



Standard Operating Procedure for ICCMR application

Preamble

ISCMR is an international scientific organization of researchers, practitioners, and policy makers that fosters Complementary and Integrative Medicine research and provides a platform for knowledge and information exchange to enhance international communication and collaboration.

One goal of ISCMR is to organize an annual International Conference on Complementary Medicine Research (ICCMR). The conference will usually take place in May and the conference venue will rotate between Asia, Europe and the US.

The local organizers of the ICCMR have the main responsibility which includes full financial responsibility. ISCMR members will have reduced fees and ISCMR will be represented in the Scientific Board of the conference and provide information and reviewers for the scientific review process of the abstracts. Depending on the structure of the conference ISCMR will organize an ISCMR preconference workshop.

Announcement and time line

The decision on the next conference venue will be made 2 years before the conference. A call for applications (newsflash to all members and cooperation partners) will be sent out 3 years before the next conference.

Responsibilities and decision process

The applications will be sent to Executive Board which is responsible for pre-screening and completion of them. The Board of Directors will decide on each application if it is strong enough to guarantee a successful conference. A site visit by a member of the Board of Directors may be requested. If the simple majority has clear doubts that the applicant is able to run the conference this application will be rejected.

All applications which were accepted by the Board of Directors will be presented and discussed at the General Assembly. In addition an online survey will be sent to all members and the final decision will be made by the Board of Directors.

Application process

Applications should be sent to the ISCMR secretary (email address see www.iscmr.org) and should include the following information

- Theme of the conference and description of the contents
- Responsible organizations and financial background of the organization
- Duration of the conference
- Location of the conference, description of facilities incl. information about e.g. translation if needed
- Proposed budget for the Congress
- Fees, reduction for ISCMR members
- Cooperation partners
- Role of ISCMR in the planning and running fo the Congress