

IFSSH Mid-term Course in Hand Surgery

Summary

- I. *The IFSSH will provide US\$20,000 towards an IFSSH Mid-term Course in Hand Surgery.*
- II. *The course will be held between the two IFSSH congresses, within 15-20 months after the previous IFSSH congress.*
- III. *Applications may only come from the societies in the geographic regions that are not hosting the Triennial Congresses immediately before and after this Mid-term Course.*
- IV. *The submission (maximal length of 4 pages) should be sent to the IFSSH ExCo at least three (3) months prior to the Triennial Congress which will precede the Mid-term Course.*
- V. *The IFSSH Delegates' Council will vote to select the host society of the Mid-term IFSSH Course in Hand Surgery.*
- VI. *The Mid-term Course will ensure regular significant IFSSH activity in all regions on a rotating basis.*

GUIDELINES

1. The IFSSH will support the organization of a Mid-term Course in Hand Surgery.
2. Over a period of 3 days (minimum), hand surgery topics of interest will be discussed from basic principles to the recent trends. Preferably the topics will be relevant to the hosting region.
3. The Course is to occur in the end of the first year or early half of the second year after one IFSSH congress. For example if the London Congress is in June, 2022 and the Washington congress is in March/April, 2025, the mid congress course will be from October to December of 2023 or in the early part of 2024 depending upon the local conditions and weather of the allocated region.
4. The Mid-term Course in Hand Surgery is to take place in regions other than those hosting the Triennial Congresses immediately before and after this Course. For example the 2022 Triennial Congress will be in London (Europe) and the 2025 Triennial Congress will be in Washington DC (North America including Central America). For the Mid-term Course, bids will be invited from the Asian-Pacific and South American regions. Subsequently, between 2025 and 2028, the European and South American regions will be eligible to bid for the Mid-term Course as the 2028 congress will be in Asia-Pacific.
5. The organization of the Course will be the responsibility of the local hand society that applies to host the course. The organizing team must work together and in close contact with the President and Secretary-General of the IFSSH on the general outline of the congress.
6. The IFSSH will provide a grant of **US\$20,000** towards this initiative. This will be provided to the host society and all transactions are then to be organised by the local host society. Further revenue to cover the costs of the course should be raised by the local host society.
7. Ensuring nominal registration fees for delegates is the priority; finances should be budgeted to allow registration fees to remain low instead of generating a profit. The Course must be structured to encourage participation by hand surgery professionals from as broad a socioeconomic spectrum as possible.
8. Five to six eminent faculty can be invited from outside of the host society. Each faculty member will be expected to give no less than two major lectures to the course, and to participate in any symposiums and other activities. The host society may invite faculty from its own society. The IFSSH grant of \$20,000 may be used to assist the international travel expenses and hotel accommodation during the course for the invited faculty. The IFSSH urges \$2000-4000 to be

provided to each faculty for international travel to the Course (dependent on the actual cost). Therefore, the international faculty will be traveling to the Course without burdening the host societies. The cost of travel and accommodation for faculty from the host society should be supported by the Course organizers without using this grant.

9. The course format will be hybrid, with on-site participation but also an online live stream option to allow involvement of as many registrants as possible.
10. The bid to host the Course may be made only by IFSSH Member Societies in good financial standing with the IFSSH.
11. Applications should be no more than 4-pages long. The application should include (1) why the host society wishes to host, (2) the chair and members of the organizing committee, (3) city and venue, (4) the topics the Course will cover, and also (5) main topics that international faculty will cover. The length of the Course should be at least three days, covering no less than 4 or 5 major topics of hand surgery. While it is important to have the outline of the topics covered in the proposal and the course format, it is not necessary to include the names of the proposed faculty. The faculty can be confirmed after the bid to host is decided.
12. IFSSH Member Societies from the relevant regions should forward their application to host the Mid-term Course to the IFSSH Secretary-General at least three (3) months prior to the Triennial Congress which will precede the Mid-term Course.
13. Applications received by the IFSSH will be forwarded to the members of the Committee of Educational Sponsorship for evaluations and recommendation to the Delegates' Council. The CES recommendations will be provided at least one (1) month prior to the Triennial Congress at which voting will occur.
14. The IFSSH Delegates' Council will vote to select the host society of the Mid-term IFSSH Course in Hand Surgery.
15. The hosting hand society must be able to sign a contract accepting all financial responsibility for the Congress including possible loss. The contract must be executed and returned to the IFSSH Secretary-General within three (3) months of the date on which the Host Society bid was accepted by the Delegates' Council.
16. The IFSSH may provide the US\$20,000 at any time after selection, when requested by the host society.
17. If, for any reason, the course does not proceed or does not use the full US\$20,000, either the \$20,000 or any residual grant money is to be returned immediately to the IFSSH.
18. Once the country accepts to be the host of the Congress, the Organizing Committee Chair must send a written progress report to the Secretary General every three months. The report will be circulated among the Executive Committee.
19. Within ninety (90) days after the completion of the Congress, the host society will send a summary in English to the IFSSH Secretary-General including: the final Mid-Term course program, the number of attendees and their nation of origin, and a final financial report. The summary will be presented at the next Delegates' Council meeting.

These guidelines come into effect to allow for the host of the first Mid-term Course in Hand Surgery to be selected at the London 2022 Congress, with the host to conduct the course in late 2023 or early 2024. The deadline for applications is **6th March 2022**. No late applications will be considered.