



INTERNATIONAL FEDERATION OF OTO-RHINO-LARYNGOLOGICAL SOCIETIES

*Non-Governmental Organization in Official relationship with World Health Organization
Member of the Council for International Organizations of Medical Sciences, C.I.O.M.S.*

Call for Applications: IFOS World Congress 2030 .

Onsite Evaluation Guidelines

EVALUATION CRITERIA FOR ONSITE EVALAUTION REPORT

The main goal of this document is to make the IFOS World Congress a more transparent procedure that may provide some objective information regarding the different candidates according to IFOS Constitution and IFOS World Congress Regulations.

1) About the site:

- The site of the World Congress may not be located twice in the same host-country within twenty years. In as much as is possible the site should be rotated among the six IFOS regions.
- Official supporting: The candidate must be supported by official letter UNLESS by:
 - o National Government or National Educational , Tourism and Health Ministries
 - o Educational and research Institutes (Universities etc)
- Venue and physical and technical facilities
- Travel connections

2) About the Candidate Country:

- The proposal must be presented officially by its national ORL organization. Must be a member of IFOS, also must have paid the affiliation fees of all their national society(s), up to the previous year of the delivery of invitation.



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- The National Society or IFOS member Society, must present the official document of the national body approving the supporting of the World Congress.
- The Organizing Committee of the World Congress of ORL must present a gender policy (written document) and gender balance in the committees that will be evaluated
- Must indicated if they pretend to organized together with IFOS World congress another event.
- Regarding the society they must present the following data:
 - o Number of Members of the ENT Soc
 - o Number of ENT training accreditation department
 - o YO-IFOS members

3) Registration Fee:

- The registration fee policy proposed by the host country must be presented although according to regulation. *“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”.*

4) Organizing committee:

- The host country must present the Organizing committee. Unless the following members must be proposed:
 - o President (defacto Vice-President of IFOS: Art. XVI (1)
 - o Vice President
 - o General Secretary
 - o Vice General Secretary
 - o Treasurer
 - o Yo-IFOS representative
- The Scientific committee must also be proposed according to the following criteria:
 - o Unless 5 members must be presented in the proposal
 - o Representing unless three areas.
 - o CV showing the “H” factor , research CV, and scientific field in the international field.
- Scientific Program and distribution proposed

5) PCO :



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- PCO information and interview (IFOS document agreement pre-discussion)
- Expected income and costs (Budget)
- Expected number of attendees
- Dissemination policy
- Technical and material facilities at their disposal for the satisfactory organization of a World Congress
- Hotels and accommodation