



IGCS WORKSHOPS

GENERAL INFORMATION

Promotion of educational activities is a central mission of the International Gynecologic Cancer Society (IGCS), with special attention to regions of the world where facilities and educational programs are limited. These joint collaborative activities aim to improve the standards of care for all women with gynecologic cancer.

IGCS provides partial sponsorship for a limited number of educational projects organized in lower-income countries in close collaboration with a local partner (society, hospital, or institution). These programs are organized as special **“Workshops”** or **“Sessions” on Gynecologic Oncology**, either as an independent meeting, or in conjunction with previously scheduled meetings of the local Society.

This document aims to provide a description of resources, applications, reports, and distribution of responsibilities associated with **IGCS Workshops**.

THE IGCS INPUT

- The Society will collaborate in the selection of topics and speakers, fully respecting the local needs and recommendations
- In recognition of educational merit and sponsorship, use of the IGCS logo is provided for endorsement of brochures and announcements
- The scientific value of the event should be reflected by the recognition, expertise, and objectivity of all speakers
- In general, IGCS will collaborate on the selection of 2 or 3 recognized international speakers, covering a portion of their associated expenses for travel and lodging
- Economic and logistical support will vary according to content and impact of the session
- Local participants will be eligible to receive three months trial membership in IGCS at no cost, including on-line access to the International Journal of the Gynecologic Cancer
- When provided by the local organizers, IGCS will post meeting announcements and reports through on-line IGCS resources (web and newsletter), as appropriate
- A formal application process with approval by IGCS Council is necessary for each program

LOCAL ORGANIZER INPUT

- Share IGCS mission by contributing to the education of local medical professionals
- Promote IGCS mission by distributing announcements for the biennial meeting and opportunities for Society Membership
- Design of the scientific program according to local needs
- Overall organization of the event (meeting venue, hotel, local transportation, etc.)
- Incorporation of a 5 minute presentation on the IGCS mission by one of the IGCS-sponsored speakers

IGCS SPEAKERS INPUT

- Contribute to the IGCS educational mission by sharing expertise during lectures and discussions
- Promote IGCS membership and biennial meeting to local participants by providing a short presentation about IGCS, incorporating materials provided by IGCS prior to the meeting
- Prepare a short evaluation after the meeting

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PROCEDURES AND FINANCIAL CONSIDERATIONS

Applications

- A completed application is required (see attachment), including the proposed scientific program, suggested topics and speakers, and preliminary budget
- Applications should be submitted at least 9 months prior to the planned event, to provide sufficient time for IGCS review and selection of speakers
- Applications will be reviewed by IGCS Council as they are received
- Completed applications should be sent to the IGCS Administrative office (adminoffice@igcs.org) via e-mail.

Organization

- Organization of the meeting is fully in the hands of the local organizing committee as a part of their local meeting. IGCS has no financial responsibility in relation to the overall operating budget of the meeting.
- The local organizing committee should provide material for posting on the IGCS web and publishing in the newsletter, including announcements, programs, and photographs
- All participants should complete an evaluation of the workshop (see sample attached), which should be collected and summarized
- After the event, the organizer is asked to send to IGCS:
 - **Copy of all printed materials** (Final Program, Course Book, etc.)
 - **Final Report and detailed Financial Report** (see attachments)
 - **List of participants (addresses, e-mails)** eligible for no-cost trial IGCS memberships
 - **Summary of the Workshop Evaluation form**
- In the event of support from the pharmaceutical industry, the meeting should have more than one sponsor to minimize the risk of bias

Financial Considerations

Financial support approved by IGCS Council will be transferred as follows

- An **Initial Award** (of 50%), prior to the Workshop, upon receipt of a complete event design:
 - Name, exact dates, venue
 - Final Scientific Program (topics, speakers)
 - Preliminary budget
- A **Final Award** (remaining 50%), after the Workshop upon the receipt of:
 - Final report signed and sealed by the Local Organizer (Society or Institution)
 - Detailed Final financial report
 - List of participants with their full contact details (addresses, e-mails)
- Speaker travel expenses are covered by either the Local Organizer or the IGCS Administrative Office. If covered by IGCS, the respective amount is deducted from the total amount of the financial support. Travel expenses are reimbursed directly to the Speaker upon his/her claim after the Workshop.
- An official pro-forma invoice with full bank details is required for any payment.