

## 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 3 nights hotel accommodation and a personal invitation to the President's dinner. Best available price economy/coach class flight ticket will be offered; Premium Economy or Business class may be offered for specific reasons for flights of more than 4 hours. All final decisions will be made by the President of the congress.

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

Reimbursement includes: congress registration, up to 3 nights hotel accommodation and a personal invitation to the President's dinner. Reimbursement towards cost of a best priced economy/coach class flight ticket will also be offered, depending on the length of the flight.

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

Reimbursement includes: congress registration, up to 3 nights hotel accommodation and a personal invitation to the President's dinner. Reimbursement towards cost of a best priced economy/coach class flight ticket will also be offered, depending on the length of the flight.

*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 final 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. However, a scholarship programme will be offered and those selected will receive a fund to contribute to the expense of attending the congress.

##### **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.

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## 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 reimbursement depending on the length of the flight for a best priced economy/coach class flight ticket from the IMS conference organiser (PCO). The contribution to 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 60 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.

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

See summary table overleaf

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Summary table

Speaker Type	Registration	Up to 3 Nights Hotel Accommodation	Flights / Transportation	President's Dinner
Plenary	✓	✓	✓ At least economy. Other classes offered dependant on circumstances & length of flight	✓
Symposium	✓	✓	✓ Contribution to economy/coach	✓
Meet the Expert / Controversies / Hot Topic Session	✓	✓	✓ Contribution to economy/coach	✓
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