

THE Rules of the ANNUAL SAOA CONGRESS

(update : May 2013)

1. DATE

To be held in August/September – to be determined by EXCO

2. ROTATION

Johannesburg
Cape Town
Bloemfontein
Port Elizabeth
Pretoria
Durban
Johannesburg

- 3.** The Congress will be held under the auspices of the SAOA.
- 4.** Organising the Congress will be a joint venture between EXCO and the Congress Committee.
- 5.** Each of these bodies will have certain responsibilities regarding the organisation of the Congress.
- 6.** The final say in all matters regarding the Congress will remain with EXCO.

THE CONGRESS COMMITTEE

The Branch hosting the Annual Congress shall elect a Chairman, Secretary, Treasurer and the additional committee members two years in advance.

All EXCO members from the Branch should serve on the Committee. The Chairperson of the Partners Committee should be included on the Committee.

1. CHAIRMAN

Will be elected by the congress committee and will chair all meetings of the Committee.

Will be responsible for overseeing and co-ordinating the organization the Congress.

Will maintain close liaison with the current SAOA President and the 1st vice-president.

Must obtain the report of the previous Annual Congress including all financial data and registration fees.

Will be responsible for the compilation of the newsletters.

2. Congress SECRETARY

The congress secretary shall be the CEO of the SAOA .He/she will record minutes of each meeting of the Congress Committee and submit them to:

- * All Congress Committee members
- * All members of EXCO
- * The following year's Congress Chairman or Secretary of the Branch that will host that Congress.
He/she will organise and oversee the registration of all delegates.
In this respect he/she will timeously liaise with the President of the SAOA to obtain the list of his/her invited guests who will attend and whether or not they will be accompanied by their partners.

3. TREASURER

The congress treasurer shall be the SAOA honorary treasurer .The SAOA bank account will be used for congresses. All income will be paid directly into this account and all expenses will be paid out of this account. The account will be administered by the Secretariat.

The SAOA honorary treasurer will have signing power.

A full financial report and financial statement regarding the congress will be submitted to EXCO as soon as possible after closure of the Congress .

4. THE REST OF THE COMMITTEE

Members or co-opted members should be allocated to oversee special tasks such as:

- * Preparation and printing of the scientific programme
- * Trade exhibits
- * Transport
- * Audio-visual and conference hall control
- * Sport
- * Social Events
- * The accompanying persons' programme

5. CONGRESS ORGANIZER

EXCO will engage a professional firm specialising in such events to help organize the Congress .

A definite contract spelling out the duties and responsibilities as well as the remuneration of such a firm must be compiled timeously and signed by both parties. This firm should not allowed free rein and must be guided and controlled by the Congress Committee. They must be represented at all meetings of the Congress Committee.

The congress organizer will compile a budget for the Congress. This budget must cover all the expenses and allow for a moderate profit. It should make provision for the following:

- Cost of venue for pre- and post- congress EXCO meetings
- Presidential Dinner
- Costs relating to Honoraria and Travelling expenses of the invited guests of the SAOA. (EXCO will inform the Congress Committee of expected costs for this before registration fees are determined).
 - * The cost of the Venue
 - * The cost of Catering
 - * The cost of the Social and Accompanying Persons programme
 - * The cost of transport
 - * All printing costs
 - * Payment to the company appointed to organise the congress.

This budget should be presented to EXCO for approval as soon after completion as possible.

6. MEETINGS OF THE CONGRESS COMMITTEE

Meetings should be initially held monthly, then fortnightly and in the last month before the Congress, weekly.

The Chairman of the Congress Committee must be available to meet with and report to EXCO at their Pre-Congress meeting.

THE SOCIAL EVENTS COMMITTEE

This Committee is comprised of partners of members on a voluntary basis. It is advised that all partners of members of the branch be invited to meet and to elect from their number a Chairman, a Secretary and an unspecified number of Committee members.

Alternatively the Congress Chairman may appoint the social events chairman and ask her/him to arrange their own Committee.

The Committee should have regular meetings and liaise with the Congress Organizers

The Chairman of the Social Events Committee will set up and chair these meetings. The Chairman of the Social Events Committee should attend all meetings of Congress Committee.

The Secretary of the Social Events Committee will keep minutes of all meetings and make these available to the Congress Committee.

THE FUNCTIONS OF THE SOCIAL EVENTS COMMITTEE

This shall include the following:

- * The arrangement of a suitable Social programme for accompanying persons
- * Transport for the events on the Programme
- * Help with decorations and floral arrangements
- * Help with catering for social functions and luncheons
- * Help with the organization of the Banquet and Opening Cocktail
- * Help with the organization of the Presidential Dinner
- * Arrange satchels for the accompanying persons
- * Help with the packing of satchels and registration.

The Social Events Committee will take into account the scheduled times of the Opening Ceremony, the Francois P. Fouché Lecture and the Presidential Address and must not arrange social activities at these times, but make arrangements to assist accompanying persons to attend these events.

All correspondence concerning the accompanying persons programme shall be sent to members' partners at their home e-mail addresses.

It is important to remember that partners of Overseas and Invited Guests should also receive all correspondence. This should be done in liaison with the SAOA President's partner.

The Social Events Committee should maintain close liaison with the Congress Committee, especially regarding the Visiting Presidents.

Gifts for Invited Guests are also a responsibility of the Social Events Committee in liaison with the Congress Committee. They will inform EXCO of their intentions in this regard and obtain EXCO's approval.

A gift for each Invited Guest , and each Visiting President and their partner is to be placed in their hotel rooms before their arrival. These gifts are to be accompanied by a welcoming letter from the Congress Committee together with any other relevant information related to the Congress or Social Events.

The cost of the gifts are to be met from Congress funds.

ADVERTISING THE CONGRESS

1. The Secretariat shall inform the following of the date and venue of the Annual Congress at least 12 months in advance.
 - 1.1 Secretaries of Sister Orthopaedic Associations abroad
 - 1.2 Heads of University Orthopaedic Departments in the RSA
 - 1.3 Honorary Secretary SA Society of Physiotherapists
 - 1.4 Honorary Secretary SA Society of Occupational Therapists
 - 1.5 Honorary Secretary SA Society of Prosthetists and Orthotists
 - 1.6 Honorary Secretary Theatre Sisters Association of South Africa
 - 1.7 The Honorary Secretary of SAMA

2. The Secretariat shall place notices of forthcoming Annual Congresses in the SA Medical Journal, the SA Orthopaedic Journal, the Journal of Bone and Joint Surgery and on the Website of the SAOA.

3. NEWSLETTERS

These are the responsibility of the Congress Committee. All newsletters shall be in English and are to be sent to the following:

- 3.1 All members of the SAOA
- 3.2 All Invited Guests
- 3.4 The Visiting Presidents
- 3.5 The local Physiotherapist Society
- 3.6 Those in 1.1 – 1.7 above

Letterheads should be designed by the Congress Committee and approved by the EXCO at least one year in advance.

The first Congress announcement will be published in the November Bulletin in the year preceding the Congress and with a flyer in the preceding congress' satchel. The Congress announcements should provide a link to the SAOA Website.

The information should be sent to the Editor of the SAOA Bulletin timeously. It should include:

- The Names of Congress Committee members
- Location of the venue
- Invited guest speakers – names & special interests
- Accommodation available
- Some details of the Social Programme and leisure highlights
- Abstract submission – digital submission through the SAOA website only
- Any relevant additional information.

The second newsletter follows three months before the Congress, preferably before the June-July holidays. This must include:

- Congress Registration information – digital only on SAOA Website
- Hotel and accommodation information- delegates to book their own accommodation directly with the supplier
- Provisional Scientific Programme
- All relevant additional information

The third and last newsletter is to be sent out one month before the Congress. It shall contain the final programme and all last minute data relevant to the Congress.

4. PRIZES AND AWARDS

The Secretariat of the SAOA shall circulate details of the prizes and awards for the current year at least six months in advance of the congress date.

Details of the awards should be provided :

- In the relevant April edition of the SAOA Bulletin.
- The SA Medical Journal
- The SA Orthopaedic Journal
- Details are provided locally via via the Heads of Orthopaedic Teaching Departments
- On the Members section of the SAOA Website

The President of the SAOA shall also mention these in his newsletter .

SPECIAL INVITATIONS

1. OPENING CEREMONY SPEAKER

EXCO will select the opening speaker. The Congress Committee will be asked to suggest a suitable local or other dignitary.

The President of the SAOA will issue the invitation.

2. INVITED GUESTS

The EXCO is exclusively responsible for invitations to speakers and other invited guests from abroad, including the Presidents of sister Orthopaedic Associations or their deputies.

The President will issue the invitations and the CEO will co-ordinate their programmes and itineraries within the RSA.

The President will conduct all correspondence and negotiations with invited guests.

The President will forward their itineraries to the Congress Committee Chairman and also the Branch Chairmen and Branch EXCO representatives.

The invited guests will be asked to complete a registration form but will be exempt from payment of fees. Honoraria such as travelling expenses for invited guests will be in the hands of EXCO. These honoraria will be paid out of Congress funds, or may be funded by the Trade with EXCO approval.

Proposals for special invitations may be made by the Congress Chairman and will be considered by EXCO.

The EXCO will seek sponsorship for special guests and will consider offers of sponsorship for particular guests. Such offers as well as offers of prizes must be referred to the EXCO for consideration.

3. FRANCOIS P. FOUCHÉ LECTURER

The College of Medicine of South Africa will select and invite the Lecturer for the Francois P Fouché Lecture. They will do so after considering nominations from the College of Orthopaedics and the SAOA.

THE VENUE

The venue shall be a conference centre with nearby hotel accommodation for delegates.

REQUIREMENTS

1. **MAIN AUDITORIUM**

- * Seating for +/- 50% more than the number of registered delegates.
- * Air conditioning
- * Good acoustics and minimal extraneous noise interference
- * Lighting control directly accessible to the audio-visual team and session Chairmen
- * Entrances at the back of the hall (preferable)
- * A warning bell outside the lecture hall and audible in the Trade Area to indicate that a session is about to start.
- * Full audio-visual facilities .

2. **ADDITIONAL VENUES**

- * Smaller venues for parallel sessions if needed.
- * Venues for Special Interest Group meetings
- * A preview room for speakers .

3. **ALSO NEEDED**

- * Ample space for Trade exhibition
- * Space for teas and lunches - preferably within the Trade Exhibition area
- * Ample safe parking space

4. **AUDIO VISUAL**

A professional audio visual firm must be hired for all audio visual requirements.

The following must be catered for:

* **Microphones**

Required for the following:

Speakers : Lapel microphones preferably

Chairman: Two table microphones for the Session Chairmen's table

Auditorium : At least two roaming microphones - or at least three static floor standing microphones as an alternative.

* **Lectern**

- To be placed on the right of the screen as viewed by the audience.
- Must have all necessary electronic/ digital capability
- A laser pointer and back-up must be available on the Lectern.

* **Projection facilities**

- Single screen Digital projection only
- A laptop computer must be available to the speaker
- An audio-visual attendant must be available in the Auditorium at all times. It is important to have a very clear understanding on this point with the company involved.

5. **SAOA TAPESTRY AND NATIONAL FLAGS OF THE RSA AND THE SISTER ORTHOPAEDIC ASSOCIATIONS**

These are to be displayed prominently in the Auditorium for the full duration of the Congress.

6. **SECURITY**

The Congress Committee will be responsible for 24 hour security.

A private security firm should be employed. This should be done in collaboration with the Exhibitors who must be advised to comprehensively insure their own property and stands.

7. **ROAD SIGNS**

Signs indicating the route to the Congress venue should be erected at least three days before the start of the Congress.

This can be arranged with the Automobile Association or other companies at the discretion of the Congress Committee.

SCIENTIFIC PROGRAMME

1. CALL FOR PAPERS

In January of each year the CEO will invite all members of the SAOA to submit papers and or posters for consideration for that year's congress.

Circular letters to members, the SAOA Bulletin and the Medical Media will be used for this purpose and it will also be included in the first newsletter.

Members will be urged to submit Abstract Summaries of approximately 300 words on the prescribed electronic abstract form to the Secretariat via e-mail.

A deadline for submission will be stated. The suggested deadline is \pm 10 May.

It must be very clearly stated that no late submissions will be accepted.

2. SELECTION OF PAPERS AND POSTERS

The selection of papers and posters for presentation at the Annual Congress is the sole responsibility of the EXCO, with the aid of representatives of the Special Interest Groups.

The abstracts of all papers will be supplied to all EXCO members and all Special Interest Group Representatives involved in the selection process.

The evaluators will be supplied with the criteria for selection of papers and be requested to evaluate and score each abstract.

The final selection of papers will be made at the May EXCO meeting. The average score obtained by each abstract will be the main deciding criterium, but the opinion of individual EXCO members on marginal papers will also be taken into account.

All members who have submitted abstracts will be informed whether their papers have been accepted or rejected without delay. The reason for rejection will, on request, be given to those authors whose papers are not accepted .

Summaries of all accepted papers, with the author's name and address will be forwarded by the CEO to the Congress Chairman.

3. COMPILATION OF THE PROGRAMME

A specific person should be appointed to compile the programme. He/she can be a member of the Congress Committee or be co-opted specifically for this task.

His/her duties will be:

- 3.1 To compile a skeletal programme for publication in the November issue of the Journal in the year preceding the congress.
- 3.2 To obtain prior to the May Meeting the following data:
 - The full programmes of the Instructional Courses
 - The titles and duration of all papers to be read by guest speakers
 - The titles and presenters of all Eponymous Lectures
 - To calculate the number of free papers that can be accommodated.
- 3.3 To present this information to EXCO at the May meeting .
- 3.4 To obtain the number, titles and abstracts of the free papers as well as the names of the Session Chairmen from EXCO at the May meeting.
- 3.5 To compile a provisional scientific programme immediately after the May meeting.
- 3.6 To include this programme in the June newsletter.
- 3.7 To have the final scientific programme ready for ratification by EXCO at their July meeting.
- 3.8 To supervise the design, compilation and printing of the Congress Brochure.

4. TIMETABLE OF CONGRESS SESSIONS

All papers sharing a common interest, e.g. Trauma, Arthroplasty, Foot & Ankle etc. should be grouped together in sessions/days in so far possible.

The day on which a Special Interest topic is presented during the Congress, should also be rotated so as to give each Special Interest Group the chance to have the first and also the last day of the Congress.

Ratification of the final timetable for all sessions of the Annual Congress, including the Instructional Courses, is the sole responsibility of the EXCO and the Congress Chairman.

The SAOA CEO will inform the Congress Committee of the final programme timetable.

5. CHAIRMEN OF CONGRESS SESSIONS

The EXCO and the Congress Chairman will nominate all Chairmen of sessions at the May EXCO meeting.

All people nominated as Chairmen will be contacted by the Chairman of the Congress Committee to confirm their willingness and availability.

Whether there will be one or two Chairmen per session will be at the discretion of the Congress Committee.

Chairmen who have accepted will be provided with a timetable as well as the Curriculum Vitae of invited speakers on their panel and summaries of all free papers in their session. It will be expected of all Chairmen to use this information to prepare themselves for their task.

It is customary to ask the President of the SAOA to chair the first session and the President Elect to chair the last session of the Congress.

THE OPENING CEREMONY

The opening ceremony will be the first item on the programme on the first morning of the Congress. (This may be changed at the discretion of the SAOA President and the Congress Committee)

It will be held in the main Auditorium of the Congress venue.

One hour should be set aside for this purpose. No other activities may take place during this time and the accompanying persons must be able to attend the opening ceremony and should be encouraged to do so.

THE ACADEMIC PROCESSION

- * The Chairman of the Congress Committee
- * The President of the SAOA
- * The opening ceremony speaker
- * The Presidents of Sister Associations
- * The guest speakers of the SAOA
- * Members of the EXCO
- * Members of the Congress Committee

All members of the procession are to assemble outside a suitable entrance to the Auditorium. They are to wait there until the audience is seated before entering the Auditorium

The Chairman of the Congress Committee then leads the procession into the hall. He is followed by the opening ceremony speaker, then the President of the SAOA and then the rest of the members.

Seating for the members of the procession must be reserved at the front of the hall.

PROTOCOL DURING THE OPENING CEREMONY

The Chairman of the Congress Committee will act as the master of ceremonies.

He will welcome all the delegates to the Congress and make any housekeeping announcements he deems fit.

He will then call upon the President of the SAOA to introduce the opening speaker.

The President of the SAOA will then take the stage. It is usual for him first to introduce the guest speakers and the visiting Presidents of Sister Associations to the audience. Having done so, he will introduce the opening speaker.

The opening speaker will then deliver his address. This is to last 30-40 minutes. The topic of the lecture should be topical in nature and may be related to medicine.

The Master of Ceremonies will then call upon the 1st Vice-President or designated person to thank the opening speaker.

After this the person designated the task will escort the opening speaker as he leaves the Auditorium. People not attending the Academic programme are then given a chance to leave the Auditorium.
The Master of Ceremonies then will conclude the opening ceremony by calling the Chairmen of the first scientific session of the Congress to the podium.

INSTRUCTIONAL COURSES

At least three Instructional Courses are to be held each year as part of the scientific programme of the Annual Congress. These courses will be organized the relevant Special Interest Groups. No Instructional Course will be presented on the last day of the Congress.

1. THE AIM OF INSTRUCTIONAL COURSES

Should be of a general nature to appeal to the generalist Orthopaedic Surgeon.

The whole spectrum of conditions treated by the Special Interest Group should be covered by a series of 5 Instructional Courses over a 10 year cycle.

2. GUEST SPEAKERS

As far as possible an attempt will be made by EXCO to ensure that the invited guest speakers of the SAOA have a Special Interest which coincides with the Instructional Courses for that year.

These invited guest speakers of EXCO should be included as speakers within the appropriate Instructional Course.

The Special Interest Groups are free to invite additional overseas speakers to participate in their Instructional Course at their own expense.

It is recommended that appropriate local experts also be included in the Instructional Course Programme.

Local speakers who are SAOA Members will pay the appropriate fees for the Congress.

3. ROTATION OF INSTRUCTIONAL COURSES

The new rotation is as follows:

YEAR 1: Shoulder and Elbow, Foot and Ankle, Knees and Spine

YEAR 2: Hands, Arthroplasty, Paediatrics and Trauma

YEAR 3: Shoulder and Elbow, Foot and Ankle, Knees, Tumours and Infection

YEAR 4: Hand, Arthroplasty, Paediatrics and Trauma

2017 is in the First Year of the cycle.

4. TIME ALLOCATION FOR INSTRUCTIONAL COURSES

Three hours will be allocated for each Instructional Course. Traditionally the Instructional Courses will take place in the morning from 08:00 – 10:00 followed by half an hour for tea and then 10:30 – 11:30.

The particular day of the week allocated shall be at the discretion of EXCO and the Congress Committee but should normally be rotated so that each Special interest Group should have access to days 1, 2 and 3 of the Congress over the course of a 9 year cycle.

5. CONTENT OF THE INSTRUCTIONAL COURSES

The Chairman of the appropriate Special Interest Group and his /her executive will draw up the Academic Programme for the Instructional Course.

He/she should liaise closely with EXCO, particularly the EXCO member responsible for Special Interest Groups as well as the CEO of the SAOA with regard to the invited guest speakers of EXCO and their itinerary.

The President of the SAOA for the specific year of the Congress also liaise directly with the invited guests as far as proposed lectures in the Instructional Course are concerned.

6. SUBMISSION OF INSTRUCTIONAL COURSE PROGRAMME TO EXCO

The completed programme for the Instructional Course should be submitted to the SAOA Secretariat for the May meeting of EXCO preceding the Instructional Course.

At this meeting the Academic Programme for the Congress is finalised and it is imperative that the Instructional Course programme also be finalised at this stage so that it can be included within the Congress Programme.

7. TIMING OF ALTERNATIVE MEETINGS OF SPECIAL INTEREST GROUPS

It is proposed that meetings of Special Interest Groups hold meetings for their members in the alternate years when they are not holding an Instructional course at the Annual SAOA Congress.

8. SUBMISSION OF PAPERS TO THE SA JOURNAL OF BONE AND JOINT

The Special Interest Group should encourage the speakers at the Instructional Course to submit their lectures as papers to the Editor of the South African Orthopaedic Journal.

EPONYMOUS LECTURES

Three Eponymous Lectures are to be presented at each Annual Congress and must be incorporated into the scientific programme.

The congress organizers should compile a list of all eponymous lectures as well as all keynote addresses before the acceptance of any free papers. All these lecture should be accommodated in the congress programme at times when maximal attendance can be expected.

1. THE FRANCOIS P FOUCHÉ LECTURE

This lecture is held under the auspices of the College of Medicine of South Africa and is usually delivered in the late afternoon of the first day of the Congress. The EXCO will liaise with the Colleges of Medicine of SA with regard to the hour and day, and immediately advise the Congress Committee of same.

The College selects the lecturer after considering nominations from the College of Orthopaedics and from the SAOA EXCO.

The College invites the Lecturer as well as any special guests to the Lecture.

All SAOA members and accompanying persons are expected to attend and there will thus be no other Congress activities during the time of the Lecture.

Academic gowns are to be worn for the occasion by the Lecturer, the Head of the College of Orthopaedics, and the Platform Party, if any. The Head of the College of Orthopaedics brings with him the Mace Cloth to cover the lectern, as well as a College Certificate for the Lecturer and will deliver a short introduction on the life and work of Francois P. Fouche prior to introducing the F.P. Fouche Lecturer. The Head/Secretary of the College of Orthopaedics should arrange for the academic gowns to be available.

The College offers the Lecturer an honorarium and bears the cost of bed and breakfast and subsistence for one day. The Honorary Treasurer of the SAOA submits the account for the attention of the Administrative Secretary of the College of Orthopaedics.

A memorandum from the College of Orthopaedics of South Africa entitled "Guidelines for the Francois P Fouché Lecture" will be sent to the Lecturer by the College well before the time.

The Congress Committee will make all the arrangements and will provide the necessary facilities for the Lecture. No discussion follows the Lecture.

2. THE GT DU TOIT FOUNDERS LECTURE

The Lecturer must be elected by EXCO at the November meeting the year preceding the congress. He/she must be a full member of the SAOA and an invitation should be extended to the nominee in December.

The topic for the lecture will usually be left to the Lecturer/speaker, but must be of relevance to Orthopaedics. If there is a need to cover a specific subject, this can be suggested by EXCO. In the latter case, it would be advisable to elect a speaker knowledgeable on this specific subject. The duration of the lecture should be at least 30 minutes.

The chairman of the session during which this lecture is given should give a short introductory speech on G.T. du Toit and the foundation of the SAOA.

An Honorarium will be presented to the lecturer . The session chairman will also thank the lecturer for delivering this eponymous lecture.

3. THE JJ CRAIG LECTURE

This lecture must be on a topic in Paediatric Orthopaedics.

The Lecturer as well as the topic will be elected by SAPOS. SAPOS will furnish this information to the Congress Committee as well as to EXCO.

The Lecture is to last 30 minutes and must be included in a session dealing with Paediatric. Orthopaedics.

The Session Chairman will announce the JJ Craig Eponymous Lecture and will not allow questions or discussion after the lecture.

REGISTRATION

1. REGISTRATION FOR CONGRESS

Pre-Registration for the Annual Congress is of the utmost importance and should be encouraged. It facilitates all aspects of registration for the Congress and the Social programme and provides up-to-the-minute data needed for logistics and catering.

This can be done in the following ways:

Electronic Registration

Registration for the Congress and Social Program is solely on the SAOA Website on the Congress Registration Form . Payment is solely electronic.

2. REGISTRATION FOR SOCIAL AND ACCOMPANYING PROGRAM

The deadline for registration for the Social Programme is one week before the Congress. This is to be clearly stated in the newsletter and registration forms.

3. THE FEES

The Chairman of the Congress Committee will liaise with the EXCO early in the year to discuss the registration fee structure.

The formula for structuring the registration fees will be as follows:

- Full Members : Congress Fee as determined
- Affiliate Members : Congress Fee as determined for Full Members
- Associate Members : ½ the Congress Fee as determined for Full Members
- Non-Members : 2x Congress Fee as determined for Full Members (on condition that they are invited by a member in good standing)
- Late Registration : 1 ½ x the relevant registration fee
- Daily Attendance : 50% of the full Congress Congress early registration fee . Daily registration does not entitle attendance at social events other than the opening ceremony. Attendance at any other events on the day of registration require additional payment.
- Late daily registration are to pay 100% of the registration fee.

- Social Program Fee to be set by Congress Committee to cover the costs. No reduction of the fee for partners of Associate members will be applicable.
- Paramedical staff . A nominal fee will be charged to cover the cost of teas and luncheons. They may not attend any social events.

Late cancellations and refunds

Refund of Congress fees can be made at the discretion of the Congress Committee.

A full refund should always be made when a cancellation is due to illness.

A handling fee of 25% of the registration fee should be levied if the cancellation is for any other reason than illness that is made less than one month before the Congress.

Exemption of fees

Academic registration fees as well as charges for social events and excursions are waived in respect of the following individuals:

- * The Visiting Presidents of Sister Associations or their deputies
- * The guest speakers of the SAOA
- * The President of the SAOA
- * Partners of the above

Academic registration fees only are waived in respect of the following:

- * Life Members of the SAOA
- * Honorary Members of the SAOA
- * Emeritus Members of the SAOA
- * EXCO Members of the SAOA

Fees for social events.

- * Social Events Committee

It should be clearly stated in the newsletter that the abovementioned persons and their partners will be charged for social events and excursions as indicated by the Congress Committee.

To avoid embarrassment any problems which may arise should be resolved by timeous consultation between the Chairman of the Congress Committee and the EXCO.

4. THE REGISTRATION AND INFORMATION DESK

This is the hub around which the whole Congress revolves during the week of its running.

For this reason, the staffing of the registration desk and the way in which delegates and their queries, problems and requirements will be handled, require meticulous planning by the Congress Committee.

The desk is to be run by the Congress Organizers with the help of the SAOA Secretariat. The desk will be at the Congress venue and will be open from the day preceding the Congress and at all times during the Congress, right up to the closing on the last day. It is advisable that members of the Congress Committee make themselves available to be contacted and be at the desk at short notice during this time, should any crisis arise.

Pre-packed satchels for all registered delegates, as well as an adequate number for late registrants, must be available for handing out at the desk.

5. THE SACHELS

The right to sponsor the Congress satchels should be put out to tender by the trade. The satchels should be packed three to four days prior to the Congress. Each satchel will contain the following:

- * Official programme
- * Mini Programme
- * Writing pad with ballpoint pen (from a sponsor)
- * Local Publicity Association brochures and maps
- * A full bus timetable if appropriate
- * General information at the discretion of the Congress Committee

The following items are packed in individual envelopes and are alphabetically stored with the delegates name on them. They are handed to each registrant with a satchel.

- * Membership booklet of the SAOA
- * SAOA Annual reports booklet. To be supplied only to all categories of SAOA membership and not to any other delegates.
- * Name tags of delegates and partners
- * Opening Ceremony invitation
- * Banquet tickets & tickets to social events where appropriate

NB: 1. All EXCO members should be supplied with their satchels and envelopes before or at the Pre-Congress EXCO meeting to enable them to have the above documentation as well as relevant Congress information.

2. The Satchels of all Visiting Presidents of Sister Associations as well as the guest speakers and their partners must not be kept at the information desk for collection, but are to be placed in their hotel rooms prior to their arrival.

6. SAOA TIES

The ties are to be supplied by the Honorary Treasurer and are sold on his behalf by the Registration Desk. The cash received does not go to Congress Funds. The ties are available only to SAOA members of all categories.

SOCIAL EVENTS PROGRAM

The planning of the Social Events Program is the prerogative of the Congress and Social Events Committees but should be presented to the EXCO for ratification.

The Social Programme is open to all categories of membership of the SAOA who have registered for the whole congress and open to daily registrants on their day of registration. All delegates must register in advance. Late registrants will be accommodated where possible. Some events may not be able to accommodate late registrants due to logistical constraints.

Non-members are specifically excluded from the social programme unless they are:

- Invited guests of the SAOA
- Accepted participants on the Academic programme
- Introduced as guests of members and have paid a full registration fee
- Active contributors from the Trade who have paid for the function.

Life and Emeritus members must be informed that they have to pay for social functions and excursions on which the Congress Committee has imposed a levy, although they are exempt from congress registration fees.

Visiting Presidents of Sister Associations and their wives, as well as invited guests of the SAOA, are not to be charged for social functions and excursions.

The Social Program must include:

1. THE SOCIAL EVENING_

This immediately follows the Francois P Fouché Lecture on the first evening of the Congress.

For this reason the venue should be at or close to the Congress hall.

The function will last approximately two hours.

Drinks and snacks or a light meal and some form of entertainment will be offered by the Congress Committee .

The cost of this whole function will be borne by the Congress Committee unless a sponsor can be found. No levy shall be imposed on delegates.

People eligible to attend:

- All Registered delegates to the Congress and their partners
- Invited guests of the SAOA
- The President of Sister Associations and their partners
- Members of the Trade at the discretion of the Congress Committee. If the Trade exhibition area is the venue for the opening ceremony, obviously the Trade should be allowed to attend.

2. DAILY SOCIAL PROGRAM

This is at the discretion of the Congress and Social Events Committee.

No Social Event activities are to take place during the Francois P Fouché Lecture or the Presidential Address.

THE BANQUET

1. TIME

The Banquet is usually held on the Wednesday of the Congress week, but can be moved to another evening if necessary.

The start time shall be 19:00 for 19h30. Music will be supplied up to midnight . Music volume should allow for conversation.

2. THE VENUE

To be chosen by the Congress Committee. If the venue is not within walking distance of the main accommodation, transport must be provided.

3. REGISTRATION FOR THE BANQUET

Registration for the Banquet will form part of the Congress registration. Each delegate is to indicate whether he/she will attend and also whether they will be alone or accompanied by a partner.

It is important for the Congress Committee to know how many people to expect at the Banquet.

4. PERSONS ELIGIBLE TO ATTEND

- * Registered Congress delegates and registered partners
- * SAOA invited speakers and their partners
- * The Presidents of Sister Associations, or their deputies, and their partners
- * The Managing Director of the Firm Sponsoring the Banquet and his partner
- * Any special guests and their partners at the sole discretion of EXCO
- * Members of the Trade at the discretion of the Congress Committee.

5. SPECIAL INVITATIONS

Special invitations will be issued to guests of the SAOA. This shall be done by the Congress Committee. These invitations will be sent to:

- * Special guests of the SAOA: the Invited Speakers, the Visiting Presidents and other special guests, at the discretion of the EXCO.

The invitations to these people will be placed in their satchels.

- * The Managing Directors of major sponsoring companies and their partners will also receive a special invitation. This is to be decided by the Congress Committee, in consultation with the President.

6. SPONSORSHIPS

Sponsorships should, if at all possible, be obtained for the Banquet or part thereof. These can be for:

- * Banquet
- * Pre-Banquet drinks
- * Banquet drinks
- * Cost of the Band or DJ

7. FORMAT

To be decided upon by the Congress Committee in conjunction with the President and his/her partner.

- * Usually a formal dinner – sit down or buffet
- * Music – Dance Band or DJ
- * Entertainment – Additional entertainment at the discretion of the Congress Committee. This can be :
 - After Dinner Speaker
 - Comedian
 - Dancing only

8. DRESS

At the discretion of the Congress Committee, in liaison with the President of the SAOA. Black tie to include dark suits and traditional dress.

9. WINE LIST

To be selected by the Congress Committee, in liaison with President of the SAOA.

10. THE MENU

To be decided upon by the Congress Committee and the President of the SAOA and his partner. Special dietary requirements must be accommodated.

Menu's are to be printed at the cost of the Congress Committee,

Menu's to be displayed on each table at the Banquet and shall include:

- * The Menu itself
- * The Programme
- * The Toasts and Proposers
 - * South Africa
 - * Our Guests
 - * The SAOA

11. **SPEECHES AT THE BANQUET**

- * A microphone must be available
- * The current or outgoing President of the SAOA will act as the Master of Ceremonies.
- * The President will nominate the toasts and proposers, whose names shall appear on the menu.
This must be discussed with the President by the Chairman of the Congress Committee well in advance.

12. **TABLE PLAN**

A table plan is to be displayed at the Registration Desk from the morning of the first day of the Congress.

The President will, in his welcoming address, invite members to fill in the names of their parties at the table of their choice. He will also state the time and the day the list will close.

The President will invite the guests to be seated at the Head Table.

All special guests which include all Visiting Presidents, guest speakers, the Congress Committee including the Social Events Committee will be allocated seats by the CEO and their names are to be reflected on the table plan.

The final plan of seating at the different tables must be displayed in a prominent place at the venue before the start of the Banquet.

THE PRESIDENTIAL DINNER

This is a formal function, hosted by the President of the SAOA and held for a selected group of people.

It is to be held on the evening before the start of the Congress.

It shall not be advertised in any way and shall not appear on any programme or in any brochure regarding the Annual Congress.

Attendance is by invitation only.

Invitations are to be printed and sent out by the President well in advance.

The following persons are eligible to attend:

- * EXCO members and partners
- * Invited guests and partners
- * Official representatives of Sister Associations
- * Congress Committee members and partners
- * Past Presidents and partners
- * Life Members and partners
- * Special guests of the President of the SAOA, not to exceed 10 in number.

All arrangements for this function are to be made by the Congress Committee in close liaison with the President of the SAOA.

The cost of the function will be to the account of the Congress Committee.

The Venue:

- * At the discretion of the Congress Committee and the President
- * Must have seating for plus minus 60 – 70 people
- * Must have microphone facilities

The Menu

- * At the discretion of the Congress Committee and the President

The Format

- * To be decided on by the Congress Committee in conjunction with the President and his partner.
- * Usually a formal dinner
- * Background music optional

The Dress

- * To be decided on by the Congress Committee and the President.
- * The dress required must be stipulated on the invitation.

Speeches

- * The President will act as Master of Ceremonies and all speeches and their format are at his/her sole discretion.

Transport

- * Transport to and from the Venue must be provided if needed and is to be organized by the Congress Committee.

CATERING

A high standard of catering is required. The assistance of the Social Events Committee is of the utmost importance in this respect. Catering at the venue during the Congress should provide for the following:

1. EARLY MORNING TEA/COFFEE

Coffee and tea will be provided at the expense of the Congress Committee and served for half an hour before the commencement of the morning session.

Coffee and tea may also be served in hospitality suites.

2. LUNCHEONS

The Congress Committee and Congress Organizer should decide the details of each menu and negotiate this with the caterer.

A cash bar is usually provided at the trade exhibition area.

3. TEAS

Teas are arranged by the Congress Committee on the Congress Account.

Tea breaks should last approximately 30 minutes to allow delegates to view the Trade exhibits. For this reason teas should be served in the Trade Exhibition area.

Tea and coffee as well as refreshments are to be served. Representatives of the Trade are invited to partake on a complimentary basis.

HOTEL ACCOMMODATION

The Congress Organizer should block book rooms well in advance.

One hotel for all delegates is preferable, but details of conveniently located, less expensive hotels and other accommodation should be offered in the June newsletter.

The Congress Committee/ Organizers will advise delegates what procedure to follow in making hotel reservations. It is preferable to let delegates deal directly with the Hotel of their choice .

It is suggested that allowance be made for members of the Trade to use the block bookings, as the number of beds taken may be useful in negotiating a special tariff as well as some free rooms.

The Hotel Management will be asked to delegate a member to set aside an office for the use of the Congress Committee/ Organizers and the EXCO.

An executive suite will be reserved for the President of the SAOA and his wife. Every effort must be made to prevail upon the hotel to offer this as a complimentary suite as is customary at most international hotels. Alternatively the hotel should be requested to offer a reduced tariff. The Congress Committee, however, will be responsible for the eventual cost of this executive suite.

A small committee room to seat 16 people for 1 day pre-congress must be reserved for the use of the EXCO for its meeting. This room can either be at the hotel or at the venue. The Congress Committee will bear the cost of this room and of refreshments.

Hotel bookings must be made for the invited quest speakers as well as the visiting Presidents of Sister Associations and their partners. This is the responsibility of the Congress Committee. They should liaise in this regard with the Secretariat and the President of the SAOA.

TRANSPORT

A member of the Congress Committee must liaise with the Congress Organizers regarding transport requirements.

They must negotiate with a reliable bus company to have enough buses available during the week of the Congress. The buses must be of a satisfactory standard.

Provision for transport by bus must be made for the following:

1. Transport of delegates from the hotel(s) to the Congress venue in the mornings and back to the hotels in the afternoons.
2. Transport for persons attending to social functions and back to hotels. These include:
 - * The Presidential Dinner
 - * The Social Evening
 - * The Banquet

It is important to negotiate a time for the bus to be available to take people back to the hotels after each of these functions.

3. Transport for the Social Events Program:
 - * These buses usually depart from the venue in the mornings and return to the venue or the hotels after the excursions. This however is to the discretion of the Social Events Committee .

A member of the Social Events Committee should be present at each departure point to deal with any problems that may arise.

ADDITIONAL TRANSPORT

The following will also be needed.

1. TRANSPORT FOR SPECIAL GUESTS

Transport must be provided for guest speakers, invited guests of the SAOA and the Presidents of Sister Associations and their partners from the Airport to their hotels and from the hotels to the Airport. Other reasonable transport, if required by the persons in question, should also be catered for.

It would be nice if the Congress Committee is willing to extend the above courtesies to the President of the SAOA and his wife.

2. SHUTTLE SERVICE

When the Congress venue is distant from the Congress Hotel, a minibus service, travelling each way at regular intervals during the day, is advisable.

3. COURTESY CARS & TAXIS

Car Rental of other Firms should be approached for courtesy cars or car hire at a reduced rental.

Taxi firms should also be approached before the Congress and the telephone number of a reputable taxi firm should be available at the registrations desk.

Transport for delegates between Airport and hotels is not the responsibility of the Congress Committee and it should be so stated on the registration forms.

PRINTING

As a large volume of printing needs to be done before the Annual Congress, it is advised that the Congress Committee elect a specific member for this task.

He/she shall make arrangements for this with a reputable printer well in advance. It is advisable to contact the CEO of the SAOA in this regard before entering into any contract with a printer.

All the cost for printing shall be to the account of the Congress Committee.

Proof reading before final printing is essential and must be meticulous.

The following must be printed:

1. **MEMBERSHIP BOOKLET**
2. **THE CONGRESS BROCHURE**

The design, compilation and printing of the Congress brochure is the responsibility of the member of the Congress Committee responsible for the Scientific Programme.

Proof reading of the proof brochure material must be meticulous. The Scientific Programme organizer is advised to seek the help of two or three other members for this.

This brochure should be ready for printing six weeks prior to the Congress.

The brochure must include the following:

- * Message from the Congress Committee Chairman
- * Message from the President of the SAOA
- * General information regarding the Congress
- * The names of EXCO members
- * The names of the Congress Committee
- * The names of the Social Events Committee
- * The names of all Past Presidents of the SAOA
- * The names of the Chairmen of Special Interest Groups
- * Full abridged Scientific Programme
- * The programme for Social events and accompanying persons
- * Abstracts of all papers in the Scientific Programme
- * The names of the Trade Exhibitors and stand numbers
- * A floor plan of the Trade Exhibition
- * List of Scientific Contributors
- * Acknowledgements

The Congress Committee will canvas adverts for the brochure and should approach the Trade at least one year in advance. This is best done at the time of the preceding Congress.

Adverts should not be lumped and advertisers should be offered their choice of position as follows:

- * Inside front cover
- * Inside back cover
- * Outside back cover
- * Full inside page
- * Half inside page

It is the norm to offer full colour advertisements. The tariff for advertisements is dependent upon the current cost of printing and upon the charges made the year before.

The profit made from the advertisements is expected to cover the cost of printing the brochure.

A rough guide to the number of copies to be ordered is twice the number of expected delegates.

3. **MINI POCKET PROGRAMMES**

Sponsorship for the printing of these should be obtained
These programmes shall include the following:

- * Scientific programme of the whole Congress.
- * Social Events Program

This is the responsibility of the Membership Secretary of the SAOA and the Secretariat.

The booklet must be an updated edition containing all the relevant information or all the members in all the categories of membership of the SAOA. It must be as complete and accurate as possible.

The booklet will be distributed to the members by including a copy in the satchel of each delegate to the Congress and by posting it to the members not attending the Annual Congress.

The design of the booklet is the responsibility of the Membership Secretary and the Secretariat in conjunction with the printers.

The cost of printing, however, will be to the Congress Account and must be budgeted for by the Honorary Treasurer.

4. **NAME TAGS**

A sponsorship for the supply and printing of name tags should be sought.

The names of all registered delegates as well as those of their partners, where applicable, must be supplied to the sponsor timeously.

The person's preferred name/nickname and surname as well as their city or town of residence must appear on the name tag. Name tags must be double-sided with the information on both sides.

Separate name tags must be provided for the satchels.

54. MANUAL FOR THE AGM

This shall be compiled by the Secretariat but is to be printed at the cost of the Congress Committee.

It must include:

- * The Agenda for the AGM
- * The Minutes of the previous AGM
- * All the Annual reports from the EXCO
- * All other relevant information.

The Following should be managed electronically

1. Acceptance of papers for the Congress

To be sent to all authors whose abstracts have been accepted. This is the responsibility of the Secretariat. The same applies for posters.

2 Abstracts not accepted as papers

To be sent out to all authors whose abstracts have not been accepted. The letter should include an offer to accept the abstract as a poster. This will also be the responsibility of the Secretariat.

3 Registration for the Congress

A confirmation of registration and payment should be sent out to all members who have registered electronically via the SAOA Website

It should indicate the days for which the members have been registered as well as all the social events he/she wishes to attend.

This will be the responsibility of the Congress Organizers .

4. INCOME TAX CERTIFICATES

A printed certificate and receipt will be generated by the registration process .

5. CPD CERTIFICATES

The Congress Committee will keep a register of attendance for the purpose of issuing these certificates. The certificates will be available on-line via the IT

firm chosen for CPD registration . The Secretariat will keep a copy of the certificates.

The CPD Registration number for the Congress must be obtained prior to the congress by the Congress Committee and must appear on the Certificate.

6. LETTERS TO THE TRADE

Various letters to the Trade will have to be sent out before and after the Annual Congress.

These are left to the discretion of the Congress Committee

Examples of these letters are included in the last section of the "Pampoenboek".

SPORT

The annual SAOA golf competition should be played on the day preceding or following the the Annual congress. The congress committee and Congress Organizers are responsible for the organization of the competition.

The Congress Committee may organize other sport at their discretion.

1. GOLF

The Gypsona Cup is at stake. It was donated by Smith & Nephew.

The Gypsona Cup must be in the hands of the Congress Committee before the congress.

The competition is run as an individual Stableford and is open to all categories of SAOA Members.

Members needing to hire golf clubs should arrange this at the club at which the competition is to be played.

Players are individually responsible for green and caddie fees

Members of the Trade are encouraged to participate in a separate competition to be held at the same venue and time as the above.

This will also be a competition on an individual Stableford basis and the SAOA Golf Trade Cup will be at stake.

THE TRADE

TRADE EXHIBIT CONVENOR

The Congress Organizers in consultation with the Congress Committee will act as the Trade Convenor.

- * They will closely liaise with the Secretariat in this regard
- * They will maintain cordial relations with the exhibitors at all times
- * They will allocate stands and supervise their erection in the hall
- * They will draw up a floor plan of all stands in the exhibition hall and make this available to the Secretariat as soon as possible.
- * They will determine the rates to be charged for stands and for hospitality rooms.

APPROACH TO THE TRADE

The Trade Convenor should approach the trade during the year preceding the Congress.

The Trade should be informed of the time and venue of the Congress and they should be invited to take up the following:

- * Exhibition hall space & hospitality rooms
- * Advertisements in the Congress booklet
- * Sponsorships of : -
 - Mini Programmes
 - Satchels and Name tags
 - Banquet or part thereof
 - Other scheduled and conforming Congress activities at the discretion of the Congress Committee in consultation with the SAOA President and the EXCO.

The list is subject to change and the previous Congress Chairman should be consulted in cases of uncertainty.

EXHIBITION HALL

This should be as large as possible and in close proximity to the Congress Hall.

A comprehensive plan of the floor space must be drawn up and be available before the Trade is approached. This must also be supplied to the Secretariat.

Charges for stands are based on floor area or frontage length. The usual is 3 x 1.5 meter with the frontage 3 meter. An attempt should be made to make all sites equally attractive.

Three or more tea and lunch serving areas are to be provided in the hall, so that delegates are not concentrated in one area.

DURATION OF TRADE EXHIBITION AND ERECTION OF STANDS

The exhibition hall must be available for the erection of all the stands for 1 or 2 days prior to commencement of the Congress.

The areas allocated for the erection of booths by specific companies must be clearly marked out by the Trade Convener. They should also be available in the exhibition hall at the start of the erection of booths to solve any problems that may arise.

Exhibitors are responsible for the erection of their own stands and also for the materials required for this.

All booths are to be supplied with a 15 amp power plug by the Congress Committee. Firms are however required to provide their own adaptors and extensions.

The stands are to be kept intact until lunch time on the last day of the Congress. Exhibitors must be informed of this arrangement when their application is accepted.

SECURITY

The Congress Committee is responsible for security at the exhibition hall at all times, especially at night.

This is done in collaboration with the exhibitors who are also advised to insure against loss by theft, fire or other causes.

If necessary a private security firm may be employed at the expense of the Congress Committee.

FLOATING TROPHIES

Floating trophies for the best exhibition by a large firm as well as for the best exhibition by a small firm are awarded at each Congress.

The EXCO will appoint at least two suitable individuals to act as judges for this purpose. This is to be done at the Pre-Congress meeting of EXCO.

The trophies will be handed out and the winners announced by the President of the SAOA at the SAOA Banquet.

The trophies in question must be obtained from the previous winners by the Congress Organizer. These trophies must be in possession of the Congress Committee before commencement of the Congress.

PROTOCOL FOR THE TRADE DURING THE CONGRESS

The policy of EXCO as regards Protocol and Attendance at social functions by the Trade is as follows:

1. **SOCIAL FUNCTIONS**

All registered trade members are welcome at the social functions subject to payment of the relevant fees and subject to availability.

2. **BANQUET**

The Managing Directors of the main sponsoring companies and their partners are to be invited to the Banquet. Other sponsors or individuals may be invited at the discretion of the Congress Committee in consultation with the sponsor and the EXCO.

Tables at the Banquet may also be offered for sale at the set price to companies exhibiting at the Congress. These companies are then free to invite people to share their table. This practice is to be encouraged as it gives the companies a chance to entertain people at the Banquet .

3. **LUNCHEONS**

Each exhibitor is offered two free lunch tickets per day. They can buy more beforehand if needed.

4. **OFFICIAL PROGRAMME**

Two copies to each exhibitor.

5. **SAOA MEMBERS BOOKLET**

Only one copy of the membership booklet is available for each exhibitor. Copies are available for sale at the going price set by the Treasurer of the SAOA.

6. **HOSPITALITY ROOMS**

The Trade may apply to the Congress Committee for permission to sponsor hospitality rooms. If granted the sponsoring company may then reserve the right of admission. The price for hospitality rooms is to be determined by the Congress Committee.

7. **SPECIAL SPONSORSHIPS FROM THE TRADE**

Applications from the Trade to sponsor delegates, visitors or special guests and speakers as well as all other proposed sponsorships eg. special publications relating to the Congress, must be referred to the EXCO.

8. **LETTERS OF THANKS TO THE TRADE**

Immediately following the Congress, the Trade Exhibit Convenor shall thank each Trade Exhibitor and advertiser by personal letter.

He shall also inform them of the date and the venue of the next Congress as well as the name of the Chairman of the Congress Committee.

PRESIDENTIAL ADDRESS

The Presidential Address will be delivered by the retiring President at 12:00 on the day of the AGM.

This important lecture is open to all attending the Congress, and there will be no other activities during this time.

The Social Events Programme will include an announcement of the Lecture and the accompanying persons and partners of delegates will be requested to attend.

The handing over of the Presidency and the Jewel of Office to the new President and his wife will follow immediately after the address.

This will be done by the outgoing President and his wife.

ADDENDUM TO THE PAMPOENBOEK EXEMPTION OF ACADEMIC REGISTRATION FEES

Academic registration fees as well as charges for social events and excursions are waved in respect of the following individuals:

- The visiting presidents of sister associations or their deputies.
- The invited guest speakers of the South African Orthopaedic Association.
- The president of the South African Orthopaedic Association.
- Partners of the above

Academic registration fees only are waved in respect of the following:

- Life members of the SAOA.
- Honorary members of the SAOA.
- Emeritus members of the SAOA.
- Congress Committee, the chairman and three committee members.
- EXCO

Fees for social events. Social Events Committee. It should be clearly stated that the exempt academic registration fee persons as above and their partners will be charged for social events and excursions as indicated by the Congress Committee. To prevent embarrassment, any problems which may arise should be resolved by timeous consultation between the chairman of the Congress Committee and the EXCO.