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SNOMED International Conference and Expo
Guidelines

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Amendment History

Version	Date	Editor	Comments
0.01	20110330	Jayaseeli Liyanage Christiansen	1st Draft for review
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1.00	20111116	Sarah Bagshaw	FINAL; checked for terminology consistency; added paragraph re changing conference line passcodes.
1.01	20120919	SBA and LDR	Updates with regard to future conferences.
2.01	20130320	Fleur Gilbert	Re-formatted and added new Appendices containing annual specifics and budgets.
2.02	20130326	Fleur Gilbert	Editing of new Appendices.
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2.04	20130612	Fleur Gilbert	Entering of information into Appendices (Catering & Budget)
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3.00	20160107	Fleur McBriar	Major update to reflect changes to the Expo and Business Meetings, including name and location.
3.01	20170518	Fleur McBriar	Updating branding to SNOMED International
3.02	20170922	Kelly Kuru	Update SIG references to Clinical Reference Groups (CRGs)
3.03	20190906	Kelly Kuru, Fleur McBriar	Thorough update to current examples.

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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) 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 including poster presentations, vendor demonstrations, presentations, country experiences and SNOMED International based training and presentations, and also an exhibition with vendor booths.

The October conference will normally be hosted by a Member country and may be combined with other events being planned in the Member country. 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 7.2.8 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 Senior Management Team (SMT) 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 (pt. 1 & 2)
   Day 3 – AM: Closed Joint General Assembly and Management Board Members Meeting (pt. 3)
   Day 3 – AM: Closed Informal General Assembly Meeting (pt.1)
   Day 3 – PM: Open General Assembly Meeting
   Day 4 – AM: Closed Informal General Assembly Meeting (pt.2)

c) **Management Board Meeting** held (both in April & October) as follows:
   Day 1 – PM: Management Board Finance, Audit & Risk Committee
   Day 2 – ALL DAY: Closed Joint General Assembly and Management Board (pt. 1 & 2)
   Day 3 – AM: Closed Joint General Assembly and Management Board Members Meeting (pt. 3)
   Day 3 – AM: Closed Management Board Meeting

d) **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. The necessity for workshop sessions varies from event to event and should be discussed with the MF Chair and Vice Chair.

e) **Advisory Group Meetings** – Generally to be held on day 2, 3 and 4, at the discretion of the leading Senior Management Team member.

f) **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.

g) **Free Meeting/Networking Sessions** – As of April 2019 there have been some official sessions in the schedule to allow for the Community to meet and network in any available meeting rooms, on a 'first-come, first-served' basis.

For example, this is the schedule for the April 2019 Business Meeting in London:

Day 1: Sunday:
09:00-17:00 - Member Forum
13:30-17:00 - Working Group/s
15:00-17:00 - MB FA&RC

Day 2: Monday:
09:00-10:00 - Opening Plenary (with keynote speaker)
10:30-12:30 - Joint MB/GA (pt.1)
10:30-12:30 - Advisory & Working Groups
13:30-17:00 - Joint MB/GA (pt.2)
13:30-17:00 - Advisory & Working Groups
17:00-18:00 - Free Meeting/Networking Session 1
18:00-20:00 - Welcome Reception

Day 3: Tuesday:
09:00-12:30 - Advisory & Working Groups
09:00-10:30 - Joint MB/GA (pt.3)
11:00-12:30 - Management Board
11:00-12:30 - Closed General Assembly (pt.1)
13:30-16:30 - Open General Assembly
16:30-17:30 - Free Meeting/Networking Session 2

Day 4: Wednesday:
09:00-12:30 - Closed General Assembly (pt.2)
09:00-12:30 - Advisory & Working Groups
13:30-16:30 - Advisory & Working Groups
16:30-17:15 - 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 e-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), etc.

Day 3: Welcome 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 Gala Dinner (October only) will ideally take place at a venue external to conference venue, with transport arranged and paid for by SNOMED International (if required). SNOMED International may 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, some of the ticket cost may be contributed by the SNOMED International on behalf of each delegate and it may also 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). It is at this event that the SNOMED International Awards Ceremony takes place (see point 3.4). Entertainment (such as a DJ and/or live band) may be hired at the discretion of the budget holder, depending on costs.

Day 5: SNOMED CT Expo Networking Reception (October only) The Expo Networking 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 Communications Team.

4 Business Meeting & Expo Requirements

4.1 Location (Venue)

For both events in April and October this should be a minimum 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); Ideally the catering would be served in this space, to encourage footfall at the booths.

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 issue a Request for Proposal for an available and suitable venue in the chosen location enabling due diligence with regards to options and

associated costs. 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.**

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 Lead 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 e-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. As aforementioned, 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 show-services 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, hardwired internet connection 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. 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 whole conference area should have access to at least 15Mb/s. If the venue is unable to provide this then it is possible to hire a dedicated events internet supplier at the event. This was done in Amsterdam in 2014 to great success. At the Registration Desk, in order to use the onsite check-in system there is also the requirement for a dedicated wired DHCP internet line (Ethernet) that will support a Router without any restriction. This must have:
   a. Minimum connection speed of 5Mbps and up
   b. This network should be open allowing router create IP addresses for the connected devices (i.e. printer), venue needs to whitelist router if necessary
   c. If DHCP can't be supported we need the equivalent number of STATIC PUBLIC IP addresses (each printer, iPad and Router needs its own IP address)
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. Laptops will also be provided for joint GA/MB and Open GA meetings.
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);
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 aims to do is to obtain a block reservation with better room rates (ideally inclusive of breakfast) and provide 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. Alternatively, SNOMED International may obtain a line of credit with the venue, allowing for the majority of payments to be made post-event. This is to be encouraged, if possible.

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 Welcome and Expo Networking Receptions, Awards Gala 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 Networking 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 considered for the Expo only, in order to attract local attendees – the Business Meeting will remain in English only.

The SNOMED CT Expo 2015 in Montevideo was the first event to offer simultaneous translations 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 show-services company setting up the Expo.

5 Scheduling

5.1 Advisory, Working & Clinical Reference Group planning

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

- Whether they require a face-to-face meeting
- 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 Senior 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 Senior 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.

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 Communications Team. The Expo planning group also includes the following members:
- Communications Executive Lead
- Vendor Engagement Lead
- Education & Product Support Representative
- Representatives from the Host Country (ideally one leader, plus one or two other staff)

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
- 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 Registration **(see Appendix 7.2.5)**
- Simultaneous translation services, if required **(see item 4.9)**
- Communications & 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 e-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)
- 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.

From Vancouver in 2018 onwards the poster display has been electronic, however if physical copies are required then the specifications 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 Gala 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 2019 it was agreed that delegates are only provided with name badges (and tent cards, for Governance representatives). 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. As of 2016 a dedicated conference mobile app has been used in October to provide the full schedule. 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 General Assembly, Management Board and 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:

1. April 2007: Evanston, USA
2. August 2007: Brisbane, Australia
3. October 2007: Copenhagen, Denmark
4. April 2008: Evanston, USA
5. July 2008: Birmingham, UK
6. October 2008: Helsingør, Denmark
7. April 2009: Helsingør, Denmark
8. October 2009: Bethesda, USA
9. April 2010: Copenhagen, Denmark
10. October 2010: Toronto, Canada
11. April 2011: Copenhagen, Denmark
12. October 2011: Sydney, Australia (with Implementation Showcase)
13. April 2012: Copenhagen, Denmark
14. October 2012: Stockholm, Sweden (with Implementation Showcase)
15. April 2013: Copenhagen, Denmark
16. October 2013: Washington DC, USA (with Implementation Showcase)
17. April 2014: Copenhagen, Denmark
18. October 2014: Amsterdam, Netherlands (with Implementation Showcase)
19. April 2015: Copenhagen, Denmark
20. October 2015: Montevideo, Uruguay (with SNOMED CT Expo 2015)
21. April 2016: London, UK
22. October 2016: Wellington, New Zealand (with SNOMED CT Expo 2016)
23. April 2017: London, UK
24. October 2017: Bratislava, Slovak Republic (with SNOMED CT Expo 2017)
25. April 2018: London, UK
26. October 2018: Vancouver, Canada (with SNOMED CT Expo 2018)
27. April 2019: London, UK
28. October 2019: Kuala Lumpur, Malaysia (with SNOMED CT Expo 2019)
29. April 2020: London, UK
30. October 2020: Lisbon, Portugal (with SNOMED CT Expo 2020)
31. April 2021: London, UK
32. October 2021: Buenos Aires, Argentina (with SNOMED CT Expo 2021)

7.2 Conference Templates

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

7.2.1 Appendix: Meeting Room Requirements

Here is an example of the requirements outlined in the RFP for April 2020 in London. 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.

BUSINESS MEETINGS:

The Business Meetings are governance and advisory body meetings in addition to working sessions of groups with specific tasks. Our typical setup is u-shape to facilitate discussion and allow everyone to see the screen well. In addition we have several plenary sessions that require theatre style seating within a ballroom-type room/hall.

The following table details our typical requirements for function rooms. We also require:

- A small registration area for delegates to pick up their badges
- Space for breaks and a buffet lunch (with plenty of tables, either seated or standing)
- Natural light in at least some of the common areas/function rooms
- Function areas located in the same general area, not spread around the facility
- Coat-check facilities or racks for delegate coats and bags (ideally included in the DDR)

Sunday	Room 1	~50 U-shape	Working meetings
	Room 2	~10-20 U-shape	Working meetings
	Room 3	~10-20 U-shape	Working meetings
	Room 4	~10 Boardroom	Office
Monday-Wednesday	Room 1	Theatre for up to 180	Plenary session
	Room 2	~40 U-shape	Working meetings **(Note: Could be same room as plenary room)**
	Rooms 3	~40 U-shape	Working meetings ranging in attendees from 10-40 people
	Room 4	~10-30 U-shape	Working meetings ranging in attendees from 10-30 people
	Room 5	~10-30 U-shape	Working meetings ranging in attendees from 10-30 people
	Room 6	~10-30 U-shape	Working meetings ranging in attendees from 10-30 people
	Room 7	~10-30 U-shape	Working meetings ranging in attendees from 10-30 people
	Room 8	~10 Boardroom	Events Office & HR room

SNOMED CT EXPO:

In October for the Expo (on Days 5 & 6) at least 9 spaces are required:

- SNOMED International Office
- HR /spare office
- 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 e-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).*

7.2.2 Appendix: Audio Visual Requirements

The following AV equipment was outlined in the 2019 RFP for AV supply.

Please note: a lot of this may already be available as part of the package offered by the hotel or conference center as they are already fully equipped and set-up. The remaining equipment will need to be supplied by a 3rd Party contractor.

BUSINESS MEETINGS:
- **Event Team office & registration desk**
  - Colour A4 printer for office use
  - Large display monitor (on stand) & laptop computer for registration area
- **One plenary room**
  - Lectern and 3 microphones (one fixed, one lapel and one wireless hand-held for audience questions)
  - Appropriate projector and screen
  - Slide advancer
  - Appropriate soundboard/speakers/audio system to support plenary-style sessions
  - 46" comfort monitor on Tuesday October 29th.
  - Laptop at podium for presenter use
- **Seven meeting rooms**
  These rooms will be used for working meetings. Meetings are a combination of onsite delegates and representatives from our member countries who aren't able to be in there in person and attend via web conference (Zoom is our solution of choice). Because the attendees not onsite are an integral part of the meetings we need good quality audio in and out to facilitate participation. We require:
  - Appropriate projector and screen for each room
  - Laptop computer at podium (for Governance meetings only)
  - Power-boards and extension leads for meeting participants
  - Appropriate soundboard/speakers/audio system to enable audio in and out of the laptop so that sound from the room can be clearly heard by all virtual participants via the laptop and its network connection and that any sound from virtual participants can be heard by those in the room
  - Typically we use DCN/push-to-talk microphones (one shared between two attendees). We anticipate needing approximately 100 of these microphones divided over the rooms, based on actual usage at previous meetings.
- Technical support: we expect a professional level of service. We require:
  - Appropriate resources for setup and strike to meet timelines

- Two onsite technicians prior to and during meeting times. One person should be present in the plenary room during those sessions, and both should be regularly checking on AV in other session rooms and accessible and able to respond if there is an AV issue

Additional event:
- **Gala Dinner**
    - Appropriate projector and screen
    - Lectern with fixed microphone
    - Appropriate soundboard/speakers/audio system to support a slide presentation and/or video
    - Basic lighting (if not supplied by the Grand Hyatt)

SNOMED CT EXPO:
- **Event Team office & registration desk**
    - Colour A4 printer for office use
    - Large display monitor (on stand) & laptop computer for registration area
- **One plenary room**
  We will set this room in theatre style with a stage at the front for the plenary speaker and/or panelists. Plenary sessions take place on Thursday and Friday morning and the rest of the time the room is used as a session room. We require:
    - Lectern (with LED display, if available)
    - One microphone at lectern. Up to 5 lapel mics for panelists/plenary speaker
    - Two wireless hand-held microphones for audience questions
    - Slide advancer
    - Laptop computer for presentations
    - 46" comfort monitor for presenter
    - Capability for the external videographer who will record the plenary sessions to plug into the soundboard
    - Large screen(s) and projector(s) appropriate for size of room
    - Appropriate speakers/audio system for size of room
    - Staging equipment (such as set piece and lighting) – *details to be discussed, please see Appendix B for examples*
- **Four session rooms (Grand Ballroom 3, Grand Residence 101, 101 & 103).** These rooms will be set in theatre style with a podium at the front for the speaker. We require for each room:
    - One microphone at lectern
    - Appropriate screen and projector for size of room
    - Appropriate speakers/audio for size of room

- o Laptop computer for presentations
- **E-Poster area**
  We require:
  - o 6 x 42" monitors on tall stands, with laptop computers. Ideally these monitors would be touch-screens but we will take technical advice from the supplier.
- **Exhibition area**
  We anticipate 10-12 exhibitors with 2m x 3m booths. We require:
  - o A 42" monitor on stand for our own booth
- **Technical support:**
  We expect a professional level of service. We require:
  - o Appropriate resources for setup and strike to meet timelines
  - o Two onsite technicians prior to and during meeting times. One person should be present in the plenary room during those sessions, with the other regularly checking on AV in other session rooms and accessible and able to respond if there is an AV issue

7.2.3 Appendix: Catering

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

Non Day Delegate Rate Example:

OCTOBER 2018 – VANCOUVER (PAN PACIFIC HOTEL)

Managed via menu selections, adding up to $115.50 CAD (approx. $87 USD) per person, per day:

A sample of the daily selections:

Arrival Coffee:
- Freshly brewed Starbucks coffee & assorted teas

Custom AM Breaks:
- Freshly brewed Starbucks coffee & assorted teas
- Assorted fruit Danish, muffins with accompaniments

Buffet Lunch:
- Assorted rolls, sweet butter Chef's daily soup feature
- Fennel, cucumber, cherry tomatoes and green olive salad with lemon olive oil dressing
- Orzo pasta salad with baby shrimp and sundried tomato
- Farmers market vegetable display with assortment of dips
- Grilled NY steak with tomato and olive salsa and Sangiovese jus
- Lemon and oregano chicken with herb polenta
- Rice pilaf with fresh herbs
- Steamed Granville market vegetables with extra virgin olive oil
- Peak to peak chocolate mousse
- Fresh fruit salad

Custom PM Breaks:
- Freshly brewed Starbucks coffee & assorted teas
- Freshly baked oatmeal, white chocolate or chocolate chunk cookies

Day Delegate Rate (DDR) Package Example:

APRIL 2019 – LONDON (WALDORF HILTON HOTEL)

DDR rate: £78 GBP (approx. $100 USD) inc. VAT per person, per day

The package included:

- Plenary Meeting Room Hire (Adelphi Suite)
- Catering Room Hire (Palm Court)
- Arrival Tea & Coffee with Pastries
- Mid-Morning Tea, Coffee and Biscuits
- Buffet Lunch
- Afternoon Tea, Coffee and Cakes
- Mineral water
- Fresh fruit
- Paper Pads, Pens, Mints
- WIFI for general browsing/e-mails

This event was based on a minimum number of 40 delegates on Sunday 7th April 2019 and 125 delegates on Monday 8th April 2019, Tuesday 9th April 2019 and Wednesday 10th April 2019.
   Should the delegate numbers have dropped below the minimum guaranteed per day stated above, the difference would be charged as room hire.

7.2.4 Appendix: Hotel Guest Rooms

APRIL

The following table illustrates a typical room block pattern for the April event:

	Saturday	Sunday	Monday	Tuesday	Wednesday	**Total**
Directly paid by SNOMED International on our master bill	20	40	40	40	20	**160**
Room block for other delegates	20	20	30	20	20	**110**
Total	**40**	**60**	**70**	**60**	**40**	**270**

Note: Ideally the negotiated rate will also be available 1-2 days before and after.

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 GPB 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.

The following table illustrates a typical room block pattern for the October event:

BUSINESS MEETING:

	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	**Total**
Delegate block	-	20	40	45	55	85	**245**
SNOMED master	10	30	40	45	45	45	**215**
Total	**10**	**50**	**80**	**90**	**100**	**130**	**460**

SNOMED CT EXPO:

	Thursday	Friday	**Total**
Delegate block	85	30	**115**
SNOMED master	45	40	**85**
Total	**130**	**70**	**200**

Room Block Requirements:

One block for delegates:
- Booked online with a code (ideally)
- Able to be 100% cancelled within a reasonable period (this is a travel policy of many of our delegates' organizations)
- The ability for an administrator to view pickup online is a 'nice-to-have' feature for this

One block for SNOMED International:
- Booked via a rooming list
- Paid for on our Master bill

Ideally the negotiated rate will also be available 1-2 days before and after.

7.2.5 Appendix: Exhibitor Vendor Packages & Admission Fees

Please see the SNOMED International website for details:

https://www.snomed.org/news-and-events/events/snomedct-expo

7.2.6 Appendix: Sponsorship Packages (October)

Please see the SNOMED International website for details:

https://www.snomed.org/news-and-events/events/snomedct-expo

7.2.7 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

7.2.8 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.

7.2.9 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 <u>at least</u> 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, <u>9.00-9.30 am</u> *(for Opening Plenary)*
- One room set in U-shape for 30, <u>morning only</u> *(closed GA meeting)*
- One room set in U-shape for 20, <u>morning only</u> *(closed MB meeting)*
- U-shaped for 45, <u>afternoon only</u> *(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, <u>all day</u> *(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 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 delegated with details of nearby hotels where discounted deals have been made. Either way it is at the delegate's discretion where they chose 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 (<u>paid under one invoice</u>), with a deadline for availability and release policy set by the hotel:

Date	Type	14.10.	15.10.	16.10.	17.10.	18.10.	19.10.	20.10.	TOTAL
No. of Rooms	Single standard	40	40	40	40	40	40	30	**270**

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

Date	Type	14.10.	15.10.	16.10.	17.10.	18.1	19.10.	20.10.	TOTAL
No. of Rooms	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 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.