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SNOMED International Conference and Expo Guidelines

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1 Introduction

As part of the remit of SNOMED International as defined by the Articles of Association, the Organization is bound to hold two governance meetings per year, one in April (in London, previously Denmark) and one in October (hosted by a Member country). The location for the October meeting will be agreed by the Management Board, and announcements for dates and venue will be provided at least 12 months before.

The purpose of this document is primarily to support SNOMED International's in-house organizers of the meetings. It will also be of interest to the Member Country hosting the October meeting, to raise awareness of exact requirements and logistics for the event.

The April meeting is defined as a “business meeting” in that it will only convene for the formal governance bodies in SNOMED International, these being the General Assembly (GA), Management Board (MB), Advisory Groups (AGs), and Member Forum (MF). The event formally takes place over four days. The October conference also provides the opportunity for working groups participating in the SNOMED International Community of Practice and delivering work described in the SNOMED International work plan to have face-to-face meetings, and, since October 2011, there is an additional SNOMED CT Expo (formerly the ‘Implementation Showcase’) including poster presentations, vendor demonstrations, presentations, country experiences and SNOMED International based training and presentations, and also an exhibition with vendor stands.

The October conference will normally be hosted by a Member country and may be combined with other events being planned in the Member country (**see Appendix 7.2.9**). For information on the application and selection process for appointing the hosting Member country please see separate document “*SNOMED International October Conference Approval Process*.” For further details of agreements with the chosen Hosts, please see document “*Memorandum of Understanding between SNOMED International and Host Country*.”

A list of SNOMED International conferences that have taken place and are currently scheduled is included in the Appendices (**see 7.1**).

2 Background

SNOMED International had been conducting face-to-face meetings for the whole of the Community of Practice twice per year since its inception and will continue to support the appropriate requirements.

There will always be the need for two meetings a year, because of the specific resolutions that the GA need to approve, as per the Articles of Association. **Please see Appendix 7.2.10 for more details.**

3 Meeting Structure

3.1 Conference (April & October)

The business meeting is held over the four days of the conference. The structure is based on the below key points but may be added to and adapted according to needs:

- a) **Clinical Reference Groups (CRGs):** The Management Team (MT) will have the discretion to plan physical meetings for project groups and/or Clinical Reference Groups in April based on the following circumstances:
 - i. If there are Work Plan critical activities that require meeting face to face to make progress
 - ii. If it is part of the Work Plan of a project and has funding agreed
 In October the groups still have to provide the justification listed above, but they are actively encouraged by the MT to participate. **See item 5.1 for more information.**
- b) **General Assembly Members meetings** held (both in April & October) as follows:
 - Day 2 – ALL DAY: Closed Joint General Assembly and Management Board Members Strategic Discussion (pt. 1 & 2)
 - Day 3 – AM: Closed Informal General Assembly Meeting (pt.1) *(likely to include General Assembly Members only, with MB Chair, CEO, and MB Budget lead invited for relevant portions only).*
 - Day 3 – PM: Closed Joint General Assembly and Management Board Members Meeting (pt. 3)
 - Day 4 – AM: Open General Assembly Meeting
 - Day 4 – PM: Closed Informal General Assembly Meeting (pt.2)
- c) **Management Board Meeting** held (both in April & October) as follows:
- d) Day 2 – ALL DAY: Closed Joint General Assembly and Management Board Members Strategic Discussion (pt. 1 & 2)
 - Day 3 – AM: Closed Management Board Meeting (pt.1) *(with CEO, and MB Budget lead invited for relevant portions only).*
 - Day 3 – PM: Closed Joint General Assembly and Management Board Members Meeting (pt. 3)
 - Day 4 – PM: Closed Management Board Meeting (pt.2)
- e) **Member Forum sessions** – A MF Representative “closed door” meeting should be part of the ordinary meeting schedule but not clashing with any other meeting due to attendee over-lap. To manage this it should be scheduled the Sunday prior (which as of April 2013 was incorporated into the main schedule as Day 1). In October 2013 the MF also began to incorporate two workshop sessions within the main meeting schedule.

- f) **Advisory Group Meetings** – to be held on day 2, 3 and 4, at the discretion of the leading Management Team member.
- g) **Plenary Sessions** – As of April 2016 the Opening Plenary will be held on Day 2 first thing in the morning (previously it was on Day 3). A Closing Plenary will be the final event to close the business meeting on Day 4, summarizing the key outcomes and actions from the Advisory and Working Groups.

For example, this is the schedule for the April 2016 Business Meeting in London:

DAY 1: Sunday 17th April 2016

09:00-17:00 - Member Forum
09:00-17:00 - SIGs

DAY 2: Monday 18th April 2016

09:00-09:30 - Opening Plenary
09:30-12:30 - Joint GA & MB Strategic Discussion
09:30-12:30 - AGs (+ SIGs with approved time)
12:30-13:30 - lunchtime
13:30-15:30 - Joint GA & MB Strategic Discussion (*early finish*)
13:30-17:00 - AGs (+ SIGs with approved time)

DAY 3: Tuesday 19th April 2016

09:00-12:00 - Closed GA
09:00-12:00 - Closed MB
09:00-12:00 - AGs (+ SIGs with approved time)
12:00-13:00 - earlier lunchtime
13:00-16:30 - Joint GA & MB (*early finish*)
13:00-17:00 - AGs (+ SIGs with approved time)
13:00-17:00 – Member Forum workshop 1
18:00-20:00 – Drinks reception

DAY 4: Wednesday 20th April 2016

09:00-11:00 - Open GA (*Morning coffee will move to 11am*)
11:30-12:30 - Potential meeting session for some groups
12:30-13:30 - lunchtime
13:30-16:30 - Closed GA
13:30-16:30 - Closed MB
13:30-16:30 - AGs (+ SIGs with approved time)
13:30-16:30 – Member Forum workshop 2
16:30-17:00 - Closing Plenary

3.2 SNOMED CT Expo (October)

Days 5 & 6 in the October schedule are the SNOMED CT Expo, with plenary sessions, presentations, breakout meetings and an exhibition of international vendors and poster presentations.

3.3 Social Events

All or some of the events below may take place at the April and October meetings, to be confirmed during scheduling of the full event. Sponsorship may be sought for these events to help cover all/some costs, **see Appendix 7.2.6 for details on previous Sponsorship Packages.**

Day 2: A free evening, which in October may be an opportunity for the hosting Member country to hold an event (for which they are solely responsible for planning and budget). For example, in Washington DC in 2013, a welcoming cocktail reception was hosted by Betsy L. Humphreys from NLM, in her capacity as US Representative of the former IHTSDO, now SNOMED International General Assembly. This has continued on in Amsterdam (hosted by Nictiz), Montevideo (hosted by AGESIC/Salud.uy) and Wellington (hosted by the NZ Ministry of Health).

Day 3: Drinks reception (April only) for all delegates (approx. 150-200 people) will be hosted by SNOMED International. This will take place from 18.00-20.00 with house wine, beer, soft drinks and canapés to be arranged.

Day 4: The SNOMED International Awards Dinner (October only) will take place at a venue external to conference venue, with transport arranged and paid for by SNOMED International if required. SNOMED International will request assistance from the host country to find a suitable venue. Budget of the dinner is approximately USD\$120 per head, from which all dinner related costs are to be covered i.e. food, drinks (if appropriate), venue hire etc. At the discretion of SNOMED International's CEO, up to half the ticket cost (USD\$60) may be contributed by the SNOMED International on behalf of each delegate and may be partly covered by sponsorship (**see Appendix 7.2.6 for details on previous Sponsorship Packages**). The remainder is to be covered by the participant by purchasing a ticket (via a transaction made during registration). A drinks reception may take place before the dinner, for which separate sponsorship can be sought. It is at this event that the SNOMED International Awards Ceremony takes place (see point 3.4). Entertainment (such as a live band) may be hired at the discretion of the budget holder (SNOMED International's CEO), depending on costs.

Day 5: SNOMED CT Expo drinks reception (October only) The Expo Drinks Reception will take place after the first day of exhibiting, in the exhibition venue. Sponsorship for this will always be sought, but the event will still go ahead if it is not found (**see Appendix 7.2.6 for details on previous Sponsorship Packages**).

3.4 Award Ceremony

There are two Awards that are presented by SNOMED International

- "Award of Excellence"
- "Lifetime Achievement Awards"

Award of Excellence is given annually for outstanding contribution to the improvement of SNOMED CT and/or successful implementation in any aspect of health and social care.

Lifetime Achievement Award will be given to one or more giants of the terminology world as and when a case arises.

The Management Board manages the timeframe for nominations for these awards, with ratification by the General Assembly. The CEO determines a suitable award to take to the venue, with the assistance of the SNOMED International Corporate Services Team.

4 Business Meeting & Expo Requirements

4.1 Location (Venue)

For both events in April and October this should be a 4* hotel or conference venue, which must do the following:

- Have at least 9 or 10 meeting rooms (of varying sizes from a large ballroom or theatre/auditorium, though to small boardrooms);
- Also be able to seat and cater for coffee breaks and lunches for 300+ delegates (200+ in April);
- Meet the technical requirements for internet, AV (*and simultaneous translation services, if applicable in October*), or allow external contractors to supply if not;
- Have easy access to public transport, with local amenities such as shops and restaurants;
- Be close to affordable hotel accommodation (if it is not a hotel itself);
- Have reasonable transport links to the major international airport of the host country.

In October it must also:

- Have additional space for an 'exhibition hall' of poster displays and at least 10-15 vendor stands at the Expo (in 2015 they varied between 3x2, 5x2 and 7x2 meters in size);

Please see Appendix 7.2.11 for an example of a Request for Proposals from potential venues, as used to being planning the Vancouver event in 2018.

The venue ideally must have both wireless and hard-wired internet connections in all meeting rooms, and wireless in the public area, up to a speed of at least 15Mb/s. During the April event there will be approximately 100-150 concurrent users, numbers for this can be confirmed nearer the time.

For the October meeting, SNOMED International will request that the Host Member country investigate possible venues using the requirements as outlined in this document. There will be approximately 200 concurrent users, (increasing to 300+ during the Expo) so the venue capacity should reflect this.

4.2 Meeting Rooms and Exhibition Space

The venue should have minimum of certain meeting spaces; **See Appendix 7.2.1 for specific examples from past events, including example basic hire costs.**

There may be a requirement to hold a few smaller rooms prior to and after the formal 4 days should any additional 'off-schedule' meetings need to take place. The use of these will be determined closer to the event.

Meeting rooms should be set up in terms of layout, A/V requirements by 8.00 am each day, and remain available until at least 18.00, unless otherwise specified by the SNOMED International conference organizer. All rooms should include pens, pads and iced water as a minimum. Flip charts to be provided on request.

In addition to the arranged meeting rooms, an office for SNOMED International staff is required from a day prior to the conference. The room should be large enough for 10 staff to meet, and for a minimum of 4 to work from laptops. The rooms should be equipped with desks and room for a printer and office supplies and conference material. Printing is for conference purposes only, material may be printed for presenters but it is not expected to print delegate material as standard. A small office for SNOMED International's HR Manager may also be required, on request.

As outlined in Appendix 7.2.1, on Days 5 & 6 in October in addition to the Plenary rooms there will be a requirement for space for up to 20 exhibition booths, ideally in the registration area, and up to 12 poster display boards (ideally also part of the exhibition space). Note that this number will depend on plans for the Expo and both expectations of vendor requirements and also poster numbers. Ideally the catered breaks and lunches should be served in this area, so as to encourage footfall of delegates visiting the exhibitor booths.

Exhibitors will be offered a Vendor Exhibitor Package at a rate to be specified each year. This will include a basic 'Shell Scheme' booth space, some minimal furniture plus access to internet and power (**see Appendix 7.2.5 for previous examples**). A dedicated 3rd party exhibition company will be hired by the SNOMED International to assist with the outfitting of the basic shell walls (at SNOMED International's cost) – they will then be recommended to Exhibitors so any other items required for booth fit-out (materials, laptops, screens, additional furniture) plus shipping, set-up and pack-down can then be hired or purchased at vendor cost. The conference venue can usually provide suggestions for suitable local exposition companies to approach for price quotations.

4.3 SNOMED International Registration Desk

A Registration Desk will be manned in the meeting room area in a prominent place with easy access to all meeting rooms. A long table with 2-3 chairs, waste-bin, and a place to display SNOMED International banners is required.

4.4 Audio Visual Requirements

Basic AV and power requirements are as follows – **for more detail please see Appendix 7.2.2.**

- a) **Internet** – Wireless internet is required in all meeting rooms and public areas for all attendees, and ideally a wired ‘ethernet’ cable connection should also be provided for the Chair of each meeting in the main meeting rooms (although this may not be necessary if the wireless supply is managed properly). NOTE: SNOMED International has to be very explicit in this requirement to the venue when negotiating what is required to avoid problems and complaints when the internet connection fails. To facilitate the proper use of Zoom for external dial-in (see 4.5 below), the wired ethernet should be on a dedicated connection (generally the would be implemented as not being on the same network routing as the WiFi). Each wired connection must be able to run a minimum bandwidth of 5Mb/s, with the whole conference area having access to at least 15Mb/s for the wired connection (not shared by the WiFi). SNOMED International hired a dedicated events internet supplier at the event in Amsterdam in 2014 to great success, so this is an option to consider for future events if the venue allows it.
- b) **Power** - every delegate should have the possibility to connect their laptops to power sockets (i.e. enough power extension codes to be available in all the meeting rooms)
- c) **LCD Projectors/Screens** – all meetings required LCD Projectors & Screens.
- d) **Laptops** - For specialized events such as Tooling training, certain specifications of laptop may need to be hired and high definition projector or plasma screens. Close liaison with presenters with very specific requirements is crucial for these occasions.
- e) **There may be requirements to video specific presentations** (e.g. keynote speeches) for wider distribution and publicity post event.
- f) **Microphones:**
 - a. **A Panel microphone and speaker system** (preferably ‘push to talk’) is required for the Informal General Assembly (open), GA/MB and the GA sessions, as well as all meetings where Zoom external dial-in is requested (see 4.5 below). This requires a panel of microphones (1 between 2 people). These should be connected to the main laptop running the presentation (since some delegates will be calling in), as well as to the speaker system. Podium/lectern PA system – the Plenaries and all Expo presentations require a podium mic set up (with speakers and mixer) for the presenter.
 - b. **Wired radio microphones:** The Plenaries (both for the Business Meeting and Expo) and Open GA require wireless radio microphones to roam the crowd.

4.5 Teleconference lines and Zoom

From 2017 onwards, the online system Zoom will be used exclusively as the external dial-in method, negating the need for conference phones to be hired. For the AV requirements of this system, please see point 4.4 above.

The Zoom dial-in web-conferencing system is managed by the SNOMED International Technical Team.

Note that no Zoom lines are provided in any of the meeting rooms booked for the Expo, as external dial-in is prohibited.

4.6 Catering

Please see Appendix 7.2.3 for previous examples.

Catering arrangements to be included in a day delegate rate should include the following:

- a) Arrival tea/coffee;
- b) Mid morning tea/coffee/soft drinks with cakes/pastries and healthy snacks;
- c) Buffet Lunch for all the delegates (with one soft drink included) is provided during April's meeting, and during the two Expo days in October. Provision at the October Business meeting will be based on local prices and facilities;
- d) Mid afternoon tea/coffee/soft drinks with cakes/pastries and healthy snacks.

All tea/coffee breaks to be arranged in a common area access to all meetings, with the lunch venue to be determined by the venue. Note that it is important to consider the location of breaks for the SNOMED CT Expo to encourage footfall in the vendor exhibition.

4.7 Hotel Guest Rooms

It is ideal all delegates stay at the conference venue if it is in a hotel. However, since guest rooms are confirmed and paid directly by the delegates it is up to the delegates to decide if they stay at the conference venue or at another location. What SNOMED International should be doing is obtaining a block reservation with better room rates (ideally inclusive of breakfast) and providing the details to the delegates i.e. a booking code number or a link for them to take care of their bookings and payment directly with the hotel. This booking system should preferably be electronic (website or email) and not require telephoning the hotel. Usually the hotel venue will provide a deadline for reserved rooms to be confirmed – this needs to be kept an eye on as they may charge an attrition rate (of around 80%) if

they are not advised to let the rooms go. The room rate should include wireless internet access and be \$200 USD or less per night (excluding taxes), in line with SNOMED International Travel Policy. An exception is made for hotels in the UK, where accommodation expenses can go up to £200 GBP per night (not including VAT).

Where a conference center is being used for meetings, SNOMED International expects to be able to provide details of hotels where discounted deals have been made – these should be published on the website

More rooms will be required in October than in April, although it should be noted that for the October conference, most participants are likely to stay for the full week. **Please see Appendix 7.2.4 for previous examples.**

4.8 Payment

All meeting related charges i.e. coffee breaks, lunch, AV equipment, meeting room rental for the Conference, except delegate guest rooms where hotel is used, will be met by SNOMED International upon completion of the event and on receipt of the invoice. There will most likely be a requirement to pay deposits prior to the event, which will be taken into account with the final bill. **For examples of previous costs, please see Appendix 7.2.8.**

Wherever possible, it is recommended to obtain a Day Delegate Rate inclusive of coffee breaks, lunch, meeting rooms, and basic AV equipment (such as LCD screens and projectors).

Items such as rental of AV equipment from a 3rd party, cost of the Cocktail Reception, Awards Dinner, transport, exhibition hire etc, will also be paid for by SNOMED International, and included in the Master Account, unless they are invoiced separately by the third party. Sponsorship will be sought to assist with covering costs of the Expo Drinks Reception and aspects of the SNOMED International Awards Dinner (**please see Appendix 7.2.6**).

With the Expo booths, the exhibitor will pay separately for any additional requirements that are requested by exhibitors and not provided by SNOMED International in the booth package.

4.9 Simultaneous Translation

The official language of SNOMED International's events is English, but as the Organisation moves into territories where English is not so widely spoken it may be necessary to provide translation of Expo

presentations into the local language. Translation should be provided for the Expo only, in order to attract local attendees – the Business Meeting remains in English only.

The SNOMED CT Expo 2015 in Montevideo was the first event to offer simultaneous translation services to all delegates attending presentations. This required a panel of interpreter staff (fluent in both English and Spanish, and with a medical background) as well as a technical set-up of soundproof booths and headsets for delegates (supplied by the venue). To translate the plenaries, keynotes and three presentation streams we required six interpreters in total (for a pair in each session as they alternate).

If required in future, translation services will need to be arranged in close collaboration with the venue (which may already have the necessary technical equipment). It should be stressed to all presenters that the translation will be in one direction only (i.e. only from English into the local language, not the other way around) to keep things as simple as possible for the session moderators.

It should also be noted that in Montevideo we hired a Spanish-speaking staff member to work on the registration desk throughout the week, which was extremely helpful. This individual was sourced through the exposition company setting up the Expo.

5 Scheduling

5.1 Working Groups & Clinical Reference Group (CRG) planning

From an early stage, particularly with regard to the October conference, it is essential to get a clear understanding from Clinical Reference Group and Working Group Chairs and Co-chairs (in liaison with SNOMED International staff) the following:

- Whether they require a face-to-face meeting (and the business case for this, particularly if in April)
- How much time do they require
- What A/V facilities are required
- If external dial-in via Zoom is required

For the April meeting in London, CRG and/or working group meetings will not happen automatically and will only take place if there is key work to be done against deliverables on the SNOMED

International work plan. Decisions will be made in conjunction with SNOMED International's Management Team and CEO.

In October, it is easier to pre-empt what requirements are, where potential clashes may be in the schedule and arrange working group meetings accordingly. Working with the relevant Management Team leads may be easier going forward to do as much prep work on behalf of the Working Group Chairs and ask for their confirmation of the requirements that SNOMED International presume they will have based on previous events.

The working group schedule should be relatively straightforward and should be finalized at least 3 months prior to the event so the registration site can be set up in good time.

Once requirements are confirmed, SNOMED International will allocate Zoom accounts and communicate this information to the WG Chairs so they can inform their expected participants.

5.2 SNOMED CT Expo planning

Planning for the SNOMED CT Expo needs to start as soon as is practicable after the previous October conference, and this work is done by a planning group lead by the relevant regional Customer Relations Executive, assisted by SNOMED International's Events & Business Support person. The Expo planning group also includes the following members:

- Communications Executive Lead
- Vendor Engagement Lead
- Representatives from the Host Country (ideally one leader, plus one or two other staff)
- Potentially the Head of Product Support, depending on call time

Once the objectives of the Expo have been agreed, it is essential to get in place:

- Timetable for event planning
- Topics for the program session streams (usually 3 streams, plus one for tutorials)
- Call for papers/poster presentations/request to exhibit (**see Appendix 7.2.7**)
- Deadline for submissions
- Keynote presentations
- Notification date for acceptance/decline
- Requirements for A/V, room layout etc, usually booked in conjunction with the Business Meeting requirements (**see Appendices 7.2.1 & 7.2.2**)
- Vendor/Exhibitor packages and invitation for exhibitors (**see Appendix 7.2.5**)
- Admission charges for Badge Registration (**see Appendix 7.2.5**)

- Simultaneous translation services, if required (**see item 4.9**)
- Marketing plan (in close collaboration with the Host Country)

Again, once this is completed, the registration site can be prepared in good time, and negotiations with the Exhibition hire 3rd party contractor will be more straightforward.

It is also essential to get keynote speakers confirmed so that their participation can be included in marketing the event. There are usually two plenary sessions – the first with a keynote speaker from the field of eHealth in the host country (often the Minister of Health themselves), and a second with the James Read Memorial Lecture

Once exhibitors and poster presentations have been confirmed, they can be issued with poster guidelines and the exhibition proposal (provided by the 3rd party contractor), and arrange any additional requirements directly.

5.3 Papers, Posters and Tutorials

Planning for Tutorials and Presentations should start as soon as is practicable after the previous October conference. This process is strategically managed by SNOMED International's Customer and Stakeholder Relations team (led by the relevant regional Executive), and it is essential to get in place:

- Timetable for event planning
- Call for proposed tutorials, presentations and posters (which should complete the attached outline documentation) (**See Appendix 7.2.7**).
- Deadline for teaching materials for tutorials – including provision of rights for SNOMED International to distribute and members and community to use these materials - i.e. materials to be made freely available on the education materials library (this does not mean that the originator doesn't have the right to use the material). Materials need to be received as per the timeframes specified.
- Assessment requirements – if any (including room, identification of students, invigilation)
- Notification date for acceptance/decline/result availability
- Requirements for A/V, room layout etc

Again, once this is completed, the registration site can be prepared in good time, and negotiations with the Exhibition hire 3rd party contractor will be more straightforward.

Specifications for poster presentations are as follows:

Aspect: Portrait

Dimensions:

864 x 1189 mm or 34in x 47in

Equivalent sizing standards:

US ANSI: Size E (864 x 1118 mm or 34.0 x 44.0 in)

ISO: Size A0 (841mm 1189 mm or 33.1 x 46.8 in)

NOTE: Presenters also have the option to use their space for two or four smaller posters, to suit their display.

5.4 Speaker Packages

SNOMED International will invite speakers to present the James Read Memorial Lecture, (a 90-minute slot on the final day), and also for a Keynote Speech on the first morning of the Expo. There may also be strategically key individuals who the member country or SNOMED International wish to contribute their experiences to the Expo. As part of this invitation, SNOMED International will offer to fund the following:

- Travel (the individual should make their arrangements and request reimbursement)
- Hotel accommodation (2 nights normally) (the names of speakers should be added to the master account)
- SNOMED International Awards Dinner (names added to the list paid for by SNOMED International)

6 Other conference requirements

6.1 Attendee Material

In order to save on paper and printing costs, from October 2011 it was agreed that delegates are only provided with name badges and tent cards. Copies of the schedule and location map can be available on the registration desk and if possible printed on A3 to be displayed at the registration desk.

Feedback from this decision proved generally positive from delegates, although there will always be some who expect to receive more detailed material when registering. Internet codes are provided at the registration desk. Each day's events should be clearly signed in order to avoid miss-information

6.2 Minute taking

SNOMED International provides secretarial assistance to the following bodies:

General Assembly
Management Board
Member Forum

Secretarial assistance to Advisory and working groups is provided on a case-by-case basis.

7 Appendices

7.1 IHTSDO & SNOMED International Previous and Planned Conferences

The Association has hosted or planned (or is planning) the following meetings:

- a) April 2007: Evanston, USA
- b) August 2007: Brisbane, Australia
- c) October 2007: Copenhagen, Denmark
- d) April 2008: Evanston, USA
- e) July 2008: Birmingham, UK
- f) October 2008: Helsingør, Denmark
- g) April 2009: Helsingør, Denmark
- h) October 2009: Bethesda, USA
- i) April 2010: Copenhagen, Denmark
- j) October 2010: Toronto, Canada
- k) April 2011: Copenhagen, Denmark
- l) October 2011: Sydney, Australia (with Implementation Showcase)
- m) April 2012: Copenhagen, Denmark
- n) October 2012: Stockholm, Sweden (with Implementation Showcase)
- o) April 2013: Copenhagen, Denmark
- p) October 2013: Washington DC, USA (with Implementation Showcase)
- q) April 2014: Copenhagen, Denmark
- r) October 2014: Amsterdam, Netherlands (with Implementation Showcase)
- s) April 2015: Copenhagen, Denmark
- t) October 2015: Montevideo, Uruguay (with SNOMED CT Expo 2015)
- u) April 2016: London, UK
- v) October 2016: Wellington, New Zealand (with SNOMED CT Expo 2016)
- w) April 2017: London, UK
- x) October 2017: Bratislava, Slovak Republic (with SNOMED CT Expo 2017)
- y) April 2018: London, UK
- z) October 2018: Vancouver, Canada (with SNOMED CT Expo 2018)



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7.2 Conference Templates

Please consult the attached appendices for a detailed breakdown of previous events.

7.2.1 Appendix: Meeting Room Requirements

These are examples of previous requirements for October meetings. It should be noted that some meetings are specific to the location and therefore as part of managing facilities, there needs to be early discussions about any additional meetings or flexibility within the venue to manage them.

OCTOBER 2015 – MONTEVIDEO

Including quoted costs for room rental (exclusive of catering and AV equipment, and without tax as SNOMED International gained VAT exemption through the Uruguay Tourism Board).

Please note that their venue hire charges were very low, but their catering was expensive so the budget evened out.

Business Meeting:

Day 1: Sunday (5 rooms as follows)

Quoted by the Radisson Montevideo at US\$992 per day

- SNOMED International Office
- HR /spare office
- U-shaped for 30-40, all day (Member Forum)
Plus option for the following:
- *2 x U-shaped for 20 – all day, CRG/working group meeting TBC (organized only if requested)*

Day 2: Monday (10 rooms as follows)

Quoted by the Radisson Montevideo at US\$1,595 per day

- SNOMED International Office
- HR /spare office
- Catering hall for lunch
- U-shaped for 45 full day (Closed GA & MB Strategic Discussion)
Plus option for the following:
- *6 x U-shaped for at least 15 + 10 theatre in afternoon, TBC*

Day 3: Tuesday (10 rooms as follows)

Quoted by the Radisson Montevideo at US\$2,414 per day

- SNOMED International Office
- HR /spare office
- Catering hall for lunch
- Plenary room, podium and lectern with microphone for 200 theatre style, 9.00-9.30 am (Opening Plenary)
- U-shaped for 30, morning only (closed GA meeting)
- U-shaped for 20, morning only (closed MB meeting)

- U-shaped for 45, afternoon only (closed Joint GA/MB meeting) (*Note: was the same room used for the Opening Plenary in the morning*)
- 4 x U-shaped for 15, plus up to 20 observers, all day (AGs, MF Workshops & Working Group meetings)

Day 4: Wednesday (10 rooms as follows)

Quoted by the Radisson Montevideo at US\$2,414 per day

- SNOMED International Office
- HR /spare office
- Catering hall for lunch
- U-shaped for 25 (outward facing) + 150 theatre, morning only (Open General Assembly)
- U-shaped for 30, pm only (Closed Informal General Assembly, part 2)
- Plenary room with podium and lectern with microphone, for 200 in theatre style, 4.30-5.30 pm (Closing Plenary). (*Note: was the same room used for the Open General Assembly in the morning*)
- 5 x U-shaped for 15, plus up to 20 observers, all day (AGs, MF Workshops & Working Group meetings).

SNOMED CT Expo 2015:

Days 5 & 6: Thursday & Friday (9 spaces as follows):

Quoted by the Radisson Montevideo at US\$3,755 per day (US\$7,510 in total)

- SNOMED International Office
- HR /spare office
- Catering hall for lunch
- Plenary room for 300+ theatre style on both days, requiring podium and lectern with microphone until morning coffee break
- 5 x meeting rooms for 50-80 theatre style on both days, numbers to be confirmed based on agreed size of Expo
- Atrium and/or Ballroom space for 15 to 20 (3x2m, 5x2 and 7x2m) exhibitor booths and 10 (4'x8') poster displays on both days. (*Note: Ideally this would be a space where catering could also be served, to encourage attendees to visit these booths*).

OCTOBER 2013 – WASHINGTON

Including quoted costs for room rental (before service charges & taxes, and exclusive of catering and AV equipment).

Business Meeting

Day 1: Sunday (3 meeting rooms as follows)

Quoted by the Sheraton Crystal City at US\$3,000 per day

- U-shaped/Boardroom for 30-40, Member Forum – All day
- 2 x U-shaped for 20 – all day, CRG/working group meeting TBC (organized only if requested)

Day 2: Monday (8 meeting rooms as follows)

Quoted by the Sheraton Crystal City at US\$10,000 per day

- U-shaped for 20 full day – Management Board
- U/Boardroom for 30 full day (informal GA, closed meeting) (Added as of Oct 2013)
Plus option for the following:
- 6 x U-shaped for 12 + 10 theatre in afternoon (organized only if requested)

Day 3: Tuesday (8 meeting rooms as follows)

Quoted by the Sheraton Crystal City at US\$10,000 per day

- Plenary room, podium and lectern with microphone for 200 theatre style, 9.00-9.30 am
- U/Boardroom for 45 – joint GA/MB meeting closed afternoon only
- 6 x U-shaped for 16 + 20 theatre style – all day Committee am/working group meetings pm

Day 4: Wednesday (8 meeting rooms as follows)

Quoted by the Sheraton Crystal City at US\$10,000 per day

- U-shaped for 25 (outward facing) + 150 theatre, morning only, General Assembly open.
- U/Boardroom for 30 (informal GA, closed meeting) pm only (moved from Day 3 am as of Oct 2013)
- 4 x U-shaped for 16 + 20 theatre style, working group am/Committee pm
- 2 x U-shaped for 6-20 Working Group meetings am or pm
- Closing plenary podium and lectern with microphone for 200 theatre style, 4.30-5.30 pm

Implementation Showcase

Quoted by the Sheraton Crystal City at US\$10,000 per day (US\$20,000 in total)

Days 5 & 6: Thursday & Friday (8 meeting rooms as follows):

- Plenary room for 300 theatre style on both days, requiring podium and lectern with microphone until morning coffee break
- 6 x break-out rooms for 50-80 theatre style, numbers to be confirmed based on agreed size of showcase
- Atrium and/or Ballroom space for the 20 (10'x10') exhibitor booths and 10 (4'x8') poster displays.

7.2.2 Appendix: Audio Visual Requirements

The following AV equipment is required for the April/October business meetings and the October Expo.

Please note: a lot of this may already be available as part of the package offered by the conference center (such as Axelborg in Copenhagen in 2013), as they are already fully equipped and set-up. If the meeting is being held in a hotel then the requirements will need to be met by a 3rd Party contractor.

As outlined in point 4.4, in October 2013 the AV requirements changed substantially as the transition was made from traditional phone lines to using Zoom to dial in (thus needing wired internet capability and no hired conference phones). ***Please note that as of the AV ordered in October 2015 the ‘PZM’ microphones were changed to be ‘Push to Talk’ panel microphones, as although these are more expensive they are much more effective.***

WASHINGTON DC – OCTOBER 2013

The order for the Sheraton Crystal City was as follows, with an eventual invoiced cost of \$38,238.00 (including staff labor, service charges and taxes).

INTERNET:

Wired cables in every meeting room and for each Showcase exhibitor booth, with access to 4MB+ speed internet (*Note: this was originally quoted at \$100 per cable/per day but this was negotiated down to a special flat rate of \$1500.00 USD*).

POWER:

Please note that in each room the delegates should be able to power a laptop and we would take your advice on how many of your extension cables and boards may be needed for this.

AV EQUIPMENT:

“Value” LCD package = LCD projector, screen, cart, cabling, extension cord

“Deluxe” LCD package = LCD data projector, cart, professionally dressed fast-fold screen, cabling and extension cords.

“PZM” microphone package = 4 x PZM/boundary table mics, 4 channel mixer, cabling, 1 powered speaker with stand.

“Push to Talk” panel microphone package = 10 x push to talk mics, 1 push to talk controller unit, 4 channel mixer, cabling, 1 powered speaker with stand.

Day 1: Sunday.

- **Member Forum:**
U-shaped/Boardroom for 30-40 – All day (9am-5pm), with 20 U-shaped and 20 observers. Required a “Value” LCD Package and a PZM microphone package.
- **Nursing CRG:**
U-shaped for 20, all day (9am-5pm). Required a “Value” LCD Package and a PZM microphone package.

Day 2: Monday.

- **Management Board:**
U-shaped for 20 full day. Requiring a “Value” LCD Package and a Push to Talk mic system.
- **Plus the following for the Informal GA and various Working Groups:**
6 x U-shaped for at least 12 + 10. Each room requires a “Value” LCD Package and a PZM microphone package.

Day 3: Tuesday.

- **Opening Plenary:**
Plenary room for 200 theatre style, 9.00-9.30 am. Requiring a podium/lectern with microphone (+ mixer & speaker), 1 x wireless hand-held mic and “Deluxe” LCD package.
- **GA/MB (closed):**
U/Boardroom for 45 (afternoon only). Requiring a “Deluxe” LCD Package and a “Push to Talk” mic system (increased to have 22 microphones).
- **Plus the following for the Standing Committees and various Working Groups:**
7 x U-shaped for 16 + 20 theatre style – all day Committee confirmed am, with option for working group meetings pm. Each requires a “Value” LCD Package and a PZM microphone package.

Day 4: Wednesday.

- **General Assembly (Open):**
U-shaped for 25 (outward facing) + 150 theatre, morning only. Requiring a “Deluxe” LCD Package, 1 x roaming hand-held wireless microphone, and a “Push to Talk” mic system for the head table, plus power cables and extra mics for the side “Top Team” table. NOTE: this meeting set-up requires special planning, please consult outlined map on file.
- **Closing Plenary:**
Closing plenary for 200 theatre style, 4.30-5.30 pm. Requiring a podium/lectern with microphone (+ mixer & speaker), 1 x wireless hand-held mic and “Deluxe” LCD package.
- **Plus the following for the Standing Committees and various Working Groups:**
7 x U-shaped for 16 + 20 theatre style, working group am/Committee pm. Each requires a “Value” LCD Package and a PZM microphone package.

Days 5 & 6 - Implementation Showcase – Thursday & Friday:

- **14 x exhibitor booths** with power, extension leads and wired internet
- **Plenary & key-note room** for 300 theatre style on both days until morning coffee break. Requiring a podium/lectern with microphone (+ mixer & speaker), 1 x wireless hand-held mic and “Deluxe” LCD package.
- **Showcase drinks** – a small PA system (1 hand-held mic with mixer and speaker) for the sponsor’s introduction
- **6 x presentation/tutorial rooms** for 30-100 theatre style - numbers and set-up to be confirmed based on agreed size of showcase (theatre style will be usual). Each requires a “Value” LCD Package and a podium/lectern mic with speaker.

7.2.3 Appendix: Catering

A summary of catering details from 2013's conferences, provided for reference when considering quotes from future venues.

APRIL 2013 – COPENHAGEN - AXELBORG & RADISSON BLU ROYAL HOTEL

(Information provided by Lisbeth Dupont-Rosenvold)

SNOMED International office meetings

Sunday 7th April (breaks & lunch for 10 persons)

Milk - Cake - coffee - 10 Bagels - Fruit = DKK 791,00kr (USD \$138.00)

Radisson Blu Royal Hotel

Sunday 7th April - Member Forum (lunches & breaks, full day)

Wednesday 10th April – Open GA (morning break only)

TOTAL: kr 10,440.00 (USD \$1,831.04)

Axelborg

Mon 8th – Wed 10th April Meetings

Coffee breaks and lunches ordered according to the people signed in for each session.

Total package pr. Person - with morning coffee + lunch + afternoon coffee = DKK 695,00kr (USD \$123.00 per person)

In addition, cake was provided for afternoon coffee breaks at DKK 30.00kr per person (USD \$5.30 per person). And we paid 253 x 45kr for the serving of Beer/Soda's for the lunches across 3 days, as this WAS NOT INCLUDED in the package price.

Cocktail Reception on Tues 9th April

Package for 100 persons

8 pcs. of canapé's including 2 hours free drinks (Wine, beer, soda)

PRICE = DKK 400kr pp X 100= 40.000.00 DKK (USD \$6907.72)

OCTOBER 2013 – WASHINGTON DC, SHERATON CRYSTAL CITY

(Information provided by Fleur McBriar)

At the Sheraton Crystal City the total catering costs came in at \$39,493.67 (including 24% service charge and 10% taxes).

We negotiated the special rate of \$10.55pp (*before* service and taxes) for the morning and afternoon coffee breaks, which included:

- A choice of 3 snacks (from a menu selection including items like toasted pita triangles with hummus, assorted cakes/cookies and a fruit yoghurt parfait with granola and berries).
- Freshly brewed coffee
- Selection of black, herbal and specialty teas
- Assorted soft-drinks and bottled water.

The Showcase lunches were served buffet style and negotiated at \$32pp (*before* service and taxes).

An example menu was:

- Leaf salad
- Soup of the day with bread & butter
- Composed salad (ie. Carrot & beet salad with baby arugula and ginger vinaigrette)
- Sliced beef with onions & peppers
- Stir-fried rice with shrimp
- Chef's selection of seasonal vegetables
- Dessert – tropical fruit salad and/or cake squares
- Tea/coffee/soft-drinks

7.2.4 Appendix: Hotel Guest Rooms

APRIL

Average total guest room nights at the April conference are approx. 275 room nights, which stretches over 5-6 days (1-2 days before and after).

See below the expected guest rooms forecast:

Pre-Conference	15 rooms
Day 1	50 rooms
Day 2	75 rooms
Day 3	75 rooms
Day 4	50 rooms
Post-Conference	15 rooms
Total =	275 rooms

OCTOBER

In October it is imperative that a number of guest rooms are block reserved at the hotel venue for a special rate. As noted in point 4.7, this rate must come in at \$200 USD/£200 GBP or less per night (excluding taxes), in accordance with SNOMED International's Travel Policy. External delegates should be able to reserve their own rooms via an exclusive online link from the hotel. SNOMED International staff accommodation is to be booked centrally with their accommodation covered as part of the main bill.

2013:

In Washington DC the following rooms per day were reserved:

Thursday	03/10/13	10 rooms
Friday	04/10/13	10 rooms
Saturday	05/10/13	50 rooms
Sunday	06/10/13	50 rooms
Monday	07/10/13	85 rooms
Tuesday	08/10/13	85 rooms
Wednesday	09/10/13	85 rooms
Thursday	10/10/13	85 rooms
Friday	11/10/13	20 rooms
Saturday	12/10/13	10 rooms
Sunday	13/10/13	5 rooms
Total =		495 rooms

7.2.5 Appendix: Exhibitor Vendor Packages & Admission Fees

ADMISSION FEES:

As of 2013 it was decided to begin charging admission fees for 'Badge Registration' at the Showcase.

At the Washington DC event in 2013 they were as follows:

Attendance charges, per person:

- Early-bird: \$200 USD (registered before August 31st 2013)
- Standard Badge: \$250 USD
- Late/On-site: \$300 USD
- Speakers, SNOMED International staff and members of Governance Bodies – complimentary

In Montevideo's Expo 2015 they were:

Attendance charges, per person:

- Early-bird: \$100 USD (ends six weeks prior on 14th Sept 2015)
- Student (local only): \$100 USD (flat rate)
- Standard: \$125 USD
- On-site: \$150 USD
- Speakers, SNOMED International staff and members of Governance Bodies- complimentary

(Note: pricing was lowered considerably in order to be most attractive to local attendees)

And in Wellington's Expo 2016 they were:

Attendance charges, per person:

- Early-bird: \$350 NZD (ends on 16th September 2016)
- Standard: \$400 NZD (closes on 16th October 2016)
- On-site: Not available
- Speakers, SNOMED International Advisory Group Members, staff and members of Governance Bodies - complimentary

(Note: pricing is in NZD in order to be most attractive to local attendees, and registration closed two weeks prior to the event)

EXHIBITOR VENDOR PACKAGE:

As part of the Exhibitor Vendor Package, for a sum to be reviewed annually, SNOMED International will provide the booth (with walls, a waste-paper bin & power supplied via a 3rd party contractor), along a table and two chairs (supplied by with the contractor or by the venue, if available). Invoicing will take place from the SNOMED International office. An exhibition proposal will be forwarded to all the exhibitors, who can then contact the designated 3rd party contractor with additional requirements for which they will be invoiced separately to the SNOMED International package. Exhibitors will be provided with instructions as to when booths will be built and when it is expected that materials,

laptops, screens, other booth furniture should be in place before the exhibition opens. Payment for sponsorship and payment for booths is expected within 30 days.

Previous Exhibitor Package examples:

October 2015 – Montevideo, Uruguay & October 2016 – Wellington, New Zealand

Exhibitor Shell Space Scheme

The following packages were available to vendors, with three booth sizes at \$350 USD per m sq.

3 x 2m= \$2,100 USD

5 x 2m= \$3,500 USD

7 x 2m= \$4,900 USD

Package included:

- Two complimentary Exhibitor Badges granting full entry to the Expo
- Chosen booth space with a table, two chairs, internet access and an electrical outlet
- One non-promotional presentation slot (in appropriate stream) (***new in 2015***)
- Acknowledgement on the event website (***new in 2015***)
- Two complimentary tickets to the SNOMED International Awards Dinner (Wednesday 28th October) (***new in 2015***)
- Other items or services for booth fit-out (shipping, printed materials, graphics, laptops, plasma screens, additional furniture etc.) can be hired at vendor cost from a designated 3rd party exposition company.

October 2013 – Washington DC, USA

Exhibitor Shell Space Scheme

The following package was available to vendors for **US\$1,500** per booth:

- Two complimentary Exhibitor Badges granting full entry to the Showcase
- One 10'x10' booth space with basic shell walls, a table, two chairs, internet access and an electrical outlet
- Other items or services for booth fit-out (shipping, printed materials, graphics, laptops, plasma screens, additional furniture etc.) can be hired at vendor cost from a designated 3rd party exposition company.

October 2012 – Stockholm, Sweden

The same package as above was charged at **US\$1000**

7.2.6 Appendix: Sponsorship Packages (October)

In Stockholm 2012 only the Cocktail Evening was sponsored - US\$10,000 was pledged by Orion Health.

In Washington DC in 2013 the following Sponsorship Packages were offered:

BUSINESS MEETING:

Sponsorship of the Conference Dinner

Wednesday 9th October (*Note: not taken in 2013*)

For US\$15,000:

- Banner display in the lobby and room of the event
- Logo on printed material
- Banner or booth in the vendor presentation area
- Two complimentary Exhibitor Badges granting full entry to the Showcase
- Five minute speaking opportunity to the exclusive group of attendees
- Formal introduction by SNOMED International

Sponsorship of the Conference Cocktail Evening

Tuesday 8th October (*Note: not taken in 2013 so the event did not take place*)

For US\$10,000:

- Banner display in the lobby and room of the event
- Logo on printed material
- Banner or booth in the vendor presentation area
- Two complimentary Exhibitor Badges granting full entry to the Showcase
- Five minute speaking opportunity to the exclusive group of attendees
- Formal introduction by SNOMED International

Sponsorship of the 'Welcome Reception' drinks at Conference Dinner

Wednesday 9th October

(Note: in 2013 this was sponsored by Wolters Kluwer Health Language, in order to keep alcohol separate to the main ticket transaction).

For US\$1,500:

- Company logo printed on the drink tickets issued to guest.

SHOWCASE:

Sponsorship of drinks in the Exhibition area

Thursday 9th October (after Day 1 Showcase sessions end)

(Note: in 2013 this was sponsored by Orion Health)

For US\$10,000:

- Banner display in the lobby
- Logo on printed material
- Banner or booth in the vendor presentation area
- Two complimentary Exhibitor Badges granting full entry to the Showcase
- Five minute speaking opportunity to the exclusive group of attendees
- Formal introduction by SNOMED International

Sponsorship of a Tutorial Stream at the Implementation Showcase

Thursday 10th and Friday 11th October

(Note: in 2013 a \$5K non-exhibiting package was sponsored by Epic)

For US\$5,000-\$10,000:

- Booth in the vendor presentation area (\$10,000 option)
- Banner display in the lobby and/or room of the event (\$5,000 option)
- Logo on printed material associated with the tutorial session
- Two complimentary Exhibitor Badges granting full entry to the Showcase
- Formal introduction by SNOMED International

In Montevideo in 2015 and Wellington 2016 the following packages were offered:

IHTSDO BUSINESS MEETING

Sponsorship of the IHTSDO Awards Dinner (Wednesday evening)

(Note: in 2015 this was not sold. 2016 was still to be confirmed at the time of writing)

\$10,000 USD (with 3x2m booth) or \$8,000 USD without

Package includes:

- Booth in the SNOMED CT Expo exhibition area (\$10K package only)
- Banner display in the lobby and room of the event
- Acknowledgment on printed material and the IHTSDO event website
- Five minute speaking opportunity to the exclusive group of attendees
- Two complimentary tickets to the SNOMED International Awards Dinner
- Two complimentary Exhibitor Badges granting full entry to the SNOMED CT Expo
- Formal introduction by SNOMED International

Sponsorship of 'Welcome Drinks' at SNOMED International Awards Dinner (Wednesday evening)

(Note: in 2015 this was not sold. 2016 was still to be confirmed at the time of writing)
\$2,500 USD

Package includes:

- Company logo printed on the drink tickets issued to guest.
- Two complimentary tickets to the SNOMED International Awards Dinner

SNOMED CT EXPO 2015

Sponsorship of drinks reception in the Exhibition area (Thursday afternoon/evening)

(Note: in 2015 this was not sold. 2016 was still to be confirmed at the time of writing)
\$7,000 USD (with 3x2m booth) or \$5,000 USD without

Package includes:

- Booth in the SNOMED CT Expo exhibition area (\$7K package only)
- Banner display in the exhibition area
- Acknowledgment on printed material and the IHTSDO event website
- One non-promotional presentation slot (in appropriate stream)
- Two complimentary Exhibitor Badges granting full entry to the SNOMED CT Expo
- Two complimentary tickets to the SNOMED International Awards Dinner
- Formal introduction by SNOMED International

Sponsorship of the Expo Tutorial Stream/s

(Note: in 2015 a \$5K non-exhibiting package was sponsored by Epic. 2016 was still to be confirmed at the time of writing)

\$7,000 USD (with 3x2m booth) or \$5,000 USD without

Package includes:

- Booth in the SNOMED CT Expo exhibition area (\$7K package only)
- Banner display in the two Tutorial rooms
- Acknowledgment on printed material and the SNOMED International event website
- One non-promotional speaking slot (in appropriate presentation stream)
- Two complimentary Exhibitor Badges granting full entry to the SNOMED CT Expo
- Two complimentary tickets to the SNOMED International Awards Dinner (Wednesday 28th October)
- Formal introduction by SNOMED International

7.2.7 Appendix: Call For Papers, Posters & Tutorials

In 2013 the process for submitting papers, posters and/or tutorials was managed via an online process (set-up by the IHTSDO's Head of Implementation and Education). After changes to leadership of the IHTSDO conference from 2015 the IHTSDO Customer & Stakeholder Relations team have managed the Call for Papers.

In 2015 the following announcement was issued on Collabnet and published via the website:

CALL FOR PAPERS

IHTSDO is pleased to announce details of its international *SNOMED CT Expo 2015*, to be held in Montevideo, Uruguay on 29th-30th October 2015. This follows on from the success of the previous *SNOMED CT Implementation Showcases* held in Sydney, Stockholm, Washington DC and Amsterdam.

The Expo will allow attendees to interact with SNOMED CT implementers from around the world who will share their first-hand knowledge about the benefits, challenges and lessons learned from a variety of implementations. This year proposals for presentations and posters should focus on the following topics:

- **First-hand SNOMED CT implementation experience**
 - Descriptions of SNOMED CT implementations including lessons learned and/or benefits achieved from vendors, clinicians, healthcare organizations, national release centers and others
- **Clinical and other collaboration activities towards implementation**
 - Descriptions of key collaborative activities undertaken to assist in a successful implementation of SNOMED CT including, but not limited to, key content development, mappings, governance structures and engagement strategies, etc. including lessons learned and benefits achieved from clinicians, standards organizations, professional organizations, health care organizations, national release centers and others
- **Enhancing SNOMED CT implementation**
 - Descriptions of experience with and suggested enhancements to implementation guidance for SNOMED CT in areas such as, but not limited to, tooling, description logic, etc. including lessons learned and benefits achieved from academicians, vendors, national release centers and others

Session attendees will also have an opportunity to visit vendors in the Expo exhibition area.

SNOMED International invites you to submit a proposal for a presentation or poster for the Expo

SNOMED CT Expo 2015 Details

- The Expo will be held at the Radisson Montevideo (Victoria Plaza) in Montevideo.
- Speaker attendance is free of charge (there is a small charge for most Expo attendees¹)

1. The standard attendance charge is \$125 USD, a reduced \$100 USD 'early-bird' rate applies to registrations on or before 14th September 2015 and a higher charge of \$150 USD applies to any on-site registrations. Attendance will be free for speakers and SNOMED International Governance Body members.

- The Expo provides a valuable opportunity for attendees to learn more about SNOMED CT and its use in health systems, services and software products around the world.

Key Dates

- **Friday, 10th July** – Call for submissions closes (review by Program Committee begins)
- **Friday, 24th July** – Proposers informed whether their submissions have been accepted
- **Friday, 14th August** – Final abstracts required from presenters (for the Expo program)
- **Monday, 12th October** – Final date to receive electronic copies of posters and slide decks

Submission Guidelines

All Expo Presentations and Posters must be focused on SNOMED CT and should be informative rather than promoting a particular product or service. They should enable attendees to enhance the breadth of their knowledge of SNOMED CT as well as comparing and contrasting a range of experiences of practical approaches, benefits realized and lessons learned.

- **Expo Presentations:**

Presentations will be allocated a timeslot of 30 minutes in an appropriate session of the Expo event. Speakers are expected to attend and present in person. Computer projection (via the presenter's own laptop) will be provided for all presentation sessions, and speakers will be required to submit a slide deck or similar presentational resource in advance of the event.

- **Expo Posters:**

Posters describing implementation experiences will be displayed in the exhibition area during the Expo event. Authors are required to print and display their poster² and should also be available to discuss their work with attendees during refreshment breaks.

Submission Process

1. Download the template relevant at: <http://www.ihtsdo.org/resource/resource/160>
2. Using this template, write a short abstract summarizing your proposed contribution to the Expo. Please be sure to follow the instructions contained in the template.
3. Submit your proposal via email to: snomedctexpo2015@ihtsdo.org
4. When submitting your proposal, please provide all the required information, check the accuracy of your contact details and ensure that you have attached the file containing your abstract.

Note: Proposals will only be accepted via the email address above.

The Program Committee will select proposals that fit with the Expo's focus and provide a balanced program for attendees.

Important Information for Presenters:

SNOMED International is a not-for-profit organization.

Those selected to present will receive complimentary entry to the Expo, however presenters will be responsible for all costs associated with presenting (including travel expenses and production of supporting resources including posters and handouts).

Presenters will retain their intellectual property rights associated with presentations at the Expo. However, a condition of acceptance of proposals is that the author agrees that SNOMED International may publish selected abstracts in promotional literature for the Expo, and may post presentations (in a read-only format) on the SNOMED International website after the event.

2. Poster sizes will be ISO sizes A0 or A1 (similar to ANSI E or D).



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For further information see: <http://www.ihtsdo.org/participate/attend-ihtsdo-events/snomed-ct-expo>

Or contact us by email at events@ihtsdo.org.

7.2.8 Appendix: Venue Costs

Examples of previous April and October final invoiced venue costs are included here, to be used as reference for future events. Please note that much of the below costs will be offset by income, including Awards Dinner ticket prices, Expo entry fees and sponsorship packages.

APRIL 2013 (Copenhagen):

(all figures in USD)

Meeting room & venue hire - \$5,933.34

Audio Visual requirements - \$20,647.34

Catering (lunch & breaks) - \$50,841.32

Social event (drinks reception) - \$6,907.72

OCTOBER 2013 (Washington DC):

(all figures in USD)

Meeting room & venue hire - \$69,663.20

Audio Visual requirements - \$38,238.00

Catering (breaks & Showcase lunches) - \$39,493.67

Social event (drinks reception) - \$6,793.64

Social event (Awards Dinner) - \$18,302.55 (offset with \$60 charged per ticket)

Social event (bus transport for Awards Dinner) - \$1,950.00

OCTOBER 2014 (Amsterdam):

(all figures in USD)

Item	Business Meeting	Expo	Total Invoiced
Catering & Venue Hire	\$72,522.10	\$52,402.13	\$124,924.23
AV & internet	\$32,424.25	\$14,100.78	\$46,525.02
Awards Dinner	\$24,882.25		\$24,882.25
EXPO Drinks		\$3,918.13	\$3,918.13
EXPO Set Up Costs		\$8,797.55	\$8,797.55

OCTOBER 2015 (Montevideo):

(all figures in USD)

Details	Business Meeting	Expo	Total Invoiced
Catering	\$23,516.42	\$39,039.20	\$62,555.62



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AV & Internet	\$26,839.04	\$18,050.75	\$44,889.79
Awards Dinner	\$14,275.00		\$14,275.00
Meeting room hire	\$5,805.00	\$7,430.00	\$13,235.00
EXPO Drinks		\$7,865.00	\$7,865.00
Translation services - Intepreter Staffing		\$6,441.60	\$6,441.60
EXPO Set up costs		\$3,752.00	\$3,752.00
Event Assistant	\$951.60	\$634.40	\$1,586.00
Awards Dinner Entertainment	\$1,075.00		\$1,075.00
Awards Dinner Transport	\$1,075.00		\$1,075.00



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7.2.9 Appendix: Invitation for Expressions of Interest from Host Countries

As of 2015 this process has been managed directly by the SNOMED International Customer and Stakeholder Relations Team, by individual emails to chosen targets. Please see the SNOMED International October Conference Approval Process document for more details:

<https://confluence.ihtsdotools.org/display/CRM/October+Conference+Approval+Process>

7.2.10 Appendix: Meeting details from the Articles of Association

From Version 13.0, amended on 3 July, 2013:

The Ordinary Meeting of the General Assembly taking place in **April** will consider and vote on resolutions concerning:

- a) Management Board's annual report for the prior financial year
- b) Association's financial accounts, including the External Financial Auditor's Report for the prior financial year
- c) Appointment of (or ratification of the appointment of) an External Financial Auditor for the current financial year
- d) Any general or special business referred to the General Assembly by the Management Board for consideration in the Ordinary Meeting and
- e) Any other business referred to the General Assembly by any Member for consideration in the Ordinary Meeting.

The Ordinary Meeting of the General Assembly taking place in **October** will consider and vote on resolutions concerning:

- a) the presentation and adoption of:
 - i. the Management Board's annual strategic, business and operational plans for the next financial year; and
 - ii. the Management Board's proposed Aggregate Annual Fee for the next financial year.
- b) any general or special business referred to the General Assembly by the Management Board for consideration in the Ordinary Meeting; and
- c) any other business referred to the General Assembly by any Member for consideration in the Ordinary Meeting.

7.2.11 Appendix: Example RFP information for potential venues

In 2017 this information was used by Canada Health Infoway/Inforoute to issue Request for Proposals from potential venues:

MAIN VENUE:

This should be a 4* hotel or conference venue, which must do the following:

- Have at least 9 or 10 meeting rooms (of varying sizes from a large ballroom or theatre/auditorium that can seat at least 350, though to small boardrooms);
- Also be able to cater for coffee breaks and lunches for 300+ delegates – this can be served standing as long as suitable bar leaner tables are provided;
- Meet the technical requirements for internet and AV, or allow external contractors to supply if not;
- Have easy access to public transport, with local amenities such as shops and restaurants;
- Be close to affordable hotel accommodation (if it is not a hotel itself);
- Have reasonable transport links to the major international airport of the host country.

On Days 5 & 6 (the Expo) it must also:

- Have additional space for an 'exhibition hall' of up to 12 poster displays and at least 15-20 vendor stands (varying in size between 3x2, 5x2 and 7x2 meters in size); **Ideally the catered breaks and lunches should be served in this area, so as to encourage footfall of delegates visiting the exhibitor booths. In Wellington, NZ the space for this was just over 500 sq.m and that worked really well.**

An example of meeting room usage on one of the Business Meeting days would be as follows:

- SNOMED International Staff Office
- HR /spare office
- Catering hall for lunch (*which ideally then also becomes the Exhibition Hall on the Expo days*)
- Plenary room for 200 theatre style, 9.00-9.30 am (*for Opening Plenary*)
- One room set in U-shape for 30, morning only (*closed GA meeting*)
- One room set in U-shape for 20, morning only (*closed MB meeting*)
- U-shaped for 45, afternoon only (*closed Joint GA/MB meeting*) (**Note: This could be the same room used for the Opening Plenary in the morning**)
- 4 or 5 x U-shaped for 15, plus up to 20 observers, all day (*for use by Advisory Groups, Member Forum Workshops & Working Group meetings*)

An example of meeting room usage on the two Expo days would be as follows:

- SNOMED International Staff Office
- HR /spare office
- Plenary room for 300+ in theatre style (*for Keynotes and largest presentation stream*)
- 5 x rooms for 50-80 theatre style on both days, numbers to be confirmed based on agreed size of Expo (*for presentations and tutorials*)
- Atrium and/or Ballroom space for 15 to 20 (3x2m, 5x2 and 7x2m) exhibitor booths and 10 (4'x8') poster displays on both days. **Ideally this would be a space of over 500 sq.m where catering could also be served, to encourage attendees to visit these booths.**

The venue must have high-speed, reliable wireless internet connection (up to a speed of at least 15Mb/s), or if not then hard-wired internet connections should be provided in all meeting rooms, plus wireless in the public area. During the Business Meeting there will be approximately 200 concurrent users (increasing to 300+ during the Expo).

CATERING:

Ideally catering arrangements would be arranged via a Day Delegate Rate and include the following:

- e) Arrival tea/coffee;
- f) Mid morning tea/coffee/soft drinks with cakes/pastries and healthy snacks;
- g) Buffet Lunch for all the delegates (with one soft drink included);
- h) Mid afternoon tea/coffee/soft drinks with cakes/pastries and healthy snacks.

HOTEL GUEST ROOMS:

It is ideal for most delegates to stay at the conference venue if it is in a hotel. Normally we would obtain a block reservation at the hotel with better room rates (ideally inclusive of breakfast) and providing the details to the delegates i.e. a booking code number or an online link for them to take care of their bookings and payment directly with the hotel.

The room rate should include wireless internet access and be \$200 USD or less per night (single occupancy) (excluding taxes), in line with SNOMED International's Travel Policy.

Where a conference centre is being used for meetings, we should be able to provide delegates with details of nearby hotels where discounted deals have been made. Either way it is at the delegate's discretion where they choose to stay.

An example of block room numbers for the October 2017 event in Bratislava this year is as follows:

Held to be booked as one group for SNOMED International’s staff (paid under one invoice), with a deadline for availability and release policy set by the hotel:

<i>Date</i>	<i>Type</i>	14.10.	15.10.	16.10.	17.10.	18.10.	19.10.	20.10.	TOTAL
<i>No. of Rooms</i>	Single standard	40	40	40	40	40	40	30	270

Held to be booked and paid for directly by guests, with a deadline for availability and release policy set by the hotel:

<i>Date</i>	<i>Type</i>	14.10.	15.10.	16.10.	17.10.	18.1	19.10.	20.10.	TOTAL
<i>No. of Rooms</i>	Single standard	40	110	110	110	110	110	50	640

ADDITIONAL VENUES:

The 6-day conference also incorporates the following two social events:

Monday night - Welcome drinks reception:

Arranged by the hosting Member country. This could either be onsite at the main venue, or offsite at another location (at the host Member’s discretion). The event usually caters for approx. 150-200 attendees, providing drinks and canapés for a couple of hours.

Wednesday night - SNOMED International Gala Awards Dinner:

Arranged by SNOMED International. This could also either be onsite at the main venue, or offsite at another location. The event usually caters for approx. 200 attendees, for a sit-down buffet dinner plus live entertainment and dancing.