

FESSH Congress Manual 4.5



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CONGRESS GOALS

The main goal is to organize a meeting for surgeons with special interest in hand surgery to increase their knowledge in the field of hand surgery but also to enable to network with each working field of hand surgery.

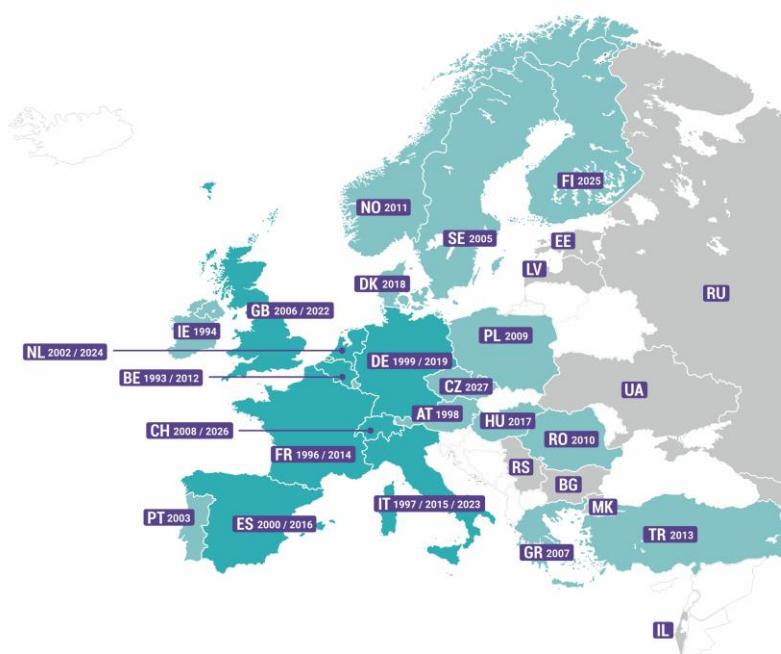
Sub-goals

- to reach out for the biggest possible number of participants related to hand surgery
- to provide education at the highest level possible
- to advance research related to hand surgery
- to provide a platform for personal and scientific exchange in the field of hand surgery
- to stimulate interaction
- to make it affordable for everyone
- to raise funds for FESSH educational and training activities

FESSH-EFSHT Joint Congress

A joint meeting with handtherapists is held every 3 years. Therapists should be invited to cooperate in between years and they can decide if they would join. Cooperation should be always ruled in a separate contract.

PAST FESSH CONGRESSES



FESSH encourages Member Societies to submit a bid for future FESSH Congresses. Should all bid criteria meet the requirements, priority at selection process may be given to those without FESSH Congress in the past.

Colours on the map of Europe indicate the followings:

Dark green	FESSH Member Societies with more than one FESSH Congress in the past
Light green	FESSH Member Societies with one FESSH Congress in the past
Grey	FESSH Member Societies with no FESSH Congress in the past
White	countries without FESSH Membership

THE BID

Preparing and submitting the Bid

Submitting a bid is by sending the following two documents to office@fessh.com before the given deadline:

- 1) Expression of interest letter by the FESSH Member Society – signed by the President and FESSH Delegate
- 2) Filling in and returning the matrix attached to bid invitation

Bidding societies should first contact FESSH Office, that will help in preparing the bid. Please do not contact a local congress organizer, because this may delude all partners.

Timeline for bidding process

When	Who	What	Format
5 years prior October	FESSH Office	Call for Bids	website, emails
4 years prior February	Host Society	Deadline for submitting bids	bid template
4 years prior March	Congress Committee	Evaluation of bids, proposals to ExCom	
4 years prior April	ExCom	Shortlist of accepted bids	
	FESSH Office	Inviting bids to Delegates Assembly	
4 years prior at FESSH Congress	Host Society	Bid presentation and Voting	5 minute video or 10 slide presentation
	Delegates' Assembly	Voting	

Bid selection process

A pre-selection of bids is made by the Congress Committee and approved by FESSH Executive Committee by mid April. Invited bids shall send a presentation of maximum 10 slides with the basic information to FESSH Congress Committee by mid May.

Bid promotion before voting

FESSH Congress Committee will circulate these slides to FESSH Member Society delegates in order to provide them with basic information in due time before the voting. These slides will also be made available on FESSH website prior to the Delegates' Assembly.

Bid presentation at FESSH Delegates Assembly

An invitation is sent to present the bid at the FESSH Delegates' Assembly following the evaluation of the bids.

Each bidding candidate has 5 minutes for the presentation that shall not be exceeded. It is proposed that a video or slides are shown. The presentation shall summarize the contents of the bid such as:

- proposed date
- venue (including meeting room capacity chart, exhibition area, location in the city)
- distance from airport to venue, ways of transport from airport to venue
- hotels with average room rates
- local support (e.g. Convention Bureau, Municipality etc.)
- proposed main topics
- proposed social events

- city highlights (shortly)
- strenghts and any other important info you wish to share

The bid presentation shall be attractive but at the same time emphasis shall be put rather on the above points and not on the marketing.

Voting

According to FESSH Bylaws, the final decision is made at the Delegates' Assembly by voting. The Delegate' Assembly will vote by a pluralistic voting system: National Societies with less than 100 members have one vote, 100 or more members have 2 votes, national societies with 300 or more have 3 votes. The result of the voting is announced at the end of the Delegates' Assembly and published on the FESSH website soon after.

FESSH CONGRESS REQUIREMENTS TO MEET

Site selection criteria

- A city with good accessibility: a close airport with major European connections and variety of train connections
- Compliant venue (*for criteria please see relevant paragraph below*)
- Easy access to the venue within the city
- A range of affordable hotels and dining options
- Suitable and cost effective congress center
- Tourism can't be a pro reason
- Visibility of financial transactions are important
- Public safety

Transportation requirements to meet and include in the bid

Transport to the city

number of international flights/day
number of international trains/day

Transport within the city

time (minutes) and cost (Euro) to get to the certain points from the **major hotels**

	on foot	taxi		public transport	
	time	time	cost	time	cost
congress center					
airport					
train station					
old town					

Compliance rules to consider when choosing the venue

All promotional, scientific or professional meetings, congresses, conferences, symposia, and other similar events (including, but not limited to, advisory board meetings, visits to research or manufacturing facilities, and planning, training or investigator meetings for clinical trials and non-interventional studies) organised or sponsored by or on behalf of a company must be held in an "appropriate" venue that is conducive to the main purpose of the event and may only offer hospitality when such hospitality is appropriate and otherwise complies with the provisions of any Applicable Code(s).

Therefore:

- no holiday resorts (except if date is off season between September 15 - June 1)
- no wellness hotels
- no entertainment centres or casinos

Dates

The meeting will be held over a period of four days traditionally between last week of May and in the first 3 weeks of June avoiding Midsummer night. The congress dates have to be as far as possible of those of EFORT Congress. The preferred day format is as follows:

	Wednesday	Thursday	Friday	Saturday
Morning	Council Meeting Exhibition Setup	Scientific Program Exhibition	Scientific Program Exhibition	Scientific Program Exhibition
Afternoon	Educational Afternoon Exhibition Setup Onsite Registration	Scientific Program Exhibition Delegates Assembly	Scientific Program Exhibition	Closing Exhibition Dismantling
Evening	Opening Ceremony Welcome Reception	Presidential Dinner	FESSH Party	

Pre-Congress Events

EBHS Diploma Examination on Hand Surgery – Monday & Tuesday prior to the FESSH Congress

EBHS Diploma Examination is favourably held at the congress venue on Monday and Tuesday prior to the Congress. Expenses of meeting room rental, AV and catering are covered by EBHS. Organisation is managed by FESSH Office.

Exhibition build-up and dismantling – Tuesday

Depending on the actual size of the exhibition one additional day prior to the Congress might be needed for build-up. Dismantling can be done on Saturday evening though. Expenses of venue rental and staffing are covered by Congress budget.

FESSH Executive Committee meeting - Tuesday

FESSH Executive Committee meets on Tuesday afternoon prior to the Congress. A meeting room for 8 pax is needed onsite from 2 to 7 pm. Expenses of room rental, AV and catering are covered by FESSH.

FESSH Council Meeting – Wednesday

FESSH Council meets on Wednesday prior to the opening of the Congress. A meeting room for 16-20 pax is needed onsite from 8 to 5 pm. Expenses of room rental, AV and catering are covered by FESSH.

Pre-Congress Industry Workshops - Wednesday morning

Organizing of Pre-Congress workshops is the priority of FESSH Corporate Partners but is open to other industry partners as well. Workshop time slots are sold at an agreed rate and income goes to Congress budget. Expenses of venue rental, AV and staffing are covered by Congress budget. Any other costs shall be covered by industry.

Educational Afternoon – Wednesday afternoon

The program is put together by FESSH and falls under the responsibility of FESSH Congress Committee. The focus is on education. The program requires additional registration at a fee covering the expenses rental, AV and staffing.

FESSH Congress Meeting Room Requirements

Qty	Function	Style	Capacity
1	Main Auditorium for plenary lectures	theater	1200-1500 seats
2	Breakout rooms for parallel sessions	theater	500-600 seats
2	Breakout rooms for parallel sessions	theater	300-400 seats
2	Breakout rooms for parallel sessions	theater	200-300 seats
4 to 6	Breakout rooms for industry lunchtime workshops	theater	80-150 seats
2	Rooms for FESSH Council, Committees and Office	U-shape	10-20 seats
1	E-poster area		4-5 stands
1	Exhibition and catering (coffee, lunch) area	60 stands	1,500 – 2,000 sqms
1	Registration and cloakroom area		500 sqm
1	Storage area for exhibitors' materials		

Hotels and rates

Standard agreements shall be negotiated with several major hotels. Terms of Sale (i.e., number of sleeping room nights, room rate, meeting space, concessions, etc.) are to be negotiated by FESSH Office.

SCIENTIFIC COMMITTEE

The scientific program is the most important part of a FESSH Congress. The primary objective of the Scientific Committee is to ensure that a well-balanced, high-quality program is organized and presented at the congress. This objective should influence every step of its activities, ranging from the Call for Papers to the selection and review of every paper, and even to assisting in the scheduling of session rooms and helping with local arrangements.

Scientific program structure

There is a set structure for the scientific program with complimentary elements to keep that is the joint responsibility of the FESSH Congress Committee and the Scientific Committee. The full template is attached to this manual.

How to establish the scientific committee?

1. **Chair** of the Scientific Committee is appointed **and main topics** are listed upon agreement by the Congress President(s) and FESSH Congress Committee.
2. **Members** of the Scientific Committee are appointed upon agreement by the Congress President(s) and the FESSH Congress Committee. FESSH Congress Committee shall be represented as one member of the Scientific Committee. The number of members of international and local scientific committee should not exceed 20 persons. The structure should include no more than 25% local members and no more than 25% outside Europe. For scientific committee members free congress registration is provided.
3. **Decision is anticipated** at least 3 years before.

What is the role of the Scientific Committee?

The abstract review process is key to developing a strong scientific program. The process includes the review of papers received through the Call for Papers. Submissions are to be reviewed by the members of the scientific committee and/or independent referees who are knowledgeable in the pertinent subject area. The review process is a blind one, which allows for concentration on content, rather than author reputation. Each abstract should be evaluated by min 2 reviewers.

Abstract submission deadline is 30th November with an option for extension with maximum of 2 more weeks. Abstract decision should be out latest by mid January, final program must be ready by the end of February.

Speaker registration

All speakers should pay the registration fee till a certain deadline to be included in the final scientific program. Authors who have submitted abstracts should be notified whether they have been accepted or declined. Authors whose papers have been accepted should be given the exact timing, poster instructions and all other necessary details of the presentations. All materials submitted for review must have all the necessary clearances, including governmental, corporate and academic.

Invited speakers

The budget offers a limited number of free registrations up to 10 invited speakers. Registration for them shall be managed with the use of a special code provided by Assisztencia. Accommodation and travel reimbursement are not provided though. The Congress President(s), Scientific Committee and the Finance Committee decide on this. There is an agreement that **non-hand-surgeon speakers** can have free access on the day of their session is held. This does not entitle though for full congress registration.

Disclosure of conflict of interest

Authors with accepted abstracts are obliged to disclose any conflict of interest through the online link provided by organisers and by inserting a statement as second slide of their presentation.

Confidentiality

FESSH professional ethics requires that referees treat the contents of papers or abstracts under review as privileged information not to be disclosed to others before publication. It is expected that no one with access to a paper under review will make any inappropriate use of the special knowledge which that access provides.

ABSTRACTS AND PRESENTATIONS

Types of presentations

- Free papers are received in response to the Call for Papers and are reviewed for acceptance - regular presentations (6+2') or for short presentations (4+1'). Depending on number of accepted abstracts the Scientific Committee may appoint different time slots.
- Electronic posters are special non talk presentations.
- Invited papers are those specifically requested for presentation of a topic of interest.
- Solicited or stimulated papers are those that result from requests by congress organizers to groups or individuals working in particular areas of interest.

Abstract submission statistics

FESSH Congresses	Submitted free papers	Invited papers	Accepted free papers	Accepted orals	Accepted posters	Sessions	Parallel rooms
2018 Copenhagen	1123	194	1035	359	676	95	5
2023 Rimini	962	592	712	361	351	152	7
2024 Rotterdam							7

Abstract requirements

- **Clearance of Papers:** FESSH assumes that material presented at its congresses is properly available for general dissemination to the audiences these activities are organized to serve. It is the responsibility of the authors, not FESSH, to determine whether disclosure of their material requires the prior consent of other parties and, if so, to obtain it. In order to ensure that the authors are aware of their responsibilities, signed FESSH Copyright Forms must be collected for all papers accepted for publication.
- **Author disclosure of conflict of interests:** Declarations of potential conflict of interest of the Faculty and Speakers must be made publicly available in the program (printed and online)

- **Submission of original or already published abstracts**
- **Presentation of Papers:** Organizers of FESSH congresses are expected to provide an appropriate forum for the oral presentation and discussion of all accepted papers. Organizers should work to minimize author no-shows by ensuring an author has every opportunity to attend and present. This includes making visa information accessible to authors and offering presentation alternatives as the organizer deems appropriate.

Abstract book

Abstract book will be available in electronic format only, downloadable from the congress website.

Evaluation of presentations

Attendance of the actual session (topic/room) may be checked (counting manually per hour or electronically). Evaluation system for best talk and poster may be established the way that delegates could vote. A best presentation award may be introduced. Form of award is money and/or free entrance to next congress. For motivation, voting participants should also win a prize.

SCIENTIFIC PROGRAM STRUCTURE

There is a set structure for the scientific program with complimentary elements to keep that is the joint responsibility of the FESSH Congress Committee and the Scientific Committee. The full template is attached to this manual.

The scientific program consists of sessions organized by the local hosts (e.g. invited speakers), by the scientific committee, free abstract sessions (50-60 hours at average), FESSH committee sessions, FESSH subspeciality sessions, JHSE session (4-6 hours), congress fellows session, YEHS and EWAS. In addition, sessions based on the special issue FESSH-JHSE (based on the topic of the congress) must be included. Education Afternoon program is held on Wednesday. Final scientific program should be provided latest by the end of February.

Special digital issue FESSH-JHSE (*former Instructional Course Book*)

Content of the special issue FESSH-JHSE is the responsibility of FESSH and JHSE. Access to a digital book is included in the registration fee for hand surgeons. Article invitations and publishing tasks are performed by JHSE.

Congress Mobile Application

Mobile Application of the Congress is provided by FESSH. The congress application should be launched as soon as the detailed preliminary daily schedule is available on the congress website. During the congress the application is regularly refreshed to display all program updates. Push notifications are sent out from the application to notify participants about congress activities.

Web streaming of congress presentations

Selected congress sessions may be video recorded and will be put available online as a web stream after the congress. Sections to be recorded are selected by FESSH with reflect to its educational activity. Presenters are asked to give their consent to be recorded and for online publication.

CME accreditation and deadlines

Accreditation process for FESSH Congresses is managed by FESSH Office and launched in early February.

Recommended time for submission of application	18 weeks prior to congress
Latest date for completion of full application	14 weeks prior
Review process starts	13 weeks prior
Decision received	4 weeks prior

The EACCME® awards ECMECs on the following basis:

1 hour = 1 ECMEC / Full day = 8 ECMEC maximum

The fee for an application to the EACCME® for the accreditation of LEEs is determined in accordance with the expected total attendance of Learners and is not dependent on the number of ECMECs awarded.

EACCME: Disclosure of conflict of interest

All declarations of potential or actual conflicts of interest **by members of the Scientific Committee and of the Organising Committee**, whether due to a financial or other relationship, must be provided to the EACCME® upon submission of the application. Declarations also must be made readily available, either in printed form, with the programme, or on the website of the organiser of the LEE. Declarations must include whether any fee, honorarium or arrangement for reimbursement of expenses in relation to the Congress has been provided. Where there has been an actual conflict of interest involving a member of the Scientific and/or Organising Committee, the EACCME® must be informed of how this has been resolved. The EACCME® considers it a responsibility of the head of the Scientific and/or Organising Committee to ensure that actual conflicts of interest are addressed.

Declarations of potential conflict of interest of the *Faculty and Speakers* must be made publicly available, either in printed form, with the programme, or, in electronic form, on the website. The EACCME® considers it a responsibility of the head of the Scientific and/or Organising Committee to ensure that actual conflicts of interest are resolved. These declarations must be retained for at least one year after the event for potential review.

INDUSTRY

Compliance rules to consider

The Conference Vetting System (CVS) is a unique initiative in the healthcare industry. It is a centralised decision-making system that encourages transparency and consistency in medical education events and alleviates the complex administrative burden previously faced by MedTech Europe and Mecomed members, who were constrained to make their own determinations on whether or not a third-party educational event they wished to provide support to was compliant with the associations' respective Codes. CVS is an independently managed system which **reviews the compliance of third-party educational events with MedTech Europe Code of Ethical Business Practice and Mecomed Code of Business Practice (the "Codes") to determine the appropriateness** for companies which are members of MedTech Europe and Mecomed **to provide financial support** to such events in the form of **educational grants or commercial activities** (booths, advertising, satellite symposium).

Members of MedTech Europe and Mecomed cannot provide support to an event that has not been prior positively assessed by CVS. Furthermore, the decisions rendered by the Compliance Officer are binding on MedTech Europe and Mecomed members. Which means that **these members cannot provide support to an event which is found to be not compliant**. The review process is based on a set of 6 criteria that have each the same weight in the evaluation. The scientific programme, the geographic location, the conference venue, the hospitality, the registration packages benefits, the communication.

Detailed information is available at <https://www.ethicalmedtech.eu/conference-vetting-system>

Company workshops and joint sessions

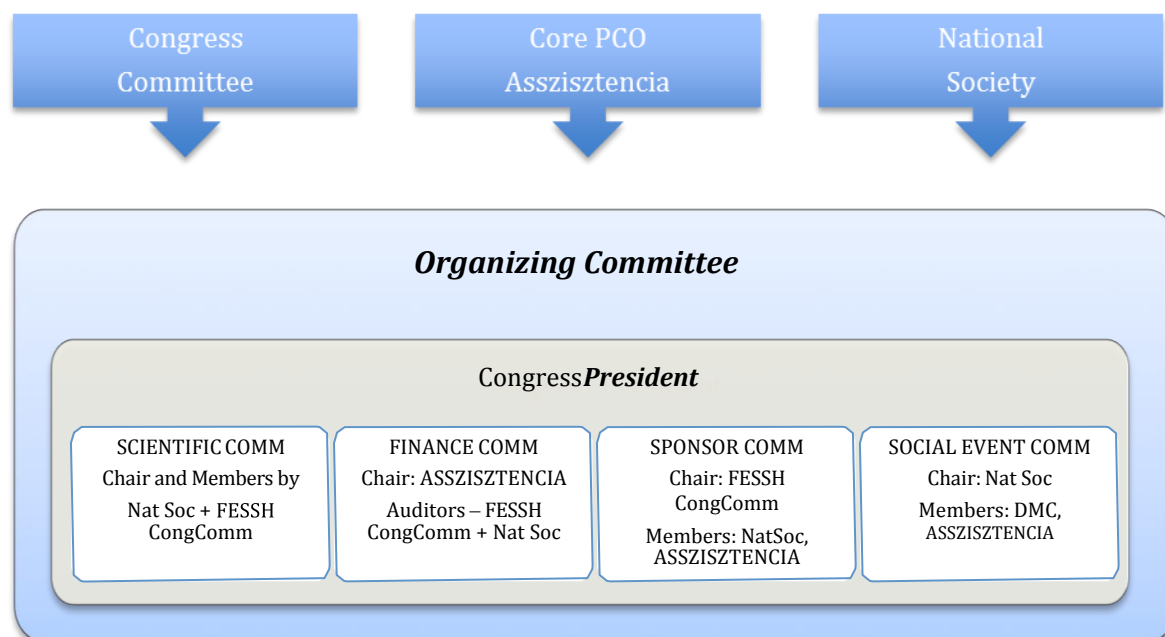
Industry workshops are welcome during lunch breaks.

Advertisements in Final Program

All educational material must be free of any form of advertising and any form of bias. The EACCME® will accept a **single page acknowledgement, in the scientific programme**, where all sponsors are recognised for their support of the LEE and programmes that include the names of satellite symposia only if they are clearly identified as industry sponsored. All advertising components (including the listing of exhibitors) must be clearly separated and distinguished from the scientific/educational components of the programme and identified as such. Within the scientific programme and overview, sponsored symposia must be identified as such, but the names of the sponsors must not be mentioned, neither the details such as title, speakers, etc. You therefore indicate them with a formula such as "industry-sponsored symposium";

Sponsors' names and logos may not appear on the front cover of the programme. Commercial adverts may not be printed inside the first section (scientific/educational information section) of the programme book and on the second (inside front cover) page of the programme/event book. Adverts may be printed on the inside and outside back cover pages, however. The same principle applies for websites, whereby industry names/logos may not appear alongside scientific/educational information.

ROLES OF THE OFFICERS



FESSH Congress Committee

Congress Committee is a permanent organ of the FESSH Council, representing the interest of FESSH in the whole organization process. Its main tasks are to

- invite, collect, evaluate and present bids for FESSH Executive Committee
- supervise appointment of members to Scientific Committee, Sponsor Committee and Social Events Committee in agreement with Congress President(s)
- supervise appointment of the chair of the Scientific Committee in agreement with Congress President(s)
- supervise appointment of the chair for Sponsor Committee
- support and control the activity of the whole Organizing Committee

FESSH Congress Committee chair fulfills the role of FESSH Congress Co-President.

The FESSH Congress Committee will hold meetings as necessary to ensure that satisfactory progress is being made and will report regularly to the FESSH Executive Committee.

FESSH Management Office as Core PCO

Asszisztencia Kft. located in Budapest, Hungary with its 30 years experience in the field of whole scale scientific event management and with a 17 years of collaboration with FESSH as Management Office has been appointed as FESSH Core PCO (Professional Congress Organiser) to organize FESSH Congresses.

As being fully responsible for the organization and finances of the FESSH Congress, ASSZISZTENCIA Congress Bureau gives chair of the Finance Committee and delegates members to Sponsor Committee and Social Event Committee. By doing so Asszisztencia provides a strong support to the activity of the whole Organizing Committee.

National Society

National Societies being members in FESSH have the right to bid for hosting the annual FESSH Congress. Representatives of the successful member society will be part of the Organizing Committee

The National Society will

- appoint Congress President(s),
- propose Scientific Committee Chair and Members together with the Congress President(s), in agreement with the FESSH Congress Committee
- propose main topics and instructional course topics together with the Congress President(s), in agreement with the FESSH Congress Committee
- appoint Social Events Chair together with the Congress President(s),
- appoint members to other committees (Finance and Sponsor committees) together with the Congress President(s), and FESSH Congress Committee.

Congress President (s)

The Congress President (s) will underlay the control of Assisztencia, the FESSH Congress Committee and the Host Society. He will compose the scientific committee, the sponsorship committee and the social events committee. The Congress President (s) is requested to give a regular report to the FESSH Congress Committee adopted to the needs of the organization schedule of the FESSH Congress. Assisztencia will support the Congress President (s) with data to the report.

By doing so the local Host Society and the Congress President(s) will have an important role in the future congress.

DELEGATES' ASSEMBLY

Delegates Assembly is the main annual business meeting of FESSH held usually during the annual congresses. This is the main forum to inform members and all other interested about the activities and achievements of the Federation. Preferred on Thursday afternoon 16:30, in a slot of 90-120 minutes, preferably without parallel sessions. Only in very delicate questions a separate extraordinary Delegates Assembly shall be called.

SOCIAL PROGRAM

Day	Event	Description	Capacity
Wednesday	Delegate Get-Together	Held for Member Society representatives in the exhibition area right before the Opening Ceremony	50
Wednesday	Welcome Reception	Held at the congress venue, all delegates are welcome	1200-1500
Thursday	Presidential Dinner	Member society presidents or delegates, FESSH Council members and special congress guests are invited. Usually held at a venue of local or special interest.	120
Friday	FESSH Party	Usually held at a venue of local or special interest. More party-like event with low costs for participants shall call broad participation and make it available for young surgeons	800 or more

Opening Ceremony and Welcome Reception

Wednesday evening at 6 pm, inviting also industry representatives.

This event is included in registration fee provided by using local support (mayor, city hall, etc.).

Shall not include any entertainment (music, dance) otherwise the congress will be considered non-compliant by Ethical MedTech criteria. Welcome speeches and reasonable meals are accepted.

The proposed program shall have approval of Ethical MedTech well in advance.

Presidential Dinner

Thursday evening at or after 8 pm

The aim is to bring together the officers of the organisation. Presidents or delegates of national societies and FESSH Council members. Invitation list is prepared together by FESSH Congress Committee and Congress President. Limitation: 120 pax for free, price shall be settled between €80-100 per person. Shall have a certain flexibility being linked to McDonalds index. Partners of Council members, invited guests and congress president(s) may join if capacity and budget allows.

FESSH PARTY

To provide time and place for social activity, make it attractive for the young people to come, with interacting, dancing and music, definitely not a seated dinner event, not for an expensive fee.

CONGRESS BUDGET

There is a set structure for congress budget to keep that is the joint responsibility of the FESSH Congress Committee and Asszisztencia as Core PCO.

Draft congress budget is prepared by Asszisztencia based on the rates provided in the bid matrix in order to support evaluation of incoming bids.

Free registrations are available for

- Congress President(s)
- Scientific Committee Chair and members up to 20
- Local Organising Committee members up to 10
- Invited speakers up to 10
- FESSH Council members

Accommodation and travel reimbursement are not provided though. The Congress President(s), Scientific Committee and the Finance Committee decide on this.

FESSH Congress budget regular updates and financial closure is the responsibility of Asszisztencia. Regular updates and financial closure is presented for FESSH Excom for approval.

Congress balance is shared between FESSH (60%), the National Society (20%) and Asszisztencia (20%).

CONTRACTS

A contract between FESSH, the National Society and Asszisztencia shall be signed within 3 months after the voting at the Delegates Assembly.

SCIENTIFIC PROGRAM STRUCTURE

WEDNESDAY							
	Hall 1	Hall 2	Hall 3	Hall 4	Hall 5	Hall 6	
13:00 - 14:30	Educational afternoon	Educational afternoon	Educational afternoon				
14:30 - 15:30	Coffee break	Coffee break	Coffee break				
16:00 - 18:00	Educational afternoon	Educational afternoon	Educational afternoon				
18:00 - 20:00	OPENING CEREMONY						
20:00 - 22:00	DELEGATE GET TOGETHER						
THURSDAY							
	Hall 1	Hall 2	Hall 3	Hall 4	Hall 5	Hall 6	Workshops
8:00 - 9:00	FREE PAPERS	FREE PAPERS	FREE PAPERS	Special Issue	FREE PAPERS	FESSH committee	optional session
9:00 - 10:00	FREE PAPERS	FREE PAPERS	FREE PAPERS	Special Issue	FREE PAPERS	FESSH committee	optional session
10:00 - 10:30	Coffee break	Coffee break	Coffee break	Coffee break	Coffee break	Coffee break	Coffee break
10:30 - 11:30	host session	host session	host session	FESSH journal/JHSE	host session	host session	optional session
11:30 - 12:30	host session	host session	host session	FESSH journal/JHSE	host session	host session	optional session
12:30 - 13:45	Lunch break with Industry workshops	Lunch break with Industry workshops	Lunch break with Industry workshops	Lunch break with Industry workshops	Lunch break with Industry workshops	Lunch break with Industry workshops	Lunch break with Industry workshops
13:45 - 15:30	FESSH committee	FESSH committee	FESSH committee	FESSH committee	FESSH committee	FESSH committee	optional session
15:30 - 16:00	Coffee break	Coffee break	Coffee break	Coffee break	Coffee break	Coffee break	Coffee break
16:00 - 18:00	FREE PAPERS	FREE PAPERS	FESSH DELEGATE ASSEMBLY	FREE PAPERS	FREE PAPERS	FREE PAPERS	optional session
19:30 - 24:00	FESSH PRESIDENTIAL DINNER						
FRIDAY							
	Hall 1	Hall 2	Hall 3	Hall 4	Hall 5	Hall 6	Workshops
8:00 - 9:00	host session	FESSH research/shark tank/grants	host session	host session	host session	host session	optional session
9:00 - 10:00	host session	FESSH research/shark tank/grants	host session	host session	host session	host session	optional session
10:00 - 10:30	Coffee break	Coffee break	Coffee break	Coffee break	Coffee break	Coffee break	Coffee break
10:30 - 11:30	host session	FESSH/value based healthcare	host session	host session	host session	FREE PAPERS	optional session
11:30 - 12:30	host session	FESSH/value based healthcare	host session	YEHS	host session	FREE PAPERS	optional session
12:30 - 13:45	Lunch break with Industry workshops	Lunch break with Industry workshops	Lunch break with Industry workshops	Lunch break with Industry workshops	Lunch break with Industry workshops	Lunch break with Industry workshops	Lunch break with Industry workshops
13:45 - 15:30	FREE PAPERS	FESSH education/congress fellows	FREE PAPERS	FREE PAPERS	FREE PAPERS	FREE PAPERS	optional session
15:30 - 16:00	Coffee break	Coffee break	Coffee break	aopists	Coffee break	Coffee break	Coffee break
16:00 - 17:00	FREE PAPERS	FREE PAPERS	FREE PAPERS	FREE PAPERS	Nations competition	FREE PAPERS	optional session
17:00 - 18:00	FREE PAPERS	FREE PAPERS	FREE PAPERS	FREE PAPERS	Nations competition	FREE PAPERS	optional session
19:30 - 24:00	FESSH PARTY						
SATURDAY							
	Hall 1	Hall 2	Hall 3	Hall 4	Hall 5	Hall 6	Workshops
8:00 - 9:00	FREE PAPERS	FREE PAPERS	FREE PAPERS	FREE PAPERS	EWAS	Hand therapist	optional session
9:00 - 10:00	FREE PAPERS	FREE PAPERS	FREE PAPERS	FREE PAPERS	EWAS	Hand therapist	optional session
10:00 - 10:30	Coffee break	Coffee break	Coffee break	Coffee break	Coffee break	Coffee break	Coffee break
10:30 - 11:30	FREE PAPERS	FREE PAPERS	FREE PAPERS	FREE PAPERS	EWAS	Hand therapist	
11:30 - 12:30	FREE PAPERS	FREE PAPERS	FREE PAPERS	FREE PAPERS	FREE PAPERS	Hand therapist	
12:30 - 13:45	CLOSING CEREMONY						
Free programm for the national host							
Obligated free paper sessions : based on acceptance of 600 oral presentations, 60 hours need in case of 6 min per presentation							
nationa competition, value based healthcare/research and special issue in stead of instruction course							
Obligated FESSH social programm							
FESSH Delegate Assembly							
Lunch work shops (industry or orther possibilities for instance extra research course)							
EWAS sessions							
FESSH sessions like Green Hand, Journal of Handsugery, value based healthcare							
FESSH commities and subspecialies: 3D, trauma, prevention, Pulpe and microsurgery							
workshops: FESSH essentials							
hand therapist							