



RULES OF ORGANIZATION FOR THE FESSH CONGRESSES

1. The FESSH Congress is organized every year in the first half of the year except during the year of the triennial Congress of IFSSH unless the IFSSH Congress is so remotely sited that comparatively few European surgeons are able to attend.
2. Application to host a FESSH Congress should be made 4 years in advance, at least 3 months before the Delegates Assembly. The official form should be used and completed with information regarding date, location and name of the President of the Congress. Information should be given concerning the local possibilities, congress-venue, hotels, air-transportation etc.
3. The date and location of the Congress must be accepted by the Council of FESSH. The Delegates Assembly decides by vote the venue if there are several applications.
4. The format of the Congress can vary. It is the responsibility of the President to propose and discuss the format with the Council as well as its relation with the EFSHT.
5. The Scientific Committee is named by the Council. It consists of one chairman (from a different country) and four members (from four different countries). One of these members is nominated by the President of the Congress. The Scientific Committee is in constant relation with the President and the Chairman of the Organizing Committee. They select the type of abstract forms, the deadline for abstracts and all matters relevant. Once the Committee has selected the papers the Chairman of the Committee and the President are responsible for the final programme.
6. All mailings will be done by the Organizing Committee. FESSH will supply this committee with a list of all members of FESSH.
7. As previously discussed with the EFSHT the organization of a combined Congress will be done by the Organizing Committee of the FESSH Congress.
8. The Federation will receive 10% of all income to the meeting coming only from registration-fee to the FESSH Congress. This income will be paid whatever is the balance of the Congress and the host Society takes this responsibility. Any other loss or gain will be supported by the local Organizing Committee.
9. Abstracts of the meeting will be published in the format of a supplement to "The Journal of Hand Surgery (European Volume)" by Elsevier. The cost of publication of the abstracts will be shared equally by the Publisher and FESSH.
10. At each meeting a booth will be given to FESSH to present future Congresses and The Journal of Hand Surgery (European Volume).
11. Posters, announcements, scientific programme will be published in English.
12. An Instructional course is organized by the President and the Council. The Council, upon suggestion by the President, chooses a subject for the Instructional course and nominates a chairman who will select a panel of mainly European surgeons, recognized specialists in the field, and submit it to the Council for final acceptance. He will be responsible for editing a monograph on this subject. Fees from this monograph will go to FESSH.
13. The local organizing committee shall help FESSH to organize a Council meeting and for the FESSH Delegates Assembly before or during the Congress. During the Congress, a period of 30-60 minutes should be given to FESSH for the General Assembly so that the chairmen of the different committees in the Council can give their reports on the committees work to the members.
14. A loan of 10'000 € is given to the Congress President to start organizing the congress. This loan is reimbursed with the 10 % from the registration fees.

These rules have been read and accepted:

Signature of the president
of the applying society



APPLICATION FOR FESSH CONGRESS

Name of the society:	_____

	applies to organize the FESSH Congress
For the year:	_____
Provisional dates:	_____
Location:	_____
Congress president:	_____

The Society accepts all the rules of the F.E.S.S.H. regarding scientific organization and financial returns as stated in the accompanying document (signed).

Date of application

Signature of the president
of the applying society