1. ABOUT THIS DOCUMENT
IATDMCT intends to set up transparent rules and good practices for the planning and organization of IATDMCT congresses. The present document is intended as a guide for members interested in submitting a formal bid to host an IATDMCT congress. The document details the requirements for the organization of an IATDMCT congress and the respective roles of IATDMCT and the host. The procedures described in this document have been developed as best working practices from past IATDMCT congresses and form the basis for the organization of all future congresses. Up until 2017 the congresses of IATDMCT were held every other year. From 2018 onwards the IATDMCT congress will be held on a yearly basis.

IATDMCT Mission
The International Association for Therapeutic Drug Monitoring and Clinical Toxicology is an organization formed by an international group of scientists and physicians, to promote the related disciplines of therapeutic drug monitoring and clinical toxicology worldwide. It is the leading society in this field worldwide.

The main objectives of IATDMCT are to:
- Foster and promote education and research in therapeutic drug monitoring and clinical toxicology;
- Improve the standards of practice and clinical interpretation of drug and toxic substance analyses and facilitate the delivery of interpretation through clinical pharmacokinetics and toxicokinetics for enhanced patient care;
- Encourage cooperation with and among members of all professions concerned with therapeutic drug monitoring and clinical toxicology;
- Encourage the effective application of therapeutic drug monitoring to optimize clinical drug use and maximize the clinical and economic benefits;
- Encourage progress in clinical toxicology as a diagnostic tool and therapeutic aid for therapeutic drug overdoses, drug abuse, and exposure to environmental toxicants.

IATDMCT Site Selection Committee.
The committee that makes the final choice on what bid is accepted for a future congress consists of the President-Elect (chair), the President, the Secretary, the Treasurer and a representative from the IATDMCT Office.

2. MAKING A BID
Basic requirements
Bids to host an IATDMCT congress can only be accepted from members of IATDMCT. Members planning to organize a congress should accept and uphold the mission of IATDMCT and be familiar with its structure, membership and activities. We recommend that several members from one particular country work together in proposing a bid. From among them a chair should be selected.

It is understood that a member making a formal bid, has accepted the principles and procedures outlined in this document and will start to work with the IATDMCT Executive Committee in organizing a congress that fits with the format described in this document. After a bid has been accepted the city and venue of choice should not be changed.

Submission procedures and deadlines
Proposal for a bid should be made to the IATDMCT Site Selection Committee (email to IATDMCT Office) at least three months before the congress at which formal bids will be made (i.e. 4 years and 3 months before the proposed congress). The IATDMCT President-
Elect will confirm the suitability of the bid within 1 month upon receipt. Should the request incur any major deviations with regard to the conditions outlined in this document, the IATDMCT Council will issue a reasoned refusal to be forwarded to the applicant within the deadline above mentioned.

Final bids, with 10 minute presentations, for final selection by the IATDMCT Site Selection Committee (chaired by the President-Elect) will take place during the IATDMCT Congress, four years prior to the proposed event:

- 2018 Brisbane Congress
- 2019 Iguazu Congress
- 2020 Banff Congress
- 2021 Rome Congress

**Presentation of the bid.**
The written proposal to the IATDMCT Site Selection Committee must:
- be made in English;
- be made by a scientific member of IATDMCT who will be fully involved in the local organization - normally the prospective congress chair;
- demonstrate that the national host society is fully supportive of this proposal (smaller countries may consider to co-organize congress with another country);
- demonstrate that a team of experienced local advisors (ideally members of IATDMCT) will be in place throughout the period of preparation;
- confirm that there are no serious limitations on international access to the location, including visa restrictions and airline access;
- demonstrate that a wide range of accommodation is available;
- all written local support (City Hall, Region, …) will be considered to be of added value;
- present the proposed congress venue, including details on size of lecture rooms and exhibition area; and
- present a preliminary budget, based on cost of registration, congress venue and expenses for invited speakers as well as on estimated availability of sponsor support.

The IATDMCT Site Selection Committee will vote on the proposals, and the bid obtaining the highest number of votes (simple majority will suffice) will be confirmed on site.

Pick a theme that everybody will remember forever!

**3. INTERACTION BETWEEN IATDMCT AND THE HOST SOCIETY**
The congresses are seen as a partnership between IATDMCT and the local host. A contract will be established between IATDMCT and the local host to ensure a clear distribution of organizational and financial responsibilities for both parties.

The Professional Congress Organizer (PCO) taking care of the practical arrangements of the congress will be designated on the basis of the contractual agreements after the application is submitted. At present (2017) for the IATDMCT congresses in North America and Canada the PCO will be Events & Management Plus Inc. For congresses outside of North America and Canada a local PCO can be contracted.

Much of the regular interaction between IATDMCT and the host should be done by e-mail exchanges, telephone conference, and circulation of minutes from local organizing committee meetings. The President-Elect is the main contact for the local organizing committee. Where necessary also the treasurer will be involved.

A face-to-face meeting between one or two members of the IATDMCT Site Selection Committee and the local hosts is to be arranged about 18 months prior to the scheduled
event. During this site visit the local venue can be inspected, and issues regarding design of scientific program, sponsorship and exhibition can be discussed.

Immediately after the bid has been accepted, the local host should appoint appropriate scientists to the following committees:

**Organizing Committee (OC):**

- This committee will interact with the President-Elect of IATDMCT. The OC includes scientists, chosen by the organizers, who preferably represent all stakeholders (TDM and clinical toxicology, representing most scientific committees), have available time and detailed local knowledge, have anticipated being in place throughout the four-year run up to the congress, have experience of event organization and are knowledgeable about the congress city.
- The President-Elect will receive detailed information from the OC on the organization of the Congress at regular intervals, including financial aspects. Ideally the President-Elect is invited to participate in telephone conferences of the OC, and will always receive the minutes of the meetings of the OC.

Since many aspects of congress organization are routine procedures, it is essential for these to be passed from host to host in order to standardize tasks and division of labour, to reduce the time spent on decision making, and to facilitate administration, all of which are key both to successful organization and minimizing costs.

Often the local OC is not very experienced in organizing congresses and in view of the size of IATDMCT meetings a PCO can be asked to tender the organization of the congress with the local OC.

The core activities of the PCO will include:

- negotiating with and booking the local congress venue
- making block reservations and negotiating significant discounts for hotels at an early stage in the organization
- liaising with the congress center to obtain floor plans, storage information, poster display boards, audio-visual materials, business facilities, seating, catering
- website and App for the Congress
- administering registrations
- administering the trade exhibition bookings
- sourcing competitive professional exhibition equipment hire companies, and shipping and storage agents
- assembling submitted abstracts
- local poster printing service
- VISA support when necessary
- arranging insurance
- security

**Program Scientific Committee (PSC):**

The composition of the PSC will ensure a fair representation of the scientific committees of IATDMCT and will include experts on key scientific areas. The PSC closely interacts with the IATDMCT President-Elect and will include national and international scientist who represent key areas of TDM and clinical toxicology and can suggest topics and potential speakers for plenary lectures, and chairs for symposia and workshops.

The PSC will ask all chairs and vice-chairs of the scientific committees of IATDMCT and the Directors of Education for suggestions of topics and potential speakers, with no obligation for acceptance. Scientific committees should be clearly instructed that they should not invite or otherwise contact the proposed speakers, as the decision for inclusion into the program is up to the PSC. It is preferable to closely consult past programs from IATDMCT congresses, in order to avoid unnecessary repetition. Furthermore a good geographical representation reflecting the IATDMCT membership is important.
A preliminary scientific program will be compiled with an emphasis on providing appropriate content for all disciplines within IATDMCT. The PSC will build a framework from its own expertise and that of suggestions of colleagues from all the IATDMCT scientific committees, ensuring that the themes are topical and the speakers are the acknowledged experts in the field. Geographical/parity fairness and gender distribution is essential, but should not compromise scientific excellence.

At least 9 months prior to the congress a draft program is presented to the President-Elect for review. In this draft program all proposed symposia (topics+speakers), workshops (topics+speakers) and plenary speakers are scheduled. Based on this program the President-Elect can provide the PSC with suggestions for change. Following a decision and after finalizing the program the speakers will be invited. At a later point in time the accepted abstracts will be entered into the program. For time schedule see appendix 1.

The PSC will also exercise editorial control over acceptance of submitted abstracts.

PSC and OC will interact with the IATDMCT Council to establish appropriate methods for publication of the program, the abstracts, and arrangements for commissioning manuscripts from invited speakers and encouraging submission of manuscripts based on accepted abstracts. The journal Therapeutic Drug Monitoring is the preferred partner at all times.

4. BASIC ORGANIZATIONAL RULES AND SCHEDULE

Name of congress: The correct name (IATDMCT Congress) and number for the congress must be used in all references to the event.

Logo: The IATDMCT logo must appear on all congress materials. The Local OC may create an original logo specific to their Congress.

Language: The official language of all IATDMCT congresses is English. Irrespective of any other languages that may be spoken in the host society’s nation, all congress materials should be produced in English.

Registration: A large fluctuation in registration fees across congresses should be avoided. Registration fees for the IATDMCT congresses should offer a discount for IATDMCT members. Also Young Scientists and Junior Members will be offered a discount on the registration fee. At the time of writing this document it is discussed whether or not members from a Developing Country will also get a reduced registration fee. See website of IATDMCT ({{HYPERLINK "http://www.iatdmct.org"}}) for an updated list of countries eligible for the Developing Country category.

Congress date: The IATDMCT congress will be scheduled at a fixed month (second half of September or first half of October). As an exceptional case, another date may be decided by the Council, if the fixed date may drastically reduce the possible attendance.

Regular schedule: The preferred schedule for a congress is 4 days, usually starting on Saturday or Sunday in order to reduce disruption to the working week and to obtain lower air fares for which a Saturday night stay seems essential.

URLs and official websites: A dedicated website must be launched by the OC no later than 2 years ahead of the congress. Information must be sent to the IATDMCT Office in a timely fashion, so that a link can be established with the permanent IATDMCT website.

General structure
IATDMCT congress will make provision for:
1) plenary lectures
2) general oral presentations
3) general poster sessions
4) symposia
5) workshops
6) roundtable discussion
7) satellite meetings (one day prior to meeting, and/or one day after the meeting)
8) other - i.e., hot topics, breaking news, debates

**IATDMCT Awards:** IATDMCT has three Awards that always form part of the scientific program. These Awards are sponsored by a number of companies, through IATDMCT Office. This means that the local OC is not responsible for providing the money nor the certificate:

- The C.E. Pippenger Award, presented for Outstanding Contributions to Therapeutic Drug Monitoring. This Award will be presented every other year (2018, 2020, 2022, ..)
- The Irving Sunshine Award, presented for Outstanding Contributions to Clinical Toxicology. This Award will be presented every other year (2019, 2021, 2023, ..)
- The Victor Armstrong Young Investigator Award, presented to a Young Investigator for Exceptional Scientific Achievements Early in his/her Career. This Award will be presented every year.

**Congress Awards:** The IATDMCT Congress presents the following awards. These Awards are not sponsored by companies, and the IATDMCT Office is not involved. This means that the local OC is responsible for providing the money (if any) and the certificate:

- Best oral presentation Award in the field of Therapeutic Drug Monitoring, selected by Local Selection Committee
- Best oral presentation Award in the field of Clinical Toxicology, selected by Local Selection Committee
- Best poster presentation Award in the field of Therapeutic Drug Monitoring, selected by Local Selection Committee
- Best poster presentation Award in the field of Clinical Toxicology, selected by Local Selection Committee
- Best Young Scientist oral presentation Award, selected by Young Scientist Committee
- Best Young Scientist poster presentation Award, selected by Young Scientist Committee

**Bursaries:** The IATDMCT Council will offer IATDMCT Congress International Travel Grants for Young Scientists and members from a Developing Country, according to available budget for the year. Scientific evaluation and decision on the bursaries will remain the responsibility of the IATDMCT Council. For the 2018 congress 15 grants of 1000 USD each will be provided, but this may change over time, depending on the number of request and on the funds available.

**Evaluation:** Short term evaluations of the IATDMCT congress by the attendees, by the speakers and by the sponsors are required.

**Satellites:** Satellite meetings might be an interesting part of the congress in that they can make attendance at the congress even more valuable to a delegate who wishes to attend a specialist subject event in the same week. Satellites can only be organized by the local OC, but collaboration with national societies is encouraged in order to increase attendance. Satellites must take place either immediately before or after the congress, preferably reasonably close to the main Congress site. The organization of satellite meetings is also the financial responsibility of the OC. Satellite meetings will be advertised on the Congress website and listed in all Congress publicity materials. The Program Scientific Committee (PSC), in consultation with the OC, is responsible for ensuring that the satellites accepted do not compromise the main program (e.g. duplicating symposia) but that they should complement the congress.
Sponsored Seminars and Workshops: All sponsored events should be clearly marked as such by explicitly naming the Sponsor in order to ensure transparency, especially in cases of Industrial sponsorship. Companies very much appreciate the possibility to organize industry sponsored workshops. In order to avoid having too many of these workshops it is best to only allow the top sponsors to have a workshop during the meeting.

Scientific presentations and declaration of conflict of interest: All lecturers should be requested to provide one slide declaring their general potential conflicts of interest especially with regard to the diagnostics and pharmaceutical industry, for the topic they are going to speak about. This slide should include sponsor names for lecture fees, scientific advice, clinical trials and research grants. A template will be provided by the OC.

Ethics: The Congress organizer clearly requests that it is the author's responsibility to ensure that a patient's anonymity be carefully protected and to verify that any experimental investigation with human subjects reported in the Congress was performed with informed consent and following all the guidelines for experimental investigation with human subjects required by the institution(s) with which all the authors are affiliated, as well as the Helsinki Declaration 1975 as revised in 1996. The protocol of the study must be approved by the Institutional Review Board (IRB) or the equivalent (e.g., Research Ethics Board) where the study is conducted (as far as applicable). Authors should mask patients’ eyes and remove patients’ names from figures unless they obtain written consent from the patients.

Accreditation: As for some participants accreditation may be a prerequisite for approval of participation in the Congress, the organizing committee must issue the official accreditation as soon as the scientific program is finished.

Press: It is the responsibility of the host to ensure that the press and media are informed of the event and invited to a press conference during the Congress to be organized by the Chair of the Local Organizing Committee.

Civic representation: It is a usual courtesy to invite any appropriate civic representation from the host city to the opening ceremony.

5. PROMOTIONAL CAMPAIGN

IATDMCT congresses have an established reputation and attendance depends mainly on early provision of detailed information. The promotional schedule and respective tasks are to be agreed between the host and IATDMCT; the two parties should divide the work load to maximize effectiveness and reduce costs. The IATDMCT Communications Committee is deeply involved in the promotion campaign with all the tools it has developed (Compass, E-News, Social Media, Establishment of the Congress App). In addition, the Communication Committee produces in collaboration with the Office the Daily Compass during the Congress. The aim is (among others) to promote IATDMCT and IATDMCT membership to all attendees. To make this possible the Communication Committee depends on the strong support of the OC.

The PCO will form the starting point of any promotional campaign. In addition, national societies will also assist with distribution of announcements and circulation of leaflets to their members. Furthermore, local CO, with the help of the PCO, can increasingly take advantage of electronic media but also should consider distribution of inexpensive printed leaflets and small posters to broaden the impact of a promotional campaign. Organizers might also make available a short power point presentation suitable for presentation at local scientific meetings.

Immediately after the successful bid, IATDMCT will announce the dates, location and contact details of the congress on its website and in its journal and regularly updated.
Related organizations: Related organizations, such as major learned societies (TIAFT, IUPHAR, EACPT, ASCPT, AACC), should be contacted by the IATDMCT secretary to notify them of the selected date for the congress. This is necessary to avoid conflicting congresses on the same date. The OC is responsible for informing the national societies related to TDM and CT.

Exhibition booth: IATDMCT will be allowed to have an exhibition booth for free, in order to advertise upcoming congresses and to serve administrative contact on membership. The host societies for the next two congresses will be allowed to represent their meetings at the booth for free of charge.

Promotional materials: Promotional materials - postcards, leaflets, posters, display advertising, novelty items - are best sourced locally and may be distributed at the preceding IATDMCT congress. High quality posters for exhibition purposes are usually obtainable by the host free of charge from its national tourist offices.

Video: During previous congresses IATDMCT has supported the OC in recording of selected presentations for educational purposes. The OC is asked to consult the Directors of Education to make a selection of the presentations most suitable for this purpose.

7. SOCIAL PROGRAM

The social program at the congress is an essential part of the event: the most important aspect of social events is to provide opportunities for the attendees to meet colleagues. There are two social programs that need to be scheduled:

i. Opening reception

ii. Networking dinner

Opening reception: The opening reception should take place on the first day of the congress immediately after the opening ceremony. Ideally this event should be an early, informal, possibly outdoor event allowing delegates to relax after traveling and meet, but leaving the evening free to prepare for the congress.

The opening reception is always included in the delegate fee and should take place at the Convention Center or within short walking distance. At previous meetings special attention has been paid to those attending the meeting for the first time. By supplying the first-timers with a special badge during the opening reception the members of the local OC and PSC and the IATDMCT Council members can approach them pro-actively to make them feel welcomed at the meeting.

Networking dinner: The official networking dinner is open to all on a first-come, first served basis and ticketed (i.e. the dinner is not included in the registration fee, as for some sponsors this may be prohibitive for them to support our scientific meeting).

Other networking social events: Other networking events may be organized with the main purpose to strengthen the interaction between congress attendees. The organization of an informal networking event for young scientists is sponsored by the IATDMCT Council.

Delegate meals: If the budget allows than ideally coffee/tea and lunch is provided to the attendees. However, if budget restrictions do not allow lunch to be provided during the congress, then adequate catering outlets on site should be provided.

Accompanying persons program. An accompanying person program should be offered on subscription. There is usually no need for the host to organize special events as the local tourist office will already have established programs. The PCO will have responsibility for arranging formal activities - coach trips, museum visits etc. for accompanying persons. The tourist office will be able to provide PCO with details of any local events - such as theatre festivals, concerts, art exhibitions - that are taking place and this information should be featured in the registration package.
7. GENERAL AMENITIES

Administrative Activities
IATDMCT has to carry out administrative tasks and meetings during the event. Appropriate facilities, i.e. office space and basic business facilities, need to be provided for the duration of the congress. The IATDMCT secretary will liaise with the OC to detail its exact administrative requirements at least 3 months prior to the congress. It is also important to allow the scientific committees and Communications committee to have an internal meeting, during the congress. The OC is responsible to contact the chairs of the scientific committees and plan these meetings (typically held either during lunch breaks or at the end of the afternoon just after the scientific program has ended). The chairs should be asked for the expected number of attendees, audiovisual requirements, and catering.

Important Business Meetings during the Congress: The followings are essential business meetings of IATDMCT whose date and time should be announced at least 3 months prior to the congress.

- Annual General Meeting (AGM): usually 90 min
- Executive Board meetings: 60 min. In every other year when the Executive members are renewed, 2 Executive Board Meetings are arranged for leaving board (before AGM) and upcoming board (after AGM).
- Council meetings: 60-90 min. In every other year when the Councils are renewed, 2 Council meetings are arranged for leaving (before AGM) and coming Councils (after AGM).
- Site Selection Committee: usually 90 min depending on the number of bids.
- TDM journal Editorial Board Meeting: 60-90 min

Program and Abstract information: All the information (abstracts, presentation time and location for all abstracts, announcements, acknowledgements,…) regarding the Congress should be made available to all registrants when they arrive at the Congress Center. This can be distributed in an electronic format (congress app). The full program should also be posted on the Congress website as soon as it is available before the meeting, as this will encourage participants to attend.

DELEGATE MATERIALS

Letters of invitation and visas: It is critical that the host society contact local authorities in the host country to facilitate the visa process for delegates. However, neither IATDMCT nor the OC can assist with visas or other entry formalities. The registration desk should ensure that a list of telephone numbers and addresses for consulates is available for delegates who have immigration problems.

Delegate bag: Should the OC and PCO choose to provide them, a delegate bag is both useful during the event and an important memento for many delegates.

Badges: Badges must be large enough to be easily read and should only carry the congress logo and first and last name of the delegate together with the institution and country.

Certificates of attendance: Certificates of attendance should be supplied on demand at the registration desk. The text for the certificates is fixed for all the congresses and the template can be supplied to the OC by IATDMCT, if requested.

Registration desk: The registration desk must be open throughout the Congress and at least 30 minutes before and after the sessions. All staff must be English speaking.

Cloakroom: A secure and efficient cloakroom should be provided in the main concourse, allowing delegates to quickly deposit and retrieve their luggage.
8. FINANCE

The main aim of the congress is to stimulate science and to provide education. It is essential that the congress is financially sound, and that a negative financial balance must be avoided. Major sources of income are the registration fees of the attendees, and the sponsor contributions of companies present at the exhibition. As for both sources of income some uncertainty exists when the budget plans are first drafted the OC must also be careful in inviting international speakers, and in making arrangements for catering. Especially for the sponsor contracts the OC should start negotiation 18 months prior to the Congress and can be finalized as late as 4 months prior to the Congress, when more certainty is available on the financial balance.

Budget: Accurate forecasts, budgets and accounting must be maintained by PCO and the OC throughout the entire period of organization and reviewed at regular intervals and presented every 6 months to the IATDMCT Council, primarily by Treasurer. Hiring professional hostesses for a 5 day meeting is costly. At previous meetings medical and pharmacy students have helped out. They did get paid a small amount of money, and as extra benefit have access to the meeting without cost.

Seed money: Typically the OC has to make expenses prior to money flowing in, the IATDMCT Council will provide the OC with seed money. The amount requested by the OC will not be more than 50,000 USD. After the congress the OC will pay back the seed money.

Main sources of income
- Delegate registration fees
- Trade exhibition
- Sponsorship, delegate bag inserts
- Advertising

Main expenses
- Congress venue
- PCO fee
- Speaker expenses
- Catering
- App, congress materials

Profit/Risk-sharing between IATDMCT and the OC: IATDMCT and the OC will share the economic result of the congress (in either direction) at 50%. If the local host so do prefer, the IATDMCT may assume (in the terms established in the contract between IATDMCT and the PCO) the whole financial risk, although in this case the benefit sharing schedule will be 65%/35% IATDMCT/Local host. For the latter option the OC must inform the Executive committee at least 18 months prior to the congress.

Accounts: A fully transparent detailed and audited final financial report by OC and PCO will be made available to IATDMCT within four months of completion of the congress. The responsible treasurer of the host committee signing the initial contract must see the accounts signed off at the conclusion of the congress to ensure accountability and best practice. A third party audit may be required. This provision will be included in the contract between IATDMCT and the OC.

Transfer of funds: The currency for transfer of funds will be agreed between the host and IATDMCT. Upon mutual agreement electronic transfer can be arranged at a time that maximizes advantage for both parties from exchange rate fluctuations (if applicable).
Appendix 1. Time lines

-4 yrs and 3 months notify IATDMCT office that a bid for future congress will be presented
-4 years propose bid during congress
-21 months identify potential sponsors
-18 months site visit by members of Executive Council
-15 months ask chairs of scientific committees/Dir of Education to submit proposals
-11 months deadline for proposals
-10 months submit to President-Elect a proposal for invited speakers/symposia
-9 months after consent of President-Elect: send out invitations for speakers
-7 months deadline abstract submission
-6 months submit to President-Elect a proposal for accepted abstract sessions
-5 months after consent of President-Elect: send out acceptance for abstracts
-4 months end early bird registration
-3 months consult IATDMCT office re need for rooms for business meetings and scientific committee meetings

0 months **congress**
+1 months send out evaluation forms
+4 months present financial report