

Division	External Affairs	Ref. No.	EXA-CEV-016
Department	Conferences and Events		
Title	Annual Scientific Congress (ASC) Management Policy		

1. PURPOSE AND SCOPE

The Annual Scientific Congress (ASC) is the major annual educational activity for the Royal Australasian College of Surgeons (RACS). Strong plenary sessions address key issues of concern to the health sector and surgical community. In addition, there are a number of surgical specialties/sub-specialty programs which complement the overall congress theme.

This policy governs the management of the ASC to ensure that it continues to develop as an outstanding surgical educational event.

2. KEY WORDS

Annual Scientific Congress, ASC, ASC Co-ordinator, Manager, Conferences and Events Department, ASC Program Manager, Deputy Manager, Conferences and Events Department, ASC office, Funding, Scientific Program, Named Lecture, Named Lecturer, ASC Visitor, DCAS Invited Section Visitor, Scientific Sessions, Section Convener, Specialty, Section Dinner, Business Meetings, Congress Dinner, Admissions, Sponsorship, Exhibition, Convocation, Gowns, Social Program, ASC Planning and Review Committee, Special Interest Group.

3. BODY OF POLICY

3.1 Nomination of ASC Convener, ASC Scientific Convener, ASC Section Conveners and Executive Committee

The considered nomination of an ASC Convener and an ASC Scientific Convener is vital to the success of an ASC.

Strong involvement in convening a previous section program or equivalent of specialty society meetings is the key selection criteria for these positions.

It is important that an ASC Convener has been a previous ASC Scientific Convener or Section Convener. It is preferable that an ASC Scientific Convener has been a previous ASC Section Convener.

Nominations for the ASC Convener and ASC Scientific Convener roles are submitted by the STANZ Committees for the ASC Planning and Review Committee to ratify and for the Professional Development and Standard Board to endorse. The approved appointees are then noted by Council:

3.1.1 ASC Convener

3.1.2 Refer to ASC Convener Position Description for additional information. ASC Scientific Convener

3.1.3 Refer to ASC Scientific Convener Position Description for additional information. ASC Section Conveners

Refer to ASC Section Convener Position Description for additional information.

3.1.4 Executive Committee

The ASC Convener is charged with the responsibility to nominate three or four local Fellows to form the Executive. The members nominated must be FRACS although non FRACS can be invited to meetings if and when required.

3.2 Scientific Program

The delivery of a high-quality scientific program is the main objective of running the ASC and the main attraction for Fellows and Trainees to attend. For RACS Fellows and Trainees

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the ASC should be the most important professional development educational activity of the year, providing opportunities for specific and broad interchange on scientific and professional issues, and for general Fellowship.

The Section Conveners and the ASC office, which comprises the ASC Co-ordinator and ASC Program Manager, must work together to deliver a complete and comprehensive scientific program. Guidelines are available to Conveners in the ASC Information Guide.

3.2.1 Diversity

It is the responsibility of the ASC Convener, Scientific Convener and Section Conveners to ensure a full and comprehensive program is developed for each specialty that is educationally sound and meets learning requirements. The Section Conveners and Scientific Convener must ensure that the selection of presenters and programs reflect the RACS Diversity and Inclusion Plan. Single gender panels are actively discouraged except in exceptional circumstances which must be justified to the ASC Planning and Review Committee.

Bullying, harassment, and inappropriate racial, gender or sexual comment is not acceptable at the RACS ASC.

3.3 ASC Visitors, Named Lecturers Program and DCAS Invited Section Visitors

3.3.1 Objectives

The ASC visitors and named lecturers program aims to increase the focus on multidisciplinary and high quality plenary programs, as well as support the progression of surgical science, research and audit. It provides incentive for surgical groups or specialties to meet at the ASC, enhancing surgical collegiality and a broader contribution to society.

It will only fund visitors presenting at the RACS ASC. The program will have a strong 'thematic' basis, rather than being solely allocated to anatomical or recognised specialty areas.

An ASC visitors and named lecturers corpus has been established within the RACS Foundation to fund the attendance of ASC visitors and named lecturers. The critical mass and unique perspectives of the ASC should continue to attract high-level educational grants from industry sponsors.

3.3.2 ASC Visitors Program

Funding is allocated to allow international and local visitors to deliver lectures/educational programs. It is expected that each visitor will be a key presenter in at least three forums on differing topics when they receive this support. They are expected to contribute to the collegiality of the overall event by attending the congress dinner and the dinner of the section/surgical group. Although not within the remit of the ASC, it is also hoped they can contribute more broadly to the Australian and New Zealand surgical communities.

Funding will cover one business class air fare (for the visitor) or two economy class air fares (for the visitor and partner/guest), accommodation at the standard rate for up to five (5) nights, registration for the visitor and partner (if accompanied) and invitation to the congress dinner and relevant section dinner for the visitor and partner (if accompanied). All visitors will receive a plaque.

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3.3.2.1 Funding for visitors for plenary program

The ASC Co-ordinator has discretionary funding for an additional one or two visitors for the plenary program who are also expected to be involved in the sessional program in their areas of their interest.

3.3.2.2 Funding for visitors in the sessional program

Funding is allocated on the basis that the specific area is of high interest and attracts a significant number of Fellows. For a group to maintain its ASC visitor funding, sessional attendance of approximately 30-40 attendees needs to be documented for the first visitor. If the program is sufficiently large then justification for a second visitor can be made, however regular sessional attendance of approximately 80-100 attendees needs to be documented for the continuation of the second visitor. If the average number of attendees is not maintained over a two-year period, the visitor support is reviewed by the ASC Co-ordinator who would then recommend to ASC Planning and Review Committee that the funding be re-allocated to other groups. Provision will be made however to allow for innovation by small groups who can attract a high profile speaker who can make a significant contribution to the ASC program.

3.3.2.3 Planning

Funding is determined annually with the designated groups confirmed 24 months ahead. The budgeting allocation will be confirmed at this stage.

3.3.2.4 Budgeting for ASC visitors, named lecturers and DCAS invited section visitors

The ASC Co-ordinator has budget responsibility for the annual allocation for the designated ASC visitors, DCAS invited section visitors and the named lecturers. Although a 'nominal' budget will be discussed with the various conveners of the program, financial approval stays with the ASC Co-ordinator. If funds are not spent, they will contribute to the growing size of the ASC visitors and named lecturers corpus and enable a larger pool of funding in future. Allocation from the corpus will be as determined by the Resources Committee.

All matters relating to the attendance of an ASC Visitor and DCAS invited section visitor (travel, registration accommodation etc.) are the responsibility of the ASC office once the Visitor has been nominated by the relevant Section/Society. The ASC office is not responsible for visitors arranged outside this program.

3.3.2.5 Range of ASC Visitors

See Appendix 1 for the current list.

3.3.3 DCAS Invited Section Visitor

The Association for Academic Surgery visitors (AAS Visitors) can be invited to participate and receive the equivalent entitlements of an ASC visitor. These entitlements are based on the expectation that each speaker provides a minimum of three presentations during the ASC on differing topics when they are the beneficiary of this support. If requested to deliver more presentations, speakers may either accept or decline requests above this limit.

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All Section Conveners receive funding for a defined number of visitors under the ASC funding program and can apply for one DCAS Invited Section Visitor in addition to their sectional allocation in the ASC Visitors and Named Lectures funding program.

Funding will cover one business class air fare (for the visitor) or two economy class air fares (for the visitor and partner/guest), accommodation at the standard rate for up to five nights, registration for the visitor and partner (if accompanied) and invitation to the congress dinner and relevant section dinner for the visitor and partner (if accompanied). All visitors will receive a plaque.

3.3.4 ASC Named Lecturers Program

These named lecturers are usually nominated from leaders of the local community of the event, in particular the surgical community. Sometimes presidents from international surgical colleges are included. The ASC named lecturers often provide more than one lecture in the program having commitments to various scientific or other programs.

For the list of ASC Named Lecturers see Appendix 2.

3.3.4.1 Funding for Named Lecturers

Funding is available for all named lecturers to receive accommodation at the standard rate for up to four nights during the congress, registration (named lecturer and partner if accompanied), attendance at the congress dinner (named lecturer and partner if accompanied) and provision of a RACS silver medallion/lapel pin. The RACS medallion will progressively replace all individual and variably provided medallions but will be available for all the named lecturers. Please note funding for travel is not available for nominated lecturers.

3.3.4.2 Planning

Funding needs to be determined 24 months ahead to establish the Visitors program. The funding will be confirmed within this annual budgeting cycle, approved by Council in October.

3.4 Insurance

The RACS insurance policy covers any ASC held in Australia. Additional insurance cover is required for any ASC which is held overseas.

International and local visitors must organise their own travel insurance. The RACS takes no responsibility for any liabilities of international and domestic visitors or lecturers.

3.5 Scientific Sessions Management

The ASC office consults with the Section Conveners and refers to past attendance rates to predict audience size and ensure that appropriate rooms are assigned.

All presenters and session chairs for any RACS sponsored meetings will receive, as part of their routine briefing material, relevant section(s) of the RACS Code of Conduct, the Building Respect Improving Patient Safety Initiative and the RACS Diversity and Inclusion Plan.

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Session Chairs should be advised of their responsibilities by the ASC Executive and Section Conveners to ensure the highest standards of professional respect in their sessions.

3.6 Section Dinners

Each section either holds its own dinner during the ASC or combines with other specialties. Section dinners are organised by the Conferences and Events Department in close liaison with the Section Convener. The dinner is to welcome and thank the ASC visitors and other special guests.

Section dinners must be self-funding. It is the responsibility of the Section Conveners to ensure the dinner does not make a loss.

Section dinners cannot be held on the night of the congress dinner (traditionally day three and following the RACS AGM).

The Section Convener is responsible for hosting the evening and liaising with venue staff on the night of the dinner regarding all requirements. All other arrangements are managed by the Conferences and Events Department in close liaison with the Section Convener.

As host of the dinner, Section Conveners receive complimentary section dinner ticket for themselves and a partner (if accompanied).

3.7 Business Meetings

The ASC provides a great opportunity for Fellows to hold face to face business meetings for all the various specialties, divisions, societies, interest groups etc. within RACS.

The Section Convener must liaise with the ASC office to schedule their section's business meeting so that it does not clash with other events. Business meetings of divisions and sections should be held on the same day as their scientific program. Meetings can take the form of executive meetings, business meetings, training meetings and annual general meetings.

Room allocation, catering and audio visual requirements for these meetings is the responsibility of the ASC Manager and ASC Program Manager. These meetings are listed in both the provisional and final scientific programs.

All business meetings must conclude by 4:00pm on the day of the convocation.

3.8 Congress Dinner

The congress dinner is an important occasion at which ASC visitors are hosted by their Section Conveners and all other visitors are officially welcomed. Section Conveners must attend the congress dinner as part of their ASC role and receive complimentary congress dinner ticket for themselves and a partner (if accompanied).

Delegates register and purchase a ticket/s to the dinner. ASC visitors receive complimentary ticket/s to the congress dinner.

The order of proceedings and speeches during the congress dinner are decided by the President in liaison with the ASC Co-ordinator, ASC Manager and ASC Program Manager. The President's office is responsible for the protocol and invitations to VIPs are issued from the President's office.

3.9 Admissions

Admission to the ASC is by registration only, both paid and complimentary.

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A strict admissions process is necessary as it attracts over 1,800 delegates, accompanying persons and exhibitors.

All registrants and accompanying persons attending the ASC, who do not have complimentary registration, must pay the registration fee and must wear a name badge which is issued on-site after payment of the registration fees.

A registration discount for retired Fellows will be applied to the following categories of subscriptions:

- Active Fellows with at least 40 years of membership
- Retired Fellows
- Active Fellows only working in a voluntary (unremunerated) capacity or who are on maternity, paternity, sick or compassionate leave

The cancellation policy which applies will be on the ASC registration form.

3.10 Sponsorship

The ASC accepts sponsors and exhibitors to participate. Only reputable companies which are compatible with RACS values are accepted. The ASC Manager reserves the right to decline applications based on any association, direct or indirect, which do not uphold the objectives of the ASC. Each section decides on industry funded speakers for their programs. The topic and speaker are not decided by the sponsoring company.

3.11 Exhibition

The ASC Manager is responsible for setting the industry exhibition budget. The Conferences and Events Department is responsible for managing the industry exhibition in the space within the nominated venue.

3.11.1 Exhibitors

All exhibitors must pay the full cost of their booth as detailed in the sponsorship/exhibition application form. Exhibitors who have not paid in full prior to the ASC will be refused permission to exhibit, unless special arrangements have been agreed to, in writing, with the ASC Manager.

3.11.2 Complimentary and Additional Representatives

The Conferences and Events Department formulate the exhibition space pricing structure and the number of company representatives that are included. Additional company representatives can be registered subject to the ASC Manager's approval.

3.11.3 Special Requests (discounts)

Special requests in the form of a discount are considered on an individual basis by the ASC Manager.

3.11.4 Exhibition Cancellation

If the booth is cancelled, then RACS reserves the right to retain all monies received unless the Conferences and Events Department is able to sell all space.

A refund is provided (less cancellation fee if applicable) if the booth is able to be resold.

3.11.5 Allocation of Exhibition Space

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Booths in the industry exhibition are allocated in order of receipt of application form and payment. The ASC Manager can also use discretion in allocating space to exhibitors. The ASC Manager's decision is final.

3.12 Convocation

The convocation ceremony is the annual graduation ceremony of New Fellows who have been admitted by either assessment or examination to Fellowship of the Royal Australasian College of Surgeons (FRACS) within the first five years from their admission date. Fellows are also eligible to convocate for each Fellowship/Specialty to which they are admitted.

Various awards and honours are presented at the convocation (accompanied by brief citations) and the Syme oration is delivered.

The following guidelines are set to maintain consistency of presentation, standard, and formality.

3.12.1 Schedule and Venue

The convocation is held on the Monday evening before the start of the week's scientific program (officially Tuesday – Friday although some sessions are held on Monday). The convocation and welcome reception are held at the congress venue provided appropriate facilities are available.

The ceremony runs between 60 and 90 minutes with the Syme oration running between 10-15 minutes and no longer than 20 minutes. Traditionally, the oration does not have an audio visual component and funding arrangement for Syme orator should be considered on a case by case basis. A welcome reception follows the convocation.

3.12.2 Proceedings

The convocation commences with a grand procession of the RACS President, Councillors, Executive Directors of Surgical Affairs (Australia and New Zealand), Dean of Education, Presidents of specialty societies, Presidents of overseas and local Colleges, Syme orator, RACS CEO and award recipients.

The convocation is organised by the Conferences and Events Department. It requires considerable planning and development.

3.12.3 Stage Party

The following persons are invited to join the stage party for the ceremony:

1. Presidents of International Surgical Colleges (see list below)
2. Presidents of Australian and New Zealand Medical Colleges (see list below) (This list is derived from the membership of the Council of Presidents of Medical Colleges)
3. Presidents of the societies representing the nine specialties in which the RACS examines (see list below)
4. RACS Councillors
5. Executive Director of Surgical Affairs (EDSA) Australia and Executive Director of Surgical Affairs (EDSA) New Zealand; Dean of Education; RACS CEO

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6. Other persons as nominated from time to time by the RACS President (such invitations would stand for one year only)
7. Defined award recipients (see list below)
8. Syme orator

In each case the invited President may nominate an alternate member of their College or society to represent them.

Presidents of International Surgical Colleges or Medical Academies:

Academy of Medicine of Malaysia
College of Surgeons of Malaysia
Academy of Medicine of Singapore
College of Surgeons of Singapore
American College of Surgeons
The Association of Surgeons of Papua New Guinea
College of Physicians & Surgeons Pakistan
College of Surgeons of Sri Lanka
Pacific Island Surgeons Association
Hong Kong Academy of Medicine
The College of Surgeons of Hong Kong
College of Surgeons of Indonesia
Japan Surgical Society
Myanmar Surgical Society
Philippine College of Surgeons
Royal College of Physicians and Surgeons of Canada
Royal College of Physicians and Surgeons of Glasgow
Royal College of Surgeons in Ireland
Royal College of Surgeons of Edinburgh
Royal College of Surgeons of England
Royal College of Surgeons of Thailand
The Colleges of Medicine of South Africa
Bangladesh College of Physicians and Surgeons

Presidents of Australian and New Zealand Medical Colleges and Medical Associations:

Australian and New Zealand College of Anaesthetists
*Australian Medical Association/New Zealand Medical Association
Royal Australasian College of Medical Administrators
The Royal Australasian College of Physicians
Royal Australian and New Zealand College of Obstetricians and Gynaecologists
Royal Australian and New Zealand College of Ophthalmologists
Royal Australian and New Zealand College of Psychiatrists
Royal Australian and New Zealand College of Radiologists
Royal Australian College of General Practitioners

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The Australasian College of Dermatologists
The Royal College of Pathologists of Australasia
Australasian College of Emergency Medicine
Australasian College of Sports and Exercise Physicians
College of Intensive Care Medicine of Australia and New Zealand
Australian College of Rural and Remote Medicine

(*President of the AMA or the NZMA, depending on the host country)

Variations to the above list will be reviewed by the ASC Planning and Review Committee periodically and upon advice as appropriate.

Presidents of the societies representing the nine specialties in which the Fellowship is offered:

Australian Orthopaedic Association
New Zealand Orthopaedic Association
Australian and New Zealand Society for Vascular Surgery
Australian and New Zealand Society of Cardiac and Thoracic Surgeons
Australian Society of Plastic Surgeons
New Zealand Association of Plastic Surgeons
Australian and New Zealand Association of Paediatric Surgeons
Australian Society of Otolaryngology Head and Neck Surgery
New Zealand Society of Otolaryngology Head and Neck Surgery
General Surgeons Australia
New Zealand Association of General Surgeons
Neurosurgical Society of Australasia
Urological Society of Australia and New Zealand

The award recipients are presented in the following order:

1. Honorary Fellowship
2. Singular awards
 - a. Award for Excellence in Surgery
 - b. Companion of the RACS
 - c. Court of Honour
 - d. Sir Hugh Devine medal
 - e. Sir Louis Barnett medal
 - f. Sir Allan Newton Surgical Education medal
3. Distinguished awards

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- a. ESR Hughes award
 - b. RACS Medal (for service to RACS)
 - c. RACS International medal
 - d. RACS Surgical Research award
4. John Mitchell Crouch Research Fellowship

3.13 Gown Hire and Return

Gowns are a vital part of the convocation at the ASC. The RACS gown collection is limited and, as such, the Conferences and Events Department must ensure that gowns are monitored and looked after throughout the year. This ensures that all convocating Fellows have access to a gown and that gowns are accessible to all within RACS for official use as required. Staff who require gown hire should contact the Conferences and Events Department.

3.14 Social Program

The ASC social program is developed with an educational and social focus.

The social program is traditionally run in conjunction with the scientific program for accompanying persons and international visitors.

It is a four-day program which includes tours, lunches, dinners and educational sessions and is designed to entertain accompanying persons, although delegates often attend. It is only offered to delegates and accompanying persons who have paid the delegate or accompanying persons ASC registration fee. It is a revenue neutral exercise. A tour may be cancelled if minimum numbers are not met as required by the tour company.

3.15 ASC Planning and Review Committee

The ASC Planning and Review Committee is an advisory committee of Council charged with the responsibility to plan and review each ASC, and to supply Council with a report of the educational, management and financial aspects of each ASC. It is similarly charged with responsibility for reviewing and documenting plans for each forthcoming ASC and to comment upon the educational, management, and financial aspects of each meeting.

Refer to ASC Planning and Review Committee Terms of Reference for additional information.

3.16 Participation of a New Special Interest Group at the ASC

3.16.1 Background

The RACS encourages as many delegates as possible to attend the ASC. RACS will facilitate the participation of Special Interest Groups and when they fulfil criteria for inclusion as in 3.16.2, allows them to receive assistance to support speakers of national and international profile (ASC visitors, named lecturers program and DCAS invited section visitor).

The criteria for inclusion may be relaxed if they do not need financial support under the ASC visitors and named lecturers program.

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3.16.2 Criteria for Inclusion in the ASC Program

- The Special Interest Group is a separately constituted group with defined membership that is substantially RACS Fellows or Trainees, and has a membership size where reasonable attendance at educational events will be achieved.
- The proposed program of the Special Interest Group must meet the standards of the ASC Section Conveners Committee and enhance the scientific, educational and Fellowship components of the congress complementing what is already in the program. This requires a nominated representative of the Special Interest Group (either Trainee or Fellow) to be an active and involved member of the Section Conveners Committee. The Section Conveners Committee is under the direction of the ASC Co-ordinator with oversight by Conferences and Events Department, ASC Planning and Review Committee and the Professional Development and Standards Board.
- Attendance at the Special Interest Group program is open to all ASC registrants.
- It is expected that members of the Special Interest Group will also attend other components of the ASC, in particular the plenaries and combined sessions with other participating specialties.
- Sponsorship funding provided to the Special Interest Group program is administered by the Conferences and Events Department in line with all other programs.
- The quality of the program offered will be assessed by delegates in line with the evaluation survey undertaken of all ASC programs and presentations which are uploaded onto the Virtual Congress. Failure to maintain programs of adequate educational value, as assessed by delegates, may result in the Special Interest Group program being withdrawn from the ASC program.
- The program must be cost neutral.
- It is anticipated the involvement with the ASC will be ongoing.

The decision to approve the inclusion of the Special Interest Group and access to the ASC visitors, named lecturers program and DCAS invited section visitors is by recommendation of the ASC Co-ordinator to the ASC Planning and Review Committee. This is approved by the Professional Development and Standards Board.

3.16.3 Funding

The ASC Co-ordinator has a small contingency fund allocated to handle “one off” issues. This includes funding to allow the addition of one Special Interest Group each year. In the first year of incorporation in the ASC program, there will be no assistance for speakers support although the Conferences and Events Department will work with the Special Interest Groups to help secure industry sponsorship.

In the second year \$5,000 (to be adjusted annually within the ASC Co-ordinator’s contingency budget) will be available to provide speakers support if this is

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requested by the Special Interest Groups and approved by the ASC Planning and Review Committee.

An increase in funding to allow for additional Special Interest Groups will require an increase in both the core funding (shared between all divisions and Special Interest Groups) and the dedicated Special Interest Group funding.

4. ASSOCIATED DOCUMENTS

ASC Planning and Review Committee Terms of Reference
 ASC Convener Position Description
 ASC Scientific Convener Position Description
 ASC Section Convener Position Description
 ASC Information Guide
 RACS Code of Conduct
 RACS Building Respect, Improving Patient Safety Action Plan
 RACS Diversity and Inclusion Plan

Approver Chair, ASC Planning and Review Committee
Authoriser PDSB

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Appendix 1: ASC Visitors List

Program	Number of Speakers per ASC participation
Bariatric surgery	1
Breast surgery	2
Burns surgery	1
Cardio-thoracic surgery	1
Colorectal surgery	2
Cranio-maxillofacial surgery	1
Endocrine surgery	2
General surgery	2
Hand surgery	1
Otolaryngology Head and Neck surgery	1
Hepato-biliary surgery	1
Global Health	1
Indigenous Health	1 local
Medico-legal	1
Military surgery	1
Neurosurgery	2 (This Section participates in ASC every second year so this figure reduces to 1 visitor if participating in ASC annually)
Orthopaedic surgery	1
Paediatric surgery	1
Pain Medicine & Surgery	1

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Plastics & Reconstructive surgery	2 (This Section participates in ASC every second year so this figure reduces to 1 visitor if participating in ASC annually)
Quality and Safety in Surgical Practice	1
Rural surgery	1
Senior Surgeons	1 local
Surgical Directors	1
Surgical Education	1
Surgical History	1
Surgical Oncology	1
Transplantation surgery	1
Trauma surgery	1
Upper GI surgery	1
Vascular surgery	1 (Section participates in ASC every second year; this figure remains unchanged if participating in ASC annually)
Women in Surgery	1 local
ASC Co-ordinator allocation	3 (includes plenary session speaker)

All ASC Visitors are entitled to the following benefits:

- One business class return air fare or two economy class return air fares (if accompanied) from home city to the congress location
- Congress registration for the visitor and partner (if accompanied)
- One ticket to the convocation and Syme oration (two tickets if accompanied)
- One ticket to the welcome reception (two tickets if accompanied)
- One congress dinner ticket (two tickets if accompanied)
- One section dinner ticket (two tickets if accompanied)
- Accommodation for up to five nights at one of the congress hotels
- Allowance for airport transfers and breakfast as per the RACS policy

DCAS Invited Section Visitor

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DCAS Invited Section Visitors are entitled to exactly the same benefits as ASC Visitors.

*The DCAS Invited section visitors must be hosted by a program. Only one DCAS visitor is allowed to be nominated (per program) as a DCAS invited section visitor.

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Appendix 2: ASC Named Lecturers

The ASC named lectures commemorate outstanding Fellows of RACS. These are intended to reinforce the important role they played in the development and the evolution of the institution.

Title	Frequency	Nominating body	Entitlements
1. Syme oration	Annually	ASC Executive	- Funding arrangement for Syme orator should be considered on a case by case basis.
2. The Archibald Watson Memorial Lecture	Every 2 years	Surgical History Section	- Four nights accommodation - Congress registration for visitor and partner (if accompanied) - One ticket to Convocation/Syme oration (two tickets if accompanied) - One ticket to welcome reception (two tickets if accompanied) - One congress dinner ticket (two tickets if accompanied)
3. The President's Lecture	Annually	President (as advised by the ASC Executive)	- Funding arrangement for the President's Lecturer should be considered on a case by case basis.
4. The Sir Edward 'Weary' Dunlop Memorial Lecture	Annually	Alternating between Surgical History and Military	- Four nights accommodation - Congress registration for visitor and partner (if accompanied) - One ticket to Convocation/Syme oration (two tickets if accompanied) - One ticket to welcome reception (two tickets if accompanied) - One congress dinner ticket (two tickets if accompanied)
5. The Hamilton Russell Memorial Lecture	Annually	Surgical Education	- Four nights accommodation - Congress registration for visitor and partner (if accompanied) - One ticket to Convocation/Syme oration (two tickets if accompanied) - One ticket to welcome reception (two tickets if accompanied) - One congress dinner ticket (two tickets if accompanied)
6. The Herbert Moran Memorial Lecture in Medical History	Annually	Surgical History	- Four nights accommodation - Congress registration for visitor and partner (if accompanied) - One ticket to Convocation/Syme oration (two tickets if accompanied) - One ticket to welcome Reception (two tickets if accompanied) - One congress dinner ticket (two tickets if accompanied)

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Division	External Affairs	Ref. No.	EXA-CEV-016
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7. The Gordon Gordon-Taylor Memorial Lecture	Every 3 years	Visiting President UK England or Edinburgh	<ul style="list-style-type: none"> - Four nights accommodation - Congress registration for visitor and partner (if accompanied) - One ticket to Convocation/Syme oration (two tickets if accompanied) - One ticket to welcome reception (two tickets if accompanied) - One congress dinner ticket (two tickets if accompanied)
8. The Peter Jones Memorial Oration	Every 2 years	ANZSPS	<ul style="list-style-type: none"> - Four nights accommodation - Congress registration for visitor and partner (if accompanied) - One ticket to Convocation/Syme oration (two tickets if accompanied) - One ticket to welcome reception (two tickets if accompanied) - One paediatric dinner ticket (two if accompanied)
9. The Rupert Downes Memorial Lecture	Every 3 years	Surgical History	<ul style="list-style-type: none"> - Four nights accommodation - Congress registration for visitor and partner (if accompanied) - One ticket to Convocation/Syme oration (two tickets if accompanied) - One ticket to welcome reception (two tickets if accompanied) - One congress dinner ticket (two tickets if accompanied)
10. The James Pryor Memorial Lecture	Annually	Medico Legal Section	<ul style="list-style-type: none"> - Four nights accommodation - Congress registration for visitor and partner (if accompanied) - One ticket to Convocation/Syme oration (two tickets if accompanied) - One ticket to welcome reception (two tickets if accompanied) - One congress dinner ticket (two tickets if accompanied)
11. The Michael Wertheimer Memorial Lecture	Annually	Military Surgery Section	<ul style="list-style-type: none"> - Four nights accommodation - Congress registration for visitor and partner (if accompanied) - One ticket to Convocation/Syme oration (two tickets if accompanied) - One ticket to welcome reception (two tickets if accompanied) - One congress dinner ticket (two tickets if accompanied)
12. The Rowan Nicks Lecture (funded through RN fund)	Annually	International Forum	<ul style="list-style-type: none"> - Entitlements are managed by the Global Health Committee

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13.The Tom Reeve Lecture	Annually	Surgical Oncology	<ul style="list-style-type: none"> - Four nights accommodation - Congress registration for visitor and partner (if accompanied) - One ticket to Convocation/Syme oration (two tickets if accompanied) - One ticket to welcome reception (two tickets if accompanied) - One congress dinner ticket (two tickets if accompanied)
14.The John Mitchell Crouch Lecture (funded through JMC fund)	Annually	ANZ Scholarship & Grants Committee	<ul style="list-style-type: none"> - Entitlements are managed by the Scholarship Division
15.The ANZJS Lecture (funded by ANZJS)	Annually	ASC Executive	<ul style="list-style-type: none"> - One economy class return air fare - Four nights accommodation - Congress registration for the Lecturerand partner (if accompanied) - One ticket to Convocation/Syme oration (two tickets if accompanied) - One ticket to welcome reception (two tickets if accompanied) - One congress dinner ticket (two if accompanied)
16.The BJS Lecture (funded by BJS)	Annually	ASC Executive	<ul style="list-style-type: none"> - One business class return air fare - Four nights accommodation - Congress registration for the Lecturerand partner (if accompanied) - One ticket to Convocation/Syme oration (two tickets if accompanied) - One ticket to welcome reception (two tickets if accompanied) - One congress dinner ticket (two if accompanied)

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