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IFMBE Conference Committee member

Ref.: IFMBE Regional Conference Guidelines

New Guidelines for IFMBE Regional Conferences have been worked out, based on IFMBE Policies and Procedures. The aims of the Guidelines are:

- ?? to help affiliated societies to organize conferences
- ?? to develop standards that will ensure the quality of the organisation
- ?? to increase the visibility of IFMBE regional conferences
- ?? to include the regional conferences publications (Proceedings and/or CD) into the IFMBE Proceedings Series.

The Guidelines – Version 5 (including the Regional Conference Application Form + Appendices), are enclosed.

A few smaller changes (in comparison to the Version 4) can be easily tracked if you switch the “Track Changes” option in MSWord.

Though separate documents, these Guidelines and the IFMBE Proceedings Guidelines, prepared by Prof. J. Nagel, form a unique entity and I strongly believe that Regional Conference organisers and the Federation can only produce and gain additional value, if both these documents are accepted.

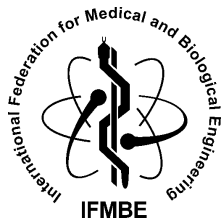
The Federation and the conference organisers should win (recognition, visibility, citing and finances) by applying the Guidelines from the post-conference sales.

Prof. Jaron also made a suggestion that the existing Regional conferences shall be officially pronounced “IFMBE co-sponsored conferences”, and the local organisers (IFMBE affiliated society) should prepare the conference and the publications according to the Guidelines.

Ratko Magjarevic

Zagreb, July 20, 2003

Enclosure: IFMBE Regional Conference Guidelines – Version 5
Regional Conference Application Form – Version 2
IFMBE Proceedings Guidelines



International Federation for Medical and Biological Engineering

Affiliated with the International Union for Physical and Engineering Sciences in Medicine

GUIDELINES FOR PREPARING IFMBE SPONSORED REGIONAL CONFERENCE

(Version 5)

May 2003

Foreword

From the time of its creation in 1959, the IFMBE has always supported international scientific meetings as a platform for gathering, collaboration and exchange of scientific viewpoints and discussions. IFMBE is co-sponsoring the three-annual World Congress of Biomedical Engineering and Medical Physics, probably the most important event in this challenging field of science. IFMBE launched a number of conferences, which gather scientists in and from particular regions like Asian-Pacific, Nordic-Baltic, Mediterranean, South American and also in some scientific fields that are of special interest for the Federation e.g. Cellular Engineering Conferences.

The intention of these ***Guidelines for Preparing IFMBE Sponsored Regional Conferences*** is to help the conference organizers to continue with traditionally high scientific level of the conferences. IFMBE is adding to the procedures in the Guidelines the possibility of preparing, publishing and marketing the outcome of the conferences, the Proceedings, in the recently launched IFMBE Proceedings Series that appear in printed or in electronic (CD) form. In such a way the results of the scientific research presented at the conferences will find its way to readers not only within the IFMBE community but to the other scientists all over the world. However, the Federation's Conference Committee will also in future assist the regional conference organizers in all matters that may occur before, during or after the conferences.

Section 1

IFMBE LOGO

The IFMBE logo is a registered trademark owned by the IFMBE. Any form of use of the logo must be submitted for approval to IFMBE through the Secretary General at least 12 months prior the beginning of the planned event. Any form of use which has not received such approval shall be considered as unauthorized use of the logo.

1.1 Incorporation the IFMBE Logo into another Design

Upon approval by the IFMBE President, the IFMBE logo may be incorporated in the design of awards or for similar purposes, provided that the total logo is used without modifications.

1.2 Uses in Conference Announcements and Publications

Conferences meeting the requirements in section 2.1 and 2.2 may display the IFMBE logo in their announcements or publications.

Section 2

CONFERENCES

This section delineates the role of IFMBE in conferences, defines the requirements for managing a conference sponsored by IFMBE and provides guidelines for partnership in conferences organized by other organizations. These include conferences whose purpose is to promote the mission of IFMBE.

2.1 Sponsorship

IFMBE may sponsor conferences that are consistent with the mission and bylaws of the organization. The term "conference" in this section refers to conference, meeting, workshop or symposium. Sponsorship indicates complete responsibility for technical, financial and administrative elements of the conference.

In the technical area, IFMBE will plan the scope of the program, plan the sessions, organize panel discussions, invite special speakers and review and select contributed papers.

In the financial area, IFMBE will prepare the conference budget, monitor the financial affairs and prepare the final financial report. IFMBE will be responsible for local arrangements, publicity, public relations and publications. IFMBE sponsored conferences are financially accountable to the IFMBE Administration Council. The President (or AC) appoints the sponsored Conference Chair(s), who is(are) directly involved with the Conference organization. Conference Chairs shall appoint an organizing committee which will lead the Conference.

2.2 Conference Affiliations

IFMBE may be affiliated with conferences of its national society members or conferences of non-IFMBE organizations and entities that have substantial and continuing interest in the field of Medical and Biological Engineering.

In all cases, the conference objectives must be consistent with the mission and bylaws of IFMBE. Prior to final IFMBE approval, notification will be given to the Chair of the Secretaries Committee on any pending request for co-sponsorship, cooperation or endorsement. The Chair will circulate the request to member organizations for response within thirty days, should they wish.

The administration council shall appoint one of its members or its designee to function in a liaison capacity with the conference organizers in order to provide close communication between the Federation and the Conference. Regional Conference Organizers (in further text RCOs) shall report to the IFMBE liaison at least every three months during the conference preparation.

Types of conference affiliation:

2.2.1 Co-Sponsorship

Co-sponsorship indicates a shared significant involvement in the financial, technical, publicity and administrative elements of the conference as defined under sponsorship. Financial involvement may be in the form of:

- a) an interest free loan
- b) a grant

to the conference. In either case, a portion of the conference surplus is to be shared with IFMBE. Co-sponsorship must be approved by the Administrative Council in time to be incorporated into the annual budget of the Federation for the coming year.

A request for co-sponsorship must be accompanied by:

- a) a list of conference officers
- b) the conference budget
- c) statement that the RCOs will follow the IFMBE Proceedings Guidelines when

preparing the conference publications.

In addition to the individual functioning in a liaison capacity, the IFMBE shall have a representation on the conference budget committee (see section 2.4.3).

All conference announcements and publications must include a statement acknowledging IFMBE's co-sponsorship. Local or regional co-sponsored conferences must include participation by the local national society holding membership in IFMBE. The IFMBE will publicize the co-sponsored conference

- a) in the MBEC (Journal) - calendar of events
- b) at the Federation's web site
- c) in the IFMBE News
- d) by the e-mail lists

Publishing of the Conference Proceedings within the IFMBE Proceedings Series automatically assigns the series ISSN number to the Conference Proceedings. The IFMBE will ensure adequate citing of the proceedings in the relevant scientific databases.

2.2.2 Cooperation

Cooperation indicates direct involvement in the organization of the technical program and encouraging members to submit papers and to attend the conference. Cooperation by IFMBE entails no financial involvement in the conference. The president is authorized to approve the cooperation of IFMBE with the conference. All such actions must be reported to the IFMBE Administration Council at its following meeting. All conference announcements and publications must include a statement acknowledging IFMBE's cooperation. Local or regional conferences which are in cooperation with IFMBE must include participation by the local national society holding membership in IFMBE. Organizer of the Conference in co-operation with the IFMBE may also apply for the permit to publish the proceedings of the particular conference within the IFMBE Proceeding Series. In that case the Organizers shall accept and follow the IFMBE Proceedings Guidelines.

2.3 Endorsement

IFMBE may provide endorsement for conferences. Endorsement indicates that IFMBE approves the conference and its objectives but has neither financial involvement in the conference nor direct involvement in the organization of the conference or its technical program. Endorsement by IFMBE may be used to publicize the conference and to help solicit financial support. The president is authorized to provide endorsement. All such actions must be reported to the IFMBE Administration Council at its following meeting.

2.4 Obligations for Co-sponsored Conferences

This section provides guidelines for financial and administrative arrangements between the IFMBE and conferences co-sponsored by the Federation. The term conference in this section refers to conference, meeting, workshop, symposium, or other professional or educational event. The term Federation refers to the IFMBE. This section delineates the financially related responsibilities and obligations of an entity organizing a conference, which is co-sponsored by the IFMBE and outlines several possible financial models that can be adopted. The objective is to encourage financial responsibility and to ensure financial viability of the conference. A secondary objective is to create financial surplus for the entity organizing the conference and for the IFMBE. The share of surplus to be retained by the IFMBE shall be commensurate with the level of the Federation's potential financial exposure. At the same time, however, any arrangement must strive to minimize the financial risk to the IFMBE.

2.4.1 Conference Finances

2.4.1.1 Budget expectation

The conference budget must be based on a non-deficit expectation. It shall include a projected surplus of approximately 15-20% of the total conference budget.

2.4.1.2 Conference surplus

Conferences co-sponsored by the IFMBE shall return to the Federation a portion of the conference surplus not later than 90 days after close. That portion can be either a percentage of the surplus in proportion to the financial stake in the conference by the IFMBE, a fixed amount of money, or a combination of a fixed amount of money plus a percentage of the surplus. The formula is to be negotiated and agreed upon before the conference budget is approved by the Administration Council.

2.4.1.3 Financial obligations

For conferences initiated by the IFMBE, a percentage of the income derived from registration fees shall be retained by the Federation not later than 90 days after close. A conference receiving a loan from the IFMBE shall also return a percentage of the conference surplus to the Federation. The fraction of the surplus to be returned to the Federation is to be negotiated and agreed upon before the conference budget is approved by the Administration Council.

2.4.1.4 Registration fee structure

Conferences co-sponsored by the IFMBE shall charge members of IFMBE affiliated organizations at least 25% lower registration fee than that charged to registrants who are not members of an IFMBE affiliated entity or the co-sponsoring entity.

2.4.1.5 Benefit/risk Assessment

The IFMBE shall perform a risk-benefit assessment prior to entering into co-sponsorship of a conference. This assessment shall be used to guide decisions relating to the nature and degree of IFMBE support. This approach is particularly useful for conferences which are strategically

desirable, yet financially risky; for example, co-sponsorship of an event in a developing country, particularly if other sources of support may not be available or may not materialize. In such situations, the decision may be taken to proceed with IFMBE support if the risks have been identified and quantified and the potential benefits outweigh the risks involved.

2.4.1.6 Conference Insurance

The IFMBE strongly recommends that conferences co-sponsored by IFMBE shall include conference insurance coverage in their budget. Such insurance would provide protection against a financial loss in the event a conference is canceled or postponed due to unforeseen circumstances.

2.4.1.7 Approval of conference budget

Co-sponsored conferences with a budget exceeding \$100,000 (US) must have their budget approved by the IFMBE Administration Council. The budget shall be submitted to the Administration Council for approval at its regular meeting in time to be incorporated into the annual budget of the Federation for the coming year. If the budget of the conference is less than \$100,000 and the fiscal exposure of IFMBE is minimal, approval may be obtained from the Conference Committee, except in such cases where the IFMBE is providing a loan to the conference.

2.4.1.8 Pre-conference loan

Co-Sponsored conferences may receive an interest-free loan to enable the organizing entity to launch the conference. A loan must be repaid in full no later than 90 days after the conclusion of the conference.

2.4.1.9 Financial reporting

For the last six months leading to the conference, monthly financial statements will be made available to the IFMBE through the IFMBE Liaison Officer. A final financial report is due no later than 90 days after the conclusion of the conference if the conference budget is less than \$250,000 US and no later than 12 months after the conclusion of the conference if the budget is more than \$250,000 US, to allow time for a professional audit.

2.4.1.10 Conference audit

All conferences co-sponsored by the IFMBE must be audited if their budget is in excess of \$100,000. If the budget is between \$100,000 and \$250,000, the audit can be performed by a suitably qualified volunteer. The volunteer must not be part of the conference organization. If the budget exceeds \$250,000, the audit must be performed by a professional audit firm. The cost of the audit shall be included in the conference budget.

2.4.2 Conference Administration

2.4.2.1 Membership on Conference Budget Committee

Conferences co-sponsored by the IFMBE shall include on the Conference Budget Committee either a member of the IFMBE Conference Committee, its designee or a designee of the Administration Council. If unable to attend the meetings of the Budget Committee, written reports shall be sent to that person no later than 15 days following the Committee meeting.

2.4.2.2 Promotional material

Conferences co-sponsored by the IFMBE shall submit a copy of each sample of the promotional material for approval by the IFMBE conference committee or another body

designated by the Administration Council at least 30 days before publication. The responsible body of the IFMBE shall respond within 30 days.

2.4.2.3 Copyright of conference proceedings

For conferences initiated by the IFMBE, all copyrights shall be the property of the Federation. For conferences that are co-sponsored by the IFMBE all copyrights shall be the property of the Federation (if not contracted otherwise). The Federation and the RCOs shall participate in the income derived from the publication of the conference and also receive an agreed number of free copies of the publication from the publisher. Free copies of the proceedings shall be sent to the office of the IFMBE Secretary General within 60 days after the conference. Royalties of the post-Conference sales shall be distributed between the Federation (2/3) and the RCOs (1/3).

2.4.3 Special Allotments

This section lists special free arrangements that are expected of conferences co-sponsored by the IFMBE.

2.4.3.1 Complimentary hotel rooms and air transportation

Conferences co-sponsored by the IFMBE which receive complimentary hotel rooms and/or air transportation, shall allocate to the IFMBE a share of the complimentary benefits in proportion to the financial stake by the Federation.

2.4.3.2 Function rooms

Conferences co-sponsored by the IFMBE shall provide the Federation complimentary rooms for holding meetings of administrative nature such as council, committees, general assembly, office space for equipment and/or social functions. These meetings can take place just prior to, during, or just following the conference.

The IFMBE shall send a request for function rooms at least 6 months prior to the Conference.

2.4.3.3 Booth space

Conferences co-sponsored by the IFMBE shall receive adequate complimentary exhibit space for promotion, information dissemination and/or recruitment purposes.

The IFMBE shall send a request for booth space at least 6 months prior to the Conference.

2.4.3.4 Official ceremonies

Conferences co-sponsored by the IFMBE shall allocate time in the opening and closing ceremonies for addresses by the IFMBE president or his/her designee.

2.4.3.5 Awards

If necessary, conferences co-sponsored by the IFMBE shall provide time during the closing ceremonies or during a special awards ceremony for the presentation of IFMBE awards.

2.4.3.6. Student Competition

The Federation strongly suggests the RCOs organization of Student Paper and/or Poster Competition. The expected number of student awards shall be approximately 1 award per 100 participants. The IFMBE shall provide Award Diplomas for the awarded students.

2.4.4 Other Provisions**2.4.4.1 Conference Cancellation**

In the event that a conference being co-sponsored by the IFMBE is considered for either postponement or cancellation, the conference chair/s shall advise the IFMBE Secretary-General of the intention to initiate such postponement or cancellation. The request shall include a financial statement from the conference budget committee detailing expenses incurred thus far and expenses still to be incurred. An appropriate course of action will then be established by the IFMBE Administrative Council, in consultation with the conference chair/s, conference organizing committee and conference budget committee. In the case of cancellation, a financial report from the conference budget committee will be due 60 days after the decision to cancel the conference is taken.



International Federation for Medical and Biological Engineering

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REGIONAL CONFERENCES

APPLICATION FORM

This Application Form is a part of the Guidelines for Preparing of IFMBE Sponsored Regional Conferences. Before filling it, read carefully the Guidelines.

1. IFMBE involvement (circle the appropriate)

- a) sponsored conference
- b) co-sponsored conference (please, fill the Appendix I)
- c) cooperation (please, fill the Appendix II)
- d) endorsement (please, fill the Appendix III)

2. Conference Information

- a) Organizer(s) (society, group)

- b) IFMBE affiliated society participating in organization

- c) Name of the conference

- d) Conference date(s)_____

- e) Venue_____

- f) URL_____

- g) Contact person (name, address, phone, fax, email)

h) Special interests of the conference (if necessary, enclose a list of topics)

i) Number of participants (expected) _____

Date _____ Signature _____

Please, send this Application Form and the appropriate Appendix to IFMBE Secretary

General:

Heikki Teriö, Ph.D.
Secretary General
IFMBE
MTA C2:44
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APPENDIX I. CO-SPONSORED CONFERENCES

Requests for the co-sponsorship must be received by the IFMBE no later than 12 months prior to the conference date.

1. Financial participation of the IFMBE (for co-sponsored conferences only)

- a) loan _____ (please, specify the amount)
- b) grant _____ (please, specify the amount)

Proposed date of money transfer to the organizers _____

Request for financial involvement of the Federation must be supported by:

- a) A list of conference officers
- b) Conference budget
- c) Statement from the organizers that they will prepare the conference proceedings according to the IFMBE Proceedings Guidelines and publish them within the IFMBE Proceedings Series.

2. Financial obligations of the Conference Organizers

- a) loan repayment (90 days after close). Add 10% of surplus.
- b) grant repayment (90 days after close). If there is surplus, repay the whole grant or a part of the grant if surplus is less than the grant amount. If surplus is greater than the grant amount, add 10% of remaining surplus

3. Technical services requested from the IFMBE

3.1 Publications

- a) Contracting printing and post-conference marketing of the Proceedings
- b) Internet registration of the authors and papers including dissemination and collection of reviews
- c) Contracting and printing of other conference publications

Please, specify what kind of publications you are planning to publish (enter the number, if applicable)

- a) Proceedings (printed) _____copies
- b) CD Proceedings _____copies
- c) Program _____copies
- d) Abstract booklet _____copies
- e) Web publication _____
- f) Other (please, specify) _____
_____copies

3.2 Publicity offered by the IFMBE

- a) Request to the INSPEC, ISI and other relevant scientific databases to cite the Proceedings
- b) Including into the Calendar of Events in MBEC
- c) Announcement and link from the IFMBE web site
- d) Announcement and publishing of reports in the IFMBE News*
- e) Advertising on other IFMBE sponsored and co-sponsored conferences

*Please note that the reports have to be prepared by the conference organizers themselves.

Responding to the Conference organizers' request, the IFMBE shall:

- 1) Prepare a Co-sponsorship contract with the organizers. This contract shall cover all financial and other business according to the IFMBE Regional Conferences Guidelines (see chapter 2.4 of the GUIDELINES)
- 2) Deliver the organizers all relevant data for the Proceedings (ISSN, Cover, Volume number, IFMBE Proceedings Guidelines, advice)
- 3) Take care of supplying relevant scientific databases with information and proceeding copies
- 4) Appoint a Liaison Officer
- 5) Appoint a representative in the Conference Budget Committee



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APPENDIX II. CONFERENCES IN COORGANISATION

Requests for the coorganisation must be received by the IFMBE no later than 12 months prior to the conference date.

1. Technical services requested from the IFMBE

1.1 Publications

- a) Contracting printing and post-conference marketing of the Proceedings within the IFMBE Proceedings Series
- b) Internet registration of the authors and papers including dissemination and collection of reviews
- c) Contracting and printing of other conference publications

Please, specify what kind of publications you are planning to publish (enter the number, if applicable)

- a) Proceedings (printed) _____ copies
- b) CD Proceedings _____ copies
- c) Program _____ copies
- d) Abstract booklet _____ copies
- e) Web publication _____
- f) Other (please, specify) _____
_____ copies

1.2 Publicity offered by the IFMBE

- a) Request to the INSPEC, ISI and other relevant scientific databases to cite the Proceedings
- b) Including into the Calendar of Events in MBEC
- c) Announcement and link from the IFMBE web site
- d) Announcement and publishing of reports in the IFMBE News*
- e) Advertising on other IFMBE sponsored and co-sponsored conferences

*Please note that the reports have to be prepared by the conference organizers themselves.

Responding to the Conference organizers' request, the IFMBE shall:

- 1) Prepare a contract on conference coorganisation. This contract shall cover all financial and other business according to the IFMBE Regional Conferences Guidelines
- 2) Deliver the organisers all relevant data for the Proceedings (ISSN, Cover, Volume number, IFMBE Proceedings Guidelines, advice)
- 3) Take care of supplying relevant scientific databases with information and proceeding copies
- 4) Appoint a Liaison Officer



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APPENDIX III. ENDORSED CONFERENCES

Requests for the endorsement must be received by the IFMBE President no later than 12 months prior to the conference date.

1. Publicity offered by the IFMBE

- a) Including into the Calendar of Events in MBEC
- b) Announcement and link from the IFMBE web site
- c) Announcement and publishing of reports in the IFMBE News*

*Please note that the reports have to be prepared by the conference organizers themselves.

Responding to the Conference organizers' request, the IFMBE shall:

- 1) Help in publicizing the conference
- 2) Help in soliciting financial support. A request for a support letter shall be sent by RCOs in writing.



International Federation for Medical and Biological Engineering

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IFMBE CONFERENCE PROCEEDINGS GUIDELINES

May 2003.

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IFMBE CONFERENCE PROCEEDINGS

Guidelines

1. Title and Numbering

The main title of the Proceedings is: **IFMBE Proceedings**.

The title is complemented by the volume number, the year of publishing, and the name of the conference. The volume number started with Volume 1 for Medicon 2001, and is continuously increased by 1. No new numbering is started for a new calendar year. If the proceedings volume contains more than one book, the different books are numbered as "part no." with the numbers being Latin numbers starting with "1".

Example:

IFMBE PROCEEDINGS

ISSN 1680-0737

Volume 3, 2002

2nd European Medical and Biological Engineering Conference

EMBEC'02

Part 1

2. ISSN and ISBN Numbers

2.1 ISSN

An International Standard Serial Number (ISSN) is issued to series. Serial is a publication in any medium, issued in successive parts, usually having numerical or chronological designations and intended to be continued indefinitely. The record for this serial is then added to the international ISSN register, enabling global access to the serial. The official site of the international ISSN network is: <http://www.issn.org>.

Each volume of the IFMBE Proceedings has the same ISSN Number:

ISSN 1680-0737 for printed Proceedings

ISSN 1727-1983 for Proceedings on CDs

which identifies it as part of the series of IFMBE Proceedings.

Additionally, the volume must also have an ISBN number which identifies it as the unique Proceedings of the specific conference. This ISBN number has to be obtained by the conference organizers.

2.2 ISBN

The International Standard Book Number (ISBN) is a system of numerical identification for books, pamphlets, educational kits, microforms, CD-ROM and braille publications. By assigning a unique ten-digit number to each published title, the system provides that title with its own, unduplicated, internationally recognized "identity". Publishers, booksellers, libraries and other participants in the book industry use ISBN to identify publications in order to expedite their handling and retrieval. ISBN ensures that ordering, inventory control and accounting are executed more efficiently. The official site of the International ISBN Agency is at: <http://isbn-international.org>.

You need to request an ISBN prior to publication, as it needs to be printed on the book.

2.2. Getting an ISBN for the Proceedings in the IFMBE Proceedings series

2.2.1 Which publications may receive an ISBN?

- Books and pamphlets with more than four pages of text
- Electronic publications, including CD-ROMs, internet publications, machine-readable tapes and diskettes
- Microform publications
- Talking books (books on cassette or CD)
- Braille publications
- Multi-media kits containing printed material

2.2.2. When is an ISBN issued?

- The first time a book is published.
- To each volume in a set of volumes, another number should be assigned to the set itself.
- To a jointly published book, providing the book is available from both publishers. It should carry the ISBN of each of its publishers, but if only one publisher is in charge of distribution, that publisher assigns the number.
- To every edition of a book, but not to an unchanged reprint of the same book.
- To each edition of a reissued book if, for example, if it has a different format (such as microform, large print) or different binding (such as paperback, hardcover); if the type has been reset; if the title, author or publisher has changed; or if there has been a change in size, text or illustrations.
- To an item that was not assigned an ISBN when it was originally published but is being reprinted.

2.2.3. What publications should not receive an ISBN?

- Ephemeral printed materials, such as diaries, theatre and concert programmes, prospectuses and advertising material.
- Sheet music, art prints and art folders without a title page or text.
- Serials such as newspapers and magazines - these receive an ISSN.

2.2.4. Where should the ISBN appear?

For a book:

- On the reverse of the title page.
- On the lower section of the outside back cover or on the bottom of the back of the dust jacket, or any other protective case or wrapper.
- On the foot of the title page if there is no space elsewhere.

For an electronic publication or talking book:

- On the label of the container if the publication is issued in one, e.g. CD-ROM, a cassette or diskette
- On the title display, or the first display (CD-ROM, internet publications)
- On the credit titles (film, video)

The number must be printed as given, for example:

ISBN 0-473-03101-9 or ISBN 1-877176-67-2.

An ISBN may be incorporated into a barcode.

2.2.5. Getting an ISBN

You can get an ISBN from the national agency in your country (i.e. University Library, State Library or your National Library). For the exact address please check: <http://isbn-international.org/html/adgroup.htm>.

You need to know:

- Title
- Author
- Publisher
- Publisher's address, phone and fax numbers
- Contact person and address if different from that of the publisher
- Date of publication

3. INSPEC and other indexing services

INSPEC is a Publishing and Information Service under The Institution of Electrical Engineers. The organizers should send a complimentary copy of the Proceedings to INSPEC in order to increase the visibility of the Proceedings and thus of IFMBE, too.

The address where to send the Proceedings is:

INSPEC Acquisition Section
Michael Faraday House
Six Hills Way
Stevenage
Herts. SG1 2AY
United Kingdom
Attn.: Mr. Jason Foulsham.

3.1. Other databases

ISI (The institute of Scientific Information)

Address: ISI
3501 Market Street
Philadelphia, PA 19104
USA
Attn.: Trudy Groves

4. Design of Cover Pages

4.1. Book

All Proceedings published as a book are using the same design of the cover page such as shown in appendix 1A. The volume number, year of publishing, the name of the conference, date and location of the conference are adapted accordingly. The lower part of the front cover page (marked by the red rectangle) can be designed by the conference organizers. It can also include pictures, logos, etc. The design and colour should match the overall design of the cover page.

4.2. CD-ROM

All Proceedings published as a CD are using the same design of the cover page of the jacket such as shown in appendix 1B. The volume number, year of publishing, the name of the conference, date and location of the conference are adapted accordingly. The lower part of the jacket (marked by the red rectangle) can be designed by the conference organizers. It can also include pictures, logos, etc. The design and colour should match the overall design of the cover page.

The following ISSN number must appear on the face of the CD-ROM, on the jacket cover, and on the first page viewed when the CD-ROM is accessed:

ISSN: 1727-1983

The following copyright statement must appear on the first page viewed when the CD-ROM is accessed:

© 20xx Copyright Holder (CH in following text). Personal use of this material is permitted. However, permission to reprint/republish this material for advertising or promotional purposes or for creating new collective works for resale or redistribution to servers or lists, or to reuse any copyrighted component of this work in other works must be obtained from the CH.

In addition, the following copyright notice must appear on the face of the CD-ROM and inside the jacket:

© 20xx CH.

1. Content of Second Page

5.1. Book

The second page is split in two parts. The upper part gives the relevant information for the Proceedings as a volume of the IFMBE Proceedings as shown in Appendix 2.

The following ISSN number must appear on the on the reverse of the title page:

ISSN: 1680-0737

The following copyright statement must appear on the reverse of the title page:

Copyright and Reprint Permission: to be defined by the copyright holder.

The second part of the page gives all the relevant information about the Proceedings of the specific conference including the ISBN number.

If there is enough space left, previous volumes (volume no., year and conference) can be listed here.

5.2. CD-ROM

5. Layout of Papers

All papers should be restricted to 2 pages (cost, uniformity and to avoid the problem of authors putting everything in 4 pages and then trying to get a peer reviewed publication for the same work). The Proceedings should not contain abstracts only, i.e. if an author only submits an abstract, the abstract should not be printed in the Proceedings.

The layout for papers should follow the template given in Appendix 3.

6. Reference for Citation

On the first page of each paper there should be a footer giving the reference for citation (Vancouver style):

IFMBE Proc. 2002; 3(1): 1-2.

Meaning: *IFMBE Proceedings, Volume 3, part 1, pages 1-2, 2002.*

7. Review by Journal Editor

Before printing, the Proceedings must be sent by the editor and/or editorial board of the IFMBE Proceedings Series to the Chair of the Federation Journal Committee to be reviewed for consistency with the Proceedings Series.

8. Paper Submission Form and Copyright Form

Examples are given in Appendix 4.

The copyright must be negotiated between the IFMBE and the Conference Organisers as a part of the agreement for IFMBE sponsored conferences.

9. Review Form

All papers will be peer reviewed (at least two reviewers). The paper is accepted or rejected. There is no additional step for revision of the manuscript. A template for the review form is given in Appendix 5.

10. Appendix 1A

Design Cover Pages – Printed Proceedings



The colours are: black, white, Pantone 335 (green background: 100%, logo: 80% and 60%). Glossy surface (film or lacquer). The space within the red rectangle can be designed by the conference organizers. The layout is available in Corel-Draw and PDF, and other file formats.

11. Appendix 1B

Design Cover Pages – CD-ROM Proceedings



Spine: distance of text
from top of the CD = 1,5cm

12. Appendix 2**Second Page****IFMBE PROCEEDINGS**

ISSN 1680-0737

Volume 3, 2002**2nd European Medical and Biological Engineering Conference
EMBEC'02**

The International Federation for Medical and Biological Engineering, IFMBE, is a federation of national and transnational organizations which represent national interests in medical and biological engineering.

The objectives of the IFMBE are scientific, technological, literary, and educational.

Within the field of medical, clinical, and biological engineering, IFMBE's aims are to encourage research and the application of knowledge, and to disseminate information and promote collaboration.

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<http://www.ifmbe.org>

Conference specific information including ISBN number

Previous Editions:

Vol. 3
2nd European Medical and Biological Engineering Conference
EMBEC'02
December 04-08, 2002
Vienna, Austria

Vol. 2
The 12th Nordic Baltic Conference on Biomedical Engineering and Medical Physics
18-22 June 2002
Reykjavik, Iceland

Vol. 1
MEDICON2001
IX Mediterranean Conference on Medical and Biological Engineering and Computing
12-15 June 2001
Pula, Croatia

13. Appendix 3

Layout of Papers
Instructions for Authors
Instructions.doc

INSTRUCTIONS FOR PREPARING PAPERS FOR IFMBE PROCEEDINGS SERIES

A.B. Firstauthor*, C. Coauthor** and D.E. Othercoauthor*

* Institution/Department, Affiliation, City, Country

** Institution/Department, Affiliation, City, Country

E-Mail Address

Abstract: Instructions for preparing papers for IFMBE Proceedings Series are presented. They are intended to guide the authors in preparing camera-ready hardcopy and electronic form of their papers. Only papers prepared according to these instructions will be published.

Introduction

This is the instruction for preparation of papers for the IFMBE Proceedings Series.

English is the official language. Please, do not forget to check the spelling. Read the instructions in this sample abstract carefully before typing.

The papers should be submitted camera-ready. In the Proceedings the papers will be reproduced directly from the hardcopy submitted by the authors. The authors must strictly adhere to the instructions for preparation of camera-ready copy of their papers.

Materials and Methods

Paper Size: Use 210 x 297mm (A4) paper or cut any other paper you use to this size. Only this paper size will be accepted.

Length: The maximum document size for regular and student competition papers is four pages. Abstracts only will not be published.

Margins: Leave 25 mm margins at the top and bottom, and 20 mm on the left and right sides.

Page Layout: Type the paper in two columns 80 mm wide with a space of 10 mm between the columns. Each column should be left and right justified.

Fonts: Use Roman typeface (e.g. Times, Times New Roman) and single line spacing throughout the paper. Only for tables and figures you may use a sans-serif font like Arial, Helvetica, or Universe.

Title: The title should be no longer than two lines. Avoid unusual abbreviations. Center the title (14 point bold, capital letters), authors' names, affiliations and addresses, and e-mail address of the corresponding author (12 point regular) spanning the entire page. Leave one blank line (12 point) after the title, the authors names, and affiliations. Leave two blank lines (12 point) between the e-mail address and the beginning of the paper.

Abstract: Provide an abstract of the paper (10 point bold) no longer than 200 words. Do not indent any part of the abstract.

Style: Use separate sections for introduction, materials and methods, results, discussion, conclusions, acknowledgements (when appropriate), and references. Type the section headings in bold style without indentation and leave one blank line before and after each heading. Use only one level of headings.

Body Text: Use Roman typeface (10 point regular) throughout. Only if you want to emphasise special parts of the text use Italics. Start a new paragraph by indenting it from the left margin by 5 mm (and not by inserting a blank line).

Font sizes and styles to be used in the paper are summarised in Table 1.

Table 1: Font Sizes and Styles

Item	Font Size	Font Style
Title	14	Bold, Capitals
Authors' names, affiliations and addresses, e-mail addresses	12	Regular
Abstract	10	Bold
Section Headings	10	Bold
Body Text	10	Regular

Tables and Figures: Paste tables and figures where needed (as close as possible to where they are mentioned in the text), if necessary spanning both columns. Number them consecutively using Arabic numbers (e.g. Table 1, Table 2, ..., Figure 1, Figure 2,...) and provide a caption for each table and figure. Place captions above the tables and beneath the figures. Leave one blank line before, and one after the captions. Do not indent or center the captions. Please keep in mind the distinction between tables and figures: tables only contain alphanumerical characters and no graphical elements. Do not use characters smaller than 8 points. Only black and white illustrations or graphics are acceptable. Photographs should be submitted as high quality original glossy prints. Do not submit poor-quality photocopies. If you use half tone (gray-scale)

illustrations please keep in mind that there will be some loss in quality due to reproduction.

Figure 1 is intended as an example and shows the logo of the IFMBE.



Figure 1: The Logo of the IFMBE

References: Number references in their text citation order by an Arabic number in square brackets. List these in numerical order at the very end of your paper under the heading 'References' as in the last part of this sample paper.

Results

Remember the 'fine-tuning': Do not end a page with a heading; do not start a page with an incomplete line; do not underline any part of the text.

Produce the paper in black ink using a high-quality laser or inkjet printer. Dot matrix printer outputs will not be accepted.

After proofreading and correcting the work, write in pencil on the top right corner of the back of each sheet your name and the number of page.

Copy (1) the *electronic version* of your paper in PDF format, (2) the paper Abstract in txt format, to a 3½ inch floppy disk or a CD-ROM for submitting. The files should be named by your Familyname-Initials.pdf and Familyname-Initials.txt. The txt file must contain the following information:

Family names and initials of all authors,
Institution of the first author,
Title of the paper,
Abstract text.

Label the disk or CD with (1) your name, (2) the paper title.

Discussion

Visit the IFMBE homepage for the newest information on the Proceedings series. The page will be updated continuously:

<http://www.ifmbe.org>

Conclusions

Send the camera-ready original and one additional hardcopy of your paper to the editor by mail before deadline.

The Paper Submission Form must be attached to the paper. Download the Paper Submission Form from the Conference web site. To enter the Student Competition, students must provide an official letter confirming their student status. Along with the hardcopies of the paper, please send its electronic version either by 3½-inch floppy disk or by CD-ROM. Do not fold the paper but enclose cardboard to protect it. Do *not* send your paper via fax.

Please submit:

- ?? Paper Submission Form
- ?? High-quality camera-ready hardcopy
- ?? One additional hardcopy
- ?? Electronic version on 3½-inch floppy disk or CD

Please send your paper to:

Conference organisers' address
or
Publisher's address

Papers *must reach* the editor by the deadline. All papers will be reviewed by two independent referees. After a paper is accepted for presentation, one of the authors must complete a registration form and pay the appropriate fees before the paper can be published in the Proceedings. One author registration will guarantee publication of one accepted paper; each additionally accepted paper associated with the same registration will be subject to a printing contribution. Please pay attention to the deadline.

References

(Books)

- [1] ŠANTIC, A. (1996): 'Biomedical instrumentation', (Školska knjiga, Zagreb)
- [2] NEUMAN, M. R. (1995): 'Biopotential amplifiers', in WEBSTER, J. G. (Ed): 'Medical instrumentation', (J. Wiley and Sons, New York), pp. 227-88

(Journals)

- [3] CUKJATI D., REBERŠEK S., KARBA R., MIKLAVCIC D. (2000): 'Modelling of chronic wound healing dynamics', *Med. Biol. Eng. Comput.*, **38**, pp. 339-47

(Conference Proceedings)

- [4] MAGJAREVIC R., KRŠIC, I. and PACELAT, E. (1998): 'Measurement of the electric field of selective transesophageal pacing lead', Proc. 8th Int. IMEKO Conf. on Meas. in Clin. Medicine, Dubrovnik, Croatia, 1998, pp. 14-18

(Electronical Publications)

- [5] IFMBE, Internet site address: <http://www.ifmbe.org/>

14. Appendix 4

Paper Submission and Copyright Form

Paper Submission Form.doc



IFMBE CONFERENCE

(to be edited by the Conference organisers with specific conference information)

PAPER SUBMISSION FORM

Please return this form directly to the Conference Secretariat by mail or fax
(to be edited by the Conference organisers with specific conference information)

Please, type or print in block letters.

Author: _____
Title First Name Middle Initial Family Name

Company / Institute: _____

Mailing Address: _____

City: _____ State/Province: _____ Postal Code: _____

Country: _____ Phone: _____ Fax: _____

E-mail: _____

Coauthors: _____

PAPER SUBMISSION INFORMATION (Please, make a cross in the to mark the appropriate)

Title of the paper: _____

Preferred form of presentation*: oral poster Preferred topic* 1st choice _____ 2nd choice _____

* Final decision will be made by International Program Committee Please, enter the Topic number from the Topics list

I wish to enter the Student competition yes

TOPICS LIST

- | | |
|--|-----|
| 1. to be edited by the conference organisers | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |

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Date _____ Signature _____

15. Appendix 5

Review Form

Review Form.doc



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IFMBE CONFERENCE

(to be edited by the Conference organisers with specific conference information)

REVIEW FORM

First author: _____

Title: _____

Reviewer: _____

This form is the property of the Conference organizers.

The reviewer's name will be held in confidence.

To evaluate the paper, please enter the number corresponding to your evaluation/choice.

Within the scope of the Conference _____ 1 yes 2 maybe 3 no

Evaluation criteria 1 outstanding 2 above standard 3 average 4 poor

Originality _____

Scientific quality _____

Clarity of presentation _____

Results and Conclusion _____

Overall evaluation _____ 1 accepted 2 minor corrections* 3 rejected*

* Please, specify on the back of the paper!

Suggested type of presentation _____ 1 oral 2 poster

Which topic would the paper best fit in? _____

Alternative topic _____

- 1. to be edited by the conference organisers 12.
- 2. 13.
- 3. 14.
- 4. 15.
- 5. 16.
- 6. 17.
- 7. 18.
- 8. 19.
- 9. 20.
- 10. 21.
- 11. 22.

Date: _____

Signature: _____



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