



AAGL  
Advancing  
Minimally Invasive  
Gynecology  
Worldwide

# INTERNATIONAL MEETING GUIDELINES



*Palermo, Italy – 2007*



*Sao Paulo, Brazil – 2008*



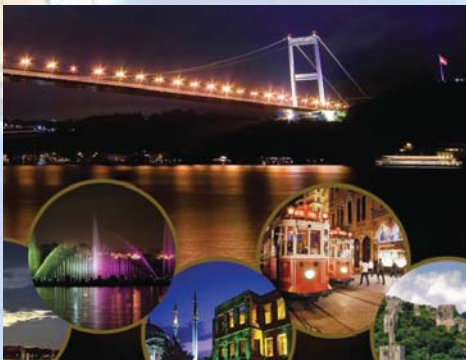
*Dubrovnik, Croatia – 2010*



*Osaka, Japan – 2011*



*Brisbane, Australia – 2009*



*Istanbul, Turkey – 2011*



*Buenos Aires, Argentina – 2012*

HOSTING

# INTERNATIONAL MEETING GUIDELINES

## *Introduction*

We appreciate your interest in hosting an AAGL international meeting. This program was started in 2007 to provide support to our Affiliated Societies when presenting an international meeting.

With our shared mission of improving the healthcare of women globally, it is our hope that the presentation of additional meetings by our affiliated societies, will expand the knowledge and use of minimally invasive gynecology.

The International Meeting Guidelines clearly outline the responsibilities of the hosting society, the support of the AAGL, and an application that must be submitted in order for a society to be considered.

## *Meeting Name*

The meeting will be listed as an "AAGL International Congress on Minimally Invasive Gynecology – in **partnership** with (society name)" (a primary theme will generally be selected).

## *Meeting Arrangements*

The host society will be responsible for the arrangement of all local hotel, transportation and social events. They should submit a detailed budget at least 9 months prior to the meeting, and obtain an acceptance from the AAGL administrative office before committing to these arrangements.

## *Affiliation with Other Groups*

The AAGL encourages the host society to partner with other societies, either local or non-local, to prepare and promote this meeting. The AAGL requires that the host committee submit the names of such organizations for approval prior to listing their names as supporting the meeting. If approved, the societies may be listed as:

"in **affiliation** with \_\_\_\_\_"

## *International Meeting Liaison Committee*

The International Meeting Liaison Committee (IMLC) will consist of the Host Society program committee, the Chair and Co-Chair of the AAGL Affiliated Society Committee and the AAGL Executive Committee.

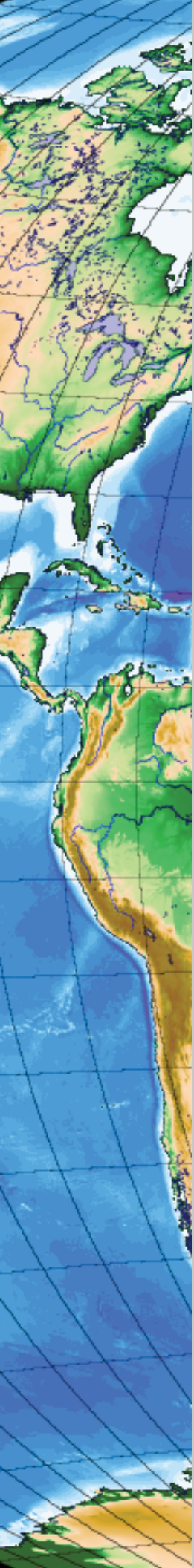
Responsibilities include:

- 12 months prior to the meeting – Develop block program including proposed topics for the meeting. The IMLC will review and return with their recommendations within 4 weeks of receipt.
- 8 months prior to the meeting – Submit the proposed program, including speakers at the Opening Ceremonies and other organizations that will be "in affiliation" with the meeting.
- 6 months prior to the meeting – Develop list of possible invited speakers and develop budget for their support.



Abstracts, if called for, will be selected by the Host Scientific Program Committee.

The Host Society should obtain written approval from the AAGL administrative office for the content of all printed meeting materials.



## *Budgeting for International Meeting*

The Host Society will directly provide to each of the 14 AAGL Board representatives who attend and participate in the meeting, the following: \$1,000 toward air travel; hotel accommodations for the meeting and 1 night for travel; complimentary registration and an invitation to the social events.

Video Capture and Live Streaming of Meeting – The AAGL is able to send technical staff to the meeting to capture and stream the meeting live on SurgeryU to its members. This requires the following reimbursement for one person: \$1500 for airfare; hotel room for one day prior to and the duration of the meeting; an invitation to the meeting events.

## *Promotion of the AAGL at the International Meeting*

The AAGL Executive Committee will be included in the Opening Ceremony and will have the AAGL President and Executive VP/Medical Director give a “welcome.”

The AAGL will, in conference with the Host Society, review and approve the proposed speakers at the Opening Ceremony.

The Host Society will provide the AAGL with one standard size exhibit in the main exhibit hall.

The AAGL will insert one piece of organizational material in the doctors’ tote bags.

The Host Society will give the AAGL and JMIG the right of first refusal to publish any scientific articles from the meeting.

The AAGL, in conference with the Host Society, will approve promotional materials that are placed in the doctors’ tote bags from other medical societies and other medical meetings.

## *Financial Obligations*

The Host Society will receive all financial gains and absorb any loss that result from the meeting.



# INTERNATIONAL MEETING PROMOTION BY THE AAGL

The AAGL will be responsible for the marketing and advertising costs listed below at no expense to the Host Society.

## *General Efforts Throughout the Year:*

	<i>Costs</i>
International Meeting Announcement (distribution 4,800 physicians) – placed in AAGL new and renewing member packets for 6 to 8 month period – sent monthly from the AAGL office. AAGL will be responsible for postage, printing and handling of a one-page, two-sided flyer.	\$5,000
Promotion in the AAGL monthly E-bulletins – sent monthly to 6,000 physicians.	\$4,000
NewsScope – AAGL’s quarterly newsletter – Listing in the calendar of events with feature articles and/or ads (distribution 5,100 physicians)	\$2,500
JMIG - Listing in the educational calendar. Additional ½ page ads on the International Meeting will be placed in at least two issues.	\$2,500
AAGL Website – International Meeting will be posted to the front page with link to meeting brochure until the meeting is over.	\$4,000
Webcast of International Meeting – The AAGL will capture and/or stream the live surgeries from the International Meeting through SurgeryU.	\$2,500

## *Specific Efforts Related to, and at, the AAGL Annual Global Congress:*

Ad in Preliminary Program for the AAGL Global Congress (distribution 15,000 physicians)	\$4,010
Ad in Final Program for the AAGL Global Congress (distribution 2,000)	\$2,010
International Meeting Announcement (one page flyer) (distribution 2,000 physicians) – placed in doctors’ tote bags distributed at the AAGL Global Congress. AAGL is responsible for printing and handling.	\$1,500
International Meeting logo, dates, location on the doctors’ tote bags (distribution 2,000)	\$2,000
International Meeting logo and dates on the notepads and pens distributed in the doctors’ tote bags at the annual meeting (distribution approximately 2,000).	\$3,000
Powerpoint and/or video announcement of the International Meeting at the Opening Session and General Sessions and prior to meeting sessions.	\$500
Ad on the “Global Congress Spotlight” – 30 second video will announce the International Meeting on flat screen TVs that will be placed in the registration area.	\$1,250
Space in AAGL exhibit booth to distribute literature on the International Congress – includes signage and distribution of flyers.	\$2,000
Signage at the Global Congress announcing the meeting – can include meter signs, elevator clings, etc.	\$1,500
Total Ad & Marketing Budget – No Charge to Host Society	\$38,270



# APPLICATION TO HOST AAGL INTERNATIONAL MEETING

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*(Please Type)*

Requesting Person \_\_\_\_\_

Requesting Society \_\_\_\_\_

This request is for (month, year) \_\_\_\_\_

Preferred Month (cannot conflict with AAGL Annual Meeting) \_\_\_\_\_

Program Chair \_\_\_\_\_

Contact Person: Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

City where meeting is to be held \_\_\_\_\_

Hotel/Venue where meeting will be held \_\_\_\_\_

Meeting Theme \_\_\_\_\_

## *Acceptance*

On behalf of \_\_\_\_\_,  
*(Name of Host Society)*

I acknowledge receipt of the above guidelines and agree to these conditions.

Name (Host Society President) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

AAGL Representative:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return Application to:**

**AAGL**

*Advancing Minimally Invasive Gynecology Worldwide*

6757 Katella Avenue • Cypress, CA 90630 USA

Phone (800) 554-2245 or (714) 503-6200 • Fax (714) 503-6201

E-Mail: [lbell@aagl.org](mailto:lbell@aagl.org) • Web Site: [www.aagl.org](http://www.aagl.org)