



SICOT EDGE Guidelines

Introduction

SICOT organises an annual Orthopaedic World Congress (OWC), a highly successful global event. In response to increasing demand for specialised education across orthopaedic and trauma surgery, SICOT encourages the development of additional subspecialty meetings worldwide. These guidelines outline the official requirements, policies, and procedures for hosting a SICOT EDGE. They define the responsibilities of all parties involved and provide structured direction for planning and executing the event.

1. Eligibility and Application Process

1.1 Eligibility to Host

Only the following may apply to host a SICOT EDGE:

- _A SICOT National Representative (NR)
- _A BOSS Chair
- _A SICOT Board Director

The Host must establish a Local Scientific Committee (LSC), which will be responsible for the scientific and organisational aspects of the Meeting.

1.2 Application Requirements

Any National Representative (NR), Board Chair, or Director may, with the support of their national orthopaedic society or an appropriate subspecialty society, invite SICOT to hold a SICOT EDGE in their country.

Expressions of Interest (EOI) should ideally be submitted nine months (9) prior to the proposed event and must include:

- _Name of the host country and city
- _Official approval from the local SICOT Chapter and its members
- _Letter of support from the national or subspecialty association partnering with SICOT
- _Proposed dates of the Meeting
- _Proposed scientific programme
- _List of proposed Local Scientific Committee members (LSC)



1.3 Review Process

All Expressions of Interest (EOI) will be reviewed through a **structured, multi-step, governance-aligned process** designed to separate administrative eligibility, scientific evaluation, and executive decision-making.

Initial eligibility and strategic review will be conducted by **K.I.T. Group** (administrative and technical review only).

Scientific evaluation will be performed by the **SICOT Education Academy (EA)** in collaboration with the relevant Programme Chair and/or Subspecialty leadership.

The **SICOT Executive Committee (EC)** will grant **conditional approval** prior to any venue identification or budget preparation.

Final approval, decline, or rescheduling authority rests exclusively with the **SICOT Executive Committee (EC)**, following review of feasibility and budget analysis, and will occur within a maximum of **three (3) months** from Expression of Interest (EOI) submission.

2. SICOT Responsibilities

2.1 Venue, Timing, and Schedule

SICOT, upon recommendation from K.I.T. Group and in collaboration with the Host, will make the final decision on the venue and dates.

2.2 Programme Objectives and Theme

The SICOT Education Academy (EA) will work with the Host to ensure the scientific content meets SICOT standards and avoids duplication.

2.3 Duration and Attendance

Meetings typically span two (2) days, depending on programme content and expected attendance. The target attendance for a SICOT EDGE is 250-500 participants.



2.4 Administrative Meetings and Faculty Support

SICOT may choose to hold administrative meetings during the Meeting. At least two (2) SICOT representatives (VP/EC) shall attend the Meeting as Faculty.

SICOT sponsorship shall cover economy-class travel, max. 2-night accommodation, complimentary registration incl. network event for the two (2) designated SICOT representatives, within the limits of the approved budget. Faculty for four (4) plenaries shall be entitled to economy-class travel, max. 2-night accommodation, complimentary registration incl. network event.

Up to sixteen (16) further faculty members shall be entitled to complimentary registration incl. network event and a 1-night accommodation. Priority should be given to young faculty members to promote talent in orthopaedic surgery. No honoraria shall be provided unless explicitly approved by the Executive Committee.

2.5 Branding, Ceremonies, Website, and Materials

SICOT branding—including name, logo, and visual identity—must be prominently displayed in all materials, ceremonies, websites, and collateral.

2.6 Registration Fees

Registration fees will be decided jointly by the Local Scientific Committee (LSC) and SICOT.

3. Financial Management

3.1 Budget Approval

The SICOT Executive Committee (EC) must approve the Meeting budget. Any proposed changes must be submitted to the SICOT Finance Committee (FC) before final approval.

3.2 Financial Model

The financial model places SICOT in full control of the Meeting budget, retaining profits or assuming deficits. A key factor in the success of every SICOT EDGE is the active involvement of the Local Scientific Committee (LSC) across all stages of event planning, including scientific programme, local industry engagement, and



securing governmental support. If possible, the Local Scientific Committee (LSC) will receive 5-10% of the Meeting's profit.

The potential profit share shall be agreed upon between SICOT and the Host once the Meeting's final accounts are finalized.

3.3 Accounts

All financial accounts will be reviewed and approved by SICOT auditors and the SICOT Finance Committee (FC).

3.4 Third-party Contracts

SICOT and the Host authorise K.I.T. Group to act on their behalf and to secure all necessary agreements under the most favourable terms and conditions.

3.5 Insurance

K.I.T. Group must obtain liability and other relevant insurance as part of the Meeting budget.

3.6 Registration Fees and Exemptions

Fees will be established in EUR, with optional local currency for national registrations.

Free registration will be provided to:

- _Members of the SICOT Executive Committee (EC) and BOSS Chairs
- _Invited speakers selected by the Local Scientific Committee (LSC)
- _Special guests and officers of partner societies approved by the SICOT Executive Committee (EC)

3.7 Sponsorship

SICOT will collaborate with the Local Scientific Committee (LSC) and K.I.T. Group to secure sponsorship.

- _K.I.T. Group will develop the Sponsorship Brochure.
- _All commercial sponsorship arrangements must comply with SICOT procedures.
- _Sponsor funds may not be used directly by the Local Scientific Committee (LSC).
- _K.I.T. Group will issue all invoices and receive all payments.



3.8 Publications

K.I.T. Group, in collaboration with SICOT and the Local Scientific Committee (LSC), will prepare and distribute:

- _Call for Abstracts
- _Posters, leaflets, website content, and social media materials
- _Preliminary Programme
- _Final Programme
- _Framework Meeting Micro Website (linked to www.SICOT.org) – to be adjusted for each Meeting

4. Meeting Organising Chair Responsibilities

The SICOT EDGE Organising Chair reports to the SICOT Executive Committee (EC) and must oversee:

- _Liaison with the SICOT Scientific Committee Chair and Local Scientific Committee (LSC)
- _Social Programme
- _Opening Ceremony participation including the SICOT National Representative (NR)
- _Review and approval of all publications
- _Engagement with local authorities
- _Assistance with industry sponsorship and local distributor involvement
- _Visa support for attendees
- _Local press relations

5. Confidentiality

All parties agree to treat all SICOT-related information as confidential during and after discussions. Trade secrets, operational details, or any confidential information may not be disclosed to third parties. All such information remains the exclusive property of SICOT and its affiliates.