



International Federation of Biomedical Laboratory Science

Terms of Reference for IFBLS Congress Advisory group

Name

IFBLS Congress Advisory group

Members

- Selection of members and the Chairperson is the responsibility of the IFBLS Management Committee.
- Up to seven members are selected from IFBLS member associations.
- All members should have expertise in organising IFBLS Congresses or other International Scientific congresses, and be closely connected with their IFBLS member association either as Chief Delegate, former Chief Delegate or in another capacity.
- All members must have attended previous IFBLS Congresses including IFBLS member meetings during congress, and preferably also Alternate GAD/CD meetings.
- The Chairperson reports to the President who will then report to the Management Committee and Board of Directors.

Term of Membership

The initial term of membership shall be for 4 years with possible renewal depending on circumstances. If a member is unable to fulfill their duties, they are personally responsible for informing the IFBLS President as soon as possible.

Rationale for the Advisory Group

This Advisory group is formed to aid and assist IFBLS to ensure the success and continuation of the IFBLS Congress.

Goals

1. Stimulate IFBLS member associations to apply for hosting the IFBLS Congress.
2. Aid potential Congress organisers in the application process when requested.
3. Advise the IFBLS Board of Directors in the selection of the locations for future congresses.
4. If requested provide assistance at the IFBLS Congress site visit in collaboration with the IFBLS Management Committee.
5. Aid the Congress host as requested in the organising process, including scientific program, securing and evaluating abstracts for posters and complimentary (or sponsored) lectures, profiling the Congress and identifying potential participants.
6. Review the feedback from the previous Congress hosts and participants and make recommendations based upon that feedback.
7. Review and update related policies.
8. Other duties as assigned.



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Resources and Budget

There is no line item in the budget for this Advisory group. If the Group requires funds to meet their objective, they must request and receive prior approval from the Board of Directors.

Governance

Decisions should be made on a consensus basis, however if no consensus can be reached, decisions will be made based upon the majority opinion. The Chair should ensure all members have had the opportunity to provide their input. The Chair will report to the President who will then report to the Management Committee and Board of Directors.

Communications

All work by the group is to be completed by email or other electronic means without cost. The use of telephone calls or convening a meeting requires prior approval from the President, as there would be financial implications.

Related policies/By-laws

IFBLS Congress Hosting Guidelines.

IFBLS Congress Planning Guidelines.

Call for applications to host IFBLS Congress and GAD.

Current bylaws: see www.ifbls.org.