



## IFSSH Mid-Term Course in Hand Surgery: Guidelines

### 1. General Guidelines

- 1.1. The Mid-Term Course in Hand Surgery (the “Course”) is to take place on a rotating basis in regions in accordance with the schedule published on the IFSSH website (<https://ifssh.info/pdf/Mid-Term-Course-Rotation-Schedule.pdf>).
- 1.2. The Course is to be scheduled at a time point approximately mid-way between the IFSSH Triennial congresses. The Course dates should be chosen to optimize attendance taking into consideration regional and local social, political, and meteorological factors.
- 1.3. The Course should include at least three days of educational activity including participation of invited foreign, regional, and local faculty. The curriculum should cover all of hand surgery but emphasize four major topics and take into consideration the interests and needs of the hosting region.
- 1.4. The Course should be differentiated from a Congress by focussing the content on instructional course lectures, symposiums (to discuss any frontier or controversial topics), workshops, and – where appropriate - other educational formats (such as live streaming of surgeries from operation rooms, journal clubs, debates, and case discussion). There should be no free paper sessions.
- 1.5. The organisation of the Course is the responsibility of the host hand society. The local organising team is expected to work closely with the IFSSH President and Secretary-General or their designee(s) on the general outline of the Course and submit progress reports as indicated.
- 1.6. The Course, while being allocated to a host from a particular region, is a global hand surgery event and participation from all hand surgeons worldwide should be encouraged.
- 1.7. The host society organising committee is to encourage collaboration with the region’s hand surgery societies through inclusion of regional faculty in the curriculum.
- 1.8. Ensuring nominal registration fees for attendees is a priority. While covering the cost of the Course is important, the primary mission of the Course is to educate rather than make a profit. The Course must be structured to allow and encourage participation by hand surgery professionals from as broad a socioeconomic spectrum as possible.
- 1.9. The IFSSH will provide a grant to the host society of **US\$20,000** to be used as outlined below.
- 1.10. Four to five eminent hand surgery faculty should be invited from outside of the host society. Each faculty member will be expected to give no less than two major lectures to the Course, and to participate in any symposia and other activities. The IFSSH grant of \$20,000 is to be used to assist the international travel expenses and hotel accommodation during the Course for the invited faculty. The IFSSH urges \$2000-4000 to be provided to each faculty for international travel to the Course (dependent on the actual cost).
- 1.11. The host society may invite faculty from its own society. The cost of travel and accommodation for faculty from the host society should be supported by the Course organizers, and not by the IFSSH grant.

- 1.12. The Course format, if financially feasible, will be hybrid, with on-site participation and online live streaming attendance options offered.

## 2. Application and Selection Process

- 2.1. The IFSSH Secretary-General will call for nominations to host the Course nine (9) months prior to the Triennial Congress at which the Course bidding will occur.
- 2.2. The bid to host the Course may be made only by IFSSH Member Societies in good financial standing with the IFSSH.
- 2.3. Applications should be no more than 4-pages long. The application should include:
  - why the society wishes to host;
  - the chair and members of the organizing committee;
  - city and venue;
  - proposed dates;
  - the topics the Course will cover; and
  - the main topics that international faculty will cover. While it is important to have the outline of the topics covered in the proposal and the Course format, it is not necessary to include the names of the proposed faculty. The faculty can be confirmed after the bid to host is decided.
- 2.4. IFSSH Member Societies from the invited regions interested in hosting the Course must advise the IFSSH Secretary-General of their intention to submit a bid. This correspondence must occur at least six (6) months prior to the Triennial Congress at which the Course bidding will occur.

**NB:**

  - The host of the Course to be held between the 2025 and 2028 IFSSH Congresses will be selected at the 2025 IFSSH Delegates' Council Meeting
  - The host of the Course to be held between the 2028 and 2031 IFSSH Congresses will also be selected at the 2025 IFSSH Delegates' Council Meeting
  - For all subsequent Courses, the selection will occur at the Triennial Congress 1.5 Congress cycles (i.e. 4-5 years) prior to the Course for which the Society is bidding.

The bidding year is specified on the rotation schedule: <https://ifssh.info/pdf/Mid-Term-Course-Rotation-Schedule.pdf>
- 2.5. IFSSH Member Societies from the invited regions should forward their application to host the Course to the IFSSH Secretary-General at least three (3) months prior to the Triennial Congress at which the Course bidding will occur, taking the above notes into account for the period between 2025-2031. Applications received by the IFSSH will be forwarded to the members of the IFSSH Committee for Educational Sponsorship (CES) for evaluation and recommendation to proceed to the IFSSH Delegates' Council. The CES recommendations will be provided to the IFSSH Delegates' Council at least one (1) month prior to the Triennial Congress at which voting will occur.
- 2.6. The recommended societies will be invited to give a 5-minute (maximum) presentation at the IFSSH Delegates' Council, immediately prior to the voting. At the completion of voting, the successful bidding society will be announced.

### 3. Contract

- 3.1. The successful society will be required to sign a contract with the IFSSH. The contract must be executed and returned to the IFSSH Secretary-General within one (1) months of the date on which the Host Society bid was accepted by the Delegates' Council.
- 3.2. The contract stipulates that the hosting society must accept all financial responsibility for the Course, including possible loss, and that any resultant profit will be shared with the IFSSH (split as 50% host society, 50% IFSSH). The host nation will be responsible for any loss or liability that occurs as a consequence of the meeting being cancelled or delayed, and for any events that occur in the preparation of, or at, the meeting.
- 3.3. Upon execution of the contract, the hosting society may request the US\$20,000 IFSSH grant at any time appropriate for the Course planning. The Course Chair should request this in writing from the IFSSH Secretariat. The grant will be paid by bank transfer.
- 3.4. If the host nation does not accept the contract, then the IFSSH Executive Committee will review its options, including awarding the meeting to the nation with the next highest number of votes.
- 3.5. If, for any reason, the Course does not proceed, the full US\$20,000 is to be returned immediately to the IFSSH.
- 3.6. The Course host as well as the regional societies are expected to leverage all their communication resources including their websites, social media and print media to promote the Course locally, regionally, and globally.
- 3.7. Advertising and promotion of the Course will be assisted by the IFSSH and may utilize the IFSSH website, newsletters, Ezine, and social media. The local host society should provide all advertising material to the IFSSH Secretariat for use in the relevant publications.
- 3.8. Once the host has signed the contract, the Organizing Committee Chair must send a written progress report to the Secretary General for review by the ExCo every six (6) months until three years prior to the Course at which time reports are to be submitted every three (3) months.
- 3.9. Within ninety (90) days after the completion of the Course, the host society will send a summary in English to the IFSSH Secretary-General including: the final Course program, the number of attendees and their nation of origin, and a detailed financial report. The Chair will be invited to present a summary at the next IFSSH Executive Committee and Delegates' Council meetings.
- 3.10. Within ninety (90) days after the completion of the Course, the host society will submit a Course report for publication on the IFSSH website and Ezine. This can be from the report provided to the Secretary-General but should exclude any sensitive or detailed financial information.
- 3.11. The final accounting and financial spreadsheets are to be provided to the IFSSH Secretary-General no later than twelve (12) months after the completion of the Course. This must include any outstanding accounts.
- 3.12. An electronic transfer of 50% of the total profit is to be sent to the IFSSH Secretary-General once the ExCo has reviewed and accepted the final financial Course accounting.