



**ASIA & OCEANIA FEDERATION OF
OBSTETRICS & GYNAECOLOGY**

ADMINISTRATIVE MANUAL

(updated as of June 2018)

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1. ELECTION OF OFFICERS & STANDING COMMITTEE CHAIRS

1.1 NOMINATION

It is the duty of the Secretary-General to write to all the National Societies, **at least six (6) months** prior to the General Assembly, to request nominations for Office Bearers and Standing Committee Chairs to be presented to the Council. **Nominations received after the stipulated deadline will not be considered.**

1.2

1.3 ELECTION

The Election shall be carried out in accordance with By-Law XII for Office Bearers (Executive Board) and By-Law XIII for Standing Committee Chairs. The Council shall then submit the names of the successful candidates for ratification by the General Assembly in accordance with By-Law XV (5). Office Bearers and Standing Committee Chairs will perform their duties as enumerated in the Constitution and are expected to familiarise themselves with the Constitution and the Administrative Manual.

1.4 NOTIFICATION

The list of elected Office Bearers and Committee Chairs shall be included in the Minutes of the Meeting and shall be circulated to all the National Societies and Council **within one (1) month of the meeting.**

2. GUIDANCE FOR COMMITTEE CHAIRS

2.1 SELECTION OF COMMITTEE MEMBERS

As the Chair, you are at liberty to choose your members. As per By-Law XVII of our Constitution, please try to appoint at least one member from each of the 4 different zones. You may wish to appoint someone you are acquainted with in the different zones but please ensure that the appointee is prepared to work. If you are unable to identify appropriate members, please bring this to the attention of the Secretary General who will be in a position to help you. Please also identify a co-chair or deputy chair who will be able to function in your absence. We also recommend that you try and retain the outgoing Chair in your Committee so that there is some continuity to your projects. The Chair will inform the Secretary General of its members within one (1) month. Committee activities should not be delayed even if the full complement of members is not on board. The Chair with "core" members should be ready to commence activities after one (1) month of the AOFOG Congress.

2.2 ACTIVITIES TO BE ORGANISED

Workshops

Most National Societies (NS) appreciate some form of workshop especially if it incorporates a hands-on or practical component. This can be organized as a stand-alone activity or part of a pre-congress activity at a NS Congress.

Symposia

Some NS request an AOFOG lecture symposium during their NS Congress. The AOFOG Secretariat is usually informed of this and will communicate with the Committee Chairs directly to organize this. However, Chairs may wish to be pro-active and contact the NS directly to offer to run such Symposia independent of the NS Congress. In such cases, please keep the Secretariat informed whenever a NS is approached.

Research

Research projects relevant to your Committee and which can be concluded within a period of 2 – 4 years are encouraged. Please submit your proposal to the Executive Board which will consider the merits of the research proposal and the relevant grant if required. Executive Board approval is required for all research projects.

Publications

It would be ideal if some of the Committee work culminates in a publication in the JOGR. It can be in the form of Guidelines, Recommendations or Scientific Papers. This has been done successfully in the past – guidelines on consent for normal / instrumental deliveries, VBAC and Caesarean sections (MFM Committee), Booklet on Preterm Labour (MFM Committee), CD on Basic Obstetric Ultrasound (Ultrasound Committee), patterns of ART in the AOFOG region (REI Committee).

2.3 NUMBER OF ACTIVITIES

Chairs are encouraged to organise as many activities as possible during their tenure. The expectation is at least 2 activities per year i.e. 4 activities during your tenure.

2.4 VENUE FOR THE ACTIVITIES

Where possible, these activities should be carried out in the lower resource NS members of our Federation. No more than 1 activity should be carried out in the home country of the Committee Chair.

2.5 FUNDING

In general, funding of up to USD5000 is available for a workshop. Please refer to the section on "AOFOG Sponsored Educational Programmes" for more details. Please bear in mind that funding requests should be submitted at least 3 months before the event with the appropriate documentation for consideration and approval by the Executive Board. A Financial Report and Feedback will be required after the event.

For Lecture Symposia, AOFOG only provides return economy airfare for our resource persons. Registration, Accommodation and Local Hospitality should be covered by the host NS. Once again, prior approval from the Executive Board is required.

Where possible, you are encouraged to source your own funds. In the past, Committees have obtained funding from Ultrasound companies as well as Pharma companies dealing with vaccines, PPH, ART etc. When seeking such funds however, care should be taken not to place the AOFOG in any indelicate situations vis a vis ethical issues. When in doubt, please consult the Executive Board.

2.6 MEETINGS

You will be required to attend 2 meetings a year:

Action Plan Meeting

This is a meeting with the Executive Board where you outline your plans and report on completed activities. This meeting also allows you to highlight any difficulties that you may have faced and allows the Executive Board to give you direction and suggestions for future activities.

Council Meeting

During this meeting, you are required to submit your report of activities to the whole Council. This is also an opportunity to network with the various NS representatives who may require the expertise of your Committee.

2.7 REPORTS

A report should be submitted **every 3 months after the first Action Plan Meeting**. You will also be required to submit a report at least 6 weeks before every subsequent Action Plan Meeting and Council Meeting. To ensure uniformity and to enable ease of reporting, the Secretariat will advise on the required format.

2.8 ENTITLEMENTS

Please be reminded that although you are part of the Council, **you do not have voting rights**. This remains the prerogative of the Executive Board and the representatives of the NS members in benefit.

However, you will receive the following benefits:

Committee Work

USD500.00 per calendar year to cover the cost of paperwork involved in organising activities including telephone calls, stationery and postage. However, this is at the discretion of the Executive Board and no payment will be made if it is deemed that there have been no activities organised in that year.

Action Plan Meeting

AOFOG will cover airport transfers and accommodation.

Council Meeting

USD500.00 provided you attend in person to present your report and have carried out your Committee activities to the satisfaction of the Executive Board. Committee Chairs who double up as the NS representative will only receive one stipend of USD500.00.

AOFOG Congress

Complimentary Registration and complimentary attendance at the President's Night and Congress Banquet.

2.9 LIAISON WITH THE EXECUTIVE BOARD

Pursuant to By-Law XVI (4), the President, President-Elect and Secretary General are ex-officio members of your Committee and you are encouraged to approach any one of them for advice. Committee Chairs are reminded to always keep the Secretariat informed of any communication with any NS or any other body. When dealing with other regional or international organisations, Committee Chairs are not authorised to represent the AOFOG without prior consultation with the Executive Board.

3. MEMBERSHIP

3.1 DIRECTORY

The Secretariat will maintain a current directory of all its NS members and will make updates as and when it is informed by a NS of any changes. This notwithstanding, the Secretariat will write to all NS in **June of every year to ensure that the Directory is current and accurate.**

3.2 SUBSCRIPTIONS

The Secretary General in conjunction with the Treasurer, will issue a **Notice for subscriptions in January of each year** . As subscriptions should preferably be received by 30th June, a **reminder will be sent for outstanding subscriptions in July of each year**. The Secretariat will maintain an accurate record of all subscriptions received and receipts issued.

The Treasurer will review the Subscription Fee every 2 years and will formally advise the Council to be subsequently ratified at the General Assembly.

4. MEETINGS

4.1 ACTION PLAN MEETINGS

Frequency: once per calendar year to plan the activities of the various Committees.

Attendance: Executive Board and Committee Chairs.

Notice: not later than 3 months before the meeting.

Agenda: not later than 1 month before the meeting.

Minutes: not later than 1 month after the meeting.

Support: AOFOG covers airport transfers plus board and lodging only.

Set-Up: U-shaped arrangement for 25 pax/ one LCD projector with screen / adequate number of microphones (preferably 1 for every 3 members) / audio recording / Wi- fi / on -site photocopying and printing facilities / adequate connectors and plug points for individual laptops.

Catering: Tea & coffee breaks / Lunch / Dinner by AOFOG.

4.2 COUNCIL MEETINGS

Frequency: once per calendar year.

Attendance: Council (Executive Board / Committee Chairs / NS representatives).

Notice: not later than 3 months before the meeting.

Agenda: not later than 1 month before the meeting.

Minutes: not later than 1 month after the meeting.

Support: Host National Society covers cost of Venue and Catering.

AOFOG defrays cost of accommodation by giving USD500 to Executive Board members, Committee Chairs and NS representatives attending. Only NS representatives officially registered with the Secretariat are entitled to receive this stipend; their proxies will only qualify if official notification has been received by the Secretariat at least 2 weeks before the meeting. YGAs acting as proxies are not eligible as they would already have received a stipend for attending the Congress. Committee Chairs doubling up as NS representatives will only be eligible for USD500.

Set-up: Room capacity for 80 pax / U-shaped arrangement for 50 pax to seat Exec Board, Committee Chairs and NS Council Representatives with

appropriate name plates indicating seat allocation / separate seating area for Observers / one LCD projector with large screen / one lectern with microphone / adequate number of microphones (preferably 1 for every 3 members) / audio recording / Wi-fi / on-site photocopying and printing facilities / adequate connectors and plug points for individual laptops.

Catering: Tea & coffee breaks / Lunch / Dinner by Host Society.

4.3 EXECUTIVE BOARD MEETINGS

Frequency: twice per calendar year (a day before the Action Plan Meeting and a day before the Council Meeting).

Attendance: Executive Board.

Notice: not later than 3 months before the meeting.

Agenda: not later than 1 month before the meeting.

Minutes: not later than 1 month after the meeting.

Support: covered under Action Plan Meeting and Council Meeting.

Set-Up: U-shaped arrangement for 12 pax / one LCD projector with screen / adequate number of microphones (preferably 1 for every 3 members) / audio recording / Wi-fi / on -site photocopying and printing facilities / adequate connectors and plug points for individual laptops.

Catering: As for Action Plan Meeting / Council Meeting.

4.4 GENERAL ASSEMBLY

Frequency: Once every 2 years with the AOFOG Congress.

Attendance: Council (Executive Board / Committee Chairs / NS representatives) and NS delegates.

Notice: not later than 6 months before the meeting.

Agenda: not later than 3 months before the meeting.

Minutes: not later than 2 months after the meeting.

Support: Host National Society covers cost of Venue and Catering.

Set-up: Theatre seating for 100 pax / one lectern with microphone / one LCD projector with large screen / head table for Executive Board with 4 microphones / theatre seating for the rest with designated areas for Voting Delegates, Non-voting Delegates and Observers / adequate number of microphones in the aisles / audio recording / on-site photocopying and printing facilities / 1 White Board or Flip Board.

Catering: Tea break by Host Society

4.5 NEW COUNCIL MEETINGS

Frequency: Once every 2 years after the General Assembly.

Attendance: new Council (Executive Board / Committee Chairs / NS representatives).

Notice: will be indicated on the Congress programme.

Agenda: will be determined by the in-coming President and Secretary General.

Minutes: not later than 1 month after the meeting.

Support: Host National Society covers cost of Venue and Catering.

Set-up: as for Council Meeting

Catering: Tea break by Host Society

4.6 MISCELLANEOUS

Secretarial Assistance

Whilst there will be secretary/ies from the AFOG Secretariat to help with the business meetings, additional assistance from the Local Organising Committee will be needed – at least two persons who can serve as runners and facilitators because the secretary/ies will not be familiar with the facilities in the conference venue.

Room for AOFOG Secretariat

During the AOFOG Congress, a room near the Congress Secretariat site is needed so that members of Council and National Societies can approach the AOFOG Secretariat staff for advice and assistance.

Hotel accommodation for AOFOG Secretariat Staff

During the AOFOG Congress, the Host Society will provide a complimentary twin-room at the Congress Hotel for the secretary/ies accompanying the Secretary General to help with the meetings.

AOFOG Gowns

The Secretariat should be advised on how best the AOFOG gowns could be transported to the congress venue and back to the Secretariat after the congress and the appropriate procedures for customs clearance. During the AOFOG Congress, a separate room close to the venue of the Opening Ceremony should be designated to store the pressed gowns and to enable officers to gown comfortably prior to the official procession.

5. AFOG CONGRESS

The first Congress held in 1957 was called the Asian Congress but as our numbers grew and the Congresses became larger, it evolved into the Asia-Oceania Congress of Obstetrics & Gynaecology (AOCOG) and this name was retained when the Constitution was updated in 2015. As the abbreviation AOCOG was causing some confusion, the General Assembly of 2017 decided to rebrand it as the AFOG Congress from 2019 onwards. This change will be reflected in the Constitution when it is next amended.

5.1 BIDDING

The Secretariat will send out a notice to all members **twelve (12) months before the AFOG Congress** requesting for bids to host the AFOG Congress in 4 years' time. **A reminder will be sent nine (9) months before the Congress.**

If a national society is keen to bid to host an AFOG Congress, it must indicate its interest to the AFOG Secretariat two congresses ahead. To assist the Council and the General Assembly to make a decision and to allow sufficient time to make copies for circulation before the meeting, a one -page summary on the proposed venue, supporting facilities and justification for its claims to host the Congress shall be sent to the Secretariat **five (5) months before the next Council meeting at the AFOG Congress.**

A time of 10 minutes will be given during the Council Meeting and another 10 minutes during the General Assembly to each candidate to make a presentation justifying the bid. Following this, voting will take place at the General Assembly by formal balloting by delegates entitled to vote and the winner will be decided on a simple majority. A record of the votes obtained by each candidate will be kept on file and made available to the candidate upon request.

The congresses are often heavily bid and it would be helpful for representatives of national societies to come well prepared with promotional materials.

Candidates must be aware of the following activities that will take place at each Congress:

1. Pre-Congress Workshops
2. Community Fellowship Programme for Young Gynaecologist Awardees
3. Opening Ceremony (AFOG President's Address / Conferment of Fellowships if any / Young Scientist Award / Yuji Murata Award / YS Chang Award)
4. Welcome Reception
5. Meetings – one Executive Board Meeting, one Council Meeting, one General Assembly and one New Council Meeting

6. Named Plenary Lectures – President’s Lecture / CT Hsu Lecture / SS Ratnam Lecture / Malaysia Lecture
7. Special session for 10 best oral paper presentations by the Young Gynaecologist Awardees
8. Special session for the Young Gynaecologist Awardees Alumni presentation
9. President’s Night
10. Congress Banquet incorporating the installation of the incoming President.
11. Closing Ceremony (Closing remarks by the Organising Chair / AOFOG President / Hand over of the AOFOG flag to the next Congress Organising Committee)

5.2 OBLIGATIONS OF THE HOST SOCIETY

Congress Arrangements

The Chair of the Local Organising Committee will automatically become a member the AOFOG Council and will be responsible for updating the Council on the progress of the Scientific and Social aspects of the Congress.

Financial

1. 25% of the Registration fee collected from delegates for both the Main Congress and Pre/Post Congress meetings must be remitted to the AOFOG Federation Account within 12 months of the Congress.
2. 15% of the gross income generated from Exhibitors/ Sponsors must be remitted to the AOFOG Education Fund within 12 months of the Congress.
3. For Executive Board members / Standing Committee Chairs / YGAs (current and those from the previous AOFOG Congress) / Past Presidents / Fellows, the AOFOG will reimburse 15% of the Registration Fee to the Host Society for each person in the above categories to defray the cost of complimentary Registration and complimentary attendance at the Congress Banquet. This amount shall be deducted from the Congress proceeds to be remitted to the AOFOG Federation and must be clearly indicated in the Financial Report.
4. For the Community Fellowship Programme, AOFOG will only be responsible for the return economy airfare and the accommodation during the main congress. The Host Society is responsible for airport transfers on arrival as well as board and lodging for the

duration of this Programme for the relevant Young Gynaecologist Awardees (YGAs). Please refer to the section on Community Fellowship Programme and YGAs for further details.

5. The cost of publishing the scientific abstracts in the JOGR will be borne by the AOFOG and this payment will only be effected after the Congress.

6. A Financial Report and an Event Report should be submitted to the Executive Board and Council within twelve (12) months of the Congress. The Financial Report should contain details of Income and Expenditure while the Event Report should give a breakdown of delegates by nationality as well as feedback from delegates and recommendations from the organisers for future Congresses.

Complimentary Entitlements

1. Executive Board members will receive complimentary Registration, Airport transfers, Accommodation and attendance at the President's Night and Congress Banquet.

2. Standing Committee Chairs / Past Presidents / Fellows / YGAs (current and those from the previous AOFOG Congress) will receive complimentary Registration and attendance at the President's Night and Congress Banquet.

Business Meetings

The Host Society will organise the Venue and Catering for :

1.one (1) Executive Board Meeting two days prior to the main Congress

2.one (1) Council Meeting one day prior to the main Congress.

3.one (1) General Assembly Meeting on the second day of the main

Congress. 4.one (1) New Council Meeting the day after the General

Assembly.

Please refer to section on Meetings for details.

Social Events

1. A welcome reception will be organised by the Host Society immediately after the Opening Ceremony. This will be complimentary for all registered delegates and accompanying persons.

2. A President's Night will be held to honour the YGAs. This will be funded by the AOFOG. Please refer to section on President's Night for details.

3. A Congress Banquet will be organised by the Host Society. This will be complimentary for Executive Board members, Standing Committee Chairs, YGAs (current and those from the previous AOFOG Congress), Past Presidents and Fellows. The Host Society may levy a reasonable fee for other delegates to cover the cost of catering and entertainment. This event incorporates the Installation of the incoming AOFOG President as well as presentation of prizes to the 3 best oral YGA papers and as such, the venue and arrangements must befit the prestige of this occasion.

5.3 OPENING CEREMONY

Formal Procession

The Formal Procession at the Opening Ceremony of the Congress shall enter the hall in the following manner:

- 1) Members of the Council of the Host Society
- 2) Host Society Past Presidents
- 3) AOFOG Council, Past Presidents & Fellows
- 4) Congress Organising Committee
- 5) VIP Party which will include the following:
 - (a) Congress Organising Committee Chair
 - (b) AOFOG Executive Board
 - Council Representative
 - Editor JOGR
 - Treasurer
 - Deputy Secretary General
 - Secretary General
 - Immediate Past President
 - President Elect
 - Vice President
 - President
 - (c) Host Society Executive Board
 - Treasurer
 - Secretary
 - Vice President
 - President
 - (d) Guest of Honour
 - The Guest of Honour accompanied by the President of the Host Society and the President of AOFOG shall form the rear of the procession.



STAGE

AOCOG FORMAL PROCESSION AS FOLLOWS {in 2 parallel lines}:

(to be seated in the front rows of the hall)

Host Society

AOFOG

- Members of Council by alphabetical order
 - Past Presidents of Society
 - Members of Congress Organising Committee
- Members of Council by alphabetical order
 - Chairpersons of Standing Committees
 - Past Presidents of AOFOG
 - Fellows of AOFOG

VIP PARTY (to be seated on the stage)

Host Society

AOFOG

- Congress Organising Committee Chair
 - Executive Members of Host Society
 - Treasurer
 - Secretary
 - Vice President
 - President
- Council Representative
 - Editor, JOGR
 - Treasurer
 - Deputy Secretary-General
 - Secretary General
 - Immediate Past President
 - President Elect
 - Vice President
 - President

The Guest of Honour accompanied by the President of the Host Society and the President of AOFOG shall form the rear of the procession.

Order of Ceremony

1. Welcome Address by the Chairman of the Local Organising Committee
2. Address by the President of AOFOG
3. Address by the Guest of Honour
4. Citation of Candidates for Fellowship (if any)
5. Conferring of Fellowships by the President of AOFOG (if any)
6. Presentation of Young Scientist Award
7. Presentation of YS Chang Endowment Award
8. Presentation of Y Murata Endowment Award
9. Vote of thanks by the Secretary General of AOFOG

(for details of Conferment of Fellowship, Young Scientist Awards, YS Chang Award and Murata Award, please refer to the relevant section in this Manual)

5.4 CLOSING CEREMONY

1. Speech by new AOFOG President
2. Speech by Chair Local Organising Committee
3. Handing Over of AOFOG Flag to representative of National Society hosting the next Congress
4. Brief Presentation by incoming Host National Society
5. Formal Closing of Congress by President of Host National Society

6. PRESIDENT'S NIGHT

In a special meeting held in Tokyo, Japan in 1990, the Executive Board approved the President's night to be held at every AOFOG Congress. The very first President's Night was held during the AOFOG Congress in Bangkok in 1991. Although it started off as a cocktail reception, this event is now a sit down dinner in a semi-formal atmosphere.

The main purpose of the President's Night is to recognize the Young Gynaecologist Awardees (YGAs) and to give them an opportunity to network with the Executive Board and Council of the AOFOG.

6.1 FUNDING

This event is funded by the AOFOG for up to approximately 200 persons. The Host Society will provide the Executive Board with details of the event (timing, venue, seating arrangements, menu, alcoholic drinks, AV facilities etc) with **cost estimates 6 months before the event**. The Executive Board will consider the proposals before giving final **approval not later than 5 months before the event**. The final amount will be deducted from the Congress dues to the Federation and will be so reflected in the Congress Financial Report.

6.2 INVITEES

The following are entitled to complimentary invitations:

1. Executive Board members and partners
2. Standing Committee Chairs and partners
3. National Society representatives to Council and partners
4. Past Presidents and partners
5. Fellows and partners
6. Host Society Executive Board and partners
7. Local Organising Committee and partners
8. Plenary Speakers and partners
9. Presidents of National Society members and partners
10. Presidents of International Organisations (when applicable) and partners
11. Winners of YSA, Murata and Chang awards and partners
12. 1 representative from each of the 3 major Congress sponsors
13. YGAs

In principle, spouses and parents of YGAs are not encouraged to attend so as to allow the YGAs every opportunity to network with their peers and seniors. However, if spouses or parents of YGAs wish to attend, they can write in to the Secretariat. This will be

decided on a case by case basis and a “first come first served” policy depending on availability of seats. Currently, not more than 2 family members per YGA will be allowed for a fee to be determined by the AOFOG Secretariat. This arrangement will be reviewed from time to time.

6.3 INVITATIONS

The list of invitees will be compiled by the AOFOG Secretariat with input from the Host Society. The invitations will be sent out by the AOFOG Secretariat **4 months before the event** and the closing date for replies should be **3 months before the event**. The AOFOG Secretariat will forward the final list to the Host Society to ensure adequate seating and catering. As this event is by invitation only, the Host Society will maintain a check-list at the entrance to ensure that only confirmed attendees are allowed access.

6.4 SEATING ARRANGEMENTS

Starting from the Congress in Kuching in 2015, the seating of the YGAs was interspersed with Executive Board members, Past Presidents, Fellows and Committee Chairs to allow for maximum interaction with the senior members of the Federation. The Host Society will organise the seating arrangements accordingly and display the seating arrangement prominently at the entrance. Ushers should be on hand to direct the individuals to their respective seats.

In situations where spouses and parents of YGAs are given special approval to attend, this list must be forwarded to the Host Society by the AOFOG Secretariat and the Host Society will ensure that these individuals are seated together at a separate table and not with any YGA.

6.5 PROCEEDINGS

1. Welcome by Chair of Local Organising Committee
2. Welcome by AOFOG President
3. Community Fellowship Programme Report by Local Coordinator
4. Community Fellowship Programme Experience by YGAs
5. Presentation of Certificates to YGAs by AOFOG President
6. Group Photograph
7. Closing remarks by AOFOG Secretary General

7. CONGRESS BANQUET

The Congress Banquet is a formal affair which incorporates the Installation of the Incoming AOFOG President and the presentation of prizes for the 3 best YGA oral paper presentations. As such, the venue, catering and entertainment must be commensurate with the prestige of the occasion. Once the formal parts of the event have been concluded, attendees should have the opportunity to enjoy the rest of the evening in a more relaxed atmosphere.

7.1 FUNDING

This is the responsibility of the Host National Society. Apart from the Complimentary invitees, the Host Society may levy a reasonable charge for delegates wishing to attend the Banquet in order to cover the cost of hosting the Banquet.

7.2 INVITEES

The following are entitled to complimentary invitations:

1. Executive Board members and partners
2. Standing Committee Chairs and partners
3. Past Presidents and partners
4. Fellows and partners
5. Local Organising Committee and partners
6. Plenary Speakers and partners
7. Winners of YSA, Murata and Chang awards and partners
8. YGAs

The partners / parents / family of YGAs are not entitled to complimentary invitations. The Host National Society is of course at liberty to extend complimentary invitations to whoever else they deem fit to attend bearing in mind that the event is solely funded by the Host Society.

7.3 INVITATIONS

It is the responsibility of the Host Society to send the invitations directly to all those entitled to receive complimentary invitations. The details of this event including the cost of tickets should be clearly advertised on the official Congress website 6 months before the event.

7.4 SEATING ARRANGEMENTS

Approximately 3 - 5 VIP tables at the front should be reserved for the AOFOG Executive Board and partners, Host Society Executive Board and partners and Plenary speakers and partners. Ideally, there should be name cards on the respective tables indicating the seating. The seating arrangement should be prominently displayed at the entrance and ushers should be on hand to direct or escort the VIPs to their respective tables.

7.5 PROCEEDINGS

1. Speech by President of Host National Society
2. Speech by Outgoing President of AOFOG
3. Installation of the Incoming AOFOG President
4. Installation of the Immediate Past President of AOFOG
5. Speech by the Incoming President of AOFOG
6. Introduction of the AOFOG Executive Board
7. Speech by Guest of Honour (if any)
8. Presentation of Prizes to the 3 best YGA oral papers
9. Toast by a representative of the Foreign Faculty

8. FELLOWSHIP / HONORARY FELLOWSHIP

8.1 FELLOWSHIP

The Fellowship of AFOG is awarded to obstetricians and gynaecologists from member national societies in benefit for their outstanding contributions to Obstetrics & Gynaecology and to the development of the discipline in their own countries, in the region or for having made significant contributions to the Federation. The total number of such Fellows shall not be restricted but **not more than 2 Fellows will be inducted at each AFOG Congress. It is not a requirement that Fellows be inducted at every Congress and Fellowships will not be conferred in the absence of any suitable candidate.**

8.1.1 NOMINATION

Invitation to nominate for Fellowship of the Federation will be sent from the AFOG Secretariat to member societies in benefit **one (1) year before the next AFOG Congress**. A National Society can **only nominate one candidate** using the Nomination Form below. A copy of the full CV and a covering letter from the National Society President must accompany the application. It is the responsibility of the respective National Society to ensure that the Nomination Form is complete. Incomplete forms will not be considered. The Executive Board reserves the right to make nominations independent of any National Society.

8.1.2 SELECTION

The Fellowship Selection Committee, comprising three senior Fellows of the Federation, will consider the contributions of the candidate to the AFOG Federation and region, to International Organisations and to the National Societies. It is important therefore that the Nomination Form be filled up accurately and completely and a detailed CV attached to enable the Committee to make a fair and objective assessment. The Fellowship Selection Committee will then submit its recommendations to the Executive Board for its consideration and subsequent ratification by Council and the General Assembly.

8.1.3 CONFERMENT

This will be held during the Opening Ceremony of the AOFOG Congress. A citation will be read by a senior member of the Federation chosen by the recipient. The Fellow will be presented with a certificate, a gold-plated medal and a gown/bonnet by the President and assisted by the Secretary General.

Unfortunately, the Federation is not in a position to provide an air ticket and accommodation. The Fellow, therefore, will have to make his/her own travel arrangements. However, the registration fee will be waived for the Congress of conferment and all future AOFOG Congresses.

There will be no posthumous award of the Fellowship except where the award was confirmed by the General Assembly prior to the demise.

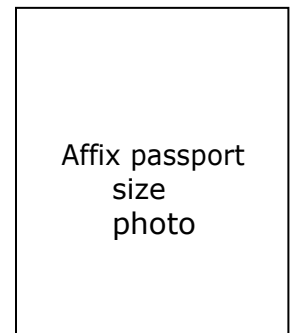
8.1.4 ENTITLEMENTS

1. Fellows will be invited to attend Council Meetings and General Assemblies as observers with no voting rights.
2. Fellows shall not hold positions on the Executive Board or Chair Standing Committees. They may write in to the respective Standing Committee Chair indicating their interest in participating and contributing to the activity of the respective Standing Committee.
3. At each AOFOG Congress, Fellows will receive complimentary Registration and complimentary attendance at the President's Night and Congress Banquet.
4. Fellows may use the abbreviation FAOFOG.



NOMINATION FORM FOR AOFOG FELLOWSHIP

NAME: _____
DATE OF BIRTH: _____
CURRENT POSITION: _____
NATIONAL SOCIETY: _____
CONTACT ADDRESS: _____
CONTACT EMAIL: _____



CONTRIBUTIONS TO AOFOG (60 POINTS)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

CONTRIBUTIONS TO INTERNATIONAL ORGANIZATIONS (30 POINTS)

- 1.
- 2.
- 3.
- 4.
- 5.

CONTRIBUTIONSTO NATIONALSOCIETY (10 POINTS)

- 1.
- 2.
- 3.
- 4.
- 5.

Please attach:

1. Copy of full CV
2. Cover letter from National Society President attesting to the authenticity and accuracy of the applicant and his CV.

Please note:

1. A National Society/College can only nominate one (1) candidate.
2. All nominations will be considered by the Fellowship Selection Committee and finally approved and ratified by the Executive Board, Council and General Assembly of the AFOG.
3. The Executive Board reserves the right to make nominations independent of any National Society/College.
4. It is not a requirement that Fellows be selected or conferred at every AOCOG.
5. It is the responsibility of the Secretary of the National Society to ensure that the form is completed satisfactorily. Incomplete forms will not be considered.

8.2 HONORARY FELLOWSHIP

The Honorary Fellowship may be conferred on eminent Obstetricians & Gynaecologists who do not belong to any member National Society of the AFOG. Renown medical professionals other than Obstetricians & Gynaecologists and eminent non-medical persons may also be considered for this Fellowship. The total number of Honorary Fellows shall not be restricted **but not more than 2 Fellows will be inducted at each AFOG Congress**. It is not a requirement that Fellows be inducted at every AFOG Congress and Fellowships will not be conferred in the absence of any suitable candidate.

8.2.1 SELECTION

The Executive Board will proactively identify suitable candidates together with the Fellowship Selection Committee. The candidate so identified must not only be eminent in his / her field but must also be seen to be able to elevate the status of the AFOG. Suitable names will be presented to the Council for approval and to the General Assembly for ratification.

8.2.2 CONFERMENT

This will be same as set forth for Fellows in section 8.1.3 above.

8.2.3 ENTITLEMENTS

1. At each AFOG Congress, Honorary Fellows will receive complimentary
2. Registration and complimentary attendance at the President's Night and
3. Congress Banquet.
4. Honorary Fellows may use the abbreviation FAFOG (Hon)

9. CHIEN-TIEN HSU MEMORIAL LECTURE

The Chien-Tien Hsu Memorial Lecture which is sponsored by the Chien-Tien Hsu Cancer Research Foundation is held during each AOFOG Congress. The Federation considers this to be the most prestigious lecture in any of its congresses.

9.1 NOMINATION / SELECTION

The Secretariat will write to all National Societies for nomination/s **eighteen (18) months before the AOFOG Congress**. Nomination/s should be submitted with the Curriculum Vitae and a brief note justifying the nomination. The nominee need not necessarily be from the same National Society but must preferably be from the AOFOG region and received global recognition for his/her contributions to Obstetrics and Gynaecology. The subject of the lecture should be pertinent to the art and science of Obstetrics & Gynaecology with emphasis on Gynaecological Cancer and Endocrinology which were particular interests of the late Professor Hsu. The closing date for nominations will be **fifteen (15) months before the AOFOG Congress**. The nominations will be forwarded to the Selection Committee comprising the President of the Federation, Chairman of the Journal Committee of the Federation and a Representative of the Chien-Tien Hsu Cancer Research Foundation.

The Committee shall identify an outstanding individual to be the Lecturer from among the nominations received. Once identified, the invitation to deliver the Memorial Lecture shall be extended to the Lecturer, in writing, by the President of the Federation which shall normally be made **not later than twelve (12) months prior to the Congress**.

The Lecturer will be requested to submit the text of the Chien-Tien Hsu Memorial Lecture to the Chairman of the Journal Committee for publication in a subsequent edition of The Journal of Obstetrics & Gynaecology Research. The Secretary-General of the Federation shall notify the Chairman of the Congress Organising Committee regarding the choice of the CT Hsu Lecturer and the necessary arrangements for the conferment.

9.2 CONFERMENT

The Lecture will normally be given as the first Plenary Lecture of the specific scientific or clinical area chosen.

The President of AOFOG shall preside at the Memorial Lecture and shall introduce the Lecturer. A vote of thanks to the Lecturer shall be made by the Chairman of the Chien-Tien Hsu Cancer Research Foundation or his/her nominee. The Gold medal will be presented by the President and the Chairman of the Chien-Tien Hsu Cancer research Foundation.

9.3 ENTITLEMENTS

1. Return business class airfare from the country of origin to the Congress venue
2. Airport transfers
3. Accommodation at the Congress hotel for the duration of the Congress
4. Complimentary Registration
5. Complimentary tickets for the speaker and partner for the President's Night and Congress Banquet
6. A Gold Medal
7. An Honorarium of USD1000.00

10. SHAN S RATNAM MEMORIAL ORATION

During the Council Meeting in Melbourne, Australia in 2001, in honor of the late Emeritus Professor Shan S. Ratnam, a Shan S. Ratnam Memorial Oration was approved to be held during every Congress. Professor Geoffrey Bishop gave the 1st Memorial Lecture during the Congress in Bangalore, India in 2002.

10.1 SELECTION

Professor Geoffrey Bishop was chosen to chair the committee to choose the next SSRatnam Memorial Oration. He was given the autonomy to choose two (2) other members who wish to compose the committee. Currently, the Executive Board makes appropriate recommendations to Dr Anandakumar for final approval.

10.2 CONFERMENT

The Lecture will usually be given as the first Plenary Lecture on the second day of the Congress.

10.3 ENTITLEMENTS

1. Return business class airfare from the country of origin to the Congress venue
2. Airport transfers
3. Accommodation at the Congress hotel for the duration of the Congress
4. Complimentary Registration
5. Complimentary tickets for the speaker and partner for the President's Night and Congress Banquet.

11. MALAYSIA LECTURE

The Malaysian Government through the Obstetrical & Gynaecological Society of Malaysia (OGSM) has made available a grant of USD40,000.00 for AOFOG to have a Malaysia Lecture for 5 successive AOFOG Congresses (USD8000.00 per Congress) from 2017 to 2025 with an option to extend beyond 2025.

The first Malaysia Lecture was presented by Professor Mats Brannstrom from the University of Gothenburg, Sweden at the AOFOG Congress in Hong Kong in 2017.

11.1 SELECTION

The selection of the speaker and topic is at the discretion of the Local Organising Committee but must be within the scope and aspirations of the AOFOG. Final approval must be obtained from the Executive Board not later than one (1) year from the AOFOG Congress.

11.2 CONFERMENT

The Lecture should be scheduled for Day 1 or Day 2 of the main Congress and shall be co-chaired by the President or Secretary General of the AOFOG and the President of the OGSM. Upon completion of the Lecture, a Certificate and Medal will be presented to the speaker- the former by the President / Secretary General of AOFOG and the latter by the President of OGSM.

The sum of USD8000.00 will be remitted to AOFOG upon successful completion of the AOFOG Congress. This sum is to subsidise the Registration, Travel and Accommodation of the speaker including an Honorarium of USD1000.00.

11.3 ENTITLEMENTS

1. Return business class airfare from the country of origin to the Congress venue
2. Airport transfers
3. Accommodation at the Congress hotel for the duration of the Congress
4. Complimentary Registration
5. Complimentary tickets for the speaker and partner for the President's Night and Congress Banquet
6. Certificate (prepared by AOFOG)
7. Medal (prepared by OGSM)
8. Honorarium of USD1000.00

12. YOUNG SCIENTIST AWARD (YSA)

In 1990, the late Professor M. Mizuno (13th President of AOFOG, 1989-1991), through the support of the Japan Society of Obstetrics and Gynaecology, created funds for the Young Scientist Award. The Award is only open to member societies of AOFOG. Only one Award will be conferred at each AOFOG Congress.

12.1 SELECTION CRITERIA

1) The Chairman of the Journal Committee / Editor in Chief (EIC) of the Journal of Obstetrics & Gynaecology Research will select the ten (10) best articles from those published in the Journal in the 2 years preceding the AOFOG Congress starting from January and ending in December of the following year. For example, for AOFOG 2019, all papers published from 1st January 2017 till 31st December 2018 will be considered.

2) The candidate must be the first named author and must have been 45 years or below when the article was submitted.

3) Authors from a National Society in arrears for more than 3 years at the time of consideration of the Awards are not eligible. The EIC will therefore request from the Honorary Treasurer a list of National Societies in arrears for more than 3 years.

4) The articles will then be sent to members of the Editorial Committee who will adjudicate based on originality, relevance, scientific content, methodology, discussion and other factors as determined by the EIC.

5) The EIC will collate all the scores and determine the winner. In the case of a tie, the EIC will have absolute discretion to decide the winner.

6) The YSA winner is not eligible for the Murata or Chang Awards. In a situation where an author has the highest mark for both the YSA and Murata / Chang Awards, he will receive the YSA and the Murata / Chang Award will be given to the next author in order of merit.

7) The Secretariat will notify the Executive Board of the winners of the YSA, Murata and Chang Awards **4 months before the AOFOG Congress**. Once ratified, all 3 winners will be notified at the same time by the Secretariat.

8) The winner will be requested to receive the Award in person. The Congress Registration fee will be waived but the Award does not cover travel or accommodation expenses. If the Awardee is unable or unwilling to accept the Award in person, the Award will be offered to the next candidate in order of merit.

12.2 CONFERMENT

The Award will be made at the Opening Ceremony following the conferment of Fellows. The Secretary General will describe the background and selection process of the Award as well as the details of the Award which includes a certificate called The AOFOG Young Scientist Award signed by the EIC and the President of AOFOG, a cash award of USD\$3,000 and a Silver Medal. He will then announce the winner and the title of the winning paper. The Certificate will be presented by the EIC, the cash award by a representative of the JSOG and the medal by the President of AOFOG.

13. Y S CHANG ENDOWMENT AWARD

This Award was made available in 2013 by an endowment from Prof Y S Chang (22nd President of AOFOG, 2007-2009). Due to his keen interest in Reproductive Endocrinology and Infertility (REI), he established this Award to reward the best REI paper published in the Journal of Obstetrics & Gynaecology Research (JOGR) in the 2 years preceding the AOFOG Congress. The Award is only open to member societies of the AOFOG. Only one Award will be conferred at each AOFOG Congress.

13.1 SELECTION CRITERIA

1) The Editor in Chief (EIC) of the JOGR will select the 5 best REI papers published in the JOGR in the 2 years preceding the AOFOG Congress starting from January and ending in December of the following year. For example, for AOFOG 2019, all REI papers published from 1st January 2017 till 31st December 2018 will be considered.

2) There is no age limit but the candidate must be the first named author.

3) Authors from a National Society in arrears for more than 3 years at the time of consideration of the Awards are not eligible. The EIC will therefore request from the Honorary Treasurer a list of National Societies in arrears for more than 3 years.

4) The articles will then be sent to members of the Selection Committee comprising the EIC, Chairman of the REI Committee and a Representative of the YS Chang Foundation, who will adjudicate based on originality, relevance, scientific content, methodology, discussion and other factors as determined by the EIC.

5) The EIC will collate all the scores and determine the winner. In the case of a tie, the EIC will have absolute discretion to decide the winner.

6) The YS Chang winner is not eligible for the Young Scientist or Murata Awards. In a situation where an author has the highest mark for both the Chang Award and the YSA, he will receive the YSA and the Chang Award will then go to the next author in order of merit.

7) The Secretariat will notify the Executive Board of the winners of the YSA, Murata and Chang Awards **4 months before the AOFOG Congress**. Once ratified, all 3 winners will be notified at the same time by the Secretariat.

8) The winner will be requested to receive the Award in person. The Congress Registration fee will be waived but the Award does not cover travel or accommodation expenses. If the Awardee is unable or unwilling to accept the Award in person, the Award will be offered to the next candidate in order of merit.

13.2 CONFERMENT

The Award will be made at the Opening Ceremony following the conferment of Fellows. The Secretary General will describe the background and selection process of the Award as well as the details of the Award which includes a certificate called The YS Chang Endowment Award signed by the EIC and the President of AOFOG, a cash award of USD\$3,000 and a Silver Medal. He will then announce the winner and the title of the winning paper. The Certificate will be presented by the EIC, the cash award by a representative of the YS Chang Foundation and the medal by the President of AOFOG.

14. YUJI MURATA ENDOWMENT AWARD

This Award was made available in 2013 by an endowment from Prof Y Murata (21st President of AOFOG, 2006-2007). Due to his subspecialty research interest in Maternal Fetal Medicine (MFM), he established this Award to reward the best MFM paper published in the Journal of Obstetrics & Gynaecology Research (JOGR) in the 2 years preceding the AOFOG Congress. The Award is only open to member societies of the AOFOG. Only one Award will be conferred at each AOFOG Congress.

14.1 SELECTION CRITERIA

1) The Editor in Chief (EIC) of the JOGR will select the 5 best MFM papers published in the JOGR in the 2 years preceding the AOFOG Congress starting from January and ending in December of the following year. For example, for AOFOG 2019, all MFM papers published from 1st January 2017 till 31st December 2018 will be considered.

2) There is no age limit but the candidate must be the first named author.

3) Authors from a National Society in arrears for more than 3 years at the time of consideration of the Awards are not eligible. The EIC will therefore request from the Honorary Treasurer a list of National Societies in arrears for more than 3 years.

4) The articles will then be sent to members of the Selection Committee comprising the EIC, Chairman of the MFM Committee and a Representative of the Y Murata Foundation, who will adjudicate based on originality, relevance, scientific content, methodology, discussion and other factors as determined by the EIC.

5) The EIC will collate all the scores and determine the winner. In the case of a tie, the EIC will have absolute discretion to decide the winner.

6) The Y Murata winner is not eligible for the Young Scientist or Chang Awards. In a situation where an author has the highest mark for both the Murata Award and the YSA, he will receive the YSA and the Murata Award will then go to the next author in order of merit.

7) The Secretariat will notify the Executive Board of the winners of the YSA, Murata and Chang Awards **4 months before the AOFOG Congress**. Once ratified, all 3 winners will be notified at the same time by the Secretariat.

8) The winner will be requested to receive the Award in person. The Congress Registration fee will be waived but the Award does not cover travel or accommodation expenses. If the Awardee is unable or unwilling to accept the Award in person, the Award will be offered to the next candidate in order of merit.

14.2 CONFERMENT

The Award will be made at the Opening Ceremony following the conferment of Fellows. The Secretary General will describe the background and selection process of the Award as well as the details of the Award which includes a certificate called The Y Murata Endowment Award signed by the EIC and the President of AOFOG, a cash award of USD\$3,000 and a Silver Medal. He will then announce the winner and the title of the winning paper. The Certificate will be presented by the EIC, the cash award by a representative of the Y Murata Foundation and the medal by the President of AOFOG.

15. S S Ratnam - Young Gynaecologist Award (SSR – YGA)

15.1 OBJECTIVE

The SSR - YGA enables promising young Obstetricians and gynaecologists from all the member countries of the Asia and Oceania region to attend the congress of the AOFOG which is usually held biennially.

The participation of Young Gynaecologists:

- a) provides them an opportunity to update knowledge and skills of Obstetrics, Gynaecology and Reproductive Biology
- b) promotes social interaction between them, their peers and other delegates
- c) provides an insight into the functioning of the Federation by encouraging attendance at the General Assembly session

All these help to prepare them to become the future leaders of their National Societies (NS) of Obstetricians and Gynaecologists and hence of the Federation. The criteria of selection provided to the NS reflects this hope

15.2 HISTORY OF THE AWARD

It was instituted in 1991 during the presidency of Professor Masahiko Mizuno through the support of the Japan Society of Obstetrics and Gynaecology and subsequently supported by donor agencies and member societies on a voluntary basis. Ten years later in 2001, it was renamed the SS Ratnam - Young Gynaecologists Award in memory of Emeritus Professor S. S. Ratnam, who was the President Elect of the AOFOG at the time of his demise and who had been its Secretary General for 21 years.

Initially restricted to only eight (8) developing countries, it was approved in the Bangalore Council meeting 2002 that all National Societies will have YGAs. YGAs from the following 21 developing countries will be provided with the financial support from AOFOG whereas YGAs from 7 developed countries/NS will provide financial support to the selected YGAs from their own fund and resources.

DEVELOPING MEMBER COUNTRIES

BANGLADESH
EGYPT
INDIA
INDONESIA
ISRAEL

MALAYSIA
MONGOLIA
MYANMAR
NEPAL
PHILIPPINES

PAPUANEW GUINEA
SAUDI ARABIA
SRI LANKA
THAILAND
VIETNAM

MACAU

PAKISTAN

CAMBODIA

CHINA

FIJI

LAOS

DEVELOPED COUNTRIES

AUSTRALIA

KOREA

SINGAPORE

HONG KONG

NEW ZEALAND

TAIWAN

JAPAN

15.3 THE AWARD / DONORS

On the year of the award, AOFOG provides the awardee with return economy airfare, registration fee and allowance for board and lodging for the duration of the Congress i.e. 4 nights. The awardee is given complimentary registration for the next congress but he must now pay for his/her airfare and accommodation.

The Secretary-General will write to all the NS requesting donations towards the objective of S.S. Ratnam YGA Awards. The first request will be sent 18 months before the Congress and a reminder will be sent 12 months before the Congress. All donors will be acknowledged at the President's Night.

15.4 ELIGIBILITY

All nominations are to be made by the NS, then submitted to the AOFOG Secretariat and finally approved by the Executive Board.

To qualify, the Young Gynaecologist must

- a) be 40 years or below on 1st January in the year of the AOFOG Congress
- b) have made a significant contribution to his National Society and demonstrated leadership qualities.
- c) must belong to a NS that is not in arrears for more than 3 years.

15.5 GUIDELINES ON SELECTION

- 1) All communications regarding YGAs will come from the Secretariat. The first announcement will be sent out **eighteen (18) months before and the second announcement twelve (12) months before the AFOG Congress**. These Announcements must clearly state the eligibility criteria, prizes on offer and the closing date. The deadline for receipt of nominations is 6 months before the AFOG Congress.
- 2) The NS is encouraged to submit up to three (3) candidates for consideration together with their Curriculum Vitae and full papers but the Secretariat is not in a position to decide on the number of awards available to each country until funds come in from donor agencies and member societies. All papers submitted should have a covering letter from the Principal / Presenting author declaring (a) any conflict of interest (b) any sources of funding and (c) that the paper has not been presented or published in any part in any previous Regional or International Meeting.
- 3) **Five (5) months before the AFOG Congress**, all papers meeting the criteria will be sent to the President Elect. The President Elect will form a Committee to select the 10 best papers and communicate the final list to the Secretariat **four (4) months before the AFOG Congress**. To enable an equitable distribution among member NS, a NS cannot be represented more than once in the final list of 10 papers.
- 4) The final list of the YGAs shall be given to the host society **three (3) months before the AFOG Congress**.
- 5) On the presentation of the papers at the congress, the 10 best selected papers will be presented at a special YGA Session in the congress whereas other submitted papers will be presented as Oral Free Communication. The President Elect will preside over the YGA Session and he will select a panel of 3 judges to adjudicate the presentations. The three best presentations will receive a prize the nature and quantum of which will be decided by the incumbent Executive Board. Suggested amounts are USD3000, USD2000 and USD1000 respectively for the 1st, 2nd and 3rd prizes. If the AFOG Congress precedes the FIGO Congress in the same year, the Executive Board may at its discretion offer a part sponsorship to attend the FIGO Congress in lieu of these cash prizes.
- 6) The NS is also required to inform the Secretariat on the cheapest round trip airfare to the Congress venue to facilitate preparation of the Federation's budget for reimbursement.
- 7) The reimbursement of the airfare and allowance for board and lodging to each of the YGA will be scheduled on the 2nd and 3rd day of the Congress. The YGAs will be required to present the Official Receipt, the ticket and other pertinent receipts (airport taxes, etc.) for reimbursement.

15.6 ACTIVITIES OF THE YGAs DURING THE CONGRESS

1) During the Congress, the 10 best Young Gynaecologist Awardees present their papers at a special session. All other YGAs will present their papers in an Oral Free Communication session as allocated by the Organising Committee.

2) They are encouraged to attend the General Assembly as observers. Although not encouraged, they may attend Council Meetings as the NS representative provided due notice of this has been lodged with the Secretariat in advance. As the YGA has already received subsidy to attend the Congress, he is not entitled to receive any other benefits for attending the Council Meeting. All YGAs are expected to be present at the Opening and Closing Ceremonies.

3) YGAs will attend the President's Night without any charge. They will receive certificates of attendance during the President's night. Representatives of all the donors are invited to the ceremony so that they could be thanked personally for their support and could interact with the YGAs and assess how well their contribution has been spent. As the President's Night is meant to honour the YGAs and give them the opportunity to network with their peers and seniors, attendance by family members is not encouraged. However, spouses or parents of the YGA wishing to attend can write in to the Secretariat making a request to attend with the appropriate fee to be advised by the Secretariat. This arrangement will have a limit of 2 family members per YGA and will be subject to review at each Congress. Such family members permitted to attend will be seated at a separate table and not with the YGAs.

4) YGAs will also attend the Congress Banquet without any charge. The winners of the 3 best YGA papers will be announced at the Banquet. Family members of the YGAs may attend this function by purchasing tickets from the Organiser.

16. COMMUNITY FELLOWSHIP PROGRAMME

The Community Fellowship Programme (CFP) was first introduced at the AOFOG Congress in Kuching in 2015 and proved to be a runaway success. The aim of this Programme is to expose YGAs to different health care systems and foster closer relationships among the future leaders of the AOFOG. The second CFP was held in conjunction with the AOFOG Congress 2017 in Hong Kong and proved to be equally successful in achieving these objectives.

16.1 PROGRAMME

The content is decided by the Host National Society in consultation with the Executive Board of the AOFOG and will depend on location and available facilities. Specific time must be allocated for group activities among the participants. For reference, the CFP in 2015 focused on Rural Health while the CFP in 2017 focused on traditional Chinese Medicine and Tertiary healthcare. During the President's Night, the coordinator of the CFP will report on the programme and participating YGAs will share their experiences.

16.2 DURATION

3 – 7 days before the start of the main AOFOG Congress depending on the programme and at the discretion of the Host National Society. A duration of less than 3 days is deemed too short to achieve the objectives while a duration in excess of 7 days may prove to be too long for YGAs to be away from their home countries.

16.3 ELIGIBILITY

1 YGA from each member National Society. The Host National Society may at its discretion take more than 1 YGA from any member National Society. National Societies in arrears will be excluded from this programme.

16.4 APPLICATIONS

The AOFOG Secretariat will send out the call for **applications with supporting information one (1) year prior to the AOFOG Congress**. All applications will be made through the Secretariat which will in turn liaise with the Organising Committee of the AOFOG Congress.

16.5 TRAVEL

The return economy airfare will be covered by the AOFOG as part of the YGA Award. Airport transfer on arrival is the responsibility of the Host National Society.

16.6 BOARD & LODGING

Full board and lodging will be provided by the Host National Society for the duration of the CFP. The accommodation need not be lavish but must be clean and comfortable and befit the status of the YGAs.

17. AFOG SPONSORED EDUCATIONAL PROGRAMMES

AFOG provides partial sponsorship for a limited number of educational programmes organised in member countries in close collaboration with a Local Organiser (society, hospital or institution). These programmes may be in the form of Workshops, Symposia or Scientific Meetings.

Who can apply?

1. Any member National Society *in benefit*
2. Any of the following standing Committees:

- Maternal Fetal Medicine
- Minimally Invasive Gynecologic Surgery
- Oncology
- Reproductive Endocrinology / Infertility
- Sexual & Reproductive Health
- Ultrasound
- Urogynaecology

How much will be approved?

1. The actual amount will vary according to the content and impact of the programme but will not exceed USD5000 per event.
2. AFOG will have no financial or legal liability.
3. The net profit from the programme will be divided equally between AFOG and the Local Organiser.

How do I apply?

1. Complete the application form* and submit to the AFOG Secretariat
2. Attach a preliminary programme with proposed speakers and topics
3. Attach a preliminary budget*
4. Attach announcements if any
5. Applications should be submitted at least **3 months** prior to the planned event

Role of AFOG

1. Consider all formal and complete applications received by the Secretariat
2. Suggest changes to topics / speakers if necessary
3. Final approval by the Executive Board which will also decide on the quantum
4. Secretariat conveys decision to the applicant
5. Permit the use of the AFOG logo in brochures / announcements

6. Disseminate announcements through on-line AOFOG resources (website/newsletter)
7. Transfer 50% of the sponsorship (*Initial Award*) prior to the event upon receipt of the Final Programme
8. Transfer the remaining 50% of the sponsorship (*Final Award*) after the event upon receipt of the Final Report by the applicant

Role of AOFOG Speakers

1. Contribute to the AOFOG educational mission by sharing their expertise at the event
2. Promote AOFOG educational activities / AOFOG Congress whenever possible
3. AOFOG will pay only the return economy class airfare for speakers from outside the host country, from the country of origin to the host venue by the most direct route
4. Travel expenses will be reimbursed directly to the speaker upon receipt of relevant Boarding passes and Receipts.

Role of Local Organiser / Standing Committee

1. Design the scientific programme according to local needs
2. Publicise the event and send announcement brochures to AOFOG Secretariat for dissemination
3. Overall organisation of the event (venue, accommodation, speakers, transport etc)
4. Incorporation of a 5 minute presentation on the AOFOG mission by an AOFOG speaker
5. Maintain a record of participants and conduct a post-event evaluation
6. After the event, forward to the AOFOG Secretariat a Final Report which includes a (i)Financial Report*, (ii)copy of all printed materials (final programme, course materials etc), (iii)list of participants and (iv)summary of the event evaluation.

**Forms for "Request for Funds", "Preliminary Budget", "Financial Report" are appended below.*

AOFOG Meeting: Request for Funds

A. General

- 1. National Society / Committee : _____

- 2. Primary Contact Person
 - Name : _____
 - Address : _____
 - _____
 - _____
 - Email : _____

- 3. Title of Meeting : _____
- 4. Dates : _____
- 5. Venue : _____
- 6. Local Organiser : _____
- 7. Other sponsors : _____

B. Scientific Programme

| | <u>Suggested topics</u> | <u>Proposed AOFOG speakers</u> |
|----|-------------------------|--------------------------------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |

Please attach a copy of the Preliminary Scientific Programme

C. Participants

| <u>Category</u> | <u>Expected number</u> |
|-----------------|------------------------|
| 1. Specialists | _____ |
| 2. Trainees | _____ |
| 3. Paramedical | _____ |

D. Perceived benefits *(summary of the expected benefits to participants)*

AOFOG Meeting : Preliminary Budget (USD)

INCOME

AOFOG support :

Other sponsorship :

Registration Fees :

Exhibition :

TOTAL :

EXPENDITURE

Venue :

Overseas Resource Persons

 Air-fare :

 Accommodation :

Catering :

Other (please specify) :

TOTAL :

AOFOG Meeting : Financial Report (USD)

INCOME

AOFOG support :

Other sponsorship :

Registration Fees :

Exhibition :

TOTAL :

EXPENDITURE

Venue :

Overseas Resource Persons

 Air-fare :

 Accommodation :

Catering :

Other (please specify) :

TOTAL :

18. PUBLICATION OF BOOKS

From time to time, the AOFOG may decide to Publish a Book or Periodical.

18.1 OBJECTIVES

1. To disseminate scientific knowledge amongst AOFOG members
2. To strengthen the bond between the AOFOG and its members
3. To generate income

18.2 TOPICS

May cover a range of topics in Obstetrics & Gynaecology or may focus only on a single topic of special interest or importance.

18.3 AUTHORS

1. Multi authored publications compiled by a single editor or a board of editors
2. Publication by an Author or a group of authors

18.4 APPROVAL PROCESS

1. Proposals should be sent to the AOFOG Secretariat and should outline the background , justification, topics, authors, time frame for completion and costing.
2. The Secretariat will forward the proposal to the Editor of the JOGR for an opinion
3. The Executive Board will then consider the relevance and merits of the proposal including the cost implications
4. The final decision will then be conveyed to the applicant

18.5 SCRUTINY

1. The final draft of the book must be sent to the Secretariat for review.
2. All publications must carry a disclaimer that the opinions expressed in the publication are those of the authors and not necessarily those of the AOFOG.
3. The Executive Board will decide on the timing and venue for the launch of the successful publication.

18.6 PUBLISHERS

It is necessary to keep the cost of the publication as low as possible so that AOFOG members from low resource countries can afford to purchase them. To this end, the Executive Board will source for competitive quotes from publishers. In general, books published in India are of a good quality and reasonably priced and the preferred publisher in India is Jaypee Brothers Medical Publishers Pvt Ltd.

18.7 ROYALTY

The Executive Board will negotiate the royalty with the Publisher. In the past, Jaypee Brothers Medical Publishers Pvt Ltd have agreed a royalty of 15% of the sale price of each book to be remitted to the Federation Account on an annual basis. Appropriate accounts will be maintained by the Secretariat.

At the present time, all royalties received will be retained by the AOFOG. If royalties increase substantially, the Executive Board may at its discretion share a portion of the proceeds with the editors and authors of the publication.

A complimentary copy of the book will be sent to all editors, all principal authors and to all National Society members in benefit. Two complimentary copies will be extended to the AOFOG Secretariat.