



IFOS CONSTITUTION

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INTERNATIONAL FEDERATION OF OTORINOLARYNGOLOGICAL SOCIETIES
Slovakia

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CONSTITUTION OF THE INTERNATIONAL FEDERATION OF OTO-RHINO-LARYNGOLOGY SOCIETIES

Title I. NAME - HEADQUARTERS - MEMBERSHIP

Article I. NAME

This organization is known as the International Federation of Oto-Rhino-Laryngological Societies (IFOS).

It is a nonpolitical organization.

Its central office is located in the country of residence of the General Secretary or country he decides.

Article II. OBJECTIVES

- (1) To promote the advancement of otorhinolaryngology (ORL).
- (2) To encourage close international relationships among otorhinolaryngologists and coordination among national and other international ORL organizations.
- (3) To make information available relating to ORL societies and faculties throughout the world.
- (4) To assist the Organizing Committees of the World Congresses of ORL: to review, evaluate and advise.
- (5) To represent ORL interests in other international organizations dedicated to the prevention and control of diseases and disorders related to ORL and to the training of otorhinolaryngologists.
- (6) To identify critical global ORL care needs and communication disorders, to propose ways to prevent and treat individuals with them and to set priorities among these needs according to their impact on society.
- (7) To engage in such other activities as are appropriate to the advancement of international ORL.

Article III MEMBERSHIP

- (1) The following are the categories of membership in International Federation of Oto-Rhino-Laryngological Societies (IFOS)
 - a. A member country of the federation is a country represented by one or more member national societies of that country
 - b. A member-society is an international society or organization dealing with any aspect of ORL
 - c. A member-multinational group of countries is a zonal group of countries (each of which has less than 10 Otorhinolaryngologists in their national ORL

- organization). Such countries should join with similar countries of the region having a similar situation to form a multinational zonal group.
- (2) Application for membership of any category of societies or groups must be made in writing to the IFOS General Secretary Office. The application after positive evaluation, shall then be presented to the Executive Committee for approval. The decision of the Executive Committee should be ratified by the General Assembly
 - (3) Any member country, member-society, or member-multinational group shall have only one vote per a member body in the General Assembly.
 - (4) Membership fees for any member body shall be equal.

Article IV. RESPONSIBILITIES

Each member-country, member-society and member-multinational group agrees to

- (1) Promote knowledge of and take an active interest in the objectives of IFOS.
- (2) Reply to all inquiries from both the General Secretary and Regional Secretaries within the time limits specified by them.
- (3) Keep the Executive Committee and its Regional Secretary informed of any events of interest to IFOS in its country.
- (4) Keep the General Secretary informed of its postal and electronic addresses.

Article V. FUNCTIONAL COMPONENTS OF IFOS

- (1) General Assembly.
- (2) Executive Committee.
- (3) Nominating Committee.
- (4) World Congress.
- (5) General Secretary.
- (6) Standing Committees.
- (7) Counselor Committees.
- (8) Regional Secretaries.

Title II. ORGANIZATION - FUNCTIONS

Article VI. GENERAL ASSEMBLY

- (1) IFOS is governed by a General Assembly composed of the delegates of the member-countries, international member-societies and member-multinational groups. It acts through an Executive Committee. Alternate delegates may be designated by any member-country, international member-society or member-multinational group.
- (2) Each member-country, international member-society and member-multinational group is entitled to two delegates at each meeting of the General Assembly. In the absence of either delegate or the designated alternate of a member-country, a representative of a member-society may serve as delegate by presentation of evidence that he or she has been entrusted by the member-country so to serve.
- (3) Each member-country, international member-society and member-multinational group is entitled to one vote provided that they have paid all past and current dues prior to the World Congress of ORL.
- (4) The General Assembly holds its meetings at the World Congresses of ORL under the chairpersonship of the President of IFOS.
- (5) The meeting of the General Assembly is organized according to generally accepted principles.
- (6) The meeting of the General Assembly adopts its own rules of procedure and has authority to form committees and subcommittees as needed to carry out its specific functions.
- (7) The meeting of the General Assembly approves the Regulations of the World Congress of ORL as proposed by the Executive Committee.
- (8) The first order of business of the General Assembly is to receive the report of the Executive Committee, General Secretary and Standing Committees
- (9) Any person entitled to attend the General Assembly meeting may participate in the meeting using telephonic, electronic or other communications means that permit all participants to communicate adequately with each other during the meeting, if IFOS makes available such a communication facility or the person in question has access to such a communication facility. A person participating in the meeting by any such means shall be deemed to have been present at that meeting.
- (10) A person participating by telephonic, electronic or other communication facility may vote by any such means if the facility, when necessary, can be adapted so that the votes can be gathered in a manner that permits their subsequent verification and permits the tallied votes to be presented to IFOS without it being possible for IFOS to identify how a particular member voted.

Article VII. FUNCTIONS OF THE GENERAL ASSEMBLY

- (1) To determine the policy of IFOS.
- (2) To ratify three members of the Nominating Committee.
- (3) To elect the President, the Members to Executive Committee and the Counselors.

- (4) To ratify changes in the Constitution or to dissolve IFOS.

Article VIII. EXECUTIVE COMMITTEE

- (1) The Executive Committee is composed of nineteen voting members of whom at least two must be from each of the following continents or regions; North America and Caribbean, Central and South America, three members from each of East Asia and Oceania, South and West Asia, Africa and the Middle East and at least four members from Europe. One member from the host country of the following World Congress shall be added to the Executive Committee.

North America and Caribbean	2
Central and South America	2
East Africa and Middle East	3
East Asia, and Oceania	3
South and West Asia	3
Europe	5
IFOS Host Country	1

- (2) The President of IFOS or his/her designate presides at all meetings.
- (3) The term of the President is 4 years or until the next World Congress. The Vice-President is changed with every new elected site of the World Congress. The term of the Secretary General, Vice Secretary General, Regional Secretaries, and Chairs and members of the Committees is up to 2 full terms 4 years each. If elected in midterm, the officer shall complete the part term and up to 2 full terms. The Counselors are elected for life.
- (4) The President of the IFOS World Congress of ORL is elected by the ORL society(s) of the country elected to conduct the next Congress.
- (5) The President, Vice-President, Secretary General, Vice-Secretary General, Regional Secretaries, and Counselors serve as Ex-Officio Members of the Executive Committee.
- (6) The appointment or election of any officer shall observe that one person shall not serve on more than one post on the Board and Committees of IFOS.
- (7) An office of a Vice-Secretary General is created to guarantee smooth continuity of affairs at the change of officers every 8 years. The Vice-General Secretary is elected in alternative terms to the terms of the Secretary General to allow overlap of the two offices. The Vice-Secretary General shall be an Ex-officio non-voting member of the Executive Committee. The Vice-Secretary General shall assist the office or the Secretary General and shall be assigned tasks as decided and needed.
- (8) Any person entitled to attend the Executive Committee meeting may participate in the meeting using telephonic, electronic or other communications means that permit all participants to communicate adequately with each other during the meeting, if IFOS makes available such a communication facility or the person in question has access to such a communication facility. A person participating in the meeting by any such means shall be deemed to have been present at that meeting. An Executive Committee member participating by telephonic, electronic or other communication facility may vote by any such means if the facility, when necessary, can be adapted so that the votes can be gathered in a manner that permits their

subsequent verification and permits the tallied votes to be presented to the IFOS Board without it being possible for the IFOS Board to identify how a particular member voted.

Article IX. EXECUTIVE COMMITTEE MEETINGS

- (1) The Executive Committee shall meet on the day before the opening of and on the last day of the World Congress of ORL. It shall meet at least annually. It shall meet as often as is necessary for the business of the Federation.
- (2) Meetings of the Executive Committee are called at the discretion of the President after due notice to the Executive Committee Members. The agenda will be presented by the General Secretary.
- (3) Actions by the Executive Committee at annual and interim meetings must be published to all Members of the Executive Committee, with ratification dependent on a postal or electronic vote in lieu of a quorum.

Article X. FUNCTIONS OF THE EXECUTIVE COMMITTEE

- (1) It is the duty of the Executive Committee to execute resolutions passed by the General Assembly and to take actions designated to further the objectives of IFOS.
- (2) It carries out the policies of IFOS during the interval between General Assembly meetings and approves applications for admission of member-societies and member-multinational groups to IFOS.
- (3) It submits nominations for the President of IFOS and the Counselors. Other candidates may be nominated from the floor at the General Assembly.
- (4) The Executive Committee elected at the General Assembly elects the General Secretary, the Vice General Secretary, ratify the Chairperson of each committee proposed by the General Secretary, and the Regional Secretaries on the last day of the World Congress of ORL. For such elections, two-thirds of the voting members must be present. Election will be decided by a simple majority.
- (5) It deals with questions regarding ORL problems of international importance.
- (6) It prepares the agenda for the meeting of the General Assembly , after General Secretary proposal.
- (7) It represents the interests of international ORL in relation to other organizations.
- (8) It will review, criticize and recommend changes it thinks necessary for improvements in the program of the World Congress of ORL.
- (9) It prepares or proposes, for approval by the General Assembly, the Regulations of the World Congress of ORL.
- (10) Upon the advice of the General Secretary, it appoints the members of and organizes the Standing and Counselors Committees to achieve the objectives of IFOS.

Article XI. NOMINATING COMMITTEE

- (1) The Nominating Committee is composed of five members, three of whom are elected by the General Assembly and two of whom are appointed by the General Secretary.
- (2) The Executive Committee selects the Chairperson from the three elected members.
- (3) The Nominating Committee proposes candidates for Members of the Executive Committee to be elected at the next World Congress of ORL. In order to comply with Article VIII, the General Secretary will advise the Nominating Committee regarding the total number on the Executive Committee from each region.
- (4) The nominations are delivered to the General Secretary six months before the World Congress of ORL and presented to the General Assembly. Additional nominations may be made from the floor.

Article XII. EDUCATION COMMITTEE

- (1) The Educational Committee is composed unless of four members: IFOS Past General Secretary , IFOS Past president , IFOS General Secretary and IFOS President. General Secretary will be the coordinator and may add other members.
- (2) The Educational Committee is in charge of the educational programs in between 2 World congress.

Article XIII. THE WORLD CONGRESS OF ORL

- (1) The World Congress is held every four years in a member-country. The site and date are decided by the General Assembly. The site of the World Congress may not be located twice in the same host-country within twenty years. Inasmuch as is possible the site should be rotated among the six regions.
- (2) When a member-country introduces its candidacy as host-country, it must prove its capability to conduct a World Congress. Therefore, this member-country shall send to the General Secretary, at least twelve months before the World Congress, complete documentation proving that it is supported by its national ORL organizations and by its Government, more particularly by the Ministries of Education, Health and Tourism. The Site Selection Committee will visit the candidate-country within twelve months of the World Congress, at which it might be elected, to judge its competence to serve as the host-country for the World Congress. The cost of the site visit must be borne by the candidate-country.
- (3) When a member-country is chosen as the site of the World Congress, it must be a member of IFOS. It shall be responsible for the organization of the World Congress in accordance with the Regulations proposed by the Executive Committee and approved by the General Assembly. The Organizing Committee of the World Congress of ORL must consult with IFOS General Secretary who will review the scientific program as it develops. The Program Advisory Committee will meet with the Organizing Committee of the World Congress at least 24 months before the World Congress. The cost of the visit will be borne by the host-country.
- (4) IFOS has no financial obligations in regard to the World Congress of ORL.

Article XIV. COMMITTEES

There are three types of committees: Standing, Counselors and Ad hoc.

Standing committees serve a role that is integral to the structure and management of IFOS. These cannot be cancelled or suspended except by amendment of the constitution.

Ad hoc committees are committees to serve a particular function. These committees may be modified or discharged by the President after elaboration with the Executive Committee. Thus the appointment and discharge of ad hoc committees do not need an amendment of the constitution.

(1) Standing Committees

The following are the Standing Committees

- a. Audit Committee
- b. Budget Committee
- c. Nomination Committee
- d. ORL Education Committee
- e. YO-IFOS Committee

(2) Counselors Committees

The following are the Counselors Committees

- a. Awards Committee (Nominations for Medals and Honorary Membership of IFOS). No awards or honors shall be endowed on deceased persons.
 - b. Constitution and Regulation Committee
 - c. Site selection Committee (This committee has a special formulation made of the President, the immediate past-President, and Secretary General. A maximum of two counselor may join the Committee as a supplementation or replacement of a missing member of the original formation)
- (3) The President may appoint or discharge, with the approval of the Executive Committee, ad hoc committees and subcommittees as are necessary to carry out the work of the Federation. Each committee may establish rules of conduct and must be approved by the Executive Committee.
 - (4) The charge to each committee will be developed by the General Secretary, in cooperation with the respective committee, and approved by the Executive Committee at least every four years.
 - (5) Chairpersons and members of the committees will serve no more than two full four-year terms.
 - (6) To ensure a continuing flow of new ideas, while guaranteeing smooth transition of the work and effort of the committee, one half of the members will be replaced every four years.
 - (7) The committee (ad hoc committee for sub-specialization) is made of a total number of seven members representing the seven regions of IFOS. The

Committee shall have a Chairperson and a vice Chairperson, proposed by the General Secretary, and five members. The seven members of the Committee shall represent in as much as practical the various regions of IFOS

- (8) Each Ad hoc Committee shall have a member of the Executive Committee among its members.

TITLE III. OFFICERS – VOTING

Article XV. OFFICERS

- (1) The officers of IFOS are the President, Vice-President, General Secretary, Vice-General Secretary, Executive Committee Members, Chairpersons of the Standing Committees, Counselors, and Regional Secretaries.
- (2) The Executive Committee Members are elected by a majority vote of the General Assembly for a term of four years or until the next World Congress. They may serve up to 2 full terms 4 years each.
- (3) Any vacancy occurring among officers, except that of the Vice President, during their term of office, may be filled by a majority vote of the Executive Committee, obtained by postal or electronic vote or at its next meeting.
- (4) In the case of a postal or electronic vote, the General Secretary will announce the vacancy in a letter sent to the voting members of the Executive Committee, including the President; the Vice-President and Vice General Secretary; and the non-voting members who are the Chairpersons of Standing Committees, the Counselors and the Regional Secretaries. The letter will request nominations of candidates. These nominations will be sent to the General Secretary within three months. The list of nominees will be sent to each voting Member of the Executive Committee. The votes must be returned to the General Secretary within sixty days.

Article XVI. PRESIDENT

- (1) The President shall be from any member-country of IFOS, elected by the General Assembly on the recommendation of the Executive Committee. Special consideration may be given to the previous Vice-President in view of his or her direct association with IFOS during the previous four years.
- (2) The President of IFOS with the assistance of the Vice-President presides at all meetings of the General Assembly. The succeeding President shall be installed at the end of the meeting of the General Assembly. His or her term of office shall be until the end of the meeting of the General Assembly of the next World Congress.
- (3) The President presides at meetings of the Executive Committee.
- (4) The President shall work very closely with the General Secretary and will implement the Constitution and decisions of the Executive Committee and General Assembly.
- (5) In the event of a tied vote by Members of the Executive Committee, or the General Assembly, the President will cast the deciding vote.

Article XVII. VICE-PRESIDENT

- (1) The Vice-President is elected by the member-country chosen for the next World Congress. The Vice-President serves as the President of the next World Congress.

- (2) The Vice-President assists the President in presiding at all meetings of the General Assembly and in furthering the interests of the Federation. The Vice-President shall act for the President in his or her absence.

Article XVIII. GENERAL SECRETARY

- (1) The General Secretary is elected by the Executive Committee. The General Secretary shall hold office from one World Congress to the next and is eligible for re-election. The General Secretary shall manage the business set forth in Article X of the Constitution and carry out the execution of the affairs of the Federation as directed by the Executive Committee.
- (2) The General Secretary is responsible for preparing the agenda and keeping the minutes of the General Assembly and Executive Committee, conducting the correspondence of IFOS and keeping its records up to date.
- (3) The General Secretary collects the money due to the Federation, receives gifts made to the Federation, and keeps proper and necessary books of the incomes and expenses of the Federation. These books shall be audited yearly by an auditing firm approved by the Executive Committee.
- (4) The General Secretary is an Ex-Officio Member of the Executive Committee, the Constitution and Regulations Committee, the Program Advisory Committee and the Site Selection Committee.
- (5) The term of office of the General Secretary is 2 full terms 4 years each.
- (6) The General Secretary cannot simultaneously hold another office in IFOS.
- (7) The General Secretary receives an honorarium determined by the Executive Committee and paid from IFOS funds.

Article XIX. COUNSELORS

- (1) Individuals recognized by their previous service to the interests of IFOS may be elected Counselors. This venerable position may be conferred by vote of the General Assembly on the recommendation of the Executive Committee.
- (2) Past-Presidents become IFOS Counselors.
- (3) Counselors are appointed for life.
- (4) Counselors may be appointed to three Counselors Committees: The Committee on Awards; The Constitution and Regulations Committee and the Site Selection Committee.

Article XX. CHAIRPERSONS OF COMMITTEES

- (1) The Chairpersons of Standing or Ad Hoc Committees are nominated by the General Secretary and elected by the Executive Committee.
- (2) The Chairperson of a Standing or Ad Hoc Committee is responsible for the organization and working of the Committee.

- (3) The Chairperson of a Standing or Ad Hoc Committee will report on the activities of the Committee to the General Secretary at least annually well in advance of the annual Executive Committee meeting and the General Assembly during the World Congress.

Article XXI. REGIONAL SECRETARIES

- (1) Eight (8) Regional Secretaries will be elected by the Executive Committee after General Secretary proposal: one each for Europe, North America and the Caribbean, Central and South America, East Asia and Oceania, South and West Asia, Southeast English-speaking Africa, Northwest French speaking Africa and Middle East.
- (2) Regional Secretaries shall assist the General Secretary, to whom they are reporting. The Regional Secretaries shall work in cooperation with the Members of the Executive Committee from their region.
- (3) The Regional Secretary will be eligible for reelection of a maximum of two terms 4 years each
- (4) Additional Regional Secretaries may be created by the Executive Committee.
- (5) An Assistant Regional Secretary may be elected by the Executive Committee whenever the need of the work dictates.

Article XXII. VOTING

- (1) At the request of one voting member of the General Assembly, or any IFOS officer, a secret vote must be taken. This also applies to postal or electronic balloting.
- (2) Procedure for voting in the General Assembly: Article VI (3, 4 and 5).
- (3) The procedure for voting in the Executive Committee will be decided by a simple majority. For the election of the Chairperson of each Standing Committee, the General Secretary the Vice General Secretary and the Regional Secretaries, two thirds of the voting members must be present. On other issues a quorum shall consist of ten voting members.
- (4) Procedure for postal voting: Article XV (4).
- (5) In the Executive Committee, voting is limited to the eighteen members elected by the General Assembly. In the event of a tie, the President must cast the deciding vote.
- (6) A person participating by telephonic, electronic or other communication facility in any voting mentioned in the articles XIV-XX may vote by any such means if the facility, when necessary, can be adapted so that the votes can be gathered in a manner that permits their subsequent verification and permits the tallied votes to be presented to the responsible IFOS representatives without it being possible for the responsible IFOS representatives to identify how a particular member voted.

Title IV. STAFF - OFFICES - FINANCES

Article XXIII. STAFF

- (1) The General Secretary is the staff Executive Officer
- (2) Qualified personnel may be employed by the General Secretary to conduct the operation of IFOS.
- (3) The Regional Secretaries are responsible for the organization of their office, but all financial responsibility must rest with the General Secretary.

Article XXIV. FINANCES

- (1) The fiscal year of IFOS begins on January 1 and ends on December 31.
- (2) The resources of IFOS originate from:
 - a. The annual dues paid by member-countries, member-societies, and member-multinational zonal groups.
 - b. Subsidies, gifts, and bequests that might be bestowed on IFOS and accepted by the Executive Committee.
 - c. The contribution from the World Congress of ORL. This shall be 12% of the registration fees and fees collected from exhibitors.
- (3) Dues.
 - a. Each member-country, member-society and member-multinational group shall pay such amount each year as shall be determined by the Executive Committee, after due consideration of the relevant financial condition in that entity.
 - b. The assessment shall be paid in advance, on January 1 of the following year.
 - c. Member-countries, international member-societies and member-multinational groups defaulting such payment may lose their membership at the discretion of the Executive Committee. They will automatically lose the right to vote at any subsequent General Assembly until their assessments are paid.
- (4) General and Financial Reports.
 - a. The Executive Committee, with the General Secretary, shall prepare and submit to the General Assembly a report of the General State and Proceedings of IFOS for the period following the preceding meeting of the General Assembly.
 - b. The Executive Committee, with the General Secretary, shall prepare a financial report including a balance sheet for the period between the two General Assemblies and shall submit it to the General Assembly.
- (5) Budget.
 - a. The General Secretary, with the approval of the Executive Committee, shall prepare a budget for the four years following a General Assembly. The General Secretary shall submit an annual report of this expenditure to the President. Budgetary forecasts for the succeeding year must be approved by the President and sent to the Executive Committee.
 - b. Following the meeting of the General Assembly, a full report of the activities of the General Assembly and the Executive Committee, and the financial report of the General Secretary, shall be sent to all member-societies.

- c. The General Secretary shall send to member-societies a summary of the work of his office and other pertinent facts concerning IFOS before April 1 of each year.

Article XXV. REVISION OF THE CONSTITUTION

- (1) Revision of the Constitution can be approved only by the General Assembly.
- (2) Three member-countries, international member-societies and member-multinational groups may submit to the General Secretary proposed changes in the Constitution at least six months in advance of a General Assembly meeting.
- (3) Proposed changes in the Constitution are submitted to the Executive Committee by the General Secretary four weeks in advance of any of its meetings. The Executive Committee may also propose changes in the Constitution.
- (4) The proposed changes, with the comments of the Executive Committee, shall be sent to delegates to the General Assembly at least two months before its meetings.
- (5) The proposed changes become effective if approved by two thirds of voting members present and entitled to vote at the meeting of the General Assembly.

Article XXVI. AMENDMENT OF THE CONSTITUTION

- (1) Amendments to the articles of the Constitution may be prepared, providing they do not alter the original intent of these articles.
- (2) They must be proposed by one member-country, international member-society or member-multinational group and be sent to the General Secretary three months before the following Executive Committee meeting. They will be reviewed by the Executive Committee to ensure they do not conflict with the Constitution. They shall then be introduced before the General Assembly for approval by a simple majority.

Article XXVII. DISSOLUTION

- (1) When a General Assembly is convened for the purpose of the dissolution of IFOS, a quorum of at least two thirds of the voting members is required. Dissolution requires a two-thirds vote.
- (2) If the quorum does not meet, a postal or electronic vote of voting members shall be taken on the question of dissolution and on the distribution of the assets of IFOS in the event of a dissolution.

REGULATIONS OF THE WORLD CONGRESS OF OTO-RHINO-LARYNGOLOGY

Article 1

Following is the mechanism of inviting the affiliated societies to bid for the future World Congress.

- (1) The IFOS office will deliver the invitation to bid for the IFOS Congress before January 31 the year before the actual IFOS World Congress
- (2) The invitation to bid for the future IFOS World Congress will be sent to the national ORL societies of the member countries
- (3) The invitation to bid for the future IFOS World Congress will be sent only to those member countries who have paid the affiliation fees of all their national society(s), up to the previous year of the delivery of invitation.
- (4) The "dead line" for receiving the application with the bid book is one year after delivering the invitation.
- (5) The host country should organize the IFOS World Congress as an independent event. In case the National congress of the IFOS World Congress host country is attached to the IFOS Congress, the former must fully follow the rules and regulations of the IFOS Congress

Article 2

In accordance with Art. XII of the IFOS Constitution, the host country of the next World Congress is chosen by the IFOS General Assembly. A simple majority vote of those present at the General Assembly is required. If no candidate-country receives a majority of the votes of those present, the runoff ballot will include the three candidate-countries receiving the greatest number of votes.

The right to vote in the General Assembly shall be for:

- (1) Member countries with affiliated societies. The voting shall be on bases of "one country one vote", whatever the number of IFOS affiliated societies from the country
- (2) Member multinational societies
- (3) Member multinational zonal group of countries
- (4) The right to vote in the General Assembly shall be for voting members who have paid the dues of their national society(s) till the year of the voting
- (5) Payment should be received from the national societies directly, not from a third party.
- (6) Casting the votes in the General Assembly is by attending voting members only. Voting by proxy may not be applied.

Article 3

Registration fees:

- (1) The registration fees are proposed by the host country. The fees are finalized by consultation with the General Secretary of IFOS. The fees shall be adjusted in the light of the fees of previous World Congresses, and may be adapted to the world and local inflation rates.
- (2) The registration fee for the participants from the host country are kept as for the rest of the world. A privilege for the participants from the host is to keep the value of the early bird fees for the participants from the host country till the category of registration on site.
- (3) The registration fees for participants from the low economy countries, as indicated in the UN and World Bank listing shall enjoy a 30% discount of the original fees. This reduced value shall be kept until the onsite registration.

Article 4

The President of the next World Congress is chosen by the host member-country. The President is de facto Vice-President of IFOS: Art. XVI (1).

Article 5

As soon as the President of the World Congress is chosen by the host member-country, the President of the World Congress has to set up the Organizing Committee of the next World Congress. The President and General Secretary of IFOS must be informed immediately of the names of the Organizing Committee by the President of the World Congress, and they in turn must inform the Executive Committee.

Article 6

The first duty of the Organizing Committee will be to send to the General Secretary of IFOS a report that will be transmitted to all the members of the IFOS Executive Committee and which shall include the following:

- (1) A list of respective positions to be held by each member of the Organizing Committee.
- (2) A report on the technical and material facilities at their disposal for the satisfactory organization of a World Congress: Art. XII (3).
- (3) The General Secretary of IFOS will elaborate the Agreement for the Organization of the World Congress of Oto-Rhino-Laryngology, Head & Neck Surgery. This Agreement will constitute the legal, valid and binding obligations with IFOS.

Article 7.

- (1) The official languages of the Congress shall be English, French, German, Japanese and Spanish.
- (2) The choice of languages for simultaneous translation will be left at the discretion of the Organizing Committee, after due consultation with the IFOS Program Advisory Committee.

Article 8.

The Organizing Committee of the World Congress shall assume the entire financial responsibility for the planning and execution of the World Congress: Art. XII (4).

Article 9.

The Organizing Committee of the World Congress will plan the scientific program of the World Congress.

- (1) They will obtain the advice of special selected experts who will be designated as the IFOS Program Advisory Committee.
This Program Advisory Committee will be appointed for each World Congress by the IFOS Executive Committee on the advice of the General Secretary: Art. X(10).
It shall include, ex officio, the President, the General Secretary and the Chairman of the Subspecialty Committees.
The Program Advisory Committee will meet with the Organizing Committee of the World Congress at least 24 months before the World Congress: (Art. XII (3)). The host-country will determine the site of the meeting and bear the expense of the meeting.
- (2) The Organizing Committee shall select topics for the panels and plenary sessions.
- (3) In case of controversy, the Program Advisory Committee shall be consulted.
- (4) The Organizing Committee will provide program time for the presentation of the reports of the IFOS Standing Committees.
- (5) The Organizing Committee will develop instructional courses.

Article 10.

The following organizations and committees are permitted to propose topics and to submit the names of participants for the programs of the World Congress:

- (1) National and international member-societies and IFOS Standing Committees are asked to propose topics as well as panel member for these topics; from these, subjects will be selected and panel members named.
- (2) The Organizing Committee of the World Congress may also propose subjects and the panel members.

In as much as is practical, each panel should have representatives of the various continents. Likewise program participants should be equitably distributed among member-countries.

Article 11.

The free paper sessions will be accessible to any otorhinolaryngologist in the world registered at the World Congress. If an excess of papers appears, the Organizing Committee may make a selection from these free papers.

Article 12.

Physical and technical facilities for the General Assembly of IFOS, the meetings of the Executive Committee of IFOS and the Office of the General Secretary of IFOS will be provided by the Organizing Committee during the World Congress.

Article 13.

All the members of the IFOS Executive Committee as well as the designated members of the IFOS Program Advisory Committee will be informed of all the decisions taken by the Organizing Committee and will be furnished requested information as promptly as possible.

Article 14.

Reimbursement or reduction of travel or congress fees will generally not be proposed or accepted, whomever it may concern, i.e., whether they be committee members, chairpersons of sessions or other individuals.

Financial assistance will be allowed only for a participant who is not an otorhinolaryngologist, e.g., for an invited representative of another discipline or for a guest acting as a technician in a special field. Otorhinolaryngologists, designated for specific extraordinary tasks, may be considered in exceptional circumstances.

Article 15.

It is the duty of the Organizing Committee of the World Congress to respect the IFOS Constitution in all its aspects and to live up to the spirit of IFOS as a truly international organization.

Article 16.

It is the duty of the IFOS Executive Committee as well as all its members to cooperate and help the Organizing Committee in all ways possible.

Article 17.

Modifications of these regulations may only be made on the proposal of the IFOS Executive Committee (Art. X(9)) and the approval of the General Assembly (Art. VI (9)).

Ratified by the General Assembly of the International Federation of Oto-Rhino-Laryngological Societies

January 2023, Dubai