



EFP PERIO MASTER CLINIC CONFERENCE

PROCEDURE (approved 13th June 2023 and in Zagreb 2024)

The EFP Perio Master Clinic (EFP PMC) procedures are based on the experience gained from previous EFP PMC conferences. These procedures established by the EFP Congress Committee together with the EFP Core Executive Committee should be considered as guidelines for the organisation of future meetings.

The candidate societies applying for the organisation of the EFP PMC should strictly adhere to these guidelines.

Article 1 – Definition & Dates of EFP PMC

EFP PMC is a scientific conference of the European Federation of Periodontology (EFP) on one specialised clinical topic/theme

EFP PMC is devoted to the scientific community engaged in the field of Periodontology/Implantology, for dental professionals, specialists in Periodontology, and general practitioners, as well as specialists in other dental fields.

EFP PMC is held in Europe every three years in between EuroPerio congresses, in the months December, January, February or March. Proposed dates should not fall between Dec 15 to Jan 15 (Christmas/New Year) and the dates should be a minimum of three weeks prior to the EFP General Assembly. The duration of the meeting is 1,5 - 2 days, starting Friday morning and ending Saturday afternoon. A possibility of extending the meeting with half or one full day can be considered if sponsored workshops are contemplated and after approval of the EC.

EFP PMC includes:

- A scientific programme
- A commercial exhibition to ensure proper funding for the EFP PMC
- A networking programme

The official language of the EFP PMC is English. No simultaneous translation is provided by the EFP.

Article 2- Bid Procedure

National Societies, that are full members of the EFP, are eligible to apply for hosting EFP PMC.

The selected host society should not run their national meeting within 2 months either side of the EFP PMC.

The EFP Congress Committee sends out a call to EFP Full Member Societies in the month of April, 4 years prior to the proposed PMC. Interested National Societies submit their bid and financial case to the EFP Congress Committee by the beginning of September of that year. Proposals will be reviewed for principal feasibility by the Congress Committee together with the EFP Core PCO

(or ad hoc PCO). The Congress Committee and the PCO may schedule site visits with the bidding Meeting Chairs to check technical feasibility, limitations and overall suitability. The Congress Committee sends their report regarding the bids to the core EC, by January of the following year. Suitable proposals are sent to EFP full member Societies at least one month prior to the EFP General Assembly, 3 years prior to the PMC.

The General Assembly will decide by vote for the winning bid. The voting is made immediately after oral presentations from the Candidate Societies at the General Assembly (3 years prior to the PMC)..

The bid document

The bid document is a binding template to provide relevant information and should be structured as follows:

- Proposed topic/theme of the Conference including short outline why this topic/them is selected.
- Proposed Conference Chair. The Conference Chair is an individual from the Host Society. She/He is chosen for her/his skills and qualifications.
- Proposed Scientific Chair. The Scientific Chair is an individual from an EFP Full Member Society other than the Host Society. She/He is chosen for her/his skills and qualifications and accepts to be placed under direction of the Meeting Chair.
- Expected national attendance.
- Proposed Dates
- Proposed destination should have an international airport with a good number of daily direct flights to major European cities/airport hubs.
- Proposed venue – must be available in first option for proposed dates and fulfil the following criteria:
 - 1 Main Auditorium with min. Capacity 700 pax (Theatre style)
 - 2-3 Meeting room with min. 15 pax U-shape for administrative meetings

 - Space for coffee breaks and lunch to accommodate 700 pax
 - Space for the Registration area (min 50 m2)
 - Space for a commercial exhibition (min. 250 m2 net)

 - The venue and hotel(s) must be fully compliant with national and international Pharma and MedTech regulations: proposed destinations and venues should have a clear business focus and should not be perceived as a leisure or luxury setting.

 - Located in the city centre or within max 10 mins walking distance to the next subway/tram/bus with direct line to the city centre.

 - Experienced in hosting international scientific meetings of similar size. Main onsite suppliers (venue, technical support, catering) should have a good command of English, both oral and written.

 - Financial proposal of the venue (room/space rental, high quality AV, technical support) including build-up of the registration area and exhibition on Thursday and dismantling Saturday after closing of the meeting.

- Basic financial estimate with local cost/income should accompany the bid (template with main items listed attached in Annex 1).

Optional:

- Local Infrastructure (Hotels/transportation, venues for networking program).

Article 3 – Organisation

3.1 Official Organiser

EFP is the official Organiser of the Meeting and bears the organisational and financial responsibility of the Meeting. The EFP branding will be used throughout the conference

3.2 Meeting Chair

The Conference Chair is an individual member of the Host Society. The Conference Chair is the Director of the Organising Committee. The Conference Chair works closely with the other members of the Organising Committee, the EFP congress committee, the EFP coordinator and the CorePCO appointed by the EFP.

The Congress Committee reserves the right to intervene in the case of conflict with EFP goals or standards.

3.3 Organising Committee

The Organising Committee placed under the direction of the Conference Chair includes a Scientific Chair.

The Conference Chair may set up a Local Organising Committee Chair as deemed appropriate. The EFP Treasurer and EFP Congress Committee, are Ex-Officio members of the Organising Committee and supervise the financial and organisational management of the meeting and lead any potential contact with the EFP partners/stakeholders (see 4.3). The EFP Treasurer oversees and approves all financial arrangements

3.4 EFP Coordinator

The EFP Coordinator acts as liaison to the National Societies.

3.5 Core PCO

The CorePCO, nominated by the EFP, manages the Meeting organisation on a day-to-day basis in close collaboration with the Meeting Chair, the Organising Committee and the EFP Coordinator. The CorePCO also acts as Scientific Secretariat to the Scientific Chair and drafts Sponsorship opportunities and supports Sponsorship contacts in accordance with the EFP and EuroPerio Treasurer.

Contractual and financial details and obligations of both the PCO and EFP collaboration are legally set in a signed contract (date:.....)

Article 4 – Guidelines for Important Organisational Areas

4.1 Financial Management

The Conference Chair together with the CorePCO set together the first budget of the event. This budget is to be presented officially to the Congress Committee and the Core EC Committee 2 years before the event.

The financial management is ensured by the Organising Committee. The Conference Chair follows in detail the evolution of the budget which is developed, monitored and updated by the CorePCO and keeps informed the Congress Committee Chair and the EFP Treasurer.

The Conference Chair sends to the Congress Committee a fine-tuned complete budget 1,5 years before the Congress including all costs related to the event (speakers' dinner, social events, etc.). As from this date, she/he sends every quarter an update of the evolution of the financial situation or when a substantial change is expected. The Congress Committee Chair and the EFP Treasurer report back to the Core EC Committee all financial items and budget situation.

If requested by the Organising Committee, a loan is given by the EFP 1,5 years before the Congress, in accordance with the EFP Treasurer report and after core EC approval.

The definitive accounts should be closed at the latest 4 months after the Meeting.

The host society should receive 40% of overall surplus of the meeting as a compensation for the marketing and organisational costs. The surplus is credited to EFP.

4.2 Registration fees

Delegate registration fees are the funding source. Only two registration types are offered: members and non-members.

The members of the National Societies should benefit from reduced registration fees compared with the non-members.

According to a calendar determined by the Organising Committee, the different categories can benefit from reduced fees for advanced registration.

Invited faculty (Speakers and Chairpersons), organising Committee members and EFP Executive Committee members are exempted from registration fees.

The registration fees should be calculated to break even the budget with maximum 450 paying delegates.

Registration fees are proposed by the Meeting Chair and voted on in the General Assembly one year prior to the Meeting.

4.3 Sponsorship

Offered sponsorship packages may not jeopardize funding for EuroPerio or EFP National Society Meetings.

EFP Partners may be granted some exposure in accordance with the EFP Treasurer and EFP policies. EFP Partners will have the first choice to sponsor the event.

4.4 Commercial exhibition

A commercial Exhibition should be integrated in the venue concept. The cost for the space rental/booth is fixed according to the budget requirements and the possibilities offered by the general organisation and meeting venue.

The list of exhibitors is submitted to the Congress Committee who controls the scientific integrity and reserve the right to intervene in the case of conflict. The final approval is granted by the Core EC.

4.5 Scientific Programme

The Scientific Programme consists of one track (no parallel sessions) and should address one specific topic/theme in Periodontology from a holistic view/different angles.

The programme is composed of sessions, all structured in a similar format with a limited number of speakers. For equal competencies, European speakers should be preferred.

For each session a chairperson has the task to present the theme of the session, to introduce other speakers of the session and to conduct the debate. The session of speakers is done by the Organising Committee on the proposal of the Scientific Chair.

The Final Programme should be presented by the Scientific Chair to the Core EC and EC in the EFP fall meetings and finally at the General assembly prior to the year of the event.

A scientific Secretariat (CorePCO) is at the disposition of the Scientific chair who is in charge to manage all the contacts with the Speakers invited to participate in the programme.

The invited speakers and chairpersons are exonerated from registration fee and receive compensation for travel and accommodation, according to modalities fixed by the Organising Committee and EFP policies.

The invited speakers and/or chairpersons will not receive any honorarium for their participation

4.6 Networking programme

The aim of the networking program organised within the framework of the EFP PMC is to facilitate social exchanges among the attendees in a friendly manner.

The networking programme could include one faculty dinner (Thursday) and one evening function open to all delegates (Friday) at the discretion of the EFP Treasurer. This event may be (partly) supported by industry.

It is not expected that lotteries, tombola or prize winning sessions are contemplated.

4.7 Promotion and printed matters

The promotional campaign is managed by the core PCO in collaboration with the Organising Committee and the EFP Coordinator.

The promotional campaign starts 1,5 years before the Meeting at the occasion of the EuroPerio Congress.

All printed matters and promotional material published for EFP PMC is created by the CorePCO in collaboration with the Organising Committee and the Head of Communication, under the control of the Congress Committee.

BID
BASIC FINANCIAL ESTIMATE TEMPLATE – ANNEX 1

Main possible Expenses:	Number	Cost in Euros
1.Venue		
Session rooms		
Exhibition rooms		
Other areas		
IT & Technical Equipment		
Technical personnel		
Internet & Wifi		
Other		
2. Accomodation (hotel price)		
3. Networking Events & Catering (approx idea.)	-	

Possible income:	Number	Income in Euros
Participants foreseen		
Capacity of venue		
Possibility of sponsorship		
Possibility of other local income (government/town sponsorship)		
other		

