



ASM Organising Committee Guidelines

Meeting Year and Location

Year	Location
2014	67 th Brisbane
2015	68 th Adelaide
2016	69 th Gold Coast
2017	70 th Canberra
2018	71 st Melbourne
2019	72 nd Brisbane
2020	73 rd Sydney
2021	74 th Gold Coast
2022	75 th Melbourne

The ASM venue is determined by the Board and booked up to 24 months in advance; the contract is signed by the USANZ CEO.

The date depends on venue availability but should ideally be between EAU and AUA but not overlap; taking public, school and religious holidays (Easter) into consideration.

Committee

The ASM Organising Committee structure is:

Scientific Committee

Convenor – appointed by the Board of Directors

Scientific Committee Chair – appointed by the Board of Directors

Scientific Committee Chair elect – appointed by the Board of Directors

ANZUNS Convenor

ANZUNS Scientific Committee Chair

USANZ and PCO representatives

USANZ CEO

USANZ Conference Manager

Professional Conference Organiser personnel

Scientific Committee

The role of the Scientific Committee is to develop the scientific program for the meeting. The Committee will liaise with the Special Advisory Groups for advice regarding content and faculty. The USANZ Board will appoint members to the Scientific Committee for a term of three years:

Year one of appointment – Scientific Committee Chair elect

Year two of appointment – Scientific Committee Chair

Year three of appointment – Past Scientific Committee Chair

During the first year of appointment, the Scientific Committee chair-elect's role is to be the "understudy" to the Scientific Committee Chair. During the second year, the appointee assumes the role of Scientific Committee Chair and in the third year, the incumbent's role is of an advisory nature (i.e. provision of corporate memory).



The Society Office members of the ASM Organising Committee, i.e. the CEO and Conference Manager are available to the Convenor and Scientific Committee Chair for advice, guidance and assistance to ensure a successful Meeting.

Branding

ASM branding will be arranged by the USANZ Conference Manager.

Once logo and tagline are approved, the design will be implemented to generate:

- Website
- E-Zine templates
- banner adverts
- website buttons
- email signatures
- marketing collateral – registration forms, program booklets etc
- advertisements
- promotional flyers

ASM Website (landing page) with preliminary announcements: Meeting dates, key speakers, letter from the Convenor; should be live as soon as possible (ideally launched at the prior ASM). URL www.usanz201X.com

All promotion, advertising, branding will be undertaken by USANZ and is the responsibility of the Conference Manager.

The Convenor and Scientific Committee Chair will be required to produce copy for:

- Welcome/introductory letter on website
- "Message from the Convenor" included in promotional e-zines

Subspecialty Streams

Four subspecialty streams run concurrently during each meeting, there are seven subspecialty streams to choose from including one compulsory and the remainder must rotate at least bi-annually:

- Genitourinary Oncology – compulsory
- Functional Urology (incorporating female, and male LUTS)
- Reconstruction
- Paediatric
- Endourology
- Andrology
- LUTS

Two or more smaller subspecialties can be merged to fill one concurrent session. In 2015 and 2016 a social media session was added to the program. In addition, one concurrent session is generally run in conjunction with ANZUP to report on clinical trials. In 2016 the convenors added an Education session to the program. In 2020 Functional and LUTS have been combined in one concurrent session.



	Genitourinary Oncology	Paediatric	Andrology	Functional & Female* Merged from 2018	Endourology	Male LUTS	Reconstruction	Paediatric/Recon* Merged since 2013
2012	✓	✓		✓	✓	✓	✓	
2013	✓	✓	✓	✓	✓	✓	✓	
2014	✓		✓	✓	✓	✓		
2015	✓		✓	✓	✓	✓		✓
2016	✓		✓	✓	✓	✓		✓
2017	✓		✓	✓	✓	✓		✓
2018	✓		✓	✓	✓	inc under Functional		✓
2019	✓			✓	Podium or poster	inc under Functional	Podium or poster	inc under Reconstruction
2020	✓		✓	✓	✓	✓	✓	✓

Program

Once subspecialties are selected, the Convenor and Scientific Committee Chair liaise with SAG leaders of the relevant subspecialties regarding the program; assessing the hot topics and areas generating huge interest within urology; as well as ‘who’s hot’ and respected as opinion leaders and experts in the areas of interest.

The program must include a plenary session for Keith Kirkland and Villis Marshall presentations, and scheduled prior to the Gala Dinner.

The program must also include time slots for the following named lectures:

- BJUI – to be delivered during the BJUI session of 40 minutes
- BAUS – 15 min plenary
- UAA – 15 min plenary (Convenor/Scientific Committee Chair to nominate topics, UAA to suggest speaker/s)
- SIU – 15 min plenary (Convenor/Scientific Committee Chair to nominate topics, SIU to suggest speaker/s)
- EAU – 15 min plenary
- AUA – can be part of the 90 minute joint session with AUA

Approximately ten (10) of the international faculty speakers are funded by USANZ; these speakers must be opinion leaders, have not presented at the ASM within the last 3 years, and cover each of the subspecialties chosen for the Meeting. Other speakers included in the international faculty are either covered by international associations such as EAU, BJUI, BAUS, SIU, UAA, AUA or are self funded.

Additional speakers may be suggested and sponsored by pharma and device companies but inclusion is at the Convenor’s and Scientific Committee Chair’s discretion.

All guest speakers will be invited under the Convenor’s signature, on branded ASM e-letterhead; emails will be sent from asmconvenor@usanz.org.au email address by the Conference Manager. The email address always remains the same but the email signature can change between Convenor or Scientific Committee Chair, depending on the content.

Ideally, all/most international faculty should have been confirmed in time to promote them at the previous ASM (nominally confirmed 6 weeks prior due to printing deadlines).

International faculty (including presentation titles) should be scheduled throughout the program in time for the registration site opening (in November 2020. This will vary depending on the ASM dates).



The Scientific Program should be finalised by the end of November 2020 once successful abstract submissions are advised. The due date for the program will vary, depending on the ASM dates.

Session Chairs need to be sourced and assigned to Sessions by the Convenor and Scientific Committee Chair. Session chairs are invited by the Scientific Committee Chair. Gender balance has to be maintained throughout the program in relation to the presenters and session chairs ensuring there is an equal representation of female and male presenters.

The Convenor/ Scientific Committee Chair are responsible for sourcing judges for the following awards which are presented at the Gala Dinner:

Alban Gee: This is an award provided by USANZ for the best poster by a member of USANZ (including SET Urology Trainees)

BAUS Trophy: This award is provided by USANZ for the Best Scientific Podium presentation by a Full member of USANZ

Platinum Trophy: (sponsored by the Platinum sponsor) The Platinum Trophy will be presented for the best endeavour presented at the meeting by a Full member of USANZ

Low-Arnold Prize in Female and Functional Urology (sponsored by Allergan) presented for the best podium or poster presentation in the field of Female or Functional Urology presented by a Full Member of USANZ

Abstracts

Abstract Submission site will be managed by the PCO and will be open for approximately 3 months and close on a date up to a week after the closing date of the AUA submission site.

It is the responsibility of the Convenor and Scientific Committee Chair to appoint a sufficient number of qualified reviewers from within the Society to review between 300 - 350 abstracts within a two week period.

It is vital that the Convenor and Scientific Committee Chair be available/contactable during the crucial period of abstract review and program finalisation (September through to December). A timeline for abstract review will be developed by USANZ and PCO and will be provided to the committee in April-May 2020.

Abstracts, once selected, should be divided by subspecialty and assigned a time slot (trainees' abstracts will also be reviewed by the Board of Urology for the Keith Kirkland and Villis Marshall session), in line with criteria.

Sponsorship

Devising the Sponsorship prospectus is the joint responsibility of the USANZ CEO and Conference Manager. The Conference Manager is the main point of contact for all sponsors. All queries relating to sponsorship should be directed to the Conference Manager. It is the Convenor's responsibility to use contacts and encourage participation amongst pharma and device companies; the Convenor is discouraged from engaging in conversations relating to the commercial aspects of sponsorship packages unless this has been discussed with USANZ prior.

The Convenor and Scientific Committee Chair will be required to attend business meetings with the Platinum sponsor. These meetings occur at the prior year ASM as well as during the year prior to their ASM.



Social Program

The ASM Social Program will consist of the following:

Opening Ceremony & Welcome Reception

On the first day of the ASM, these are open to all registered (fulltime) ASM delegates.

Opening Ceremony formalities include:

- Welcome from the Society President
- Welcome from the Convenor
- Introduction of faculty by Scientific Committee Chair
- Welcome from ANZUNS Convenor & Scientific Committee Chair
- Harry Harris Oration
- Presentation of Full Member Certificates
- Brief entertainment (at the discretion of the Organising Committee)

The Welcome Reception is held inside the industry exhibition and may include some (background) entertainment; there are no formalities.

Presidents' Dinner (Saturday) invitations are at the discretion of the Society President and typically include International Presidents and Board Members. The Convenor and Scientific Committee Chair are also invited; however, they often have other commitments following the Welcome Reception and are not obliged to attend.

The Convenor's Dinner (Sunday) invitations include the Organising Committee, members of the Society who have assisted the Convenor with the preparation of the ASM as well as all international faculty up to approx. 80 guests.

Gala Dinner (Monday) open to all delegates who purchase a ticket. The convenor/s will be allocated to a VIP table with relevant guests (e.g. international faculty).

Other dinners may be added to the program as the program develops.

Harry Harris Oration

The selection of an appropriate Harry Harris Orator falls under the responsibility of the Convenor; in consultation with the Organising Committee.

Organising Committee Meetings

Committee meetings will be scheduled initially monthly and/or fortnightly and then closer to the ASM on weekly basis; they will be both in person (in ASM location) and via teleconferences. Both the Convenor and the Scientific Committee Chair are expected to participate in all Organising Committee meetings.

Convenor & Scientific Program Chair Entitlements

- Fulltime ASM registration
- Gala dinner ticket (including partner as applicable)
- 5 night's accommodation in HQ hotel
- Return economy class flight to attend the ASM (if not held in home city)

In addition:

Attendance by Scientific Committee Chair at one (1) international urology meeting (AUA or EAU) to participate in faculty meetings; including business class airfare, accommodation and registration.



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Budget

The USANZ CEO and Conference Manager manage the ASM budget / allowances and all expenditure is included in the budget.