



**IUGA**   
international urogynecological association

**42<sup>nd</sup> Annual Meeting**

**June 20 - 24, 2017**

**Canada**

## 2017 Workshop Guidelines

<b>CALL FOR WORKSHOP PROPOSALS OPEN:</b>	<b>September 16, 2016</b>
<b>WORKSHOP PROPOSAL DEADLINE:</b>	<b>November 15, 2016 (no extensions)</b>
<b>NOTIFICATION OF ACCEPTANCE:</b>	<b>December 19, 2016</b>

Workshops will be conducted in two sessions on the morning and afternoon of Wednesday, June 21, 2017 (*Please note that this date and the number of sessions held are subject to change.*) The program committee is committed to offering attendees a diverse selection of educational opportunities. Proposals are expected to be evidence based when possible but may also relay the opinions of our esteemed experts.

The Workshop Subcommittee is responsible for making recommendations to the program committee on the selection of workshops for the 2017 annual meeting. **Proposals with an emphasis on interactivity and hands-on components will be scored higher. Workshops sharing practical knowledge that is relevant to the day-to-day work of our members is also a priority. Ways to include interactive components into your workshop proposal include group exercises such as presenting difficult case studies for groups to solve, debates, roundtables, and active demonstrations of ideas or concepts.**

Workshop proposals will only be accepted through the 2017 meeting website ([www.iugameeting.org](http://www.iugameeting.org)).

**NOTE: Please complete the online proposal form and be sure to identify all necessary materials and supplies as well as room setup needs as requests. Requests for materials and supplies will not be considered after the proposal has been accepted.**

### **Guidelines:**

- The workshop subject matter should be generic, varied, and unbiased; it should not promote a single product.
- Multiple workshop proposals may be submitted, but please recognize that the Workshop Subcommittee seeks to identify a variety of workshops for the meeting.
- A workshop may have a maximum of two (2) chairpersons and up to 3 faculty or one (1) chair and 4 faculty. One contact person should be designated in the application. The only exception to this rule is when the program committee has decided to merge two or more workshops. Proposals with more than a combination of 5 faculty/chairpersons will not be considered by the Workshop Subcommittee.
- **All faculty must be confirmed to participate in your workshop prior to including them in your proposal.**
- The workshop subcommittee reserves the right to amend applications or suggest changes in speakers in order to maintain the scientific merit and diversity of the workshop program.
- The workshop subcommittee may suggest that similar workshop proposals be combined in order to avoid the repetition of topics and to maximize attendance.



IUGA   
international urogynecological association

## 42<sup>nd</sup> Annual Meeting

June 20 - 24, 2017

Canada

- The program committee may solicit proposals for workshops that fill a void in areas of interest to the society membership.
- Two types of workshops can be proposed: Hands-On and Interactive Seminar.
  - HANDS-ON: These types of workshops will involve attendees participating in physical hands-on interaction as well as discussion (i.e. surgical technique practices using animal tissue).
  - INTERACTIVE SEMINAR: These types of workshops are mainly lecture-based. However, chairs are highly encouraged to promote discussion and audience interactivity. Those that demonstrate interactive principles will be scored higher.
- Each workshop should be conducted in 4 hours. New this year, we are accepting 2 hour workshop proposals.
- You will have 30 minutes prior to and after your workshop for appropriate setup and breakdown. If your workshop will require additional setup or breakdown time please note this in the “special requirements” section of the proposal. The 4 hour workshops include one 30 minute coffee break.
- All chairs and faculty will be required to submit financial disclosure information by at least one month prior to the meeting (deadline: Tuesday, May 23, 2017).
- **Applications must detail any special requirements such as technology, room setup, special electrical current or anatomical specimens for practical demonstrations. Any requests not included in the proposal and that are presented later will not be considered. All requests are subject to approval.**
- Applications must provide a detailed budget in US dollars (USD) if the workshop chair is soliciting financial support from IUGA for workshop supplies, etc.
- If those organizing a workshop approach industry for support of the workshop they are expected to inform the IUGA office so that this can be taken into consideration with other approaches being made to industry.

### Chair/Co-Chair guidelines (if selected):

- The program committee reserves the right to cancel a workshop 30 days before the start of the conference if less than 15 people have registered.
- Chairpersons and faculty will have free access to the workshop in which they are speaking. They will be responsible to pay for annual meeting and other workshop registration fees if they choose to attend.
- **There will be no honoraria or travel funding for workshop chairs or faculty.**
- It is the responsibility of the chair to inform the IUGA education office of any changes to an accepted proposal. The Workshop Subcommittee reserves the right to review any substantive changes, which may lead to cancellation of the workshop.
- Chairpersons must be free of scheduling conflicts during their workshop. For example, they must not accept requests to speak at additional workshops during the same session in which theirs is held.
- Chairpersons agree to organize the content and logistics of their workshop and communicate activities with their faculty. Failure to do so will affect the acceptance of workshops at future annual meetings. They must abide by the following:



**IUGA**   
international urogynecological association

**42<sup>nd</sup> Annual Meeting**

**June 20 - 24, 2017**

**Canada**

1. Confirm the title, learning objectives, and list of speakers with the IUGA office prior to the specified deadline (**January 13, 2017**) so all information is correct in the preliminary and final programs.
  2. Collect presentation information from speakers in order to produce workshop hand-outs for delegates prior to the specified deadline (**May 23, 2017**).
- Handout material is required 4 weeks before the meeting that is my **May 23, 2017**; Handouts may be submitted as PowerPoint presentations or descriptive text covering the presentations given in the workshop. The workshop chairperson is responsible for collecting the handout material from faculty and forwarding it to the IUGA education office as electronic file(s) before the deadline. No printed handouts will be supplied to the attendees by IUGA. All course material will be posted online and in the mobile app for registrants to download.

**Please note that IUGA will be approaching industry for sponsorship of workshops. This will be separate from any support that session chairs or faculty secure for workshop materials, travel, etc.**

For any questions to these guidelines please contact [office@iuga.org](mailto:office@iuga.org)