

**INTERNATIONAL
ASSOCIATION
OF DENTOMAXILLOFACIAL
RADIOLOGY**

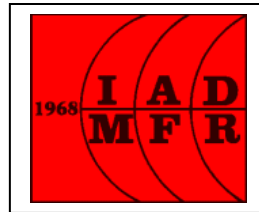
**CONSTITUTION
BYLAWS &
STANDARD OPERATING
PROCEDURES**

1977
REVISED 1983
REVISED 1994
REVISED 1996
REVISED 2003
REVISED 2016

Founding of the Association

During the first International Congress of Maxillofacial Radiology held in Santiago, Chile, in August 1968, the Association was founded by unanimous consent of the Chilean members of the Faculty of Dentistry of the University of Chile, affiliated members of the dental profession and all foreign University members present.

**CONSTITUTION AND BYLAWS OF
THE INTERNATIONAL ASSOCIATION
OF DENTOMAXILLOFACIAL RADIOLOGY**



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PRESIDENTS

Gregorio Faivovich	Chile	1968-71
Yoshishige Fujiki	Japan	1971-74
Karl-Åke Omnell	Sweden	1974-77
Cline Fixott	USA	1977-80
Jan van Aken	The Netherlands	1980-83
Abdul Adatia	United Kingdom	1983-85
Charles Morris	USA	1985-87
Birgit Glass	USA	1987-88
Levente Pataky	Hungary	1988-91
Dong Song You	Korea	1991-94
Allan Farman	USA	1994-97
Hajime Fuchihata	Japan	1997-99
Douglas Lovelock	United Kingdom	1999-01
Edemir Costa	Brazil	2001-03
Chris Nortjé	South Africa	2003-05
Xu Chen Ma	Peoples Republic of China	2005-07
Paul van der Stelt	The Netherlands	2007-09
Keiji Tanimoto	Japan	2009-11
Torre Larheim	Norway	2011-13
Andres Briner	Chile	2013-15
Li-Min Lin	Chinese Taipei	2015-17

SECRETARIES GENERAL

Takuro Wada	Japan	1968-71
Lars Hollender	Sweden	1971-85
Robert Langlais	USA	1985-97
Gerard Sanderink	The Netherlands	1997-07
Mohamed Ebrahim Parker	South Africa	2007-17

HONORARY MEMBERS

Gregorio Faivovich	Chile	1983
Yoshishige Fujiki	Japan	1983
Lars Hollender	Sweden/USA	1985
Jan van Aken	The Netherlands	1985
Fred Musaph	Canada	1985
Ulf Welander	Sweden	1994
Keiichi Furumoto	Japan	1997
Olaf Langland	USA	1997
Karl-Åke Omnell	USA	1997
Henry Rosenberg	USA	1997
Eiko Sairenji	Japan	1997
David Smith	United Kingdom	1997
Takuro Wada	Japan	1997
Hajime Fuchihata	Japan	2003
Peter Hirschmann	United Kingdom	2003
Douglas Lovelock	United Kingdom	2013
Gerard Sanderink	The Netherlands	2013
Stuart White	USA	2013
Christoffel Nortje	South Africa	2013
Allen Farman	USA	2013
Sharon Brooks	USA	2013

CONGRESSES

Santiago	Chile	1968
Erlangen	Germany	1971
Kyoto	Japan	1974
Malmö	Sweden	1977
Portland, Oregon	USA	1980
Utrecht		1983
London	United Kingdom	1985
San Antonio, Texas	USA	1988
Budapest	Hungary	1991
Seoul	Korea	1994
Louisville, Kentucky	USA	1997
Osaka	Japan	1999
Glasgow	United Kingdom	2001
Florianópolis	Brazil	2003
Cape Town	South Africa	2005
Beijing	Peoples Republic of China	2007
Amsterdam	The Netherlands	2009
Hiroshima	Japan	2011
Bergen	Norway	2013
Santiago	Chile	2015

PREFACE

This revised Constitution, Bylaws and Standard Operating Procedures were accepted by the Membership at the General Assembly of the Association in Florianopolis, Brazil on Thursday, May 22nd 2003.

CONSTITUTION

ARTICLE 1: NAME AND REGISTRY

The name of the Association shall be the International Association of Dentomaxillofacial Radiology.

The Headquarters Office to be located in the country of registration. The Secretary General of the Association shall be a recognized and registered member of the dental profession.

ARTICLE 2: OBJECTIVES

The aims of the International Association of Dentomaxillofacial Radiology are to:

- promote the advancement of radiological research, education and service
- develop clinical services in the field of dentomaxillofacial radiology
- encourage research in the allied diagnostic fields
- encourage the work of investigators and clinicians in order to improve service to patients
- disseminate knowledge in the field of dentomaxillofacial radiology

In its endeavour to fulfil these objectives, the Association should foster close ties with national and international education and research institutions and associations which have an interest in dentomaxillofacial radiology

The Association is organized exclusively for educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organization under Section 501(c)(3) of the United States Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law); or the appropriate tax code of the managing country.

No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 3 hereof.

The Association shall not participate in the carrying on of propaganda, or otherwise attempting to influence legislation. Nor shall the Association participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, this Association shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this Association.

ARTICLE 3: DISSOLUTION OF THE ASSOCIATION

Upon the dissolution of the Association, the General Assembly shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the corporation or organizations operated exclusively for nonprofit making, educational or scientific purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the United States Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law); or the appropriate tax code of the managing country, as the General Assembly shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the country in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

(NOTE: Articles 2 and 3 may need to be modified by the Board of Directors to comply with the legal requirements within the country of the Association's administration. Any amendments will be submitted to the next General Assembly).

ARTICLE 4: MEMBERSHIP

Membership of the Association shall consist of five categories.

Category 1: Founding Members

Founding Members shall be those members who signed the Constitution records at the first International Congress of Maxillo-Facial Radiology, August 1968, Santiago, Chile.

Category 2: Honorary Members

Honorary Members shall be those persons who have exhibited great support for the objectives of the International Association of Dentomaxillofacial Radiology or who have made outstanding contributions in the field of dentomaxillofacial radiology.

They shall be proposed by the Executive Committee and the Nominating Committee, approved by unanimous vote of these committees and this shall be ratified by the Board of Directors and the General Assembly.

Category 3: Fellows

Fellowship status shall be granted to deserving members of the Association, having had their credentials reviewed by a committee of fellows and honorary members of the Association.

Category 4: Individual Members

Individual Members shall be dentists, stomatologists, medical doctors, and other health care or research professionals working in radiology or its allied fields and who, due to their studies or background, are willing to further the objectives of the Association.

Category 5: Affiliated Members

Affiliated members shall be health care and science oriented individuals who have a genuine interest in dentomaxillofacial radiology or research and who are willing to help and encourage Members to further the objectives of the Association.

Affiliated Members shall have all rights and privileges of the Individual Members, but shall have no voting privileges.

Court of Patrons

Those individuals and companies who promote the objectives of the Association and who economically support the Association, shall be known as Patrons of the Association. Patrons will be nominated by the Board of Directors for a three year period, and be eligible for re-election.

Certificates

Certificates of Honorary Membership, Membership, Fellowship and Patronage shall be issued by the Secretary General.

ARTICLE 5: ORGANIZATION

The Association shall consist of:

I. General Assembly

This Assembly shall be composed of Founding Members, Honorary Members, Fellows and Individual members.

II. Board of Directors

This Board shall comprise:

- the President
- the Secretary General (Chairman)
- the Treasurer
- the President Elect
- the President Elect Designate*
- the immediate Past President
- the immediate Past Secretary General
- the senior Vice-President
- the junior Vice-President
- the Vice President Designate*
- the Secretary to the Board of Directors
- the Editor of the Journal
- all Regional Directors

*("Designate" officers are only required for a two year Congress cycle)

III. Executive Committee

This Committee shall comprise:

- the President (Chairman)
- the Secretary General
- the immediate Past President
- the Treasurer
- the Chairman of the Board of the Trust Fund

IV. Auditors

A professional accountant shall be appointed as Auditor by the Secretary General, with the approval of the Nominating Committee.

ARTICLE 6: OFFICIAL LANGUAGE

The official language shall be English. In addition to the English text, the expediency of interpretation of Newsletters, Brochures of Announcements into other languages can be decided by the author, and with the approval of the Executive Committee.

The Journal shall be published in English.

ARTICLE 7: CONGRESS AND MEETINGS

An International Congress shall be held every two years.

An Agenda and Officers' Reports for the General Assembly will be circulated in a Newsletter at least three months before commencement of the Congress.

The President shall select a Congress Organizing Committee to compile a program and budget for the Congress and be responsible for the arrangements for the Congress. The final form and content of the program shall be determined by the President in consultation with the Secretary General and the Executive Committee.

The Congress Organizing Committee shall also submit to the Secretary General a budget for the Congress which the Secretary General will distribute to the Executive Committee.

Meetings

The Executive Committee shall approve the time and place of Regional Meetings if such are desired. The use of the Association's title at such meetings will only be allowed at the discretion of the Executive Committee.

Executive Meetings

The Executive Committee shall call meetings for the discussion of Association business if and when indicated.

The Executive Committee shall designate Members for certain tasks and summon Members for consultation if and when desired.

Board of Directors Meeting

The Board of Directors shall meet on the day prior to the start of the Pre congress course, or prior to each main Congress if there is no Pre congress course. Other meetings shall be arranged as required. A combined meeting of the outgoing and incoming Board of Directors should be held before the end of the Congress.

Meeting Expenses

Travelling expenses will be reimbursed only in exceptional circumstances by previous arrangement with, and consent of, the Executive Committee.

ARTICLE 8: AMENDMENTS

- I. The Board of Directors shall have the power to draft any reform regulations, new regulations and bylaws it deems necessary. These amendments shall be presented to the General Assembly at the next Congress provided that a draft of these is published in a Newsletter or by letter to all members at least three months before the Congress, inviting changes or further amendments from the Members.
- II. The drafts, amendments and/or changes shall be published in a special section of the Program of the Congress.
- III. All regulations, reformed regulations or amendments shall be submitted for vote by the General Assembly.
- IV. A substitute ballot by mail may be decided upon by either the General Assembly or the Executive Committee. If at least 50% of the Members respond, two-thirds of their votes will carry the decision.

ARTICLE 9: GENERAL

For items or subjects not covered in the Constitution and Bylaws of the International Association of Dentomaxillofacial Radiology, the Association shall follow the guidelines set down in the Regulations and Bylaws of the Fédération Dentaire Internationale.

BYLAWS

ARTICLE 10: ELECTIONS

All officers of the Association are to be elected by the General Assembly.

I. Election of the President

The President shall be elected by the General Assembly for a period of two years, or until the end of the next Congress. The President shall normally be from the country in which the next International Congress of the Association is to be held.

- a) On his election as President-Elect or President-Elect Designate, the President-Elect (Designate):
 - (i) shall nominate the Junior Vice President to coordinate the Congress six years hence.
- b) The Junior Vice-President will become Senior Vice-President for the two year period following that Congress to assist/advise the Organizing Committee of the next Congress.
- c) In the event of the office of President becoming vacant between General Assemblies, the Junior Vice-President will become President, and nominate a new Junior Vice-President.

II. Election of the President-Elect (Designate)

The President-Elect shall be elected three or four years before becoming President to enable him/her to start organizing the Congress six years hence.

III. Election of Secretary General

The office of the Secretary General shall be for a period of six years with an election to be held at the end of that time.

The incumbent may be re-elected for a further term of two or three years maximum.

The Immediate Past Secretary General shall remain on to the Executive Committee to be able to assist the new Secretary General for a period of two or three years.

A proleptic appointment of a Secretary General Elect may be made two or three years before taking up office to aid the smooth transition of duties. This Secretary General Elect, if appointed, will serve on the Board of Directors and the Executive Committee.

IV. Election of Treasurer

- a) The office of Treasurer shall be for a period of six years with an election to be held at the end of that time.

The incumbent may be re-elected for a further term of two or three years maximum.
- b) As the Treasurer needs to work closely with the Secretary General, he/she is normally nominated by the Secretary General and the nomination must be approved by the Nominating Committee.
- c) The term of office of the Treasurer shall be the same as the Secretary General who nominated him/her.

V. Secretary to the Board of Directors

- a) The Secretary to the Board of Directors shall be nominated by the Secretary General and the Nominating Committee.
- b) The term of office of the Secretary to the Board of Directors shall be the same as the Secretary General who nominated him/her.
- c) The Secretary to the Board of Directors shall be responsible for the accurate recording of all meetings of the Board of Directors, the General Assembly and any other meetings at the request of the Secretary General or the Executive Committee. He/she will assist the Secretary General in the preparation of the minutes of these meetings.
- d) On relinquishing office, the Secretary to the Board of Directors will cooperate with the new administration to ensure that the minutes of all meetings are accurately recorded.

VI. Editor of the Journal

The Editor of the Journal shall be nominated by the Nominating Committee, taking into account the views of the Publisher. At the General Assembly, he/she will be proposed for a term of office of six years. The Editor of the Journal will be eligible for re-election for a further two or three years maximum, with the approval of the Nominating Committee.

VII. Associate Editor(s) of the Journal

- a) As Associate Editors need to work closely with the Editor, they are normally nominated by the Editor and nominations must be approved by the Nominating Committee.
- b) The term of office of Associate Editors shall be the same as the Editor who nominated them.

VIII. Regional Directors

The maximum continuous term of office of a regional director shall be eight or nine years, provided there is a suitable replacement available.

There will be 12 Regional Directors with the following distribution:

ONE REGIONAL DIRECTOR TWO REGIONAL DIRECTORS

- | | |
|----------------------------|--------------------------|
| Region 1 - Africa | Region 2 - Asia |
| Region 3 - Middle East | Region 4 - Europe |
| Region 6 - Central America | Region 5 - North America |
| Region 8 - Australasia | Region 7 - South America |

Regional Directors will be elected every two or three years, and their term of office will commence following the General Assembly after their election.

The Secretary General will call for nominations in the calendar year prior to each congress of IADMFR. Nominees will need to be proposed and seconded by two members of IADMFR in their region.

The Secretary will organise a ballot of members on a regional basis if there is an excess of nominations. This ballot will be conducted with a "Single Transferable Vote" system.

The Constitution and Bylaws Committee shall recommend changes in the borders of Regions to the Board of Directors and the General Assembly.

IX. Term of Office

All Officers and Regional Directors shall assume office immediately following the General Assembly at which they were elected. Retiring Directors and Officers may sit on any Board of Directors meeting until the end of the current Congress of IADMFR.

ARTICLE 11: COMMITTEES AND SUBCOMMITTEES

Committees shall be formed by either the General Assembly, Board of Directors or the Executive Committee at such time and for such purpose as deemed necessary.

Any Committee shall be in force from the time of its formation until the following session of the General Assembly.

The reports of these Committees shall be included in the Agenda of the General Assembly and submitted as an Addendum.

Committees can be re-appointed or disbanded at the following session of the General Assembly.

Reports for the Board of Directors to consider must be circulated at least one month before the Board of Directors meeting at which they will be considered.

I. Finance Committee

A Committee of three Members (the Treasurer, the Secretary General and a Regional Director nominated by the Board of Directors), under the Chairmanship of the Treasurer, to be responsible for all matters concerning finance. This Committee can recommend or propose budgeting or economic measures to the Board of Directors who will, in due course, report to the General Assembly.

II. Nominating Committee

The Nominating Committee is to be nominated by the Board of Directors for election by the General Assembly and shall consist of three members from the Board of Directors and the Immediate Past President who will be Chairman. It will:

- a) receive and process applications to host future Congresses. It will recommend to the Board of Directors, and if approved by the Board, to the General Assembly, where the Congress six years hence should be held; stating the reasons for its recommendation.
- b) call for nominations from members for various elections which become due, and prepare the nomination of members to the various Offices, Boards and Committees of the Association.
- c) propose individuals and companies to be considered by the General Assembly for admission or re-admission to the Court of Patrons for the next period of three years.
- d) publish in the Newsletter its recommendations or options for future Congresses and nominees for all offices and committees at least three months before the General Assembly.

III. Editorial Board

This Board shall consist of:

- the Editor of the Journal;
 - the Associate Editor(s) if appointed;
 - the Secretary General;
 - at least twenty members nominated by the Editor in conjunction with the Publisher of the Journal and the Board of Directors. The composition of the Editorial Board should reflect the geographical distribution of the membership of the Association. In addition, in keeping with the status of the Journal, appointments may be made to the Editorial Board of non-members of the Association on the basis of their specific scientific expertise.
- a) Members of the Editorial Board shall be appointed for three or four years in the first instance.
 - b) The Board shall meet annually, whenever possible.
 - c) The duties of the Editorial Board:
 - (1) to make recommendations to the Editor on the suitability of manuscripts for publication.
 - (2) to assist the Editor in the preparation of manuscripts and other material for the Journal.
 - (3) to assist the Editor in encouraging the submission of manuscripts.
 - (4) to assist the Publisher in the promotion of the Journal.
 - (5) to assist the Editor and Publisher in such other ways as they may request from time to time.

IV. Fellowship Committee

The fellowship committee shall consist of 3 members including at least one honorary or fellow member of the Association”

V. Constitution and Bylaws Committee

The Committee on the Constitution and Bylaws shall consist of five members of the Board of Directors, nominated by the Nominating Committee and approved by the General Assembly.

This Committee shall keep the Constitution and Bylaws under review and receive all suggestions for amendment of the Constitution and Bylaws. The Committee will recommend any changes in the Constitution to the Board of Directors and then to the General Assembly.

VI. Research Committee

The Research Committee shall be set up if required, and shall consist of three members selected by the Board of Directors and proposed to the General Assembly with specified guidelines.

VII. Public Health Committee

(Refer to Section “VI”).

VIII. Education Committee

(Refer to Section "VI").

IX. Imaging Modalities and Standards Committee

(Refer to Section "VI").

These four Committees (VI-IX) shall have the power to circulate survey questionnaires or letters requesting information necessary for the preparation of recommendations in the fields of Research, Public Health, Education and Imaging, to be submitted to the Board of Directors, who will, in turn, report the recommendations to the General Assembly.

X. Congress Organizing Committee

The Congress Organizing Committee shall consist of the person who will be President at the time of that Congress and such members considered to be necessary by him in consultation with the Secretary General.

The Organizing Committee must include the Junior Vice-President. It could also include the Secretary General and President Elect if deemed practical. A report of its activities should be included in the Agenda for the General Assembly.

XI. Trust Fund Committee

(See Appendix I)

XII. Ad Hoc Sub Committees

The Executive Committee or the Board of Directors may organize Ad Hoc Subcommittees for specific purposes. These Subcommittees shall report to the Board of Directors and, with the approval of the Board of Directors, to the General Assembly. Subcommittees will disband on completion of their specific tasks.

ARTICLE 12: FURTHERING OF OBJECTIVES

Means of furthering the objectives of the Association:

I. The Journal

- a) Should contain scientific and clinical material submitted by Members or other authors subject to independent referee and the discretion of the Editorial Board.
- b) May contain an international abstract section gathered by the Editor in conjunction with the Editorial Board.
- c) May contain contributions of special interest to Members and acceptable to the Editorial Board.
- d) Supplements to the Journal may be published at the discretion of the Editorial Board; subject to, if appropriate, independent referee. These may include:
 - (i) abstracts of International Congress of Dentomaxillo-facial Radiology papers.
 - (ii) major reports of interest to members.

II. Newsletters

The Newsletter should be published every six months. It is edited and published by the President-Elect, who shall be responsible for financing its publication and postage by finding sponsorship.

Each Newsletter should contain:

- a) a message, announcement or commentary from the President and/or the Executive Committee.
- b) items concerning the next congress.
- c) news items of special interest.
- d) announcements or commentaries of the Secretary General.

The following items are to be included in Newsletters:

- a) audited Accounts of the Association.
- b) administrative Announcements of the Association, for instance:
 - (i) agenda for the next General Assembly.
 - (ii) amendments to the Constitution and Bylaws.
 - (iii) proposals for hosting future Congresses.
- c) reports from Regional Directors.

Regional Directors are expected to provide reports for the Newsletter every 12 to 18 months.

III. Invitations

Undergraduate and postgraduate students of Dentistry may be invited to the Congress at reduced rates or with other possible subsidies offered.

ARTICLE 13: FINANCE

I. Source of Funds

- a) Membership fees.
- b) Bequests, donations, gifts and levies from Members as well as associations, private institutions, companies or government agencies throughout the world.
- c) Proceeds of Congresses and associated activities (e.g. Pre-Congress Courses).
- d) Royalties and other proceeds from the Journal and supplements.
- e) Proceeds from the sale of Association materials.

II. Financial Year

The financial year shall be the calendar year from the first day of January to the thirty-first day of December.

III. Membership Fees

- a) Membership fees are to be paid by all categories of members except Honorary Members and are due in January each year.
- b) With the agreement of the Board of Directors the Finance Committee shall recommend the level of membership fee to the General Assembly. This rate shall normally remain in force until the next General Assembly.
- c) If the Finance Committee considers that an increase in Membership Fees is required between General Assemblies, this must be approved by a meeting or a postal ballot of the Board of Directors.

IV. The Congress

- a) Financing of the Congress shall be the responsibility of the Congress Organizing Committee, chaired by the person who will be President at the time of that Congress, and in cooperation with the Secretary General. The budget had to be approved by the Executive Committee.
- b) All monies collected must be placed in a separate Congress Bank Account or Accounts.
- c) The profit or loss shall be dealt with by the Secretary General and accounted for in his/her next report to the General Assembly.

- d) The Congress Organizing Committee must use a legal framework valid in the country hosting the Congress to minimize any possibility of the Association being responsible for any losses occurring from the Congress.
- e) The financing of the Congress shall be drawn from registration fees, charges to exhibitors and donations from both private and government sources.
- f) The Congress Organizing Committee may request a loan from the Association to help meet early expenditures in preparing the Congress before income is received from the Congress registration fees.
- g) The person who will be President at the time of that Congress and Secretary General shall negotiate the amount of the loan. This loan will be disbursed by and accounted for by the Treasurer.
- h) All profits shall go to the Association.

V. Annual Audit

An annual audit of all financial statements of the Association is required. This report shall be published in the Newsletter or Journal.

VI. Annual Financial Statement

An annual financial statement, in writing, shall be prepared by the Auditors and submitted to the Executive Committee for approval.

VII. Biennial Financial Statement to the General Assembly

This financial statement, in writing, shall be submitted by the Treasurer to the Board of Directors at least one month prior to the General Assembly. It is then submitted to the General Assembly for approval.

- a) The Board of Directors shall acknowledge receipt of the report.
- b) The decision for approval or rejection, by ballot, shall be handed down to the Treasurer by the Board of Directors.
- c) The approved statement shall be published in the Newsletter.

VIII. Treasurer's Report to the General Assembly

One item on the Agenda of the General Assembly shall be devoted to the report of the Treasurer.

IX. Budgets

- a) The Treasurer shall prepare the budget for the administration of the Association in cooperation with the Secretary General and the Board of Directors.
- b) The budget for the cost of the Journal to the Association shall be negotiated by the Editor, Publisher and Secretary General (see also Article 14,X,b).

X. Changes/Amendments

Changes or amendments of this article shall be published three months prior to the Congress. (See Amendments – Article 8 of the Constitution).

ARTICLE 14: RIGHTS AND OBLIGATIONS

I. General Assembly

- a) Shall elect all Officers of the Association.
- b) Shall hold elections with the aid of the Nominating Committee for the incumbencies of the Executive Committee, Board of Directors, Regional Directors and Special Committees.
- c) Can propose, issue, modify or reject new regulations, provided these have been submitted to the Executive Committee at least six months before the Congress. The Executive Committee has the duty to publish these proposals or amendments in a Newsletter or the Journal three months before the General Assembly and is bound to include these on the Agenda of the General Assembly.

- d) Shall determine the policy of the Association as proposed by the Board of Directors, groups of Members or individual Members and discuss, amend, approve or reject any measure by a majority vote.
- e) Shall have the power to dissolve the Association by majority vote. In the event that the required number of at least 2/3 (two-thirds) of the voting Members of the Association not be present at the General Assembly, a mail ballot shall take its place.
- f) Has the right to appoint or suspend Members by a majority vote.
- g) Shall set the annual fees or levies.
- h) Can approve or reject the reports of the Secretary General and the Treasurer. In the event of a rejection, it shall form a Committee to adjudicate or to take over the management of finances.
- i) Can approve or reject the reports of the President and of any Committee.
- j) Shall determine the country and location in which the subsequent Congresses are to be held.
- k) Shall elect a President-Elect (Designate) to start organizing the Congress six years hence.
- l) Shall ratify or defer awards or special honors as proposed by its Members or Committees.
- m) Can accept or reject proposals made by groups of Members or individual members.
- n) The President shall be Chairman until the end of the General Assembly when he will introduce the new President, Secretary General and Treasurer. All terms of office shall commence the day following the termination of the Congress to afford the opportunity of consultations with the past officers.

II. Board of Directors

- a) The Board of Directors:
 - i) shall be required to approve or reject any budget matters at their meetings or by mail ballot.
 - ii) can be required to approve or reject any matters of organization or directives at their meetings or by mail ballot.
 - iii) can be required to act in the capacity of consultants for the Executive Committee.
 - iv) shall receive, comment upon, accept or reject decisions and reports of all Committees of the Association.
 - v) have the duty to preside at or be a member of such Committees formed by the General Assembly for general or specific purposes.
 - vi) shall advise or assist the President, Vice-Presidents, Secretary General, Treasurer and Executive Committee in the operation of the Association.
- b) The new Administration shall take over the responsibilities of the Association the day following the termination of the current Congress.
- c) Any transfer of finances will take place as soon as possible after the termination of the current Congress, allowing for legal and fiscal restraints in the countries concerned and the best interest of the Association.

III. Executive Committee

- a) Shall have the task to govern the day-to-day business of the Association in accordance with the policy decided upon by the General Assembly.
- b) Shall oversee the finances of the Association.
- c) Shall ensure that the Secretary General keeps the files of all correspondence and minutes of its meetings. These shall be maintained in an orderly fashion to serve as records for the following Executive Committee.

- d) Shall have the authority to appoint personnel and to decide their status and salary. Payroll records are to be maintained.
- e) Shall have, together with the Editor of the Journal and in conjunction with the Publisher, responsibility for the business development of the Journal.
- f) Shall have the power to decide the necessity of submitting matters of importance to the complete Board of Directors by mail consultation. Replies shall be returned within five weeks by 2/3 of the members of the Board of Directors. In case of default, the Executive Committee shall have the right to make a majority decision.
- g) Shall submit a report to the General Assembly in the form of an Addendum to the Agenda.

IV. President

- a) Will be Chairman of:
 - (i) the General Assembly.
 - (ii) the Executive Committee.
 - (iii) the Organizing Committee of the next Congress.
- b) Will be responsible for the organization of the next Congress.

V. President-Elect

Will be responsible for publishing the Newsletter.

VI. Secretary General

- a) Will have the task of governing the business of the Association in accordance with the policy decided upon by the General Assembly and in conjunction with the Executive Committee and the Board of Directors.
- b) Will be the Chairman of the meetings of the Board of Directors.
- c) Will cooperate in matters of recruitment of Members in conjunction with the Regional Directors and National Associations.
- d) Will process the applications submitted for admission to Membership of the Association and determine the category of membership.
- e) Will be in contact with the various Dental and Medical Associations, as appropriate.
- f) Will submit a report to the General Assembly in the form of an Addendum to the Agenda for the General Assembly meeting.
- g) Shall keep the files of all correspondence and minutes of meetings. These shall be maintained in an orderly fashion to serve as records for the following Secretary General.
- h) Will submit an annual report for publication in the Newsletter.

VII. Treasurer

- a) Will manage and control the finances in accordance with the statutes of the Association and according to the directives of the Executive Committee.
- b) Will ensure that all monies belonging to the Association are in named accounts of the association.
- c) Will submit audited accounts to the General Assembly in the form of an Addendum to the Agenda for the General Assembly meeting.
- d) Will submit annually an audited financial statement which will be published in the Newsletter.
- e) Will be Chairman of the Finance Committee.

VIII. Secretary to the Board of Directors

- a) Will take contemporaneous notes of the General Assembly, all meetings of the Board of Directors, and any other committees on request.
- b) Will make up draft minutes of all meetings and submit these to the Secretary General and President for approval.

IX. Regional Directors

- a) Shall be chosen according to the Regions described in Article 10, Section VIII of the Bylaws.
- b) Will, at all times, keep in close contact with the Secretary General.
- c) Regional Directors shall consult the membership in each country within their region requesting the members in each country to appoint or elect a National Representative for that country.
- d) Shall Endeavour to recruit new Members and assist the Editor and Publisher in the promotion of the journal.

X. Editor of the Journal

- a) Will be responsible for editing a minimum of four issues of the Journal annually in accordance with its status as an international scientific publication.
- b) May negotiate with a publisher to undertake publication of the Journal. He will, together with the Secretary General and Treasurer, negotiate the format and content of the contract with the Publisher. The signatories to the contract will be the Editor and Secretary General. Any change in the publisher must be approved by the Executive Committee (see also Article 13,IX,b).
- c) Will decide, in cooperation with the Board of Directors, the appointment of the International Editorial Board who will determine the Editorial policy of the Journal.
- d) Shall submit a report to the General Assembly in the form of an Addendum to the Agenda of the General Assembly Meeting.
- e) Shall in conjunction with the Publishers, make an annual return to the Executive Committee.
- f) Shall be responsible for the business development of the Journal of the Association, together with the Executive Committee and in conjunction with the Publisher.

XI. Auditors

- a) Shall inspect the financial statements and accounts of the Association annually and prior to the submission of these accounts to the General Assembly.
- b) Shall inspect the accounts of the IADMFR Trust Fund.
- c) Shall inform the General Assembly of the results of their audit.

XII. National Representatives

- a) Shall promote IADMFR in their own country.
- b) Shall seek to increase the membership of IADMFR in their own country.
- c) Shall base with their Regional Director and the Secretary General.
- d) Shall give a verbal or written report to the Board of Directors at each congress of IADMFR.

APPENDIX I

AT THE GENERAL ASSEMBLY OF THE INTERNATIONAL ASSOCIATION OF DENTOMAXILLO-FACIAL RADIOLOGY, HEREIN CALLED IADMFR, CONVENED IN JUNE 1994 IT WAS AGREED TO ESTABLISH A TRUST FUND TO BE GOVERNED BY THE FOLLOWING ARTICLES.

ARTICLE 1: NAME

The name of the fund shall be IADMFR TRUST FUND. The Trust Fund shall operate until it is dissolved according to Article 13 below.

ARTICLE 2: CAPITAL

The capital of the Trust Fund shall be derived from:

- a) deposits from IADMFR funds.
- b) profits from IADMFR Congresses.
- c) accumulation of proceeds.
- d) donations.

ARTICLE 3: OBJECTIVE

The aim of the Trust Fund shall be to generate revenue for the benefit of the IADMFR. It is to be used to help advance science and education in dentomaxillofacial radiology and to disseminate knowledge of dentomaxillofacial radiology.

The Board of the Trust Fund shall endeavor to build the Fund to give at least sufficient revenue to publish a complete volume (one year's issues) of Dentomaxillofacial Radiology in the first instance.

Applications for funding may be received from members of IADMFR and other individuals or organizations. Only those applications that meet the above criteria will be considered by the Board of the Trust Fund.

It is not necessary to use the revenues if applications fail to meet requirements and unused revenues must be returned to the Fund.

The annual proceeds of the Trust Fund may be used up to 80% of their value, 20% should be added to the Fund.

ARTICLE 4: MANAGEMENT

The management of the Trust Fund shall be carried out by the Board of the Trust Fund, composed of five persons who shall:

- a) consist of prominent members of IADMFR and be elected by the General Assembly of the IADMFR; on the recommendation of the Nominating Committee.
- b) become active immediately following the General Assembly at which it is elected.
- c) elect a Chairman and a Secretary from amongst its members.

ARTICLE 5: TRUSTEES

The Board of Directors of IADMFR shall act as Trustees of the Fund and must approve any expenditure of the capital of the Fund.

The Secretary of the Trust Fund shall prepare a report of the Trust Fund for each year in June, which after acceptance by the Board of Directors and the Auditors shall be added to the Annual Financial Report of the Treasurer of the IADMFR and a separate Biennial/Triennial Report shall be included in the Agenda of each General Assembly.

ARTICLE 6: MEMBERSHIP

The membership of the Board of the Trust Fund shall cease at the end of the following General Assembly.

The members may be re-elected for a maximum of six years but at the first General Assembly following the formation of the Trust Fund Board at least two, but no more than three members must retire to ensure a balance between continuity and new membership.

ARTICLE 7: VACANCIES

Unexpected vacancy on the Board of the Trust Fund may be filled by the Nominating Committee.

ARTICLE 8: OPERATION

The Board of the Trust Fund is entitled to:

- a) open bank accounts as required.
- b) buy and sell bonds with appropriate professional advice.
- c) deposit money in an investment fund in a currency selected by the Board of the Fund, excluding speculative activities.
- d) deposit funds in any other way aimed best to give interest to the Fund, if approved by the Legal System of Country where the Fund operates.
- e) recommend the allocation of up to 80% of the proceeds of the Fund within the framework of these Articles.

ARTICLE 9: USE OF PROCEEDS

Applications for the use of proceeds of the Trust Fund must be made to the Chairman of the Trust Fund in writing. Only applications within the limitations of Article 3 can be considered. The Board of the Trust Fund meets or takes decisions by correspondence as often as is deemed necessary. Decisions taken should be submitted to the Executive Committee prior to release of the fund.

ARTICLE 10: DECISIONS

The Chairman and the Secretary of the Board of the Trust Fund are together entitled to carry out the decisions of the Board of the Trust Fund. They shall jointly represent the Trust Fund for operation of the Trust Fund Accounts.

ARTICLE 11: MAJORITY VOTE

Decisions are only valid if all five members have given their vote (verbal or by writing) and are taken by a majority.

ARTICLE 12: LEGAL

The Trust Fund will be administered with the aid of legal advice from the country where the Trust Fund operates. If such advice necessitates changing the Articles of the IADMFR Trust Fund, the Board of the Trust Fund may incorporate such changes provided the aims of the Trust Fund are not involved. The Board of Directors of the IADMFR shall be informed of all changes in the Articles so made.

ARTICLE 13: DISSOLUTION

The IADMFR Trust Fund can only be dissolved on a proposal of the Board of the Trust Fund or the Executive Committee and a decision of the General Assembly of the IADMFR. Any remaining funds shall be returned to the Association unless the General Assembly vote for these monies to be used in another appropriate way.

APPENDIX II

STANDARD OPERATING PROCEDURES

ARTICLE 1: INTRODUCTION

- I. International Congresses are the major events of the International Association of Dentomaxillofacial Radiology (further called the Association). These Congresses should offer a scientific program of the highest international standards, and should encourage personal contact between members of the Association.
- II. It must be emphasized that it is the International Association that holds its Congresses in a particular country, and it is not the National Association or Society of Dentomaxillofacial Radiology in that country which hosts the Congress.
- III. As a consequence of previous International Congresses already held, traditions have developed which should be maintained. The Executive Committee is responsible for the conduct of the International Congresses, and has laid down policies governing these Congresses. These policies may be altered from time to time as a result of experience gained from previous Congresses.

ARTICLE 2: INITIAL ARRANGEMENTS

I. Year and hosting country of Congress

The year and hosting country of the Congress shall be determined by the General Assembly at least four or preferably six years in advance.

II Bidding for the International Congresses:

- The chairperson of the nominating committee will invite proposals for hosting of future congresses at least 4 years in advance.
- Submissions of the bid to host a congress need to be made to the chair of the nominating committee
- The bid should demonstrate significant local support, (letters from local government, institutions, the profession locally, the convention bureau etc.) and a suitable infrastructure and meeting plan. Information should be supplied concerning the proposed venue, accommodation for delegates and transportation etc.
- Six copies of the bid should be forwarded to the chair of the nominating committee before the closing date which is usually the 31st March four years before the congress.
- The chair of the nominating committee will receive the bid to host the congress together with all the supporting documentation.
- The chair of the nominating committee will forward the bid documents to all the members of the nominating committee together with the criteria used for scoring.
- The nominating committee will interview the applicants bidding to host the congress during the congress at least 4 years in advance.
- The bid will be scored based on the following criteria

Proposed congress: Dates, reasons, location Pre-congress course Main Congress and congress venue Chairperson	25 points
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Local organizing committee	
Continent: Traditionally, it has been to rotate the congress among the various continents.	25 points
Supporters: Government National Organizations employers	20 points
Logistics: Congress venue facilities Hotel accommodation Registration fees Special and inclusive Budget Social events	20 points
Others: Accompanying persons Restrictions Access	10 points
Total	100 points

- The nominating committee will short list the candidates for hosting the congress and make a recommendation to the Board of Directors.
- The Board of Directors may request a 10 minute presentation by the shortlisted candidates recommended by the nominating committee.
- The Board of Directors will make a recommendation to the General Assembly who will make the final decision.

II. Date and period of Congress

The date and period of the Congress shall be proposed by the Organizing Committee and approved by the Board of Directors and General Assembly. The scientific sessions shall normally be held on three to five consecutive days.

III. Local Organizing Committee

- a) The Congress shall be administered by a Local Organizing Committee in accordance with these policies. The Committee shall maintain close liaison with, and seek the approval of the Secretary General with regard to all arrangements it proposes to make.
- b) The Organizing Committee shall consist of a Chairman, generally the President of the Association and at least three other members who shall be appointed by the Chairman. The Junior Vice-President shall normally be appointed Vice-Chairman. One of these members shall act as Treasurer. They shall be members of the IADMF.
- c) A legal construction or business company may be founded for "The 'n'th International Congress of Dentomaxillofacial Radiology" to exclude personal liabilities of the members of the Organizing Committee.

Appropriate measures should be taken to minimize tax liabilities consistent with a nonprofit making scientific foundation.

- d) The Organizing Committee has the power to co-opt additional manpower.

The Organizing Committee shall set up a Scientific Committee, and an Exhibition Committee. The Chairmen of both Committees will serve ex-officio on the Organizing Committee.

- e) The members of the Organizing Committee, Scientific Committee, or any other Committee instituted shall provide their services on a purely voluntary basis for the good of The International Association of Dentomaxillofacial Radiology, receiving no remuneration and being required to pay all fees connected with the Congress as other members. Members of the Committee shall not delegate their responsibilities to others. However, the Organizing Committee may appoint an official Congress Bureau or similar commercial organization to be responsible for the routine administration of the Congress Program.
- f) All entertainment of participants at the Congress shall be given in the name of the Congress with officers of the Organizing Committee presiding, and not in the name of individuals associated with the Congress - unless these individuals undertake this hospitality privately and outside the Congress Fund.
- g) No person working on behalf of the Congress Committee shall accept disbursement as a result of contracts or introductions to the Congress. All such concessions offered shall be directed towards the general funds of the Congress.

IV. Congress Funds

- a) The Organizing Committee shall be responsible for the collection of funds to cover the cost of the Congress. However, this shall not be achieved as a result of guarantees provided by individual members, but through donations from Companies, Congress Fees and the organization of a Trade Exhibition.
- b) All monies must be placed in special Congress bank accounts. No money shall be placed in personal bank accounts.
- c) Companies shall be asked to sponsor the Congress. A written proposal shall be distributed at least 2 years before the Congress. Patrons and sponsors may be distinguished. It is recommended that the donation shall be paid in three even installments at clearly indicated dates and at approximately one year intervals.
- d) This arrangement may cover the financing of preliminary activities of the Congress Committee. Additional privileges for both categories may be offered, as for instance advertising, special publicity, etc.
- e) While the Association will loan on request an initial sum to assist in the preliminary arrangements of the Congress, such sums are to be regarded as loans and shall be repaid at the end of the Congress.
- f) Any surplus that may have accrued from the Congress when all accounts have been settled, shall go into the appropriate funds of the Association.

V. Budget

- a) Budgets of anticipated income and expenditure shall be drawn up and kept constantly under review. Such budgets shall make provision for increases in costs, so that the Association is not required to cover possible deficits.
- b) The budget for the Congress shall include normal expenses connected with Congress Bureau costs, rental of Conference Center, general administrative costs and the following:
- reception for members and accompanying persons;
 - office accommodation, secretarial help and secretarial equipment during the Congress;
 - tape recording of General Assembly of the Association; committee room accommodation for Board of Directors. Rooms for other Committee meetings prior to or during Congress as far as appropriate;
 - insurance against financial claims due to cancellation because of unforeseen circumstances such as strikes, political unrest, etc. This insurance may be eliminated by forming a legal nonprofit organization excluding personal liabilities in some countries.
 - public liability insurance.

VI. Congress Accounts

The Congress Accounts shall be audited and submitted to the Secretary General as soon as possible after the conclusion of the Congress, but no more than one year after that Congress.

VII. Conference Center

- a) The Conference Center, where the Scientific Program will take place, should contain lecture rooms for parallel lecture programs.
- b) The lecture room, where the Main Session will take place, should have at least 500 seats. Other lecture rooms should have at least 150 seats.
- c) A room for film and video presentations.
- d) An area suitable for poster presentations.
- e) An area suitable for the commercial exhibition.
- f) Adequate catering facilities.
- g) At least two committee rooms; one for Association Secretariat, one for the Local Organizing Committee.
- h) A written contract shall be drawn up between the Congress Organizing Committee and the Conference Center, also between the Organizing Committee and the Congress Bureau.

VIII. Headquarters Hotel

- a) A hotel shall be nominated as Headquarters Hotel. This shall be announced as such in the Preliminary Programs and if applicable in the Hotel and Group Travel Brochure.
- b) The Headquarters Hotel shall provide, if possible, space for an Association Office and Registration area, if this is to take place at the hotel.
- c) In negotiating with the hotel about any free facilities, the Congress may offer to hold the banquet at the Headquarters Hotel. The selected Travel Agent may be involved in these negotiations.
- d) A written contract shall be drawn up between the Congress Organizing Committee and the Headquarters Hotel.
- e) If needed, conference rooms should be available before the Congress for meetings of the Board of Directors, participants in the Symposia, Education Committee, International Editorial Board and any other Committees, preferably at the Headquarters Hotel or in the Conference Center.

IX. Travel Agent

- a) A selected Travel Agent may advise and assist the Local Organizing Committee with all arrangements in relation to travel and hotels, and selection of and negotiations with a Conference Headquarters Hotel.
- b) This Travel Agent may provide, together with the Preliminary Congress Announcement, a Group Travel Brochure, as well as tours before, during and after the Congress.

This sightseeing program shall be made in close collaboration with the Organizing Committee.

- c) A written contract shall be drawn up between the Congress Organizing Committee and the Travel Agent.

ARTICLE 3: PROMOTION OF THE CONGRESS

The Congress shall be promoted by a First Announcement and a Preliminary Program.

I. Symbol of the Congress

The symbol of the Association shall be used at all international congresses, with the insertion of a symbol specific for the host country, or district and the year of the particular congress.

II. First Announcement

The First Announcement should be distributed two years before the date of the Congress. It shall contain an invitation from the President to participate in the Congress, location and date of the Congress, name of the Chairman of the Local Organizing Committee and address of the Congress Secretariat.

III. Preliminary Program

The Preliminary Program shall be distributed one year before the date of the Congress. It should include:

- a) Methods of payment of congress fees, events and accommodation charges.
- b) The names of members of the Local Organizing Committee, address, telephone, facsimile, email, and cable numbers of the Conference Secretariat, a message from the President, general congress information, a day-by-day provisional program, social events, tours and excursions. Pre- and/or Post-scientific events, travel information, forms for registration and accommodation. Members shall be invited to present scientific papers, films and scientific exhibitions.
- c) If possible, a poster to promote the Congress.
- d) An application to present a paper in the Scientific Program. The themes of the program shall be announced. The deadline for submitting such an application shall be at least four months prior to the Congress.
- e) Any information from the Travel Bureau/Agent.

IV. Distribution of Programs

- a) The First Announcement and Preliminary Program shall be distributed to:
 - All members of the Association
 - All other persons who have previously attended a Congress
- b) The Preliminary Program and Poster should also be distributed to, for instance:
 - Other interested groups
 - Dental Schools
 - National Dental Organizations
 - National and International Journals
- c) More extensive circulation need not be undertaken, but the Regional Directors shall be consulted for additional addresses.

V. Final Congress Program

- a) The Final Congress Program shall be distributed to the participants upon arrival at the Congress.
- b) The program shall be set out in a format to assist delegates with time labeling.
- c) The Final Congress Program may contain advertising.
- d) The Final Congress Program shall contain all pertinent information about the Congress activities, including final Scientific Program, local information on hotels, sightseeing, shopping, restaurants, amusements, etc.

VI. Trade Exhibition

- a) A Trade Exhibition shall be arranged in connection with the Congress covering instruments and materials, including scientific books related to dentomaxillofacial radiology and dentistry in general.
- b) Invitations to prospective exhibitors should be sent out two or more years before the Congress, as many firms plan their participation at least one year in advance. Also, a reminder one year in advance is recommended. Personal contact is the key to success.

VII. Participation in the Congress

- a) The Congress shall be open to all members and all health professionals interested in dentomaxillofacial radiology, who by paying the appropriate registration fee are entitled to participate in the Congress.
- b) Only members, and accompanying persons for whom the appropriate registration fee has been paid, shall be entitled to participate in the social events and the excursions.

VIII. Badges

The badges of officials, members and accompanying persons shall be distinguishable. Names should be printed large enough to be clearly seen by others.

IX. Congress Fees

- a) A reduced Congress Fee shall be charged those Congress participants whose completed registration forms and fees are received at the Congress Secretariat at a certain date before the Congress decided by the Organizing Committee.

- b) Suggested Congress Fees

	<u>Members</u>	<u>Non Members</u>	<u>Students</u>
Payment received at a set date before Congress (eg, three or four months)	100%	110%+ cost of 3 years subscription	25%
Payment received after that date	120%	125% + cost of 3 years subscription	35%

Non-members should be sent a covering letter informing them of the way their conference fee is calculated and suggesting that they join the Association to qualify for the lower conference fee.

Students and Trainees shall submit written proof of their status at the time of registration to qualify for discounted rates.

- c) All participants in the Congress shall pay the registration fee, with the only exception of especially invited guests.

X. Suggested Cancellation Penalties

Cancellations shall be notified in writing to the Organizing Committee. Registration fee and deposits pre-paid will be refunded; with a suggested deduction of 10% of the pre-paid amount if notice of cancellation is received at least three months before the Congress and 50% if received between three months and two weeks. No refund shall be made for cancellations later than two weeks before and during the Congress unless otherwise decided by the Committee.

XI. Day Cards

Day Cards for attending the Scientific Program and the Exhibition may be available for dental students and health professionals in the country in which the Congress is being held.

The cost of a Day Card shall be decided by the Congress Committee.

XII. Registration

Registration should be open 2 days before the Congress at the Headquarters Hotel, and during the Congress at the Conference Center.

XIII. Language

The official language of the Congress shall be English. Translation facilities should be provided in, for instance, Japanese and Spanish if deemed feasible with respect to the attendance from related countries.

XIV. Opening Ceremony

The Opening Ceremony should take place immediately before the Scientific Program. The Ceremony shall be short (max. 45 minutes).

XV. Order of Events

Short welcome by the Chairman of the Local Organizing Committee, who will introduce the following speakers:

- IADMFR President (if applicable).
- Outstanding personality from the host country (member of the Royal Family, President, Minister, Governor, Mayor, etc.), who will declare the Congress open.

The following should be seated on the dais:

- The speakers
- Secretary General
- IADMFR Past Presidents
- Local Organizing Committee

Seats should be reserved on the front row for the following:

- IADMFR Honorary and Fellow Members
- Members of the Board of Directors
- Presidents of affiliated Associations
- Guests invited by the Organizing Committee

XVI. The President's Reception

The President's Reception should be held for the registered participants, registered accompanying persons and official guests.

XVII. Other Receptions

A Reception may be held by a local Association, City Council or Health Department.

XVIII. Banquet

The Banquet shall be the most important formal social event of the Congress. It may take place during, and preferably prior to the last evening of the Congress. The Banquet shall be in an international style, but with a national flavor of the host country.

The cost of the Banquet is normally included in registration fees.

XIX. Speeches at the Banquet

Shall be as follows:

- a) toast to the IADMFR by a prominent guest.
- b) reply by the President of the IADMFR.
- c) toast to the guests by a member of the Organizing Committee.
- d) response by a prominent guest.

Speeches should be short (4 to 7 minutes), and preferably on the light side.

XX. Menu

The menu shall be acceptable as far as deemed practical to delegates of all nations and religions.

XXI. Table Plan

A plan of the head table should be drawn up for guests of honor, members of the Board of Directors, some members of the Local Organizing Committee, and registered accompanying persons, of the aforementioned.

Seats should also be reserved at other tables for additional invited guests and Local Organizing Committee members.

The formal dinner should, if possible, permit dancing. Evening dress is appreciated.

A printed menu with names of speakers may be provided.

XXII. Closing Ceremony

The Closing Ceremony shall take place on the last Congress day when the Scientific Program and the General Assembly are over. It shall take place in the large Lecture Hall.

The President shall among other things give thanks to the Local Organizing Committee.

The Chairman of the Local Organizing Committee shall thank all Committee Members and others who have been working for the Congress.

The President shall enable the newly elected President to present the venue of the next Congress.

The Executive Committee and Local Organizing Committee shall be seated on the dais, facing the audience.

XXII. Presidential Badge of Office

The Presidential Badge should be handed over at the Closing Ceremony and the out-going President should receive a Past President's badge.

XXIV. Board of Directors Meetings

The Congress Organizing Committee shall arrange facilities for the Board of Directors to meet on the day prior to the start of the Pre congress course or the main Congress, if there is no Pre congress course. As well as at other times during the Congress as required.

The Board of Directors shall have meetings at least two days before the General Assembly in order to guarantee a well prepared General Assembly.

The Board of Directors should meet again after the General Assembly to discuss matters deriving from that occasion.

XX. General Assembly

The General Assembly shall be held during the Congress.

The General Assembly should be recorded on tape.

The Board of Directors, shall be seated on the dais.

The Agenda of the General Assembly, with the pertinent papers shall be distributed to all members present at the Congress before the General Assembly. (The Agenda for the General Assembly and the IADMFR Accounts shall be sent to all members with the IADMFR Newsletter before the Congress).

ARTICLE 4: PROGRAM

I. General

Expenses incurred by participants in connection with their contributions, such as customs duty on films, etc. shall be defrayed by the participants themselves.

The Congress Organizing Committee shall not hold itself liable for the loss or damage to any film, slide, exhibit, text, photograph or any piece of equipment which may be used in connection with a contribution to any section of the program.

II. Scientific Program

The program should consist of:

- scientific papers presented by the members
- invited guest speakers
- computer presentations
- video, tape-slide and cine presentations
- poster presentations
- scientific exhibitions

The papers may be presented in parallel programs.

The Scientific Committee shall evaluate the expected attendance at the various sessions in the Scientific Program, so that the most "popular" papers will be presented in the largest lecture room if simultaneous sessions are held.

Since the Congress is international in kind, an attempt must be made to obtain papers from a wide geographical area.

Each paper shall last a maximum of 10 or possibly 15 minutes, and there should be time for discussion. Invited lectures and papers may last longer.

Papers within the same subject should be grouped together under one of the themes. Individual papers and groups in the parallel programs shall begin and end at the same time, to allow delegates to change lecture rooms.

If, for any reason, a scheduled paper is not presented; the following paper should still be given at the scheduled time. The ensuing gap in the program will be an intermission; or, at the discretion of the Congress Organizing Committee, an additional paper can be presented if a suitable alternate has been offered.

No financial assistance will normally be given to those contributing to the program.

Adequate time for reviewing poster presentations should be scheduled.

III. Speakers Invitations

The Scientific Committee may invite speakers to the Scientific Program. Such invitations may be necessary to enable persons from various countries to obtain travel permits or financial support to attend the Congress. Not all such invited speakers will be allowed to present their papers at the Congress. It may be necessary to read some papers "by title" only, or offer a poster presentation.

IV. Invited Guest Speakers

Invited guest speakers need not necessarily be members of the Association.

V. Papers

In principle, all applications to present a paper will be accepted. The papers will be divided into three categories:

- a) papers to be read at the Congress.
- b) papers to be kept in reserve, to be read in the case of a cancellation.
- c) papers only "read by title", that is the name and title will be printed in the Final Program.

VI. Section on Education

A section of the Scientific Program may be devoted to a discussion on "Education in Dentomaxillofacial Radiology throughout the World". This discussion should be conducted by the IADMFR Education Committee. Requirements to become recognized specialists in dentomaxillofacial radiology in various countries may also be included in this section. The section may run parallel with other sections in the Scientific Program.

VII. Abstracts and Proceedings

Abstracts of the papers from the Scientific Program shall be available to the participants and the cost included in the Conference Fee.

A record of the scientific section of every International Congress of the Association should be published under the title of Proceedings. Each Organizing Committee may decide whether the Proceedings should contain abstracts or full length papers. In any case, the publication should be issued as a Supplement to Dentomaxillofacial Radiology. The cost may be in addition to the subscription for the Journal for non member subscribers of the Journal and members not attending the Congress.

Participants in the Scientific Program shall be notified that the Journal of the IADMFR has the right to publish the abstracts of all papers presented at the Congress.

Papers read at the Congress or "read by title" may be accepted for publication if they fulfill the following requirements:

- a) that the paper is an original contribution, and not a review or a case report;
- b) that the manuscript is submitted at the latest during the Congress;
- c) that the paper does not exceed about 2,750 words, including tables, figures and references;
- d) that the paper is written in acceptable English and fulfills the "Instructions to Contributors" of Dentomaxillofacial Radiology.

The Supplement shall be published not later than twelve months after the Congress.

VIII. Coffee and Tea Breaks

There should be coffee or tea breaks each morning and afternoon, the cost of which should be included in the Congress fee.

IX. Film, Slide, Computer and Video Program

16 mm films, Tape/Slide, Computer and Videotape programs may be shown in this program. Each item may be shown on several occasions as found expedient by the Organizing Committee.

The type of electricity, video format and other factors inherent to the Congress country may affect presentations recorded in the country of the presenter. Details should be clearly stated in the First Announcement and the Preliminary Programme of the Congress.

X. Scientific and Trade Exhibitions

The Exhibition Committee shall make available all relevant information to scientific and trade exhibitors, such as a plan of the exhibition rooms, costs and conditions.

The Exhibition Committee shall draw up a written contract with trade exhibitors but may hand over the practical arrangements of the exhibition to a commercial agency. However, this must not prevent the Congress from making a profit from the exhibition.

The Trade Exhibition Hall should be reserved at least for a half day, preferably for a full day, prior to the Congress to allow exhibitors sufficient time to set up their displays.

The Congress Committee should show every courtesy to the exhibitors. The exhibition should be declared open by the President, and the exhibitors should be invited to attend suitable social events during the Congress.

A free stand should be provided at the exhibition area for membership inquiries, also for the Journal of Dentomaxillofacial Radiology and any other IADMFR items to be displayed.

Exhibitors should be able to advertise in the Final Congress Program.

XI. Pre or Post Congress Course

Speakers in a Pre or Post Congress Course shall be renowned within the fields supported by the Association.

The course shall last one or two days and no other scientific session shall take place during that time. Participants shall pay a Course Fee in addition to the main Congress Fee. The Organizational Committee should

make arrangements for the speakers to correspond personally before the scientific sessions to plan their presentations.

XII. Accompanying Persons' Program

Accompanying Persons shall take part in all social events such as the Opening Ceremony, special events, Closing Ceremony and Reception; also the Banquet on purchase of any necessary tickets. In addition, a special program shall be available when scientific sessions are time-tabled.

A Committee should be formed to assist the Congress Committee with the planning of the Accompanying Persons' Program, and to act as hostesses.

The program for Accompanying Persons may include visits to places of cultural interest, tours of the City and surroundings and to shopping centers. A lecture program might also be of interest. Visits to private homes are always very popular.

XIII. Congress Photographer

An official Congress Photographer should be appointed. The photographer should cover the major events of the Congress and should be given exclusive rights to display and sell photographs taken on the Congress premises. In return the photographer should provide a free set of photographs for the IADMFR archives.

XIV. Press Committee

The purpose of a press service at an international conference is mainly to inform the public of the host country. Only very few things can be of international press interest. However, it is important that the local public is extensively informed about the Congress, since the specialty of Dentomaxillofacial Radiology needs all the publicity possible.

A Press Committee may be formed to work in close liaison with the Scientific Committee.

The Press Committee may prepare abstracts of all or some of the papers to be given at the Congress. These should be revised and "translated" into ordinary everyday language. Topics of special interest to the public should be selected and speakers chosen for special interviews. These speakers should be asked if they are willing to attend for an interview or press conference, and if possible be prepared. Press conferences with such speakers should be arranged at a fixed time.

XV. Press Conference

If a Press Conference is deemed appropriate, two weeks before the Congress opens a written invitation may be sent to newspapers, press agencies, illustrated magazines, etc., to attend the press conference just before the beginning of the Congress. Members of the Press Committee and the Congress Committee should be present. Information about the IADMFR, the purpose and content of the Congress and practical information about the press service should be given. All journalists present should receive a copy of the program and the phone number of the Press Committee members and the Congress Bureau. The journalists should be invited to the Opening and Closing Ceremonies.

XVI. Radio and Television

Special letters with detailed information about the Congress may be sent to radio and television networks, and personal contacts with their news services established, as appropriate.

Material for TV should be carefully screened and checked, so that non-professional people are able to understand a short interview. Should clinical demonstrations be required, a dental surgery, radiographic room or operating theatre must be obtained so that the demonstration is in the correct surroundings.

Members of the Press Committee should spend as much time as possible in the Congress building, on the lookout for items of special interest and in contact with as many delegates as possible for material of interest to the public.

XVII. Report of the Congress

The Local Organizing Committee shall submit a "Report of the Congress" after the Congress to the IADMFR Secretary General, to be distributed to the Board of Directors. In addition, five sets of all printed matter relating to the Congress shall be sent to the Secretary General to be available for future congress organizers.

The Report shall contain a list of Local Committees with names, an account of countries and categories represented at the Congress, an account of the program and statistics on participation.

Matters pertaining to finance, and the final accounts should be included, together with any comments which could prove helpful to further IADMFR Organizing Committees.

The report shall also contain experience gained and suggestions for improvement in relation to the following.

- Announcement of Congress
- Registration of delegates to the Congress
- Opening Ceremony
- Reception
- Banquet
- Accompanying Persons' Program
- Exhibitions
- Press Committee
- Accompanying Person's Program
- Exhibitions
- Press Committee
- Invited Speakers to Scientific Program
- Symposia
- Geographical distribution of speakers
- Attendance at Scientific Program
- Film Program

The report shall be submitted to the Secretary General of IADMFR before the end of the congress year, so that the final accounts may be included in the IADMFR Annual Accounts.