

**HPBASA**

**HEPATO-PANCREATO-BILIARY  
ASSOCIATION OF SOUTHERN AFRICA**



## Guidelines regarding hosting of the annual congress

### **Introduction**

The annual congress aims to advance the field in South Africa but also serves an important purpose as the generator of funds for the Association. Arranging meetings of a high standard will achieve these goals and provide value to its members.

### **Scheduling and length**

The congress is to be scheduled preferably between mid-September and mid-November, but flexibility can be exercised considering potential conflict or need to synchronize with local meetings (SASES, SAGES, ASSA, Controversies Pretoria), major international congresses (IHPBA, E-AHPBA, IAP, UEGW), college examinations, school, and religious holidays.

The congress is usually hosted over a period of 2-3 days (Friday to Sunday).

The meetings in years with even numbers are considered smaller congresses but can be upgraded on the recommendation of the Local Organising Committee (LOC), in consultation with the Executive Committee (ExCo).

### **Eligibility to host**

HPBASA members in good standing may apply to host a future congress. The congress should ideally be hosted in rotation in the major university centres (Johannesburg, Cape Town, Durban, Pretoria, Bloemfontein and Stellenbosch)

### **Naming of future venues**

The venue for the congress of the following year and a Chairman will be decided upon at the ExCo meeting held during the annual Congress meeting.

### **Timelines**

The future venue's Chairman is expected to communicate the members of LOC to the President and Secretary of the Association within 2 months after the decision.

The venue, date and designated professional congress organizer (PCO) is to be communicated to the same persons by 31 January of the year of the future congress.

### **Duties of the local organising committee (LOC)**

- The LOC and designated PCO shall be responsible for the local congress organisation.
- Although the President and Secretary of HPBASA are not expected to be standing members of the LOC, it is expected that they receive 8-weekly updates regarding progress with the organisation of the meeting.
- Organisation of a trade exhibition, if required, will be the responsibility of the LOC.
- The acquisition of sponsors is the responsibility of the LOC.
- Revenue generated and collected for the Congress such as registration fees, rentals and fees from the trade exhibition, contributions from sponsors and from sponsored sessions etc. by HPBASA and/or the PCO and the payment of all pertinent bills may be managed in an account of the PCO, or alternatively an account of the Association, provided the profit of the Congress is deposited into an account of the Association, as designated by the Treasurer.

### **Rental of adequate facilities**

- The rental agreement shall be established in the name and on behalf of the LOC.
- HPBASA will assume liability for this contract, on condition that:
  1. ExCo are kept abreast of major decisions that impact the budget of the meeting and
  2. these guidelines are adhered to.

### **Preparation and regular updating of a budget for the Congress:**

- The control and supervision of the finances of the Congress by the LOC should be in collaboration with the Treasurer of HPBASA.
- There should be periodic reporting to the HPBASA treasurer and President of the updated budget and the accumulated accounts of the Congress.
- The minimum dates for reporting are the 31<sup>st</sup> of January and six and three months before the meeting.
- The presentation to HPBASA of a true and audited final statement of accounts for the Congress from the PCO at the first ExCo meeting following the meeting

### **Duties of HPBASA:**

- The HPBASA Exco will act in continuous and close coordination with the LOC.
- The appointment of the PCO and the venue contract must be approved by the President and Treasurer of HPBASA.
- HPBASA has the ultimate responsibility for the Congress (apart from finances) and, therefore, the ExCo has the duty and authority to control the compliance of all parties with the terms and conditions.
- HPBASA shall exercise its responsibilities and control in a collegial and consensual way.

## **Seed money**

The local organising committee may apply to the Treasurer of HPBASA for a reasonable amount of seed money to aid in the initial stages of planning. The amount is to be approved by the ExCo. This amount is expected to be refunded at the end of the Congress.

## **Profit**

The congress is held in the name of HPBASA, and sponsorships are secured on its behalf. It is therefore expected that, after reasonable costs have been accounted for, the profit is transferred to an account of the Association, as designated by the Treasurer.

When the annual congress is paired with another local or international congress, the profitsharing arrangement must involve the ExCo for negotiation and final approval.

## **Program**

HPBASA is a multidisciplinary association, and, in this spirit, all disciplines involved in care of HPB patients are to be involved in the planning and execution of the scientific program. The programme configuration and content is the responsibility of the LOC in consultation with the ExCo.

## **Faculty**

Local and International faculty are invited and may be funded at the discretion of the LOC in consultation with the HPBASA ExCo.

As a general guide, 1 to 3 International Experts are invited for the major Congress and 1 to 2 for the alternate smaller Congress.

## **Travel and accommodation guidelines for International Faculty**

Flights for international visitors will consist of an upgradable return economy class ticket. Transfers are to be arranged for these visitors. Accommodation for the period of the Congress, including one day before and after the congress is to be provided at a reasonable distance from the venue.

The arrangement of additional tourism for international faculty, before or after the congress is permitted, but is not to be financed through the congress budget, or funds sourced in the name of the congress or Association". HPBASA recognizes that industry can no longer directly cover the costs of travel, accommodation, and other tourism activities.

## **Waiving of registration fees**

The registration fee will be waived for the following:

- International faculty
- The local organising committee

- Speakers

**Payment of local faculty or office bearers' travel costs**

- President
- President-elect
- Secretary
- Treasurer

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