



FDI World Dental Federation
Section of Defence Forces Dental Services



GENERAL GUIDELINES FOR ORGANISING THE ANNUAL MEETING
version 1.3

Endorsed by SDFDS Executive 11Sep11

1. Introduction

- 1.1. The intent of this document is to assist the host country's Local Organising Committee (LOC) of the Section of Defence Forces Dental Services (SDFDS) Meeting.
- 1.2. The importance of the LOC's contribution to the success of the SDFDS Meeting cannot be over-emphasised. It requires time, effort, and careful attention to detail. It also requires patience to deal with the magnitude of tasks that must be carried out to make the Meeting a memorable experience for our military members.
- 1.3. The LOC is responsible for organizing the meeting, principally because the LOC is best equipped to navigate and negotiate in their own jurisdiction. Beyond providing these Guidelines (and the associated meeting template), and a means of global communication through the SDFDS Secretary via the SDFDS website, the SDFDS is responsible only for approving, collating and organizing the speakers in the Scientific Program.

2. The SDFDS Programme

- 2.1. **Purpose of the Meeting.** The SDFDS is to provide a world forum for the exchange of ideas, innovations and concepts within the areas of Defence Forces Dental Services. As such, the SDFDS has to facilitate communication between the Members of the Section, and develop and propose educational programmes for the annual conference.
- 2.2. **Organising Body (International/National).** The FDI World Dental Federation is the International Organising Body that organises an annual congress with the support of the host countries' local dental associations. The SDFDS is a Section established by the FDI World Dental Federation and it organises its own conference programme. Communication between, and the responsibilities of the SDFDS LOC, the Dental Association's LOC and the FDI World Dental Federation LOC contributes to a successful military meeting.
- 2.3. **Composition of the programme.** The basic programme consists of two one-day Military Conferences and a one-day visit to military facilities of the host country. The SDFDS template for the schedule of events is provided at Annex A. The SDFDS Executive requests that the template be adhered to as closely as possible by the host country to ensure a calibrated event that both meets the expectations of attendees and provides a level of predictability of scheduling that will allow early flight and hotel bookings. There will no longer be an expectation that the host nation will provide a separate Spousal/Partners Programme, as the governments of the vast majority of SDFDS members no longer allow the expenditure of funds, directly or indirectly, on

- such activities. The host nation will, however, normally invite spouses/partners to accompany SDFDS members to SDFDS social events.
- 2.4. **Frequency, period and duration of the programme.** The SDFDS Meeting is held in conjunction with the FDI World Dental Federation's annual congress. The programme is normally presented over a period of three consecutive days and ends on the day before the official commencement of the FDI Congress. This schedule enables SDFDS members to attend the FDI Congress.
 - 2.5. **Composition and market segment of participants.** Participants are usually limited to members of the SDFDS. They are Members of the FDI who are senior Regular Force, Reserve, or Retired Dental Officers. A varying number of annual participants consist of military dentists of the host country.
 - 2.6. **Selection of venue.** The country and venue is normally selected by the FDI World Dental Federation and the host country's national dental association. The FDI World Dental Federation regards the SDFDS meetings as integral to their business meetings and traditionally covers several of the SDFDS' expenses if these same venues are used (See "Identification of financial responsibilities" hereunder). When alternative venues are used by the LOC SDFDS, these expenses will become the responsibility of the host country. Additional cost for SDFDS members attending both the SDFDS meeting and the FDI Congress should be considered. Every attempt should be made to have all attendees stay in the FDI Headquarters hotel for that particular FDI Congress as it allows for the simplicity of movement.

3. Meeting requirements

- 3.1. **General administrative guideline.** The local planning for the SDFDS Congress should begin at least eighteen months before the Congress and continue up until after the final delegate returns home. A small LOC should be appointed and meet regularly, initially on a monthly and later on a weekly basis as the meeting date draws nearer. The meetings are intended for planning, to provide status reports on the various events planned and to discuss issues and concerns. It is advisable to keep the LOC small and to assign clearly defined tasks and functions to each member of the committee. The LOC shall present a thirty-minute overview of their planned meeting at the preceding year's meeting.
- 3.2. **Number of session halls.** The SDFDS has, as a general guideline, two Military Conferences of one day duration each, during which members of the SDFDS' presentations and posters are entertained. The morning of the 1st Military Conference (Monday) is usually earmarked for host nation presenters while the afternoon of the 1st Military Conference and all of the 2nd Military Conference (Wednesday) is normally set aside for international presenters.
- 3.3. **Number of meeting rooms.** The SDFDS has one Military Executive Meeting. It normally takes place for two hours at the end of the program on the Tuesday of the SDFDS program.
- 3.4. **Number of abstracts.** The number of abstracts is limited to the time available for presentations during the two day Military Conferences. As a rule, a maximum of 30 minutes should be allowed for each presenter (The basic time for a presentation is 25 minutes. The timer is set with a warning coming on at 22 minutes. Allow 5 minutes for a Q & A period and logistical time to get on and off the stage). SDFDS presentations are done in Microsoft PowerPoint format.

- 3.5. **Official languages.** The official language of the SDFDS is English and all presentation submissions must be typed in English. The LOC can apply for translation services for the two Military Conferences from the FDI World Dental Federation, but any associated costs will be borne by the host nation
- 3.6. **Technical infrastructure required.** All technical infrastructure requirements for the official SDFDS meeting (including session halls and meeting rooms) are, with conditions, normally provided by the FDI World Dental Federation. These normally include:
- Audiovisual requirements (Microphones; computers [with Microsoft PowerPoint software] and digital projectors). Microphones should be provided for the presenters, the session chairs and delegates to ask questions after each presentation. The computer must be connected to the audio system in order to support the presentation with sound. Please take note that the SDFDS has standardised on Microsoft Office (MS PowerPoint, Word, and Excel).
 - Catering requirements (Tea/coffee cart outside the meeting during breaks).
- NOTE:** These requirements have to be submitted by the LOC directly to the FDI World Dental Federation, or be provided by the host nation.
- 3.7. **Invited speakers.** The speakers are members of the SDFDS who are responsible for their own costs. Marketing opportunities (presentations) by the industry are only granted to sponsors of the SDFDS Programme and are limited to a maximum of 15 minutes each.
- 3.8. **Industry and exhibition space.** It is to the long-term benefit of the SDFDS that the Industry be considered a Partner of the SDFDS Meeting, with full co-operation and trust.
- The SDFDS acknowledges the fact that industry supports many Defence Forces Dental Services directly and indirectly. However, support to a particular country does not imply support to the SDFDS, and only those who provide direct support to the Section shall be provided with marketing opportunities.
 - The SDFDS does not entertain exhibitions since exhibitors are encouraged to participate in the FDI World Dental Federation official exhibition. Special requests for limited presentation of products during the two Military Conference Sessions shall be forwarded to the chairperson of the SDFDS for authorisation. The host country may of course arrange an exhibition at any of their own facilities, e.g., an exhibition of military unique equipment during a visit to the country's military facilities.
 - Requests for sponsorships should be realistic and transparent to all. Payment by sponsors should be directly against applicable SDFDS meeting invoices.
- 3.9. **Confirmation of requirements.** The FDI World Dental Federation does have a tight administrative schedule, which must be adhered to by the SDFDS. The Chairperson of the SDFDS is requested by the FDI to forward this information, which requires the prompt cooperation of the host country:
- Military Executive Meeting and Conferences. The time and dates of the Military Executive Meeting and the two Military Conferences must be forwarded to FDI to ensure the facilities are made available for us and that the venues and dates are published in their annual and congress programmes. No content details are required at this stage, but the potential number of participants is normally the challenge.

- Audiovisual and other logistical requirements.
- Post-meeting SDFDS and congress report.

4. Finances and Financial Responsibilities

4.1. Identification of financial responsibility.

- The FDI World Dental Federation regards the SDFDS meetings inclusive of their business meetings. These meetings include an Executive Committee Meeting and two, one-day long Military Conferences. The FDI historically takes responsibility for the session halls, meeting rooms and all audio-visual requirements, provided that the same venue utilised for their other business meetings is being used. Unfortunately, with recent FDI cost-cutting measures, this no longer includes translation services.
- All cultural (social) events are at the expense of the LOC. See cultural (social) events hereunder.
- An official photograph, all administrative costs, certificates for attendance, participation (presenters), and thanks or appreciation, mementos and/or tokens of appreciation (as may be required and/or wished by the host country) are provided by the LOC operating budget.
- If funds permit, the SDFDS Executive may provide the LOC a grant of maximum **1,000 Euros** for initial costs incurred. The primary source of this funding is the previous year's registration fees.

4.2. Registration fees and sponsorships. It is the responsibility of the LOC to budget and tailor their programme according to their budget.

- The LOC is responsible for obtaining commercial, governmental and/or private sponsorships for the above events. LOCs are advised to obtain committed funds well in advance of the event to allow proper planning by sponsors.
- The basic guideline for the SDFDS a registration fee equivalent to **25 Euros** (or in the local currency, rounded to the value of approximately 25 Euro) from all participants. This amount may be changed by the LOC with approval by the SDFDS Executive. The registration fee is to be collected by the host country and returned to the central SDFDS fund via the Treasurer prior to the end of the meeting. These funds may be used by the host country to cover their costs for the official photograph, certificates, mementos and/or tokens of appreciation.
- Sponsorship funds acquired from private companies may be critical to the overall success of the Congress. Contact with companies should be ideally initiated at least eighteen months prior to the commencement of the meeting. This provides potential sponsors ample time in budgeting funds and promoting the opportunity a sponsorship presents.

4.3. Peculiarities of country in which Meeting is to be held. Any additional costs due to peculiarities of the host country are the responsibility of the host.

4.4. Cultural (social) events and transportation. The following social events are normally organised (and sponsored as resources permits) by the host country:

- An informal welcoming reception on Sunday evening before the commencement SDFDS official programme. This event is also used by the host country to enlighten all participants regarding immediate logistical arrangements and the

finalisation of certain administrative aspects (members and accompanying persons).

- Optional Monday evening and Tuesday evening host nation social activities at significant cultural venues (members and accompanying persons). Menus that take cultural and religious consideration into account should be provided.
- A one-day visit on Tuesday to some of the host country's military facilities and/or places of cultural interest (members and accompanying persons).
- Transportation to attend programme activities. The transportation usually leaves from a dedicated SDFDS hotel only (usually the FDI Headquarters hotel for that meeting), hence the importance of having delegates register at the same hotel. (See paragraph 5.4. – Hotel accommodation).

4.5. **SDFDS financial support.** The SDFDS Executive may approve, when financial resources allow, a loan to the host country to meet their initial financial responsibilities until they have secured their sponsorships.

- The loan repayment and registration fees shall be presented, prior to the end of the meeting, to the SDFDS Treasurer for timely deposit in the SDFDS account.
- These funds will be used to cover other and/or future SDFDS financial obligations. The extent of temporary financial support to future host countries will be determined by the Executive Committee.

5. Other Guidelines

5.1. **Initial Invitations:** The SDFDS Secretary, on behalf of the Chairperson, shall disseminate initial invitations by email to the Attachés; with a request that they then be forwarded to the “Chief of Military Dental Services” of the respective countries. The invitations should include the following information:

- dates and location (including hotel name) of both SDFDS and FDI
- name of the chief host of designated country
- contact name and e-mail address/commercial telephone number
- web sites for SDFDS, FDI, and visa information
- information for booking accommodations with the appropriate hotel (e.g., website etc)
- registration/tuition fees payable
- a link to the registration form with instructions to send an electronic version to the SDFDS Secretary
- a link to the Scientific session abstract form with instructions to prospective presenters to complete and send an electronic version to the SDFDS Scientific Affairs officer.

The invitations should be sent with a cover email addressed to the individual Attachés along with a short explanation of the SDFDS, a request seeking their assistance in forwarding the package through the respective country's appropriate military chain of command, and lastly a link to the FDI Annual World Dental Congress website.

5.2. **Dress code.** The following dress code should be followed as a general guideline, (unless otherwise proposed by the local organising committee and approved by SDFDS Executive):

- **Military Conference.** The Military Conferences are attended in normal working uniform (short sleeves).

- Military banquets. Foreign delegates attend all banquets in service uniform (tunic) unless it is stipulated in the Advance Program by the host nation that the event will require less formal attire.
 - Informal welcoming reception. Civilian clothes. Some host countries may prefer smart-casual (jacket and tie).
 - Military Executive Meetings. Civilian clothes.
- 5.3. **Attendance of the FDI Welcome Ceremony.** The Welcome Ceremony is normally attended by Military Members and their accompanying persons. SDFDS members normally attend together as a military delegation, as coordinated by the LOC.
- 5.4. **Hotel accommodation.** The identification of suitable hotel accommodation for international participants is the responsibility of the FDI and the local Dental Association. This is usually the FDI headquarters' hotel where the meetings are to be held. SDFDS members are responsible for making their own hotel reservations.
- 5.5. **Scientific programme.** Please follow the guidelines on abstracts and summaries, and time allowed for presentations. The call for papers and website link should accompany the initial invitation email sent to the heads of the dental services. The webpage includes the submission template, the office to which submissions should be submitted electronically, deadlines, which formats will be supported and the guidelines on abstracts and summaries
- 5.6. **Publications.** The SDFDS has no official publication.
- Any publication by the host country is at the expense of the host nation.
 - The SDFDS Scientific Affairs officer shall, soon after the meeting, make all abstracts and summaries available on the SDFDS website.
- 5.7. **Congress report.** A comprehensive congress report (in electronic format) shall be submitted by the LOC by email to the Chairperson of the SDFDS within one week after the FDI World Dental Congress. The report should include, but is not limited to:
- A chronological summary of all events. This should include formal and social events, including companion's programme(s).
 - A final list of presentations (titles and names of presenters).
 - A summary of the delegates, supported by a name list in an appendix (Rank, name, country, email).
 - Financial statements pertaining to SDFDS grants and associated disbursements; and SDFDS loans, if applicable, which will have been repaid via the SDFDS Treasurer by the last day of the meeting..
 - General comments on the venue, facilities, interpreters etc.
 - Any recommendation that can be used to improve future SDFDS meetings.
- 5.8. **Promotion.** The main SDFDS source of publicity and meeting promotion is the SDFDS website, which is available to the host country (through the SDFDS Executive) for Programme Promotion purposes. The contents have to be scrutinised by both the Chair- and Vice Chairperson before the information shall be posted to the web. The SDFDS Logo may be used in communications with the approval of the Chair- and/or Vice Chairperson.



SDFDS Program Template

Endorsed by SDFDS Executive 11Sep11



| DAY | TIME | ACTIVITY |
|-----------|-----------|--|
| Sunday | daytime | Travel |
| | 1900-2200 | Host nation welcome reception |
| Monday | 0900-0930 | SDFDS Opening Ceremony |
| | 0930-1230 | First Military Conference – host nation speakers |
| | 1230-1400 | Lunch |
| | 1400-1700 | First Military Conference – international speakers |
| | 1900-2200 | Host nation social activity at significant cultural venue (optional) |
| Tuesday | 0900-1500 | Visit to host nation military facility |
| | 1500-1700 | SDFDS Executive meeting |
| | 1900-2200 | Host nation social activity at significant cultural venue (optional) |
| Wednesday | 0900-1200 | Second Military Conference – international speakers |
| | 1200-1330 | Lunch |
| | 1330-1630 | Second Military Conference – international speakers |
| | 1630-1700 | Presentation by next year's host nation on meeting plan |
| | evening | FDI Opening Ceremony |