

## Purpose of the FEMS Meetings Board

The overarching purpose of the FEMS Meetings Board (FMB) is to ensure that there will be a continuous stringent and coherent scientific concept behind FEMS Congresses and other scientific FEMS meetings, to reflect important developments in microbiology, as well as to address emerging scientific challenges such as new infectious diseases. Furthermore, the FMB should investigate the potential for additional, smaller meetings.

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## A. Composition of the FEMS Meeting Boards

1. Member at Large Executive Officer (MaL)

*Responsibilities:*

The MaL will be the chairman of the FMB and will report on FMB activities to the FEMS-EC.

*Term of office:*

Three years with the possibility of one re-election by FEMS Council.

2. Member at Large elect (when applicable)

3. A representative of the FEMS Council

*Responsibilities:*

The council representative will ensure that the FMB will address ideas, suggestions, and concerns raised by members of the FEMS Council.

*Term of office:*

Three years with the possibility of one re-election by FEMS Council.

4. FEMS President (ex officio)

5. FEMS Congress Organiser A (for the next congress)

*Responsibility:*

The FEMS Congress Organizer will be responsible for the planning and organization of one FEMS congress in close collaboration with the PCO.

*Term of office:*

The term of office will commence once date and place of a congress have been decided, usually two years in advance, and will end with completion of the congress.

6. FEMS Congress Organiser B (for the next-but-one congress)

*Responsibility:*

The FEMS Congress Organizer will be responsible for the planning and organization of the subsequent FEMS congress in close collaboration with the PCO.

*Term of office:*

The term of office will commence once date and place of a congress have been decided, usually two years in advance, and will end with completion of the congress.



Registered Charity,  
(No. 1072117)  
Company Limited by Guarantee  
(No. 3565643)  
Registered in England  
VAT number GB 45.02.70.383

# Statutes and Structures of FEMS Meetings Board (FMB)

(approved by FEMS Executive Committee 20 September 2013)



## B. Duties and responsibilities of the FEMS Meetings Board

### 1. *FEMS Congresses*

At present, FEMS Congress of European Microbiologists is the major scientific event organized by FEMS. The FMB has the overall responsibility for the development and planning of a long-term congress strategy. The duties and responsibilities include:

- a) Development of an overarching scientific strategy (or policy) of FEMS Congresses, ensuring that they can be clearly distinguished from other major microbiological events.
- b) Development of a long-term scientific concept reflecting the state of the art and expected developments in microbiology.
- c) Maintaining continuity of scientific programmes ensuring that developments of top scientific issues remain to be presented and discussed at FEMS Congresses
- d) Monitoring trends in the field of scientific congresses, which could potentially endanger the feasibility of organising FEMS congresses in the current style.
- e) Ensuring that FEMS Council remains involved and engaged with the organisation of scientific meetings in line with FEMS' principles as a Federation.
- f) Ensuring that the selection of the countries/cities where congresses/meetings will take place remains open, fair and transparent with core FEMS principles.

### 2. *Collaboration with the Professional Congress Organizer (PCO)*

The constructive collaboration with the PCO is key to the successful organization of FEMS congresses. Consequently the FMB has to

- a) develop a long-term congress planning strategy together with the PCO in respect of identification of suitable sites
- b) monitor the financial aspects of the organization of congresses, in particular the early identification of potential funding sources and of financial risks
- c) monitor all congress organising activities in general.

### 3. *Coordination of meetings organized by FEMS and the FEMS European Academy of Microbiology*

The FEMS European Academy of Microbiology (EAM) will organize scientific meetings as part of its activities. The FMB will work in close interaction with EAM to ensure that the meeting activities of the academy do fit within the strategy of FEMS.

### 4. *Selection of country and city of FEMS Congresses*

As a Federation, FEMS will strive to organize FEMS congresses in close collaboration with its member societies. The selection process of country and city of FEMS Congresses must be in line with FEMS principles, i.e. open, fair, and transparent.

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## The venue of FEMS Congresses will be selected by a process as follows:

1. Inviting all FEMS Member Societies to submit a bid to host a FEMS Congress. The bid will have to be substantiated by completing a standard questionnaire providing all essential information necessary for the organisation of a successful congress.
2. Asking the PCO for an assessment whether or not the received proposal is feasible. The PCO will be asked for a written report.
3. FMB will assess the received bids and the PCO report. FMB will make a proposal, which will be decided upon by the FEMS Executive Committee.

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## Criteria for the assessment of bids should be:

1. Level and quality of information provided in the bidding documents.
2. Financial viability of the bid.
3. The general feasibility of the proposal.



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