

# European Society of Musculoskeletal Radiology

# ANNUAL CONGRESS INFORMATION

**April 2022**

## **General Principles**

The ESSR annual congress takes place in the host city in June. Host cities are planned 3 years ahead. The selection of a ESSR host city will be based on trying to keep a balance between European Countries. Countries that have not previously or recently hosted, will be given preference.

Each city proposed will be assessed in terms of accessibility, venues, the program offered and costs. The program will be evaluated by ExCom, with the assistance of the ESSR office.

A guiding principle is that the congress should visit all parts of Europe and should not be held in the same European region two years in succession.

Any town or city in Europe may be considered for the annual congress.

## **APPLICATION to host the Annual Congress**

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### **Timeframe**

A proposal to host the annual congress should begin three years in advance. The final decision on the next host location will be announced at the annual congress ExCom meeting at least 3 years before the congress date.

A final proposal to host should therefore be submitted at the latest by February 15th, three years before the congress date. The submission must include the following:

- Personal information of the lead proposer including a CV
- Position within the ESSR/other national or international societies
- If there is a National MSK Society or group in the country proposing the ESSR meeting, a letter of endorsement from that Society is necessary. Only one proposal per country is accepted at any one time. Information on the local MSK Society (committee members, numbers, activities, cooperation) should be included in the letter.
- Letter of motivation
- Two potential main topics for the congress
- Information on the city (international accessibility, transportation)
- Information on accommodation (number of hotels, price range, etc.)

- Most important benefits of the city as host for ESSR
- Information on possible congress venue(s) (number of lecture rooms, accessibility, AV, distance to the city center, distance to accommodation etc). Preliminary budget of the venue.
- Locations for evening events
- Propose names for a local organizing committee
- Experience with previous meeting organization (if any)

The proposal should indicate for which year or years the application applies, so that, if not selected in any one year, the proposal can automatically go forward to the selection process for subsequent years. It is emphasised however, that proposals not selected for one particular year, have no advantage over other proposals in subsequent years.

## **Congress Chairperson and Local Organizing Committee**

One single proposal lead remains preferable, and this individual will present the proposal to the Executive Committee (ExCom). Following a successful application, He/she will become the Chair of the Congress Organizing Committee. He/she acts as the coordinator and takes responsibility for the organization of the annual congress.

The Congress Chair is supported by, and should closely cooperate with, a local organizing committee (LOC) consisting of a well-balanced choice of representatives of the national society of MSK radiology or of a national MSK working group approved by the ESSR. Inclusion of a member from the ESSR Young Club on the LOC is recommended. A local member who is also on the Ultrasound Sub Committee would be an advantage. A minimum of 5 persons is suggested to form the LOC, with a maximum of 10.

The Congress Chair may choose to nominate one or two congress vice-chairs, who may assist her/him in the coordination of the congress and may replace her/him in case of inability to fulfill her/his duties due to unforeseen circumstances.

## **Congress venue**

The proposal should include details of where the congress will be held. Necessary details include the capacity of the venue and alternatives, the available lecture facilities, audiovisuals and support for other proposed programs. Access from Hotel facilities should be outlined. Some initial confirmation of congress venue availability should be made, but firm bookings should not, as there is no guarantee of success of the proposal for any given year.

Facilities must be available to run a pre congress Ultrasound Program. The ultrasound hands on course should be discussed from the beginning with the chair of the ultrasound

subcommittee. Other pregress activities should be agreed with the ExCom and Subcommittees.

Activities during the congress to encourage attendance are strongly recommended.

The venue should ideally be within walking distance of a range of hotels to suit all budgets, and within reach of an area to interest partners and families.

The ESSR Diploma examination will take place before each ESSR meeting. The proposed venue needs to include preview facilities, technical support, and any other needs for organization of the Diploma. The Diploma should be coordinated between the Chair of the Education Committee, ExCom, ESSR Office and local committee

## **Theme**

Selection of the topic of the Congress will be made from the two topics proposed. The choice will reflect on recent themes to avoid duplication, and the final decision by agreement between ExCom and the Congress Chair person.

## **Budget**

Only an outline is required at the pre-approval stage. This should include an indication of the costs of the venue, social program and an idea of the local hotel prices. More detailed budgeting will be needed once the proposal is provisionally accepted.

## **Social Program**

Venues for the Gala and other receptions should be proposed. These include a faculty dinner, potentially two if one is held for the US faculty, a welcome reception and a gala dinner. Once again firm bookings should not be made until definitive approval by the ExCom is received, and announced, and approved by the members at the General Assembly.

## **Sponsor**

If any sponsor or sponsors have indicated an interest this should be included in the proposal. If particular difficulties with sponsorship are anticipated this should be raised at an early stage. A perceived difficulty in obtaining sponsorship should not prevent a proposal being submitted.

## **Travel arrangements**

Air, rail and other transportation routes to and within the proposed city should be outlined.

## **Other aspects**

Any other positive or negative aspect that might impact on the ability to run a well attended meeting should be mentioned.

## **Decision on the Proposal**

The proposals will be analysed by the ExCom after the 1<sup>st</sup> of May submission deadline. If further information about a proposal is needed the office or the Secretary of the ESSR will contact the Chairperson. The decision will be taken between May and the ExCom meeting during the ESSR meeting. The decision will be sent to the Chairpersons of all the proposed meetings and announced at the GA.

# PLANNING the Congress

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## Roles and Responsibilities Overview

This document shall ensure the Congress Chair and Local Organising Committee are aware of their responsibilities as well as tasks and duties in regard to the organisation of the annual congress.

### ***ExCom***

The ESSR President and either Past President or President Elect will be the persons in charge within the ExCom for the annual meeting and will be involved from the time of proposal is accepted. ExCom retains ultimate responsibility.

### ***Office manager of the Meeting.***

It is strongly recommended that a local agency is selected to manage the meeting. This office will work in close cooperation with the ESSR Office and ExCom. The responsibilities of the local organisers, local agency and ESSR office for each aspect of organisation and administration need to be clarified in detail from the outset. If possible, at least 2 quotations should be obtained from local agencies for the cost of running the congress. The ESSR office may also present a proposal. Cost estimations will be reviewed by ExCom with assistance from the local organisers and ESSR office. Final decisions rest with ExCom.

The financial budget and final balance will be reviewed by the Treasurer, with the assistance of the auditors and any necessary financial expert.

### ***The Congress Chair & LOC***

Once the proposal is accepted, the LOC will work to the time frame provided by the ExCom. The Congress Chair will work with the President that will be in charge of the ESSR at the time of the meeting from the beginning. The Congress Chair will be invited as ex-officio member of the Executive Committee for the year prior to the meeting. The Congress Chair will inform the ESSR President of any issues that might lead to delay on any of the Congress timetable points, preferably more than 1 month in advance of any deadline.

The LOC together with the President of ESSR will be responsible for drafting the preliminary programme according to the Congress timetable outlined below. ExCom will review the provisional programme prior to September the year preceding the annual meeting i.e. before final invitations are sent out to assure that there is no imbalance in representation.

The LOC will be responsible for choosing the congress artwork, writing notices and advertising material, designing a congress App if necessary and, in conjunction with the ESSR Office and the annual organizing office, providing a timetable to assist with manning the ESSR booth at the prior ECR congress (if the ECR congress is held in March). These duties will have support from the Office.

The Congress Chair is asked to serve as Guest Editor for a special journal issue, focussed on the congress topic.

## **Main Program**

### ***Important timetables***

A preliminary programme including speaker names should be ready 10 months prior to the congress. The office will assist with communication with the subcommittee chairpersons to organize the dedicated sessions. Programme overviews and templates can be requested from the office. Official invitations will be sent by the Office as soon as the programme overview is ready and approved.

### ***Sessions***

In general the congress will comprise 2 parallel sessions, one for the Congress Theme and one for other sessions and scientific sessions. In addition, the following special sessions will be planned.

#### **Opening Ceremony**

This is a 30 minute session generally planned for the middle or late in the first morning. There will be a welcome address by the ESSR President followed by the same from the Chair of the Congress. Many Congresses also feature some local entertainment.

#### **International session**

This is a session that is available for organisation by the ESSR President if desired.

#### **Honorary membership Presentation**

The Honorary membership and In Memoriam sessions are important to show respect for past and senior members. Ideally this 30 minute session should be set at a time when as many as possible can attend, not at the end of the day or with overlapping sessions or committee meetings.

#### **Young Club**

A single session to be organised in conjunction with the Young Club. There is no particular timing stipulated. Responsible for session content: Young Club Representatives: [essryoungclub@gmail.com](mailto:essryoungclub@gmail.com)

### Next Congress Announcement

A 10 minute session to announce the next years congress should be planned. Most commonly this precedes the Quiz, but can be at any good opportunity during the meeting.

### Quiz

Normally approximately one hour, usually at the end of the Congress, after the announcement of next years congress and before the AGM

### AGM

Usually follows the Quiz on the last day.

## **Faculty**

### ***General principles***

The composition of the faculty should reflect the membership in terms of gender and country distribution. Speakers should predominantly be members of ESSR. Non-members can be included, but should not be a large proportion of the program

### ***Faculty brainstorming***

Once the preliminary program is prepared, the Congress Chair together with the ExCom will discuss the faculty. The Chair and LOC should make speaker suggestions but no invitations should be made until full approval by ExCom, two speakers per lectures should be proposed.

### ***Subcommittees***

The Congress Chair and the ExCom, with the assistance of the Office, should contact the Sub Committee Chairpersons in relation to the program. Each committee may submit a proposal for a session including titles and speakers, again 2 speakers per lecture should be proposed and can be selected from all ESSR members. The Congress Chair may choose to suggest areas for particular focus, depending on the congress theme. There is no requirement for the Sub Committee to accept this direction and no requirement for the Congress Chair to accept all of the sub committee proposals. In the event of any discussion, the decision of ExCom will be final.

Invited Speakers, who are not radiologists, will receive free registration to the Annual Meeting and travelling expenses covered with a maximum decided with the Chair person

of the meeting, ESSR President and Treasurer. If the meeting is hybrid, invited speakers can attend virtually.

## **Scientific Sessions**

### ***Submission***

The LOC are responsible for ensuring a successful Scientific Program. It will liaise with the office to ensure a timely Call for Abstracts. It should liaise with the National MSK body to encourage submissions.

### ***Evaluation***

Once the submission deadline has passed, a body of referees will be convened from the Society. In general this will be senior members, including past officers and Congress Chairs.

### ***Special papers***

The ESSR accepts the presentation of special papers from our affiliated societies.

## **Pre Congress Program: Ultrasound**

### ***Communication***

The US course is organized in close communication with the US subcommittee Chair. The program should be of 1 day duration. Any changes to this template have to be accepted by ExCom.

### ***Program***

The program will generally follow the theme of the meeting. The Congress Chair may propose an outline program to the Chair of the US committee or may delegate the program as she/he wishes. As for the main program, approval of the ExCom is required before any faculty is invited.

### ***Faculty***

Similarly, the Congress Chair and US Chair should brainstorm faculty and make proposals to ExCom

### ***Live demo & Hands On session***

Onsite support from the LOC members during the US Workshop is appreciated.

### ***Equipment & Models***

The LOC are responsible for liaising with the US Chair and, between them, for providing the US Equipment, couches, consumables and models for the satisfactory running of the Ultrasound demonstrations and Hands-On sessions.

The ESSR covers registration and hotel during ESSR US course for the US course speakers and interactive teachers, ESSR general course registration fee and hotel is not included.

## **Other Pre Congress Programs**

ExCom encourages the development of new and innovative ideas in MSK education. We would be happy to consider and discuss ideas from the LOC. Suggestions should be made to the ESSR President, ESSR Past President, and the Office if there are special considerations.

## **Social Events**

**Social Events** (Welcome Reception, Faculty Dinner, Gala Dinner)

The local organizer shall be responsible to search for and evaluate possible event locations in conjunction with the ESSR Office. A welcome reception is included for all the attendants. One faculty dinner is offered to the invited speakers and ESSR committees and subcommittee officers, and their spouses. The Gala dinner is covered for the President of ESSR, Congress Chair, Honorary Members and their spouses.

## **Budget**

The Congress Chair, LOC along with the local agency and ESSR office will provide regular updates of the budget to the ESSR treasurer, ESSR President and Past President. The reports should detail expenditure in all the major areas of the congress in an easy to follow spreadsheet format. Any arising costs (social events, catering, and any extras) have to be in accordance with the budget and shall be kept as economical and reasonable as possible. Major cost decisions have to be approved by ExCom.

The registration fee, social dinner and hotel accommodation (based on a superior room and for the duration of the congress) will be covered by ESSR for the Congress Chair. The registration fee for the local organization committee will be covered by the meeting budget up to a maximum of 10 persons.

The registration fee and social dinner is covered for that year's honorary members.

The registration fee is covered for all members of ExCom. If the congress budget has a positive balance, the Gala Dinner and 2-3 nights is covered for all members of the ExCom.

It will be added to the Congress Guidelines Document and Congress Budget. Travel costs are not included.

## **Sponsorship**

Companies shall be approached in every possible way to maximise sponsorship. Expected sponsorship (and company contacts) shall be communicated to the ESSR Office in order to be in accordance with the pre-defined congress budget. Companies should be approached one year prior to the meeting; a sponsor brochure might be drafted by the ESSR Office.

The office will keep an overview of overall sponsorship and items offered in return, to coordinate the overall industry cooperation. In addition, the office will contact sponsor partners from previous years to increase the number of possible industry sponsors

## **Congress App**

Recent meetings have benefitted from having a congress app. This has been used to show the congress program, allow delegates to plan their congress attendance, show abstract slides and allow questions and feedback. The LOC are encouraged to strongly consider such an App.

## **Graphic**

The Congress Chair will decide on an image for the meeting and advertising posters. This can be any image, but typically will reflect the host City/Town.

## **Journal Editorship**

The Meeting Chair is asked to serve as Guest Editor for a special issue of Seminars in MSK Radiology, focussed on the congress topic. Articles need to be submitted to the publishers (Thieme) by the end of January before the congress, the exact date will be communicated by the journal editors.

## **ESSR Highlights**

The Congress Chair and LOC will write a short article on the congress highlights, two months after the congress. This is for publication in Skeletal Radiology

## **Delivering the Plan**

The timetable below is intended to assist the LOC in the timely planning of the Congress.

## EXAMPLE ANNUAL CONGRESS JUNE 2025

| <b>2023</b> | <b>ACTION</b>  |
|-------------|--|
| May         | Final review of Congress Date                                    |
|             | Check local/national meetings to avoid overlap                   |
|             | Final review of Congress Topic and venue                         |
|             | Review possible extra programs                                   |
|             | Decide on Artwork with LOC                                       |
|             | Submit new details to ExCom                                      |
| ESSR        | Attend ExCom to discuss details                                  |
|             | Final venue approval at ExCom                                    |
| <b>2024</b> | <b>ACTION</b>  |
| Apr         | Invite Sub Comm Chairs to make proposals                         |
| May         | Faculty brainstorming with ExCom                                 |
| Jun         | Submit Preliminary Program & Faculty to ExCom                    |
|             | Compose "Welcome Words" for website & preliminary flyer          |
|             | Prepare presentation for ESSR 2024                               |
|             | Submit budget updates to ExCom 1 month before next Congress      |
| ESSR 2024   | Attend ExCom   |
|             | Note aspects of current Congress for inclusion/improvement       |
|             | Visit US sessions if necessary to learn how it runs              |
|             | Attend sessions to note speakers                                 |
| July        | Sponsors to be contacted / by office and Local Organisers        |
| Aug         | Submit final program and speakers to ExCom for approval          |
|             | Submit final pre congress program to ExCom for approval          |
| Sept        | Implement any changes proposed by ExCom                          |
| Nov         | Start abstract submission  |
|             | Start early bird registration                                    |
|             | Invite speakers and moderators (official invites sent by office) |
|             | Mail to Co-Operating National Societies                          |

|             |  |
|-------------|--|
|             | Start advertising program with Office, SubComms, Social media                  |
| <b>2025</b> | <b>ACTION</b>  |
| Jan         | Close abstract submission and Review (ExCom to select reviewers)               |
|             | CME Accreditation  |
|             | Inclusion of oral abstracts to the programme and publication in Thieme Journal |
|             | Check special society abstracts to be included (e.g. SIMS, SSR)                |
| Feb         | Plan manning of ECR booth if ECR is in March                                   |
| Mar         | Start Poster Submission  |
| Mar         | Manage Advertising and Booth at ECR  |
|             | Chair to attend ExCom meeting in or around March for problem solving,          |
| Apr         | Scientific Programme should be final, all speakers and moderators confirmed    |
|             | Decision on Menus for Faculty Dinner, Welcome Rec, Gala Dinner                 |
| May         | Final Programme Brochure Design, Congress App                                  |
| Jun         | Final preparations & Congress  |

## EXAMPLE ROOM REQUIREMENTS

| WED/THU                                      | Capacity             | Dimensions    | What will happen                   |
|--|----------------------|---------------|------------------------------------|
| US Workshop (0.5 - 1.5 days) - Lecture Room  | 200-400PAX (theatre) |               | Workshop Lectures                  |
| US Workshop (0.5 - 1.5 days) - Hands-On Room | 100-200 PAX          | 350 m2, empty | Ultrasound Hands-On Demonstrations |
| Breakout Room 1                              | 40 PAX               | 50-70 m2      | Oral Examination of Diploma        |
| Breakout Room 2                              | 40 PAX               | 50-70 m2      | Oral Examination of Diploma        |

|   |  |                   |   |
|---|--|-------------------|---|
| Breakout Room 3                               | 40 PAX                                   | 50-70 m2          | Oral Examination of Diploma   |
| Workshop Rooms                                | 60 PAX                                   |                   | According to the number of Workshops                                      |
| <b>FRI/SAT</b>                                | <b>Capacity</b>                          | <b>Dimensions</b> | <b>What will happen</b>   |
| Congress Room 1                               | 800 PAX theatre                          | 550 m2            | Congress Lectures   |
| Congress Room 2                               | 500 PAX theatre                          | 400 m2            | Congress Lectures   |
| Registration Desk, Exhibition & Catering Area | Space for 10-20x exhibitors - each 6 sqm | 500 m2            |   |
| Breakout Room 1                               | 30-50 PAX                                | 50-70 m2          | Committee Meetings  |
| Breakout Room 2                               | 30-50 PAX                                | 50-70 m2          | Committee Meetings  |
| Breakout Room 3                               | 30-50 PAX                                | 50-70 m2          | Committee Meetings  |
| Storage Room                                  |  | 100 m2, empty     | Storage of boxes, US Machines, Exhibitor logistics and delivery materials |