



## IMS World Congress

### Reimbursement policy for speakers and attendees as part of the scientific programme

To avoid any confusion re: payment of expenses to attend an IMS World Congress, the following policy has been developed to ensure there is clarity and transparency before invited speakers agree to participate in the event. Any variations from this policy will be subject to a final decision by the IMS President.

#### *Speaker categories who receive financial support from IMS*

##### **1. Plenary speakers**

Reimbursement includes: congress registration, up to 4 nights hotel accommodation and an invitation to the President's dinner. Business class will be offered for flights of more than 3 hours and best available price economy/coach class ticket for all other flights.

##### **2. Symposium speakers**

Reimbursement includes: congress registration, up to 4 nights hotel accommodation, invitation to the President's dinner and best available price economy/coach class flight ticket.

##### **3. Other invited speakers for Meet the Experts, Controversies and Hot Topics sessions**

Reimbursement includes: congress registration, up to 4 nights hotel accommodation, best available price economy/coach class flight ticket and an invitation to the President's dinner.

An invitation letter from IMS will be sent to all speakers outlining their package of financial support to attend the meeting which makes clear the level of support offered before acceptance of the role.

##### **4. Oral Communication speakers**

No separate expenses will be made available for speakers selected from submitted abstracts to give an Oral Communication.

##### **5. Presidents of CAMS**

All Presidents of existing CAMS Societies will receive an invitation to the President's dinner. This will be confirmed in a letter from IMS prior to attending the event and applies only to CAMS Presidents.

##### **6. Chair for a scientific session**

No expenses will be paid to anyone who accepts the role of Session Chair, who is not an invited speaker in the scientific programme.

**NB.** All Speakers, except for those presenting plenary sessions, will receive a proposed flight itinerary and price to cover an economy/coach class ticket from the IMS conference organiser (PCO). The flight cost will be the total amount IMS will reimburse, even if a speaker chooses a more expensive flight option- any additional costs must be covered by the speaker. Speakers will be responsible for arranging and paying for their own tickets and they will be reimbursed by the IMS official congress organiser within 45 days of receipt of all documents requested to process the reimbursement.

***Other types of symposia/educational sessions at the World Congress***

Individual Societies will be responsible for issuing an invitation and reimbursement for the expenses of the following speakers:

- Speakers at any symposia held by an international Society such as APMF, ASRM, ESG, FLASCYM, IOF, ISGE or NAMS or similar
- CAMS Society dedicated sessions, usually held 8-9am each morning of the Congress
- Other international groups who have a dedicated meeting primarily for their own members, held in the 8-9am slot e.g. The Progesterone Club or similar
- Speakers at a pharmaceutical or trade sponsored symposium will be the responsibility of the company involved, who normally support registration, accommodation and transportation costs. Speakers thus reimbursed will not receive any of the above benefits from IMS.

***See Summary Table on next page.***

If you have any queries, please refer them to Lee Tomkins, Executive Director, at [leetomkinsims@btinternet.com](mailto:leetomkinsims@btinternet.com)

## Summary table

Speaker Type	Registration	Up to 4 Nights Hotel Accommodation	Flights / Transportation	President's Dinner
Plenary	✓	✓	✓ Business	✓
Symposium	✓	✓	✓ Economy	✓
Meet the Expert / Controversies / Hot Topic Session	✓	✓	✓ Economy	✓
CAMS Presidents	X	X	X	✓
Oral communications/ Chairs of scientific sessions	X	X	X	X
International Society Symposia /CAMS Sessions	X	X	X	X
International Groups - dedicated session	X	X	X	X
Pharmaceutical or other trade Symposia	X	X	X	X