

Trondheim (Norway), 6 August 2015

## Terms for the NACP symposium

The NACP-symposium is a scientific meeting for Nordic medical physicists, and is arranged every three years. The symposium should be an attractive meeting place for the members of the Nordic national member organizations, as well as for possible sponsors and exhibitors. Scientifically, the symposium should cover topics of interests for medical physicists within diagnostics (CT/roentgen, MRI, PET, nuclear medicine), radiotherapy and radiation protection.

During recent years, the symposium has been a joint NACP/ACTA-symposium, with the possibilities for the presenters to have their papers published in Acta Oncologica. The organizers of the symposium are strongly encouraged to continue this kind of cooperation.

The responsibility of the NACP-symposium rotates among the National Members Organisations in the Nordic countries (Denmark, Sweden, Finland and Norway). The formal organizer of the symposium is the board of the national member organization. The organizer decides date and place for the symposium. The organizer also designates suitable people for an Arrangement Committee and a Program Committee.



The symposium is steered by the Arrangement Committee, in close collaboration with the Program Committee.

The symposium should cover 3 days; preferably from Monday lunch to Wednesday lunch.

### *Guidelines for the Arrangement Committee of the NACP-symposium*

Composition:

- 3-4 members
- The committee should have a leader

Appointment:

- The committee should be appointed by the board of the National Member Organisation, at least 2 years ahead of the symposium – although it is recommended that some of the committee takes part in the previous NACP symposium (3 years earlier).

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NACP COUNCIL:

President: Asger Greval Petersen • Secretary: Cathrine Jonsson • Treasurer: Mika Teräs  
Webmaster: Sigrun Saur Almberg • Delegate: Gardar Myrdal

Committees: Radiological Physics Committee, Nuclear Medicine Physics Committee, Scientific Committee

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www.nacp-nordisk.org E-mail: NACP-webmaster@nacp-nordisk.org

## Responsibilities:

- To make an agreement with a conference centre and a PCO (Professional Congress Organizer). How the duties should be divided between the PCO and the Arrangement Committee must be clearly stated.
- To facilitate the accomplishment of a scientific program during the NACP symposium
  - Coordinate the symposium in close collaboration with the Programme Committee.
  - Make a draft for the timeline of the symposium, and inform the Program Committee on how much time that should be occupied by invited speakers. The program should allow time for many proffered papers.
- To plan for meals and refreshments, and also a social program during the symposium
- To establish a sponsor program, including a sponsor exhibition.

## Work tasks for the arrangement committee:

- **Scientific program:** Although the scientific program is the responsibility of the Program Committee, contact should be established at an early stage. It is highly recommended that a person from the Arrangement Committee is involved in the work of the Program Committee.
- **Location:** Keep in touch with the conference centre, make sure that the meeting facilities are adequate (conference rooms for plenary and parallel sessions, room for sponsor exhibition, place for poster exhibition, and facilities for activities outside the scientific program). Learn from previous years' experience.
- **Sponsors/exhibition:** Contact with sponsors must be established at an early stage, with offers for being main sponsors and bi-sponsors, advertising etc. It is important to maintain a good collaboration with sponsors and exhibitors.
- **Budget:** A budget must be made at an early stage, with possibilities for revision when needed. The budget should be in balance with the minimum number of expected participants (~100?); a profit of approximately 100 000 SEK should be expected with 150-200 participants. The National Member Organisation hosting the Symposium is obliged to give the Arrangement Committee a loan of 50 000 SEK for start-up capital. Suggested expenses:
  - PCO (Professional Congress Organizer) – moderate use recommended
  - Conference centre (meeting rooms, lunches and refreshments)
  - Conference parcel (note book, pencil, program, envelope, abstract book, etc). Can be sponsored by offering companies imprint of their logo.
  - Nameplate and ribbon. Can be sponsored by a company or bought from the PCO.
  - Social events
  - Incidentals (fees, portage, etc.)
  - Invited speakers and proffered papers:

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- Invited speakers should have their travel (economy class), accommodation (hotel and meals) and participation paid. No additional payment, although a small gift to the invited speakers is recommended.
- Proffered papers can be offered 50 % discount of the registration fee (if budget allows).
- Posters: no discount/payment for participants with posters.
- The cost for travel, accommodation and participation for all members of the Arrangement Committee and the Program Committee.
- Collaboration for fast track
- **PCO**: On-line registering, registering of participants at the symposium, other support (a separate agreement must be made).
- **Abstract book**: An abstract book should be made in collaboration with the Program Committee.
- **Social events**: Dinners (one of the dinners should be a banquet with drinks included) and other social events (activities and/or entertainment).
- **Announcement of the symposium**: Flyers, emails, web-announcement etc. The webmasters and secretaries of the Nordic Member Organisations, in addition to the NACP secretary, should be contacted and will help distribute information about the symposium.
- **Annual meetings for NMOs**: The National Member Organisations should be offered the possibility to hold their Annual Meetings during the symposium (time, room, refreshments). One hour is sufficient.
- **CPD-credits**: Get in touch with EFOMP regarding CPD-accreditation of the symposium.

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## *Guidelines for the Program Committee of the NACP-symposium*

### Responsibility/work tasks:

- The Program Committee is responsible for the theme and contents of the scientific program; including invited speakers, proffered papers, and a poster exhibition.
  - Invite suitable persons of international format to hold plenary lectures in line with the theme of the symposium
  - Invite other speakers of interest
  - Invite winners of previous year's NACP grants to present their project in a separate NACP Grant session (15 minutes per winner).
  - Advertise in all Nordic countries about the opportunity for proffered papers
  - Find chairpersons for the different program sessions
  - The Scientific Committee of NACP should be used as a scientific advisory board
- Collect (ask for) abstracts, and make an abstract book in collaboration with the Arrangement Committee
- Be in contact with the Arrangement Committee regularly to coordinate the symposium
- Collect PDFs of the presentations (to be put on web)

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