)



## 8 Timeline of events

<b>Activity</b>	<b>Timepoint (deadlines, earlier preferred)</b>
Application to host meeting	-16 months
Selection of Meeting host	-15 months
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)
<hr/>	
Previous year Annual Meeting	
<hr/>	
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 programme (session titles)	-4 to -3 months
Final programme (session with time slots)	-3 to -2 months
Abstract book	-1 month
<hr/>	
Current Annual Meeting	
<hr/>	
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

## 9 Contacts

- EORS President
- EORS Vice-President & Meeting Liaison Officer