



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 .

Bylaws

A) IFOS CONSTITUTION

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. In as much 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 , at last , 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 (two members of them), at which it might be elected, to judge its competence to serve as the host-country for the WorldCongress. 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 theWorld 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.



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() 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 , selected by the General Secretary as a supplementation or replacement of a member .*

For this edition the Selection Committee is :

Coordinator: Angel Ramos-Macias (General Secretary)

Memebers: Hussain Al Rand (President)

Bernard Fraysse (Inmediate Past President)

Desiderio Passali (Conselor)

Erwin Offeciers (Conselor)



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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.



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Article 3

Registration fees:

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. As a traditional issue, IFOS President and General Secretary are the only invited to the world congress.

(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.



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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 WorldCongress:

(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



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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