Guidelines for Prospective Organizers

Following Executive Meeting decisions in 2014, please prepare your bid according to these guidelines:

1. The expenses of running the website, handling delegates registrations, advertisement, handling abstracts and getting the scientific program running can be through CAOS and local organizer can be spared these duties.

    The expenses of the above and secretarial expenses will be from the registration fee collection of the delegates. CAOS will pay for the scientific program committee meeting and other things listed initially and will be reimbursed from the delegate fees collected. We hope these expenses to be approximately 45K looking at the previous conferences budgets and estimations. Any registration fee collections above these will go to the whole meeting expenses in addition to the Industry/sponsorship money.

2. The aspiring Chairman should have been a member of CAOS International for at least 3 years. He may like to add a clinical or technical chair when presenting the proposal.

3. The local host(yourself) will be responsible for finding industry and local sponsorship and making local arrangement of venue, dinners(faculty and conference), reception staff, computers, audio visual facilities, breakout rooms, industry area stands and main auditorium, logistics , faculty expenses/guest faculty hotel etc. It is onto the local organizer to arrange these. The Industry money/sponsorship money that you collect will pay for these arrangements. If you want to invite local faculty free/any touristic/local entertainment programs etc at your cost from the sponsorship money pot, these will be welcome.

4. At the end of the meeting after paying all the expanses the excess/profit from the collections can be shared with 1/3 chairman and 2/3 CAOS International.

5. We need to limit the registration fees to increase the attendance. Our suggestions and Early fees USD 250 for members and 300 for non members. Late 350 for members and 400 for non members. Rates for research students/trainees and those from developing/underdeveloped countries can be 150 for early and 250 for late registrations. The developing countries list can be made from United Nations status and agreed by Executive Committee.

    The number of attendees is different every year, so we will need to make attractions in the way we incite the audience. Depending on the city/year/circumstances the number of attendees could be between 150-700, so consider the worst case scenario.

6. While point 1 is made to make your life easier, please consider especially point 2 carefully if you will have the financial support to be able to provide the facilities. As the initial delegates registration fees will go to cover the associations' expenses into the meeting and administration.

Also please consider that the industry sponsorship is going down every year. We would not want to you to end up in minus budget at the end of the meeting.