

## Constitution and By-Laws (Draft, January 1, 2017)

### ASIAN-OCEANIAN FEDERATION OF CONSERVATIVE DENTISTRY

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#### ARTICLE 1: NAME AND LEGAL DOMICILE

The name of the organization shall be “The Asian-Oceanian Federation of Conservative Dentistry” (hereafter referred to as the 'AOFCD').

The AOFCD is organized having its legal domicile and official address, B163 Seoul National University Dental Hospital, 101 Daehag-ro, Jongro-gu, Seoul, Korea 03080.

The Federation was constituted in Seoul, Korea on January 23, 2018.

In defining the scope of the AOFCD, the following descriptions will apply:

Asia-Oceania: The collection of countries included in the Asian and Oceanian geographic region.

Conservative Dentistry: The discipline of Conservative Dentistry spans all aspects of the conservation of natural teeth and dentition and related treatments. The scope

includes cariology or management of caries and non-carious tooth loss, preservation of tooth structure, operative dentistry, restorative dentistry, endodontics, periodontics, dental materials, aesthetic and cosmetic dentistry, minimally invasive dentistry, tooth whitening, preventive dentistry, and related learning and teaching.

## **ARTICLE 2: OBJECTIVES**

The prime objectives of the AOFCD shall be to contribute to the promotion of oral health in the public interest and to facilitate communication and cooperation amongst the members in the Asian and Oceanian regions by encouraging excellence in the clinical practice, teaching and research pertinent to the scope of Conservative Dentistry. The AOFCD shall be a non-commercial, non-profit making organization. The AOFCD will organize a biannual general conference for members to develop their expertise.

## **ARTICLE 3: MEMBERSHIP**

There shall be six classes of membership:

### **a) Full Membership**

Any Asian or Oceanian national society, association or other organization in the field of Conservative Dentistry in Asia and Oceania shall be eligible to apply for Full Membership of the AOFCD. Such an organization must be able to demonstrate that it is promoting national and, where appropriate, international standards of excellence and the development of new knowledge and understanding in the field of Conservative Dentistry as judged by the Executive Committee of the Federation and sanctioned by the General Assembly. If there are one or more associations in a country fulfilling the criteria, each of the associations can become a Full Member.

### **b) Associate Membership**

Other organizations and institutions which do not fulfill the requirements of Full Membership but have a special interest in the objectives of the AOFCD shall be eligible to apply for Associate Membership of the AOFCD, as judged by the Executive Committee of the Federation and sanctioned by the General Assembly.

### **c) Corporate Membership**

Manufacturers of dental materials, equipment and instrumentation, publishers and other commercial organizations with a special interest in the objectives of the AOFCD shall be eligible to apply for Corporate Membership of the AOFCD as judged by the Executive Committee of the Federation and sanctioned by the General Assembly.

#### **d) Individual Membership**

Individuals with interests in the objectives of the AOFCD, regardless of whether he/she is a member of a member society, association, or organization, shall be eligible to apply for Individual Membership of the AOFCD. Individual Membership is open to dentists, researchers, employees of dental manufacturer, and other dental professions who are conducting, or have conducted, research in the field of Conservative Dentistry, or have published scientific papers in dental journals in the field of Conservative Dentistry.

#### **e) Student Membership**

Student Members shall be individual persons enrolled in a full time undergraduate or postgraduate university course in dentistry provided they have been recommended to the Executive Committee by one of their teachers.

#### **f) Honorary Membership**

Honorary Membership will be limited to individuals identified by the Executive Committee of the AOFCD and sanctioned by the General Assembly as having made an exceptional contribution to Conservative Dentistry.

List of honorary members: (for example: oooooo, Seoul, Korea)

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## **ARTICLE 4: APPLICATION AND ELECTION TO MEMBERSHIP**

### **4.1 Application**

#### **a) Full Members**

Asian and Oceanian national organizations in the field of Conservative Dentistry are eligible to apply for Full Membership subject to acceptance of the AOFCD By-laws and a commitment to support the objectives of the AOFCD, and to pay annual dues. The annual dues for Full Membership shall be **1,000 US dollars**.

Application for full membership will be made at any time to the General Secretary who will submit the application to the Executive Committee for consideration. The General Assembly will have the power to sanction the granting of Full Membership on the recommendation of the Executive Committee.

#### **b) Associate Members**

Other organizations and institutions which do not fulfill the requirements for Full Membership but have a special interest in the objectives of the AOFCD are eligible to apply for Associate Membership subject to acceptance of the AOFCD By-laws and a commitment to support the object of the AOFCD, and to pay annual dues. The annual dues for Associate Membership shall be **300 US dollars**.

Application for associate membership will be made at any time to the General Secretary who will submit the application to the Executive Committee for consideration. The General Assembly will have the power to sanction the granting of Associate Membership on the recommendation of the Executive Committee.

#### **c) Corporate Membership**

Manufacturers of dental materials, equipment and instrumentation including preventive and related products, publishers, and other commercial organizations with a special interest of the objectives of the AOFCD are eligible to apply for Corporate Membership subject to acceptance of the AOFCD By-laws and a commitment to support the object of the AOFCD, and to pay annual dues. The initial dues for Corporate Membership shall be **10,000 US dollars**. Thereafter the annual dues for Corporate Membership shall be **3,000 US dollars**.

Application for corporate membership will be made at any time to the General Secretary who will submit the application to the Executive Committee for consideration. The General Assembly will have the power to sanction the granting of Corporate Membership on the recommendation of the Executive Committee.

#### **d) Individual Membership**

Individual members who have a special interest in the objectives of the AOFCD are eligible to apply for Individual Membership subject to acceptance of the AOFCD By-laws and a commitment to support the object of the AOFCD, and to pay annual dues. The annual dues for Individual Membership shall be **50 US dollars**.

Application for individual membership will be made to the General Secretary by registering each biennial ConsAsia scientific meeting, and the General Secretary shall have the power to sanction the granting of Individual Membership.

#### **e) Student Membership**

Student members who have a special interest in the objectives of the AOFCD are eligible to apply for Student Membership subject to acceptance of the AOFCD By-laws and a commitment to support the object of the AOFCD, and to pay annual dues. The annual dues for Individual Student Membership shall be **25 US dollars**.

Application for student membership will be made to the General Secretary by registering each biennial ConsAsia scientific meeting provided they have been recommended to the Executive Committee by one of their teachers, and the General Secretary shall have the power to sanction the granting of Student Membership.

#### **f) Honorary Membership**

Proposals for Honorary Membership may be made by any Full Member at any time.

Nominations will be sent to the General Secretary who will submit the nomination to the Executive Committee for consideration. If necessary, the Executive Committee may request

documentary evidence of the nominee's contributions to Conservative Dentistry and/or the Federation to support the nomination. The General Assembly will have the power to sanction the granting of honorary membership on the recommendation of the Executive Committee. The names of Honorary Members will be announced and recorded at Biennial General Meeting.

#### **g) Groups**

Members of the AOFCD interested in any scientific branch or professional field related to the scope of Conservative Dentistry, which aims to conserve natural teeth and dentition, with the approval of the Executive Committee, may organize a Group to further the objectives of the Federation. A Group will be comprised of a minimum number of more than three Full Member organizations and/or fifty individual members.

Application for organizing a Group will be made at any time to the General Secretary who will submit the application to the Executive Committee for consideration. The General Assembly will have the power to sanction the granting of a Group on the recommendation of the Executive Committee.

#### **4.2 Election**

Decisions on entry to any category of membership require a majority of at least two thirds of the votes present at both the Executive Committee and General Assembly. This paragraph does not apply to decisions on entry to Individual Membership or Student Membership.

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### **ARTICLE 5: PRIVILEGES OF MEMBERSHIP**

**Full Members** have the right to appoint two individuals to attend the General Assembly, one being the appointed or elected *AOFCD representative* with a term of office of normally two years and the other normally an *officer* of the member organization with the term of two years. Thus, at the meetings of the General Assembly Full Members will have two votes. Only AOFCD representatives can be nominated to be elected to the Executive Committee. Each Full Member organization shall be entitled to all the privileges of membership of the Federation.

**Associate and Corporate Members** shall be entitled to all the privileges of membership of the Federation. Notwithstanding the above, Associate and Corporate Members shall only have the right to appoint one *AOFCD representative* to attend the General Assembly. *Associate and Corporate AOFCD representatives* may not be nominated to be elected to the Executive Committee. At the General Assembly Associate and Corporate Members will have one vote each. Corporate Members will have benefits to post a banner in

the homepages of AOFCD and ConsAsia meetings and to be a main sponsor with being supported with a relevant location for exhibition booths.

**Individual Members** will be entitled to all the rights and privileges of membership except voting rights. Individuals who have no corresponding national organization in the field of Conservative Dentistry in his/her country, but are conducting, or have conducted, research in the field of Conservative Dentistry, or have published scientific papers in dental journals in the field of Conservative Dentistry, and are recommended by at least 20 individual members may be elected to the Executive Committee.

**Student Members** will be entitled to all the rights and privileges of individual membership except voting rights.

**Honorary Members** will have all the right to attend the General Assembly and have privileges of individual membership, but will not have the right to vote. Honorary Members will not pay any dues.

## **ARTICLE 6: RESIGNATION OR TERMINATION OF MEMBERSHIP**

Any Full, Associate, or Corporate member is entitled to resign its membership at any time by delivering a written notice of its intention to resign to the General Secretary. A member organization's resignation shall take effect 6 months after the delivery of such notice.

Any member organization which has failed to pay its dues on time, or is deemed to be failing to meet the requirements of membership of the AOFCD, shall have its membership terminated by the General Assembly.

Any Honorary, Individual, or Student Members are entitled to resign their membership at any time by delivering a written notice of its intention to resign to the General Secretary.

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## **ARTICLE 7: GENERAL ASSEMBLY**

### **a) Composition**

The General Assembly shall consist of representatives of members present at a duly convened meeting.

### **b) Quorum**

The quorum shall be more than 50% of those eligible to attend.

### **c) Powers**

The General Assembly shall be the only legislative body of the AOFCD and shall have the following powers:

- i. to enact, amend, and repeal the Constitution and By-laws of the AOFCD;
- ii. to elect and approve appointments to the Executive Committee and other constitutional

- committees of the AOFCD;
- iii. to appoint auditors;
- iv. to authorize the signing of contracts with other organizations for projects of mutual benefit.

The General Assembly shall:

- v. approve the accounts, the administration, and management of the financial affairs of the AOFCD by the Executive Committee;
- vi. initiate proposals conferring with the objectives of the AOFCD;
- vii. decide on the annual dues and approve the budget;
- viii. approve the time and place of future General Assemblies and scientific meetings.
- ix. approve the granting of Full, Associate, Corporate, or Honorary Membership.
- x. approve the termination of Full, Associate, or Corporate Membership.

#### **d) Sessions of the General Assembly**

The General Assembly shall have its Regular Sessions whenever a ConsAsia meeting is organized. An extraordinary session of the General Assembly shall be convened by the Executive Committee, or a request can be made by at least five full members or a fifth of all full members. Representatives of the members shall be informed of the date and the time of the General Assembly at least 2 weeks before the meeting is convened. For urgent matters the Executive Committee can use an electronic mail sent to all the members of the General Assembly asking them for their opinion. If sufficient members respond in a positive way the issue is adopted. Attendance of the Members of the Executive Committee at meetings of the General Assembly shall be at the cost of the AOFCD (This support is postponed until a sufficient amount of budget will be saved by AOFCD and will be started by the General Assembly.)

Attendance of the representatives of the members at meetings of the General Assembly will be at the cost of the member organizations. AOFCD scientific meetings shall be organized according to 'Guidelines on the Organization of AOFCD ConsAsia meetings'.

#### **e) Order of business**

The order of business at the General Assembly shall include the following, but may be varied as necessary:

- i. the meeting shall be opened by the President;
- ii. approval of the minutes of the previous General Assembly;
- iii. report of the President;
- iv. report of the General Secretary;

- v. report of the Treasurer;
- vi. report of the Auditors;
- vii. report of the Editor;
- viii. decision on annual dues;
- ix. election and approval of the Officers of the AOFCD;
- x. election of members of the Executive Committee;
- xi. appointment of Auditors;
- xii. approve venues of future meetings of the General Assembly of the AOFCD for the subsequent two years;
- xiii. approve venues, dates and the responsible organization of future scientific meetings of the AOFCD at least four years in advance;
- xiv. approve venues and dates for future meetings of the General Assembly at least two years in advance;
- xv. any other competent business.

Members who wish to raise specific items of new business should normally inform the General Secretary at least **eight weeks** prior to a scheduled meeting of the General Assembly.

#### **f) Decisions**

Decisions of the General Assembly shall be carried by a simple majority of the votes present, either by a show of hands or secret ballot except where otherwise stated in the Constitution and By-laws. Each member may act as proxy for one absent member, providing that written notice has been given by the absent member to the General Secretary prior to the meeting. The President or his/her alternate shall have a casting vote in the event of a tied vote.

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## **ARTICLE 8: EXECUTIVE COMMITTEE OF THE AOFCD**

The Executive Committee shall be the administrative body of the AOFCD. The Executive Committee shall meet at least once a year.

#### **a) Composition**

The Executive Committee shall consist of the following members:

- The President 1
- The Vice President 2
- The President-elect 1
- The General Secretary 1
- The Treasurer 1
- The Editor 1

- At least two Councilors from different countries elected by the General Assembly from among the representatives of the members.

The members of the Executive Committee shall automatically become those of the General Assembly.

#### **b) Functions**

**The President** shall lead the AOFCD and preside over the General Assembly and meetings of the Executive Committee. He/she shall be elected for two years. He/she shall be elected at the General Assembly of each biennial scientific meeting and shall be from the country organizing the meeting. His/her tenure of office shall commence on the day he/she is elected, and end on the day of the General Assembly of the next biennial meeting. He/she shall report on the current state of the AOFCD to the General Assembly. He/she shall decide on questions of order and, after consultation with the other officers, shall be empowered to act on behalf of the AOFCD. Any such actions shall be reported to the next meeting of the Executive Committee. Following completion of his/her term of office, the President will, with immediate effect, become the Immediate-past President.

**The Vice President** shall perform such duties as may be delegated by the President, the Executive Committee, or General Assembly, especially with regards to liaison and research activities. He/she shall assume the duties of the President in his/her absence or if requested to do so by the President of the Executive Committee. In the absence of the President and the Vice President, the President-elect will act as a deputy to the President. He/she shall assume the duties of the President in his/her absence or if requested to do so by the President of the Executive Committee. In the absence of the President and the Vice President, the President-elect will act as a deputy to the President. He/she shall be elected for two years. He/she shall be elected at the General Assembly of each biennial scientific meeting. His/her tenure of office shall commence on the day elected and end on the day of General Assembly of the next biennial meeting.

**The Immediate Past President.** The term of office of the Immediate-past President shall come to an end on the day of General Assembly of the next biennial meeting.

**Past Presidents.** Past Presidents, following completion of their term of office as Immediate-past President will be entitled to join an **Advisory Board of Past Presidents**. This board will advise at the discretion of the President.

**The President-elect** who will become President without further election shall be kept informed on all business. The President-elect shall be elected by the General Assembly from the venue country of the next meeting. The term of office of the President-elect will commence on the day of election two years prior to becoming President.

**The General Secretary** shall serve as secretary of the General Assembly and of the Executive Committee and advise the President. He/she shall prepare all official minutes, collect membership fees and dues, maintain a list of members of the AOFCD and their representatives, make annual reports to the Executive Committee and General Assembly, and assist with, and coordinate the preparation and organization of the annual General Assembly meeting and the meetings of the Executive Committee.

It will be the duty of the General Secretary to:

- perform such other duties relevant to the objectives of the AOFCD as may be determined by the Executive Committee;
- serve as the executive head of the Central Office and all of its branches and provide for the maintenance of the Central Office and all of its branches;
- co-ordinate the activities of all committees, councils, administrative boards, standing committees and other AOFCD component groups;
- mail notices pertaining to all sessions of the AOFCD, annual or special to the appropriate members.

The General Secretary shall be elected by the General Assembly. The term of office of the General Secretary shall commence on the day he/she is elected, and end on the day of the General Assembly of the next biennial meeting. The General Secretary shall keep the President apprised of all activities and developments on at least a quarterly basis.

**The Treasurer** shall:

- serve as custodian of all monies, securities and other financial assets of the AOFCD;
- prepare an annual budget of the AOFCD's income and expenditure;
- submit the financial records of the AOFCD to the auditors;
- report annually to the Executive Committee and the General Assembly.

All reports shall be circulated in advance of the meeting(s) at which they are to be considered. The Treasurer will provide whatever information may be requested by the Auditors and work with the Auditors in accounting for any anomalies identified in the accounts.

The Treasurer shall be elected by the General Assembly. Since the AOFCD and its bank account were established in Seoul, Korea, the treasurer shall be elected from Koreans. The term of office of the Treasurer shall commence on the day he/she is elected, and end on the day of the General Assembly of the next biennial meeting. The Treasurer shall keep the President and the General Secretary apprised of all financial dealings and developments on at least a quarterly basis.

**The Editor** shall work closely with the President and General Secretary in maintaining the website of the Federation and in producing an electronic newsletter to be published at least

every six months. The editor shall be involved in the publication of any documents produced by the Federation and in maintaining Federation archives.

The term of office of the Editor shall commence on the day he/she is elected, and end on the day of the General Assembly of the next biennial meeting.

**The Councilors** shall be elected by the General Assembly. The term of office of Councilors shall commence on the day of election, and end on the day of General Assembly of the next biennial meeting. The Councilors will represent the views of the membership at meetings of the Executive Committee.

### **c) Terms of Office**

The terms of office for members of the Executive Committee shall be:

The President	Two years
The Vice President	Two years
The President-elect	Two years
The Immediate Past President	Two years
The General Secretary	Two years
The Treasurer	Two years
The Councilors	Two years
The Editor	Two years

The General Secretary, Treasurer, Councilors, and Editor shall be eligible for re-election for a second term of office, and in exceptional circumstances, for re-election for a third term of office, the length of which shall be one year.

### **d) Powers and Duties**

The Executive Committee shall direct and organize the activities of the AOFCD, execute the decisions reached by the General Assembly, and monitor the finances of the AOFCD. It shall appoint the General Secretary and the Editor, subject to the agreement of the General Assembly.

### **e) Sessions of the Executive Committee**

The Executive Committee shall normally meet at least once a year and may also meet at the request of three or more members of the Executive Committee. In the first year of its term, the Executive Committee shall meet at the venue of the last meeting, and in the second year, it shall meet in the venue of the next meeting. The AOFCD will cover the cost of the attendance at meetings of the Executive Committee, including air-fare (economy class) and accommodations for two nights. (This support is postponed until a sufficient amount of budget will be saved by AOFCD and will be started by the General Assembly.)

## **f) Order of Business**

The Order of Business for a session of the Executive Committee shall include the following, but may be varied as necessary:

1. the meeting shall be opened by the President;
2. approval of minutes of the previous session;
3. reports of the President, General Secretary, Treasurer, and Editor;
4. reports of the committees;
5. nominations for elections;
6. approval of Officers for recommendation to the General Assembly;
7. arrangements for future meetings of the AOFCD;
8. unfinished and new business.

The quorum shall be more than 50% of those eligible to attend. Decisions shall be made by simple majority vote of the members of the Executive Committee who are present, either by show of hands or by secret ballot, except where otherwise stated in the Constitution and By-Laws. The President or his/her alternate will have a casting vote in the event of a tied vote.

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## **ARTICLE 9: AUDITORS**

There shall be two auditors, neither of whom may be members of the Executive Committee. They shall be elected by the General Assembly biennially. The Auditors shall represent the interests of the members. The Auditors are responsible for the examination of the financial state of affairs. The Auditors submit a report of the examination of the financial state of affairs to the General Assembly.

## **ARTICLE 10: NOMINATION AND ELECTION OF MEMBERS TO THE EXECUTIVE COMMITTEE**

Nominations for elections as necessary will be sought by the General Secretary at least 6 weeks before a meeting of the General Assembly. Only AOFCD Representatives of Full Members and individual members who are recommended by at least 20 individual members may be nominated. Where a ballot is necessary this will be conducted by the General Secretary and will take the form of either a show of hands or a secret ballot by the General Assembly.

Each representative of a member may act as proxy for one absent representative, providing that written notice has been given by the absent representative to the General Secretary prior to the meeting. The members of the Executive Committee may vote at the General Assembly only as a representative. The President will have a casting vote in the event of a tied vote.

## **ARTICLE 11: STANDING COMMITTEES**

The General Assembly and/or the Executive Committee after approval of the General Assembly can establish Standing Committees to provide an opportunity to progress ongoing activities on specific areas of interest. Such Standing Committees shall have approved terms of reference with stated aims and objectives. The Executive Committee may ask a standing committee to undertake specific assignments.

Scientific Committee should be organized for next upcoming ConsAsia scientific meeting. It has responsibility to review the programs for the next scientific meeting constructed by the hosting organizing committee, to review the abstracts for presentation, select the presentation in lectures, and to support the publication of the proceedings of the scientific meeting. The scientific committee needs to be constituted by Editor, General Secretary, Treasures, and the Director of Academic affairs of hosting organization, and three or more representatives of Full Member organizations. The Chairman of the Scientific Committee will be the Editor of the AOFCD.

The Standing Committees shall report to the Executive Committee or the General Assembly as appropriate.

Standing Committees may incur expenditure, only with prior approval of the Executive Committee.

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## **ARTICLE 12: DUES AND CURRENCY**

The Executive Committee shall recommend to the Regular Session of General Assembly for approval the level of annual dues for the different membership categories. The financial year shall correspond to a period of one year starting from the first day of the President's term to the day after the first year of the President's term ends. The Representative of each member shall be responsible for the collection of that member's dues which should be received by the Treasurer, net of bank charges, by the day one month before the General Assembly each year. The official currency of the AOFCD shall be the U.S. dollar.

The AOFCD's revenue budget consists of membership dues and income-allocated Consasia surplus (25% of the total surplus). The budget of AOFCD is composed of fund accounting (special purpose accounting) and general accounting (operating accounting). The management of assets shall be managed by opening a bank account under the name of AOFCD corporation.

For the general accounting that occurs every year, the Executive Committee shall decide on the execution, be audited, and report to the General Assembly held once every two years.

The acquisition and management of AOFCD property shall be decided by the Executive Committee and shall be reported to the General Assembly.

Property (movable, real estate) of this meeting cannot be allocated to each member.

The financial statements of AOFCD shall be prepared by the Treasurer at the end of the fiscal year, and shall be reported to the regular general meeting through the executive board following an audit.

Any matters not specified in this regulation shall be decided by the Executive Board and approved by the General Assembly.

### **ARTICLE 13: LIABILITY**

The liability of the AOFCD is limited to its assets. Personal liability of its members is expressly excluded.

### **ARTICLE 14: LANGUAGE**

The official language of the AOFCD shall be English.

### **ARTICLE 15: AMENDMENTS**

These By-Laws may be amended at any session of the General Assembly by a two third majority, provided that the proposed amendments are communicated to the members at least three months before the date of the General Assembly at which the amendments are to be discussed and voted on.

### **ARTICLE 16: DISSOLUTION OF AOFCD**

The AOFCD can be dissolved by a decision of a three-quarters majority of the present or represented Full Members.

The Executive Committee will carry out the liquidation, prepare a report and deliver the final settlement to the General Assembly, which decides upon the fate of the balance at the bank.

The balance at the bank will be distributed to other non-commercial, non-profit making organization(s) operating in the interest of the public.

In the event of a deficit balance, the liability of the membership will be limited to an amount not exceeding the level of the annual dues.

### **ARTICLE 17: EMPLOYMENT**

If necessary, the Federation may take on employees whose employment, discharge and salaries shall be decided by the Executive Committee.

The Constitution and By-Laws were revised in January 2018.

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## **Guidelines for the organization of ConsAsia Scientific Meetings and Criteria for the selection of Meeting Venues**

### **PURPOSE**

The purpose of this policy document is to provide the member countries of AOFCD with guidelines for organization of ConsAsia Scientific Meetings and to provide criteria for the selection of future venues for these Meetings.

### **BACKGROUND**

AOFCD was first proposed by Korean Academy of Conservative Dentistry (KACD) in its effort to promote international exchange and friendship with Asian and Oceanian associations of conservative dentistry. The first preparatory meeting was held in Seoul, Korea on Oct 21, 2016 with 15 representatives of nine countries (Australia, Hong Kong, India, Japan, Malaysia, Singapore, Taiwan, New Zealand, and Korea) who agreed on the need for establishment of AOFCD and its bylaws. The second preparatory meeting was held in Sharjah, UAE on Nov 16, 2016 with 21 representatives from eight countries (Hong Kong, India, Korea, Malaysia, Singapore, Taiwan, Turkey, and UAE) and made modifications in the Constitutions and bylaws of AOFCD.

### **AOFCD ConsAsia Scientific Meeting**

#### **Aims**

The main aims of the AOFCD ConsAsia Scientific Meeting are to:

- promote the oral health in Asian and Oceanian countries
- provide a forum for the dissemination of the knowledge related to the scope of Conservative Dentistry
- encourage excellence in the clinical practice, teaching and research pertinent to the scope of Conservative Dentistry
- facilitate communication and cooperation among the members and dental professions in the Asian and Oceanian regions.

#### **Duration of the ConsAsia Scientific Meeting**

The recommended length of a ConsAsia Scientific Meeting is three days but this may vary from meeting to meeting. If the scientific meeting of the hosting country is held at the same time, it may be held on the third day. In addition, it may be extended for an extra one-day for a Group Meeting, centered on a special theme.

### **Attendance**

In order to make each scientific meeting a truly international event, in the interests of furthering research and education in the field of Conservative Dentistry throughout the Asian and Oceanian regions, and in order to achieve all of the above aims of the AOFCD, any qualified dentists, researchers, and manufacturers will be eligible to attend the ConsAsia scientific meeting and the theme-related Group Meeting. Attendance should not be limited to any particular group (that is, not restricted to any specialties) as this is contrary to AOFCD's aims for these scientific meetings.

The Group Meeting will be optional but all participants attending the Group Meeting course must also be paid registrants for the main ConsAsia scientific meeting. Although registration fees will be itemized separately, this requirement must be enforced to avoid people attending only the Group Meeting.

### **LANGUAGE**

The official language of all AOFCD meetings is English.

Simultaneous translation to other languages may be provided if so decided by the local organizing committee, depending on the demands of participants, the availability, and the costs.

### **SCIENTIFIC PROGRAM**

It is recommended that the main ConsAsia scientific meeting should have one or more general scientific theme(s) for the invited lecturers to follow. The course will normally consist of a series of lectures with time for questions and discussion after each session. A one-day Group Meeting course is recommended with two or three world-renowned lecturers speaking about a contemporary, attractive, and topical subject(s).

The organizing committee of the hosting country of the next meeting has a priority to suggest the main topic of the next meeting, and then, it can be accepted by agreement of more than 1/2 of the member organizations of attending countries of the General Assembly. If the topic is rejected, other member organizations can suggest new topics. When more than one topic was suggested, the topic that obtains the most votes will be selected. In the case, it should

also be accepted by obtaining agreements from more than 1/2 of the member organizations of the attending countries.

The organizing committee should construct a programme focusing on the main theme, which includes a series of keynote lectures, invited lectures, and panel discussion. Each ConsAsia scientific meeting should be held in accordance with the main topic. A series of lectures by Country Representative Speakers with their own topics may be parallel with the main frame of the lectures on main theme as the other main frame of lectures. In addition, one or more sessions of lectures for other topics or 'free lecture' may also be prepared by the organizing committee of the hosting country.

The invited speakers, keynote speakers, and lecturers should be decided as soon as possible. Once the main theme of the ConsAsia scientific meeting is decided, then member organizations will be asked to suggest their country representative speakers according to the theme. The member organizations of each country should do its best to support the speakers as the responsibility of the member. Each organization may suggest world renowned invited speakers and in the case the organizing committee should contact to the suggested speaker.

The scientific program of the main ConsAsia scientific meeting should include all or most of the following modes of presentation:

- 1) Keynote Speakers
- 2) Invited Speakers
- 3) Country Representative Speakers
- 4) Panel Discussions
- 5) Free Lectures
- 6) Oral Research Presentations
- 7) Research Posters
- 8) Clinical Case Presentations
- 9) Exhibition booths for companies and organizations of related fields

1) **Keynote (Invited) Speakers** – The local organizing committee will request Full Member organization of each country for keynote speakers who should be experts in their field. For one or more main theme of upcoming ConsAsia scientific meeting, more than two Keynote Speakers will be selected from the suggested speakers by full member organizations of attending countries in the Executive Committee. These keynote lectures will form an important part of the backbone of the scientific program. The local

organizing committee should give preference to speakers from country member societies of AOFCD and their presentations will generally be unopposed.

- 2) **Country Representative Speakers** - Full Member organizations will be asked by the organizing committee of the hosting country to nominate one 'Country Representative Speaker' for these special presentations. Each country representative speaker will be asked to provide the organizing committee of the hosting country with a lecture topic and a 200 word abstract. These lecturers and their presentations will receive special recognition in the program book of the ConsAsia scientific meeting to emphasize their country representation.
- 3) **Panel Discussions** - This mode of presentation is highly recommended since it can efficiently deal with controversial issues and can include interactive participation of the audience. The panelists and the moderator should be well versed in the topic under discussion and the Scientific Committee will encourage the inclusion of the Invited Speakers of all other sessions in both the main ConsAsia scientific meeting and the Group Meeting.
- 4) **Free Lectures** - All registrants at the Congress will be invited to submit a topic and abstract for a 'Free Lecture' which will be an oral presentation given by no more than two lecturers on topics related to Conservative Dentistry. The presenter(s) will be allowed a total time of 30 minutes, with 25 minutes for the presentation and 5 minutes for questions/discussion. Free lectures will be selected by the scientific committee of the AOFCD.
- 5) **Oral Research Presentations** - An 'Oral Research Presentation' should be a report of a scientific or clinical investigation. Each speaker will be allowed a total time of 15 minutes, with 10 minutes for the formal presentation and 5 minutes for questions and discussion.
- 6) **Research Posters** - A 'Research Poster' presentation should be a report of a clinical or scientific investigation that is displayed on a poster board. The poster must clearly explain the methodology and results of the research project and the material presented must be visible from a distance of at least one meter. At least one of the presenters should be available during the entire poster session to discuss the project with interested readers. All posters must be written in English. The author or co-author must speak English or otherwise bi-lingual paper handouts with English should be available for participants. Models and projected slides may not be used.
- 7) **Clinical Case Presentations** - A clinical case presentation should be a demonstration of one or more clinical cases that are of interest to clinicians due to their complexity of treatment, application of advanced therapeutic techniques or diagnoses. Cases of didactic value or those describing clinical hints or time-saving procedures may also be presented.

The speaker will be allowed a total time of 10 minutes, with 7 minutes for the presentation and 3 minutes for questions and discussion. The case presentation must be given in English and by no more than two presenters.

Announcements calling for submissions of topics and abstracts for Free Lectures, Oral Research Presentations, Research Posters, and Clinical Cases Presentations should be included in the Meeting advertising brochures with a deadline date for submissions. The Scientific Committee of the AOFCD will then review the submitted abstracts and select those presentations that will be suitable for the ConsAsia scientific Meeting. The submission of an abstract will not necessarily imply that it will be accepted for presentation at the scientific meeting and the number of these types of presentations given will depend on the availability of time during the scientific meeting and appropriate rooms at the venue. These decisions will be at the absolute discretion of the Scientific Committee and the local Organizing Committee.

**The member country should do their best to support the participants, such as Students, Residents, Researchers, clinicians, and Professors as poster or oral presentations, as the responsibility of the member. Research awards should be suggested.**

### **PRESENTATION PRIZES**

The Scientific Committee appointed for the ConsAsia scientific meeting will evaluate the Oral Research Presentations, Research Posters, and Clinical Case Presentations in order to select the best presentation in each category. Winners of each category will receive a special certificate and possibly a prize, although a prize may not necessarily be awarded in every category at every scientific meeting.

### **EXHIBITION**

A commercial exhibition of dental supply companies and other relevant organizations should be organized within the framework of the ConsAsia scientific meeting. These exhibits should complement and enrich the scientific program and reflect its wide scope.

### **FACILITIES**

The ConsAsia scientific meeting should take place in a safe, stable and non-threatening environment.

The Host City should be conveniently located near an international airport and it should be easily accessible by internal air, bus and rail transport.

It is expected that all ConsAsia scientific meeting facilities will be of world class. The scientific meeting venue should have a lecture hall that can accommodate up to 500 seated participants in one plenary session for the unopposed Invited Speakers' lectures, the opening ceremony, and other major lectures or events. The venue must also be able to accommodate these numbers in a variety of configurations as deemed necessary by the Organizing Committee for the other modes of presentations which will be conducted as concurrent sessions. A suitable large area should be available for the commercial exhibition.

The conference facility should have the capacity to cater for all of the needs of the registrants during the Meeting. The conference facility should be easily accessible from a variety of accommodation types, ranging from 'budget' to 'five-star' level. These hotels should be large enough to accommodate the anticipated number of registrants and their accompanying persons.

### **AUDIO-VISUAL FACILITIES**

The conference venue should be capable of using the most modern audio-visual equipment. The local Organizing Committee should arrange the audio-visual facilities through an experienced professional company which may be attached to the conference venue or it may be another group that has been sub-contracted for this work, in which case the sub-contractor must provide on-site operation, maintenance and technical support. Normally dual 35 mm slide projection, a lectern, laser pointers and a mobile microphone will be provided for oral presentations. Video and computer data projection equipment should be available if requested by lecturers. Requests for any other audio-visual equipment will be reviewed by the Scientific Committee and may be modified or declined at their discretion according to budgetary constraints and the availability and suitability of the requested items.

### **SOCIAL EVENTS**

The social program is one of the important aspects that contribute to the success of ConsAsia Meeting. The social events should be planned so that they allow the active participation of the accompanying persons. They should create a pleasant and sociable atmosphere throughout the Meeting and they should reflect and incorporate the culture, the beauty and the uniqueness of the host country and/or city. Typical social events that may be held include the Opening Ceremony and associated entertainment, a Welcome Reception and a Gala Dinner. Other events may also be organized at the discretion of the local Organizing Committee.

### **TOURS**

Tours can be made available as optional pre- and/or post-Meeting activities. The availability and extent of these activities will be left to the discretion and imagination of the local Organizing Committee. These tours should be arranged under sub-contract by a professional tour provider(s) or travel agent(s) and they should be independent of the main ConsAsia scientific meeting. The organizers may impose restrictions (such as a minimum number of participants) in order to make these tours financially viable for the operators. Fees for these tours should be paid directly to the tour provider or travel agent and the Organizing Committee will not be responsible for any financial aspects of these tours.

## **REGISTRATION FEES**

**ConsAsia scientific meeting Delegates** - Registration Fees for participants of the ConsAsia scientific meeting will be determined by the local Organizing Committee and should include at least the following events:

- Scientific Programme
- Commercial Exhibition
- Welcome Reception
- Opening Ceremony and any associated entertainment
- Morning and afternoon coffee/tea breaks, and
- Other social events at the discretion of the organizing Committee.

**Accompanying Persons** - There will be a separate accompanying person program and registration fee. The local Organizing Committee will determine the Registration Fee for Accompanying Persons and this should include at least the following events:

- Welcome Reception
- Opening Ceremony and any associated entertainment, and
- Other social events - at the discretion of the local Organizing Committee.

**ConsAsia scientific meeting Gala Dinner** - The Meeting Gala Dinner will be optional with a separate entry fee to be paid by those wishing to attend. The Registration Form will list the Gala Dinner as a separate event and all delegates and accompanying persons will be invited to attend. Participants in the Commercial Exhibition may be invited also, at the discretion of the local Organizing Committee.

## **ORGANIZATION**

The Full Member organization selected by a General Assembly Meeting of AOFCD to host a ConsAsia scientific meeting will act on behalf of AOFCD to organize the event in their country. The Full Member organization will submit a preliminary plan and budget to the Executive Committee and Scientific Committee three years prior to the planned ConsAsia

scientific meeting. The Executive Committee of AOFCD can request updates to these estimates and preliminary detailed scientific and social programs at any time.

All people who will be involved in the organization of the planned ConsAsia scientific meeting (including the President of the Organizing Committee of the Meeting and the members of the Organizing, Scientific and other Committees) will be elected by the local Full Member organization(s) and then presented to the AOFCD Executive Committee and the Scientific Committee at the ConsAsia scientific meeting preceding theirs, during their Meeting promotion and report. The AOFCD President-elect will be the liaison officer between AOFCD and the local Organizing Committee and he/she will work closely with the local committees to help and guide them wherever needed.

The local Organizing Committee and the host Full Member organization(s) may appoint a professional conference organizer (PCO) to assist with the organizing and running of the ConsAsia scientific meeting and any related matters such as travel, accommodation, social events, tours, etc. If a PCO is to be used then details of the contract must be approved by the Executive Committee of AOFCD and the fees for the PCO's services will form part of the expenses of the ConsAsia scientific meeting. All details of these fees will be included in every regular and specially-requested progress report of the scientific meetings and in the final report of the scientific meeting submitted by the Organizing Committee to AOFCD.

## **FINANCIAL ARRANGEMENTS**

Income from the conference can be used as expenses for the operation of AOFCD. The net profits for each ConsAsia scientific meeting will be shared between AOFCD and the hosting Full Member organization(s) on a 25:75 basis - that is, AOFCD 25% and hosting organization 75%. However, in case of loss, the hosting organization bears the loss.

A loan for seeding money not exceeding 30,000 USD will be made available by AOFCD to the local Organizing Committee and it is expected that the local Full Member organizations(s) will also provide a loan of seeding money at least proportional to the 25:75 ratio for profit sharing (that is, at least 30,000 USD). The seeding money provided by AOFCD is to be considered as a loan that must be re-paid with interest income not later than three months after the Meeting has been conducted. The seeding money from AOFCD will not be paid as a 'lump sum' but will be provided in instalments, based on a budget provided by the Organizing Committee and on an 'as needed' basis with appropriate documentation (such as Invoices and Receipts) to cover expenses as they arise prior to the Meeting. Any money forwarded to the Organizing Committee that is not spent immediately must be securely invested on behalf of AOFCD and the details of such investments and any income resulting from them must be provided to AOFCD as part of the final written report and financial

statements of the ConsAsia scientific meeting.

Until AOFCD saves enough money to provide seeding money for future meeting, AOFCD will not provide this kind of seeding money to Local Organizing Committee. It will be started after decision by the General Assembly to provide seeding money from AOFCD to Local Organizing Committee in the future.

It is a requirement that the local Organizing Committee procure necessary insurances to protect itself from losses or other possibilities outside its control. Contracts must be drawn up between the Organizing Committee and the providers of any services necessary to the Meeting. The Executive Committee of AOFCD should ratify these contracts before they are signed.

Any expenses incurred prior to the Congress by members of the AOFCD Executive Committee with respect to the Meeting will be borne by AOFCD and will not become part of the Meeting expenses.

## **REMUNERATION FOR SPEAKERS**

All expenses related to lecturers' reimbursements and remuneration will form part of the expenses of ConsAsia Scientific Meeting and must be clearly itemized in all reports by the Organizing Committee to AOFCD.

The Local Organizing Committee will have the right and duty for the remuneration for the speakers. According to the discretion of the Local Organizing Committee, the following policies may apply for the various categories of speakers at all ConsAsia Scientific Meetings. The invitation itself to present a lecture at a ConsAsia Scientific Meeting is, and should be considered as, a prestigious honor.

- 1) **Group Meeting Course** - Each invited speaker that participates in the Group Meeting Course should be reimbursed for their travel (one return economy class airfare for each speaker) and their hotel accommodation (room only) for 5 nights, which is supported by the Corporative Member who support the Group. They will be invited to attend the main ConsAsia Scientific Meeting, but they should be charged Registration Fees for the Group Meeting Course or for the ConsAsia Scientific Meeting, and any social events, including the Gala Dinner. In addition, each speakers' spouse will be invited to participate in the Accompanying Person's Program and social events, including the Gala Dinner, but Registration Fees will be charged.
- 2) **Keynote (Invited) Speakers** - Local organizing committee provides Keynote speakers with honorarium. The Keynote speakers for the main ConsAsia Scientific Meeting should be reimbursed for their honorarium and travel expenditures including airfare (one return economy class airfare for each speaker) and hotel accommodation (room only) for 4

nights. The Invited Speakers for the main ConsAsia Scientific Meeting should be reimbursed for their honorarium. They are waived to pay the Registration Fees for themselves and their spouses. The Keynote speakers will be eligible to attend the Group Meeting Course but they will be responsible for their own Registration Fee. Keynote speakers and their spouses will be invited to attend all social events, including the Gala Dinner, but Registration Fees will be charged.

- 3) **Country Representative Speakers** - The Country Representative Speakers and those who participate in Panel Discussion will be required to pay the Registration Fee for the main scientific meeting for themselves and for their spouse. They must also pay the Group Meeting Course Registration Fee if they choose to attend this course. For Country Representative speakers and those who participate in Panel Discussion, the Local Organizing Committee will reimburse the honorarium or waive the Registration Fee.
- 4) **Other Presenters** - All other people participating in presenting Free Lectures, Oral Research Presentations, Research Posters, and Clinical Cases Presentations will not be reimbursed for any expenses, nor will they receive any remuneration. They must pay for their hotel accommodation, the normal Registration Fees for the ConsAsia Scientific Meeting (and for the Group Meeting Course if they wish to attend this also). They must also pay the Accompanying Person's Registration Fee if their spouse participates in the organized events of the Meeting.

## **OTHER REMUNERATION**

The following expenses will form part of the ConsAsia Scientific Meeting expenses and must be included in all reports by the Organizing Committee to AOFCD:

- The Chairman of Local Organizing Committee and the Scientific Committee of AOFCD will not be charged any Registration Fees for the Group Meeting Course or the main ConsAsia scientific meeting and any social events, including the Gala Dinner. In addition, their hotel accommodation (room only) for 5 nights will be reimbursed by the organizing committee. They will not be charged for their spouse's Registration Fee if their spouse is attending the organized events.
- The President of the local hosting organization(s) will not be charged any Registration Fees for the Group Meeting Course or the main ConsAsia scientific meeting and any social events, including the Gala Dinner. In addition, the President's hotel accommodation (room only) for 5 nights will be reimbursed by the organizing committee. They will not be charged for their spouse's Registration Fee if their spouse is attending the organized events.
- The President, General Secretary, and Treasurer of AOFCD will not be charged any Registration Fees for the Group Meeting Course or the main ConsAsia scientific meeting

and any social events, including the Gala Dinner. In addition, the President's hotel accommodation (room only) for 5 nights will be reimbursed by the AOFCD, unless it can be covered by any other AOFCD policy that is in force at the time of the Meeting, at the discretion of the Executive Committee of AOFCD. They will not be charged for their spouse's Registration Fee if their spouse is attending the organized events.

- All other Executive members of AOFCD, all Executive and general members of the local hosting organization(s), and all other members of the various organizing committees should pay fully for participation in the Group Meeting Course, the main ConsAsia scientific meeting and social events.

The hotel accommodation referred to in the above two sections of this policy document should be at least four star accommodation in a hotel designated by the Organizing Committee (usually the main "Meeting hotel"). The room should be a king size room for double/twin occupancy. Any departures, upgrades or other changes will be solely a matter between the participant and the hotel management and they will not be the responsibility of AOFCD, the local hosting organization(s), the Organizing Committee or any of its sub-committees. Only the hotel room cost will be reimbursed and this does not include the cost of meals (unless an integral part of the room cost such as an included breakfast at no extra charge), "mini bar" items, drinks, telephone usage, laundry and any other incidental expenses.

## **SELECTION OF FUTURE VENUES**

In general, the host country should be politically and economically stable. It should be able to demonstrate the existence of good infrastructure within the country for efficient transport and communication. Environmental factors within the host country should cause no undue concern relative to the health and safety of any participants. The local hosting Full Member organization(s) should be able to demonstrate that it is (or they are) capable of sound financial management and that it (or they) will remain viable at least until after the ConsAsia scientific meeting. Experience in conducting major conferences should also be demonstrable.

***Application and Selection Process*** - The following processes and timetable must be followed when future ConsAsia scientific meeting venues, cities and host organization(s) are being chosen:

- Full Member organization(s) of AOFCD in each country, is entitled to apply to conduct a ConsAsia scientific meeting on behalf of AOFCD.
- Such an application should be made in full accordance and agreement with these accepted Guidelines and with any amendments to these Guidelines that have been accepted from time to time by the AOFCD Executive Committee.
- Preference will be given to Full Member organization(s) who has (have) not previously

held a ConsAsia scientific meeting.

- Should there be more than one country applying to conduct the same ConsAsia scientific meeting, preference will be given to a country that is geographically far from the country that is scheduled to host the ConsAsia scientific meeting immediately prior to the Meeting being considered for allocation.
- Applications must be submitted to the President of AOFCD sometime between six and eight years before the year of the proposed ConsAsia scientific meeting so all applications can be considered at the General Assembly Meeting during the ConsAsia scientific meeting which is scheduled to be held six years prior to the proposed Meeting (see below). If no suitable applications have been received and/or accepted by the time of this Meeting, then the Secretary of AOFCD will make a further call for applications to all Full Member organizations of AOFCD. These new applications should be submitted as soon as possible to enable a decision to be made in a suitable time frame but the latest date for these submissions to be accepted will be not later than four years before the proposed date of the Meeting.
- Applications must be submitted in writing by the Full Member organization(s) that are applying to conduct the ConsAsia scientific meeting and these applications must be signed by the current Officers of these organization(s) at the time the request is submitted.
- The applications can be broad but should include general preliminary plans and descriptive material of the proposed venue. The Executive Committee of AOFCD reserves the right to request additional information if required to assess the applications.
- After preliminary review of the applications by the Executive Committee of AOFCD, each proposing organization(s) will be notified of the time and date of the General Assembly Meeting of AOFCD when it will be required to make an official presentation of its application. The length and format of the presentation will also be notified but it should be approximately 10 minutes with accompanying written and visual materials.
- The final decision will be determined by a majority vote of the General Assembly Meeting and the Meeting's decision will be final. This vote should take place during the same Meeting at which the presentations are made and this Meeting will be scheduled, at the latest, at the ConsAsia scientific meeting six years prior to the year of the proposed ConsAsia scientific meeting (unless no suitable applications are received by the time of this Meeting, as outlined above - in such a case, further nominations will be called for and the decision will be made as soon as possible after this Meeting - and, at the latest, at the Executive Committee Meeting held three years prior to the year of the proposed Congress).
- The Executive Committee of AOFCD may, at its discretion, nominate a sub-committee to undertake a site inspection to verify any or all aspects of the submission.

## MISCELLANEOUS

The following conditions will apply to all hosting organizations and Organizing Committees:

- **Advertising and Promotion** - The Organizing Committee of each ConsAsia scientific meeting will provide an appropriate booth or stand for use by the Organizing Committee of the next scheduled ConsAsia scientific meeting at which they will conduct to promote their forthcoming ConsAsia scientific meeting by way of posters, brochures and other suitable materials. This booth or stand will be provided at no cost to the Organizing Committee of the next Meeting and every possible effort must be made to help the next Organizing Committee to promote their ConsAsia scientific meeting at the current Meeting.

All Full Member organizations of AOFCD will be expected to help advertise and promote each and every ConsAsia scientific meeting to their individual members by way of announcements at lectures and meetings, by distributing posters and pamphlets, and through their newsletters, journals and/or any other regular communications with their members. The success of a ConsAsia scientific meeting depends on having a large number of registrants attending and this can only be achieved through widespread advertising on a regular basis.

- **Organizing Committee Office** – An Organizing Committee Office of the hosting country must be set up to act as a contact point for further information and correspondence. The postal address, telephone and fax numbers, e-mail and Internet contact details should be widely published with the names of appropriate contact people. This may take whatever form the Organizing Committee deems appropriate and the format may change throughout the period between when the right to hold the Meeting is granted and the Meeting date.
- **Final Report** - After the conclusion of each ConsAsia scientific meeting, a full written report must be submitted within three months by the Organizing Committee to the Executive Committee of AOFCD. This report will provide details for both the Group Meeting Course and the main ConsAsia scientific meeting, plus any other events organized in conjunction with these meetings. The report must include details of the attendance figures, financial transactions, income and expenditure, and a balance sheet summarizing these details with the final profit/loss statement. An evaluation of the overall Scientific Program and of the individual lecturers should be undertaken wherever possible by way of questionnaires completed by participants during the Meeting and a summary of these evaluations should be included in the final report. After considering this report, the Executive Committee will then ask the Chairman of the Organizing Committee to present it to the next General Assembly Meeting.

- The Executive Committee of AOFCD reserves the right at all times to review the progress of organization of the ConsAsia scientific meeting and if not satisfied with the progress or any other details, then the Executive Committee will have the right to withdraw the invitation to the local Full Member organization to host the Meeting in question.

*These Guidelines were accepted as a Policy Document at the Annual Meeting of the Executive Committee, held on 16th November 2017 in Sharjah, UAE.*