



## THE SOUTH AFRICAN SOCIETY OF ANAESTHESIOLOGISTS

### BYLAWS (2020)

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The SASA Bylaws governs SASA activities not covered by the Constitution. They are drafted and approved by a majority vote in Council. Bylaws are published on the SASA website and do not have to be approved by members at the SASA Annual General Meeting.

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# 1 SCHOLARSHIPS

## 1.1 THE JAN PRETORIUS RESEARCH FUND (JPRF)

### **A. Objective**

The JPRF is administered by the JPRF Committee of the Educational Business Unit for the express purpose of:

- a) Promotion of research in Southern Africa.
- b) The publication of scientific material either in printed form or as audiovisual material.

### **B. Administration**

- a) A minimum four member Council sub-committee consisting of at least the Convenor of the Education Business Unit, the National Treasurer, the National Secretary and an elected council member will administer the JPRF.
- b) All applications to the JPRF should be addressed to the National Secretary.
- c) Applications will be reviewed on a quarterly basis and applicants informed of the outcome within one month of the end of the quarter.
- d) The committee is not obliged to give reasons to unsuccessful applicants.

- e) All recipients shall be obliged to sign a contractual agreement with SASA. (Addendum D)

**C. Conditions of Award**

- a) Assistance from this JPRF shall be available to all members of SASA who are in good standing.
- b) Preference should be given to an individual not eligible for or already in receipt of other financial support for research.
- c) Requests for assistance must be made on the approved form obtainable from the SASA Office.
- d) An application will only be considered if the candidates meets the following conditions:
  - 1. Registered specialists must have been members of good standing of SASA for a period of 2 years prior to the application being received.
  - 2. Trainees/registrars must be SASA Trainee members of good standing prior to the application being received. If a grant is awarded, it will be a requirement by SASA that the recipient commit to remain a SASA member of good standing during the full research period and for 2 years thereafter.
  - 3. Research results must be presented at the first SASA National Congress after completion of the research project. The research results should be presented at the SSEM Mthembu Prize category for original research. As a JPRF recipient the Congress registration fee will be waive and the recipient will also receive an one night accommodation voucher as a presenter at the Congress. Travel fee will be for own account. Failure to present at congress will result in repayment of the grant to the SASA Education Fund
  - 4. Recipients should attempt to submit an article based on their research to at least the SAJAA. If successful a copy of the article must be submitted to the Convenor of the Education Business Unit and if unsuccessful proof of submission.

D: Evaluation Criteria

Applications will be evaluated against the following criteria:

1. Scientific merit
2. Is theme appropriately related to advancing anaesthesia in South Africa? (Significance of proposed research)
3. Is protocol realistic / workable?
4. Protocol - design & methods
5. Track record & suitability of project leader
6. Are resources / support available to successfully complete study
7. Protocol - ethically approved
8. Is budget realistic?
9. Are other sources of funding available and applied for?

E: Application form – Addendum A

F: Contract – Addendum D

## **1.2 THE ABBVIE SCHOLARSHIP IN ANAESTHESIA**

### **A. Description**

- The scholarship is the result of a partnership between AbbVie (Pty) Ltd and the South African Society of Anaesthesiologists (SASA), and will provide financial assistance to eligible postgraduate students, and medical officers in the public service, to further their training in anaesthesia.

### **B. Objectives**

- To provide support to academically and clinically promising, as well as financially disadvantaged anaesthesia registrars in training, in a sustainable manner.

- To identify, attract and retain previously disadvantaged students into the specialty and profession, especially from the Medical Officer environment.
- To further the interest of Academic Anaesthesia and identify and retain high quality, academically strong, postgraduate students in the academic environment.
- Generally, to contribute to an environment conducive for training in anaesthesia

### C. Eligibility

- The scholarship is open to all **registered** South African postgraduate students from all medical schools, Community Service Medical Officers and Medical Officers registered for independent practice at any academic hospital in South Africa. Registered postgraduate students from SADEC countries studying at a South African University may also apply.
- Anaesthesia registrars at all levels of training. **The applicant should be an existing SASA trainee member.**

### D. The Scholarship

- Size of award: This will be reviewed on an annual basis and is subject to change without prior notification to prospective applicants. An amount up to and not exceeding R15, 000.00 (Fifteen thousand rand only) will be offered per successful application per annum.
- Number of awards: A maximum of 12 (twelve) awards will be granted per annum, including new and repeat awards.
- Frequency of award: New scholarships will be awarded annually at the SASA National Congress. Recipients' registration fees for the Refresher Course will be waived.
- Repeat awards: Awards may be repeated annually limited to 4 (four) awards per recipient or by completion of registrar time. A new application will have to be submitted annually with proof of satisfactory academic progress. A report and re-application form will be required.
- The total number of awards granted to supernumerary trainees may not exceed 30% of the total number of grants awarded annually.

- Administration: Administration of the scholarship will rest with the SASA Abbvie Scholarship Committee, chaired by the National Secretary.
- Applications: To be submitted online and all supporting documents emailed to: **The SASA National Secretary**  
**Abbvie Scholarship in Anaesthesia**  
[sasa@sasaweb.com](mailto:sasa@sasaweb.com)
- Closing date: The closing date for applications is **October 31<sup>st</sup>** of each year.
- Applications to include:
  - Application form with all requested information provided.  
**Incomplete application forms shall be automatically disqualified.**
  - Applicant's Curriculum Vitae
  - Essay motivating as to the reason why the Scholarship should be awarded to the applicant (no more than 500 words)
  - Recent payslip (Only supernumeraries that receive a salary from their Government)
  - Confirmation of the outstanding value of the applicant's student loan's.
  -

## E. Evaluation Criteria

The applications for this scholarship shall be evaluated against the following criteria:

Main Category	Sub-Category	Main Category Weighting
<b>Financial Need</b>		<b>60</b>
	Are you a supernumerary (Y/N)	
	If Supernumerary, do you receive financial support from your government. Please attach payslip or proof of monthly salary	
	Do you have a student loan? If yes, to what value? Please provide copy of loan statements	

	Are you the sole breadwinner in your immediate family (Y/N)	
	Do you financially support any other members of your family or community (outside of those living with you)? How much do you contribute monthly? Please specify to whom and for what purpose. Please provide bank statements as proof.	
	Do you have any other bursary or financial grant (Y/N)? If yes, please specify	
<b>Academic Strength</b>		<b>10</b>
	Did you complete your FCA 1 Examination on first attempt and with all subjects (Y/N) (if Y, please specify when and if you were at an academic institution)	
	Have you previously published an article/s (Y/N) (If Y, please provide references).	
	Did you graduate your undergraduate medical degree Cum Laude (Y/N) (If Y, please attach degree certificate)	
<b>Previously disadvantaged</b>		<b>8</b>
	What is your race (African, Coloured, Indian, Chinese, White)	
	What is your gender (M/F)	
	Did you attend a rural/township school? Please give the name of the school, the town and the province.	
<b>Community or Departmental Service</b>		<b>10</b>
	Have you ever served as a registrar representative (Y/N)? If Y, please specify when and what your specific responsibilities are/were.	
	Do you provide any services/support outside of current academic requirements in the greater community (Y/N). If Y, please detail what this is.	
<b>Motivation, in their own words</b>		<b>12</b>

	Please submit a letter of motivation for this Grant. The letter is not to exceed 500 Words	
	<b>Evaluator's Score (not out of 100)</b>	100

## F. Conditions / Report

- The scholarship may be used to offset costs relating to examination fees, training aids, congress attendance or clinical research.
- All beneficiaries of the AbbVie Scholarship in Anaesthesia will be required to submit a letter of acceptance, acknowledge receipt of funds, and advise the National Secretary on how the funds were utilised.
- An annual report, on the prescribed form will have to be submitted.
- SASA reserves the right to make independent enquiries about a student's academic progress, or conduct.
- Awards may be reduced or withdrawn at any time if, the work or conduct of a scholarship holder is considered unsatisfactory.
- Awards are fully repayable should scholarship holders change, fail, discontinue or terminate the study programme at any stage during the year in which the award has been granted.
- In the interests of furthering education, the recipients may be required to share their experiences, new knowledge or research activities with their colleagues at an appropriate forum or in a SASA publication.
- All recipients except supernumeraries, must undertake to spend at least 2 years following graduation, practicing anaesthesia in South Africa.
- Recipients will be required to remain paid up members of SASA for a minimum period of two years after the end of the award. This is applicable to recipients who received the award for one or two years. For recipients who are awarded the grant for three or four years, the recipient will be required to remain a SASA member for at least a period equal to the number of year that the scholarship was received
- Recipients will be required to sign and abide by a contract with SASA on acceptance of the scholarship.(Addendum E)



## 2. BUSINESS UNITS

New Councillors will be elected to the following Business Units at the first Council Meeting following the A.G.M, should a member of the Business Unit's Term of Office have reached an end or upon resignation.

### **2.1 Education Business Unit:**

Incorporating

- Jan Pretorius Research Fund Committee
- AbbVie Scholarship in Anaesthesia Committee
- Publications

### **2.2 Private Practice Business Unit**

Representing Business Management and Professional Income of SASA

Members in Private Practice regarding:

- Engaging with Health Care Funders and State Departements
- Health Care Price Determination Authoritie(s), should such exist, or similar
- Coding Structure
- Private Practice Business Unit Levy
- Representing SASA interest on relevant comittees and organisations

For the purposes of governance the PPBU committee shall have at least seven members at all times. The numbers shall be made up by the Convenor appointed by Council, Councillors in private practice on SASA Council plus co-opted members as required. Desicions shall be made (at a meeting or by email) by a majority vote of four or more members and the Convenor shall have the casting vote if required.

At the SASA 2011 AGM the following proposal was accepted:

It is proposed that an annual levy be added to the membership fees of SASA

members who engage in private practice for the purpose of funding of the Private Practice Business Unit in addition to the existing financial resources allocated by SASA.

**Rationale:** SASA members in private practice have contributed significantly over the years, directly and indirectly, towards the income of the society. It is accepted that SASA as a society still has a responsibility towards funding the activities of the PPBU. The historic pattern regarding typical amounts and expenses should serve as baseline. It is accepted that activities of other business units will also impact on private practice and is in fact an integral part of the business of SASA. However, it is recognised that this particular business unit will require additional money to meet the challenges for which those SASA members not in private practice should not contribute to or which may not have been afforded previously with the standard membership fee.

### **2.2.1 General principles:**

- Funds will be dedicated to the process of negotiating remuneration of private practitioners within the limits of the legal and administrative process.
- It will be accounted for separately from other funds within the SASA state of accounts.
- The Private Practice Business Unit through its committee will have control of the utilisation of these resources.
- The requirement for this levy and the amount will be reviewed annually after budgeting for expenses if and when they may arise. The amount payable by members will be proposed to the SASA AGM by the representatives on this business unit with adjustment for members in limited private practice.
- The income from this levy shall be applied exclusively for the advancement of the objectives of the PPBU or its successors in SASA.
- Funds may be used for the following purposes:
  - To reimburse members of SASA or our representatives for professional time when they engage with stakeholders with regards coding.

- To remunerate consultants / experts in the Health Care or related Industries when their expertise is required by the PPBU
- For specific bench marking projects
- Legal, Audit, Actuarial and other professional services as required.
- Cost of communication and marketing of the of the objectives of the PPBU

### **2.2.2 Remuneration of SASA members and other expenses**

- Remuneration is limited to time spent in “face-to-face” meetings when SASA members are involved .
- Remuneration of SASA members in the execution of these duties shall be determined and revised annually by the members of the PPBU. As a general principle this shall not exceed the amount that can be earned by an specialist anaesthetist for equivalent time spent in a complex case at market rates. The rationale is to compensate these individuals for lost income but to prevent this to become more lucrative than doing professional work. Claims shall submitted monthly to and authorized by the National Treasurer on a standardised PPBU claim form
- Expenses in excess of R10,000 or of a repetitave nature shall be approved by a majority of members on the PPBU at a meeting or by email.
- Smaller expenses shal be ratified by the National Treasurer and the convenor of the PPBU.
- When a member of the PPBU is invited by branches, individuals, meetings or private groups to update them on current health industry issues, the cost are for them and will not be funded by the PPBU Levy.

### **2.2.3 Accounting**

- The income and the applications of funds derived from the PPBU Levy will be tabled at all Council meetings as part of the report by the National Treasurer.

- The Annual Financial statements to be presented at SASA AGM will include those of the PPBU in such a way that the income from the PPBU levy, the application of these funds and the surplus if appropriate will be clearly apparent.
- The convenor of the PPBU shall submit an annual budget to Council. This budget and any surplus will be used to calculate the levy for the next year. Any increase has to be approved at the SASA AGM.

### **2.3 Public Sector Business Unit**

Incorporating

- Labour Practice
- Registrar Forum
- Equipment and Consumable Committee
- Pharmaceutical and Therapeutic Committee

### **2.4 Regulation Business Unit**

Incorporating

- Constitution and Bylaws
- Peer Review Committee
- Legislation
- Regulatory bodies – HPCSA, MCC, DOH, SAMA

### **2.5 Special Interest Groups Business Unit**

Incorporating

- SASRA (South African Society of Regional Anaesthesia)
- PACSA (Paediatric Anaesthesia Community of South Africa)
- SOSPOSA (Society of Sedation Practitioners of South Africa)
- CASSA (Cardiothoracic Anaesthesia Society of South Africa)
- OASIS (The Obstetric Anaesthesia Special Interest Society)
- SASNACC (South African Society for Neuroscience In Anaesthesia and Critical Care)

### **2.6 Guideline portfolio**

A suitable person will be co-opted by SASA Council to manage this portfolio with the express purpose of managing all aspects of Practice and Clinical Guidelines, according to a Standard Operating Procedure Document.

### **3. SASA NATIONAL CONGRESS**

The overall objectives of the SASA National Congress are to provide a continuing medical education programme that:

- Is of the highest possible scientific quality;
- Enables the greatest participation by SASA members possible; and
- Enables the maximisation of surplus funding for education and research purposes. The funds are, specifically, distributed to the universities, branches and allocated to research endeavours.

The SASA National Congress runs under the auspices of the National Council and the overall brand of SASA. It is organised by Local Congress Organising Committees (LCOC ).

SASA is committed to the development of SASA members, not only through attendance at SASA events, but in the process of organising and delivering such events. Within this, the principle of diversity is actively promoted, so as to enhance the quality and depth of the programmes.

These Bylaws, thus, provide the guidance on core expectations in the achievement of the objectives and principles of SASA. These Bylaws are intended to guide the LCOCs in implementing the Congress in accordance with the objectives, brand and principles of SASA, while still allowing sufficient leeway for practical implementation.

#### **3.1 Rules governing the hosting of the Annual SASA National Congress – Revised November 2019**

The annual congress is hosted on behalf of SASA by one of the 6 branches in collaboration with the local University Anaesthesiology Department/s.

This is in accordance with the principle of geographic diversity and the development of skills and access throughout the country.

### **BRANCH HOSTS**

1. The Branches are to be informed by the National Secretary in writing, 2 ½ years prior to the meeting and they need to accept in writing within 6 months to be confirmed at the AGM 2 years before their meeting.
2. If the allotted Branch is unable to host the Congress, the SASA Council will select a host from the remaining branches. That Branch that is unable to host the Congress at that time will be given the opportunity to host the Congress, when the replacement Branch is due to hold the National Congress.
3. Branches must engage with and involve ALL universities within the Branch, to assist with the management and delivery of the Congress.
4. Council reserves the right to withdraw its invitation to its Branches to Host the National Congress.
5. The congress will be known as the SASA National Congress, and the Branch will elect the Congress Organising Committee Chair.
6. The congress will consist of the Main Congress, a 2-day Refresher Course and workshops. Workshops may be hosted on a separate workshop day or incorporated into the Main Congress and Refresher Course.
7. The duration of the Congress should not exceed three days and the Refresher Course two days, preferably on a Saturday and Sunday. Total duration including workshops should not exceed five days. Due cognisance should be taken of religious holidays.
8. The Host for the All Africa Congress (if to be held in South Africa) will be decided upon by Council. This Congress will replace the National Congress for that year and subsequent Congresses will follow the set host rotation sequence. A SASA Refresher Course will be held in conjunction with the AAAC and proceeds of the Refresher Course and the SASA share of the AAAC will be distributed in the same manner as the

National Congress surplus distribution.

### **SURPLUS SPLIT**

1. The surplus of all National Congresses will be distributed as follows:
  - 25% to the Organising Branch
  - 15% to the Jan Pretorius Research Fund (JPRF)
  - 60% distributed to the University Departments accredited for the training of anaesthesia and contributing to the goals of SASA. Currently included are UCT, US, UFS, UP, WITS, UKZN, WSU and SMU
  - This University Anaesthesiology department distribution will be based on:
    - 15% will be equally distributed i.e 15% divided by the number of University Departments accredited for the training of anaesthesia – e.g. 8 departments would receive  $15/8 = 1.875\%$  each.
    - 15% will be distributed to to each department that complies with the requirements of SASA registrar, medical officer or junior consultant development as specified under “Congress Organisation – Member Development”. Example if 5 of the 8 departments complies they will receive  $15/5 = 3\%$  each,
    - The remaining 30% will be apportioned on an Anaesthesiology department staffing complement (consultants, registrars, medical officers) and be reflective of their SASA membership status and proportional to the staff establishment..
2. Should the Congress accrue a deficit, the deficit will be shared equally (50/50) by the Branch and SASA National.

All participating University departments need to submit a list of their staff names and SASA membership status before the **30<sup>th</sup> June** of each year. Failure to do this will result in the affected University Anaesthesiology Departments being excluded from **ANY** Congress surplus income for that year in which the Annual General Meeting falls.

Example: If the total staff complement of all participating anaesthesiology departments is for example 400. University A that has a staff complement of 100 with 80 SASA members will receive  $(100/400*80)\% = 20\%$  of the apportioned 30%. The balance to be returned to the SASA JPRF.

3. The surplus split between the Branch and the University Department is a Branch affair and SASA National is not involved in any of these decisions.
4. All Africa Anaesthesiology Congress: The surplus split for the AAAC will be decided between the SASA Executive and the ARS (WFSA).

## **CONGRESS ORGANISATION**

In organising the congress, the diversity of the country and the society should be reflected in all aspects – the composition of the Local Congress Organising Committee (LCOC), the Scientific committee, the chairpersons of the different session, speakers and workshop presenters.

Young professionals In both private and academic sectors should be encouraged to participate on all levels. It is advisable that the chairperson of the Scientific Committee contact all Anaesthesiology HOD's of all Universities at an early stage and request them to nominate speakers and Abstract review committee members. **The SIG liaisons, as referred to under point 5 below, should also consider diversity and development when making speaker proposals, as in point 5d below.**

The winner and runner-up of the Registrar Communication Skills competition should be invited to present at the Refresher Course the following year.

1. The Branch will convene a LCOC which should include both Private and Public Sector SASA members. The Committee shall also include at least one member representative of the Pharmaceutical and one member representative of an Equipment company likely to be involved with



exhibiting at or otherwise supporting the congress. The SASA CEO and National Secretary will be ex-officio members of the LCOC. Agendas, Minutes and Financial reports should be copied to the National Secretary.

2. The LCOC will establish a Scientific subcommittee responsible for the Scientific programme.
3. International speakers: the number of congress supported international speakers to be invited shall be restricted so that total cost does not exceed 15% of the budgeted expenses. Smaller Branches may be permitted, on approval from the SASA National Council, to take advantage of lower local venue costs to amend this ratio. Congress support will include **economy** airfare, accommodation and registration. Trade sponsorship should still be sought for these speakers if possible. Additional international speakers may be included if they are self-funded, or obtain their own university / departmental or trade sponsorship.
4. The scientific programme should include the following sessions:
  - 4.1 An anaesthesia history related lecture: The Nagin Parboo Memorial lecture, dedicated to the late SASA archivist, Dr Nagin Parboo
  - 4.2 A session / workshop dealing with private practice issues, during the Refresher Course or Congress which should be organized in liason with the Private Practice Business Unit.
  - 4.3 Sessions for the different Congress competitions as set out under the LCOC obligations.
  - 4.4 A session for free papers not covered by the different competitions.
  - 4.5 Practical Workshops as determined by the scientific committee
  - 4.6 A wellness session in collaboration with the SASA Wellness in Anaesthesia Support Group
  - 4.7 Any other innovative session which can add value to the academic content of the program.
5. Special Interest Group (SIG) Participation:
  - a. Each SIG shall nominate a Congress Liaison person from within the SIG and the name is to be provided to the LCOC;
  - b. The LCOC may allocate one refresher and/or one main Congress session to each SIG, or incorporate SIG topics and speakers as part of a session.

- c. The LCOC shall provide the SIG's with the Congress theme, scientific programme intent and speaker guidelines, including mix of international, national and local, at least 8 months prior to Congress;
  - d. The SIG shall propose speakers and topics, within the provided guidelines, to the LCOC at least 6 months prior to Congress;
  - e. The final programme remains the decision of the LCOC, and such decisions must be communicated and agreed with the SIG Liaison.
6. The LCOC IS STRONGLY ENCOURAGED to recruit texts from the Refresher Courses Speakers AND PROVIDE THEM TIMEOUSLY TO SAJAA for publication. Early contact should be established with SAJAA to facilitate this. Texts to be submitted via the SAJAA website.
  7. The programme to be designed in such a way that it provides for a morning and afternoon tea break as well as a lunch break, so as to ensure maximum Trade exposure. Trade lunch to be served before delegate lunch to enable Trade to attend to delegates during lunch.
  8. Professional Congress Organiser (PCO): The LCOC must call for at least three quotes (including the services offered, price of service and structure of the pricing – i.e. flat fee or percentage based). PCO's can be invited directly but to ensure an open process the call for PCO's must also be advertised in the SASA newsletter. Addendum C – SASA PCO requirements may be used as a brief.
  9. The LCOC must select a preferred provider, based on an assessment of best value offered, track record and strength of relationship.
  10. The LCOC shall propose the employment of this PCO to assist with the organisation of the congress to SASA EXCO for appointment.
  11. The LCOC should take note of **Addendum C: PCO requirements**
  12. The LCOC must sign a contract with the PCO for the provision of these services, but may only do so once this has been submitted to the CEO for comment.
  13. The Congress website may be a permanent section of the SASA website, or be linked and branded SASA National Congress through a website provided by the PCO. It must be updated annually with new content and designs. The LCOC and the PCO will liaise with the SASA

CEO and website webmaster in this regard.

14. Post-Congress Tours – The LCOC has no obligation to arrange any Post-Congress tours for invited speakers and LCOC members. However if such a tour is arranged by the LCOC a maximum of 10% of the projected congress surplus may be utilized towards the cost of the tour. The balance of the tour cost will be for the organizing branch account

## **MEMBER DEVELOPMENT**

1. Aligned with SASA's mission and in the interests of diversity, development and a sustainable profession and future, development of young professionals is promoted and encouraged through incentives directed to University departments and the congress specific member development initiative.
2. 12.5% of all lectures scheduled during the congress are to be reserved for "member development" lectures.
  - 2.1. While this number may be exceeded, lectures given by the same person will not count toward the calculation of 12.5% to ensure opportunity for development and experience is afforded to the widest number of members per congress.
3. Persons eligible to deliver member development lectures include:
  - 3.1. A registrar in an accredited department having passed FCA (I) examination and having already commenced their 3<sup>rd</sup> year of registrar time until completing registrar time and/ or their FCA (II) examination.
  - 3.2. A medical officer having completed their FCA (I) examination or a medical officer within 2 years of having completed their registrar time in an accredited department and either planning to write their FCA (II) and / or complete their MMed.
  - 3.3. An anaesthesiologist in public service or private practice having completed their FCA (II) and MMed and registrar time within the last 2 years.
4. The LOC must issue a formal request to all the listed University departments' accredited for anaesthesia training as listed under "Surplus Split" to supply a list of at least 3 candidates per department that are eligible in terms of 3. above to deliver lectures at the congress.
  - 4.1. There is no maximum number of candidates that the University may put forward but the first 3 preferred candidates by departments should be listed.

- 4.2. Universities cannot nominate the same candidates for consecutive annual congresses. This does not preclude the LOC from inviting a prior “development speaker” to speak at a consecutive congress.
- 4.3. The candidates put forward must be accompanied by a short CV that outlines their eligibility for presentation as well as particular lectures and categories of interest they would prefer to lecture on. These can relate to research, topics, reviews or anything of academic interest to the profession. The LOC is able to supply a list of tracks being included in the congress and refresher course to assist Universities for topic choices.
- 4.4. The following considerations must be communicated to the University departments with respect to the team of candidates put forward:
  - 4.4.1. Due consideration in proposed speakers must be given to diversity and development of the profession and from within their department. Development should include diversity which is generally reflected in geography, background, gender, race, professional and life experience and the country demographic in which we live.
  - 4.4.2. It is expected that departments mentor and develop registrars, medical officers and junior consultants to develop and deliver presentations and lectures of high quality.
- 4.5. In the event that a University is unable to propose speakers as defined in 4.1 through 4.4, a motivation should be given with whatever names are submitted.
- 4.6. Development member lectures:
  - 4.6.1. Must be included in sessions with “recognised” speakers in each track.
  - 4.6.2. May not be the first or last talk of a session in the track (excepting if only 2 speakers are included in the session).
- 4.7. Upon attendance and successful delivery of the talks by development speakers, the university will be further entitled to congress surplus distribution of its portion of 15% divided by the number of Accredited Universities that participate in the member development program through congress. (e.g. 15% divided by 5 universities who propose and supply 3 speakers = 3% each).

## **SPEAKER AND SESSION DIVERSITY**

1. In the interests of diversity and development of the Society, the LOC must ensure that speakers invited to deliver presentations at congress should consider same where diversity is generally considered to be reflected in geography, background, gender, race, professional and life experience and the country demographic in which we live.

2. In service of the above, without specific quotas being absolutely required, and with the intention of an inclusive (not exclusive) system being adopted, the following should serve as targets to be met or exceeded for LOCs in terms of race (races as listed and defined by the HSRC):
  - a. African 20%
  - b. White 10%
  - c. Indian/ Asian 4%
  - d. Coloured 6%
3. Without specific quotas being absolutely required, and with the intention of an inclusive (not exclusive) system being adopted, the following should serve as targets for LOCs in terms of gender:
  - a. 35% female
  - b. 35% male
4. In line with international congress guidelines, the LOC is encouraged to make every effort to ensure that each session is representative of diversity and development as referenced in point 1 of this section (Speaker and Session Diversity).
5. While these numbers may be exceeded, lectures given by the same person will not count toward the percentages to ensure aims of a successful and diverse congress are achieved.
6. Only South African citizens delivering presentations will be considered to count toward these ratios. International speakers do not count toward the ratios stated in 2. Above although diversity is specifically encouraged throughout all invited speakers and the scientific programme.
7. As a member of the African Regional Section of the World Federation of Societies of Anaesthesiology, SASA does, however, encourage the LCOC to consider and invite participation of speakers from the African continent as an important and significant contributor to the international speakers' delegation.
8. It is appreciated that for reasons beyond the LOC's control, that speakers invited may not be able or willing to deliver presentations at the congress. To this end, LOC's are highly encouraged to keep all correspondence of invited speakers and specifically those that decline to demonstrate efforts made to ensure diversity.

## **SASA GUEST SPEAKER**

9. The LCOC should invite a suitable individual to attend the Congress in the capacity of the Society Guest.
10. The name of this person should be made known to Council of the Society and branch committees as soon as the invitation has been accepted.
11. It is advisable that the Society guest be invited to South Africa for the week preceding or following the Congress in order to visit at least 2 other branches. Branches should indicate in advance if they would like to host the SASA guest speaker, who will be allocated on a first come first serve basis as not all branches can be visited. The official guest's CV, areas of interest and topics he/she could present on, should be made available to the branches as soon as received by the National Secretary.
12. Even if additional sponsorship is received from other sources, the Society Guest shall be introduced as such at all lectures and functions, and both the LCOC and Branches shall have free choice of the subject of and venue for his/her lectures. The itinerary of the Society Guest shall be decided upon by agreement between the SASA CEO, LCOC and the Society Guest.
13. The conditions and obligations of the Society Guest as stipulated in this document must be followed in all respects.
14. The lecture content and itineraries of other Official Congress Visitors sponsored by sources other than the Society or the LCOC, shall be decided upon by the LCOC and the sponsor. The LCOC shall attempt to ensure that the subject matter of lectures delivered by Guests in their official capacity is of a high and unbiased academic standard, and will be presented at meetings where peer review is possible.
15. The Society will be responsible for the costs incurred in hosting the Society Guest. This is to be funded from the JPRF.  
Such costs will include:
  - **One Business Class** return airfare for the Guest from the country of domicile of the Society Guest.
  - All accommodation costs at bed and breakfast rates for the Guest while in the country.

- The economy airfare or car traveling costs of the Society Guest within South Africa incurred for the purpose of visiting as many as possible Branches in order to lecture.

Such costs will NOT include:

- Any other costs incurred by individuals or institutions in entertaining or hosting the Society Guest and their accompanying person
- Branches that have the opportunity to host a SASA guest will be responsible for the cost of the local meeting (venue, catering and entertainment expenses).

### **HONORARIA PAYMENTS AND WAIVED REGISTRATION FEES**

The following will receive partial or full sponsorship to the National Congress and Refresher Course

1. **Committee members of the LCOC** of the National Congress will receive free registration for the Congress and the Refresher Course. To qualify for this benefit they should contribute significantly to a specific portfolio and/or attend at least 80% of LCOC meetings. Consideration must be given to the balance between developing organisational skills and the cost of this Committee to the Congress.
- **The President, the National Secretary, the National Treasurer and the CEO** of the Society, are to have their registration fees waived and their travel and accommodation costs covered by council.  
Accommodation costs are only for the period of attendance at the AGM.
2. **Invited speakers** at the Congress (including Congress, Refresher, Nurse Programme and Workshops) and Council members on official duty will receive:
  - Free registration for the National Congress and or the Refresher Course if presenting/judging.
  - Accommodation voucher of up to R1500 for every day of involvement except for speakers of the host city. Speakers to submit accommodation invoice before being reimbursed.
  - Discretionary honorarium for speakers who are not members of the profession.

- Travel costs will not be subsidised. Exceptions may be requested of the SASA National Council by the LCOC in exceptional circumstances.
3. Registrars or Specialists, who are **current holders of the AbbVie or Jan Pretorius Research Fund**, will each receive one free registration at a National Congress during their four years of the scholarship.
  4. **Registrars** whose papers have been accepted to compete for either the **SASA's Registrar research prizes, the SASA prize for communication skills or the Registrar ePoster competition**, will receive a registration fee discount equivalent to a one day registration fee.
  5. If Council nominates delegates specifically to attend the AGM, their travel expenses, accommodation and any additional expenses are to be covered by Council. This applies specifically to the AGM only and not to the duration of the congress
  6. The SARFA AGM:
    - The LCOC must make a slot available for the SARFA AGM;
    - The SARFA AGM must be held during Congress and must follow the same regulations and rules as the SASA AGM;
    - SASA shall reimburse the incoming SARFA Chairperson for his/her travel and accommodation for one night only, to facilitate their attendance at the SARFA AGM. Such reimbursement will be in terms of the SASA travel policy.
    - SASA will in addition pay a travel stipend of R750 to the outgoing and incoming SARFA Representatives of each University who attend the SARFA AGM as per the SARFA AGM Travel Stipend Guideline
  7. Chairpersons of academic sessions will not receive any honoraria / waivers. Judges of Congress competitions will receive the same benefit as a speaker if the duration of the competition is more than 2 sessions
  8. **Workshops:** The main organizer of a workshop will receive the same waiver as a speaker, and free participation in the workshop. All workshop assistants will receive one night's accommodation voucher (if not local), free registration to the workshop and a discount on registration equivalent to a day's registration fee for attendance of Congress or the



the Refresher programme. Workshop organisers are encouraged to use local facilitators/assistants as much as possible to manage these costs.

9. **Trade Symposia:** Speakers invited by the Trade to present at Trade / Industrial symposia **only**, registration fees are NOT waived and should be paid by the Trade.

**Special Interest Group (SIG)** sessions. If a SIG decides to invite an International speaker, permission should first be obtained from the LCOC Chairperson. The cost for such a speaker will only be for the LCOC if such a speaker is also involved in the main Congress and / or Refresher Course. If not, the SIG will be responsible for the cost.

10.

## **REGISTRATION FEES**

1. The LCOC will submit a proposal based on the Congress Budget to SASA Council for approval as to the estimated delegate costs.
2. All **paid up** SASA members will receive a discounted registration fee, whether or not resident in South Africa. It is the PCO's responsibility to validate that all SASA member registrations are paid up.
  - 2.1 The following registration fee categories will apply:
    - Standard fee (Non-members)
    - SASA Full and Associate Members
    - SASA Trainee, Nurse, Retired and Hon. Life Members
3. Honorary Life Members and Pensioners who retired as SASA members in good standing will receive a discounted registration fee. This fee will be the equivalent of the registrar / Trainee fee.
4. All member Trainees (registrars / Junior MO's) at South African academic institutions will receive a discounted registration
5. Non-member medical practitioners residing in any SADEC country shall qualify for the same registration fee as a SASA member on condition that they submit:
  - a) Proof of membership of the local Anaesthesiology / Medical Society or
  - b) Proof of residence if no society exists.

- 6 International delegates who are Full members of one of the Common Issues Group of Anaesthesia Societies will qualify for the same fee as a Full SASA member. Membership number to be submitted. These societies include: Societies of Anaesthesia for Great Britain and Ireland (AAGBI), Canada (CAS), America (ASA), New Zealand (NZSA), and Australia (ASA).
- 7 Early payment discounts will be available. Closing date for early payment discount shall not be less than 2 months prior to the starting date of the congress.
- 8 Cancellation of registration following payment:
  - a. If 1 month before the date of the National Congress, full refund less administration costs.
  - b. If < than 1 month before the date of the National Congress, no refund, unless exceptional circumstances, which will then be decided upon by LCOC.

## **FINANCES**

1. The LCOC may utilize the banking and accounting services of the PCO or the National SASA body who will maintain an accounting record of the National Congress and be responsible for the fiduciary responsibilities including VAT payments.
2. All expenses, with the exception of those detailed in the SASA Guest section will be to the account of the LCOC and this includes any VAT payments due on registration fees.
3. SASA may advance to the LCOC a cash float of R50,000.00, the sum of which can be altered by Council approval. This float remains as a debt to SASA, which must be repaid when the financial affairs of the Congress are settled.
4. **All surplus and proceeds** from the Congress, as well as capital assets accrued by the Congress will be returned to SASA for distribution.
5. Any deficit accrued will be a shared responsibility between the Branch and SASA (50/50). The National portion of any deficit will be paid from the Jan Pretorius Research Fund.

6. Costs to be borne solely by SASA National, only in the event of a congress deficit, are the costs incurred to provide and staff the SASA stand at congress. Should the SASA stand have organised sponsorship for the relevant congress, the costs are to be directly ringfenced and provided for by the relevant sponsorship.
7. SASA will be responsible for the costs of accommodating Society Business meetings held at the Congress venue.
8. SASA will be responsible for the return airfare and accommodation costs of the President, CEO, National Secretary and National Treasurer to attend the Annual General Meeting. The costs for registration of these members is to be borne by the Congress. Council will be responsible for any additional costs for nominated members to attend the AGM.
9. Costs incurred to provide and staff the SASA stand at congress will be for the Congress account.

#### **OBLIGATIONS OF THE CONGRESS COMMITTEE TO THE SOCIETY**

1. The LCOC will arrange for a Congress Opening social function at which will be delivered the Weinbren Memorial Lecture. The choice of speaker and topic will be that of the LCOC. The cost of this function will be born by the LCOC and will be free of charge for all SASA members and their spouses.
2. The LCOC will arrange for an official Society Awards Dinner to be held during the period of the Congress.
  - The **main table** will include the Society Guest, The current Society President, the SASA CEO and their accompanying persons. A separate set of tables will be made available for the Abbvie Scholar attendees at the Society Awards Dinner.
  - The Society Guest will propose a toast to the Society, on behalf of all invited speakers, to which the SASA National President will reply.
3. The LCOC will arrange for the Annual General Meeting of the Society to be held during the Refresher Course as a plenary session, at a time convenient for most members to attend. At least two hours should be allowed for and it should not be scheduled as the last activity of the day. PCO to arrange for day passes for members not registered for Refresher

Course.

4. The LCOC will arrange for a SASA meeting room where SASA business can be conducted during the Congress
5. The LCOC will arrange for the staging of the Prize Competitions to be held during the Congress Period and in accordance with the Bylaws of the Society. These will include the Gaisford Harrison Registrar Research prize, The Registrars Prize for communication Skills, the SSEM Research award for Best Free Research Paper and the Best Poster Competition. Two prizes will be awarded in the poster competition: a) The Mylan Prize for Best Poster by a specialist and b) the SASA Registrar best poster prize. Criteria for these competitions are available in Appendix A.
6. These prizes will be awarded to the winners at the Awards Dinner, as well as the Old Snoozers Golf trophy, The Tamara Burchard book prize - best original research publication in SAJAA, the Douw Greeff book prize – best review publication and the Best Stand trophy.
7. The new recipients of the annual AbbVie Scholarship in Anaesthesia will be invited by SASA to attend the Congress and the SASA Awards Dinner, where they will be awarded their scholarships by the SASA President and a Representative of AbbVie Laboratories S.A. Their costs will be the responsibility of SASA.
8. Space will be reserved for an exhibition Booth for use by SASA Secretariat and SAJAA at no cost to SASA. This Booth should be positioned to allow maximum exposure to our members.

## **TRADE INVOLVEMENT**

1. The LCOC will determine the criteria for Premier Sponsorship at our National, and if we are hosting, International Congresses.
2. The Trade should be suitably acknowledged during the congress and all trade participants should be listed in a congress publication.
3. The floating trophy for the best trade exhibit will be presented at the Gala evening. The judges for this presentation will be a SASA Council member, nominated by SASA Exco and two nominated LCOC members.

### **3.2 Congress Prizes**

The following prizes will be awarded at the annual National SASA Congress:

1. Registrar's Prizes
  - 1.1 The Gaisford Harrison Prize for original research
  - 1.2 The SASA Prize for Communications Skills
  - 1.3 The SASA Registrar best E-poster prize
2. The SSEM prize for Best Original Research Free Paper
3. The Mylan Clinical Excellence Award for the Best E-Poster for clinical research by a Specialist.
4. The Tamara Burchard book prize for the best original research article and the Douw Greeff book prize for the best review article published in SAJAA the preceding year. The winner is determined by the SAJAA editorial board and the prize is sponsored by Fresenius Kabi.
5. Nurse prizes
  - 5.1 The SASA Prize for best Practical Peri-anaesthetic Nursing presentation
  - 5.2 The SASA Nurse Prize for Communication skills
6. The Discovery Wellness Award to recognise an outstanding contribution towards the wellness of the members of the anaesthesia profession in South Africa.

### **3.3 Rules governing the Registrars Prizes**

SASA invites all interested and eligible persons to compete for the Registrar's Prizes at each annual congress of the Society. These prizes are:

- The Gaisford Harrison Prize for original research
- The SASA Prize for Communication skills
- The SASA Registrar prize for best E-poster

#### **Conditions of entry:**

1. For the purposes of these prizes a registrar must be employed as a full time anaesthetist in a Hospital/Department listed in the “List of hospitals recognised as teaching and approved hospitals for the purpose of training for specialist registration in the specialty of anaesthesia” by the HPCSA.
2. The presentation must be made no longer than 15 months after the registrar becomes eligible for inclusion in on the Specialist Register within the rules of the HPCSA. Candidates must personally present their work at the designated sessions during the annual SASA Congress.
3. The abstract of the presentation must reach the Congress Organiser before the specified closing dates for abstract submission.
4. Only work done in Southern Africa will be accepted. This work must be related to anaesthesia.
5. The scientific committee of the congress shall select the best papers to compete for the award and has the right to allocate Registrar research papers to either the Gaisford Harrison competition or the Best Poster competition. However the preference of the Registrar will be respected as far as possible.

### **Prizes:**

The prize for each award shall be:

- A SASA medal
- A cash amount of R7,500.00 (Seven thousand five hundred). SASA Council will review the cash quantum annually.

### **A The Gaisford Harrison Prize**

1. The Gaisford Harrison Prize is awarded to a registrar for original research. .
2. In keeping with international practice the maximum time for presentation shall be 10 minutes with five minutes allowed for discussion.
3. No aspect of the work shall have been presented or published in a medical or international forum or journal more than a year prior to the Congress.

4. A statement by the Head of the Department containing the following information is to accompany each entry.
  - Listing co-workers or co-authors.
  - Supporting the entry and stating the work was carried out while the candidate was a registrar.
  - Indicating to what extent the submitted work was a solo effort and initiated by the entrant.
  - Whether the candidate or co-workers have previously presented any aspect of the work.
  - All scientific protocols have been adhered to.

## **B The SASA Prize for Communication skills**

1. The prize shall be offered to the Registrar who shows the most outstanding ability to communicate ideas on an anaesthesia related subject. The prize is offered for teaching and communication skills and not for research quality.
2. The major factors on which an award will be made include:
  - a) Suitability of subject chosen.
  - b) The ability to convey ideas to an audience of SASA members.
  - c) The organisation of the presented material.
  - d) The method of using audio-visual aids.
  - e) Good and accurate speech.
  - f) The speaking and teaching style.
  - g) The ability to handle discussion from the floor of the meeting.
3. The time allowed for the presentation will be twenty minutes with a ten minutes discussion period
4. A statement by the Head of the Department confirming the status of the entrant as being a registrar, to accompany the entrant.

### **Judging of all categories**

The Organising Committee of the Congress will appoint a panel of 3 judges for each competition. **This panel should comprise of the following members:**

- **Chaired by a member of the SASA Executive committee or one of the Business Units conveners.**
- **An international speaker**
- **A member from the academic department affiliated to the congress**

The panel will judge the presentation on the basis of originality, manner of presentation including visual materials, contribution to new anaesthetic knowledge, and ability to discuss the subject in open meeting

The panel of judges shall make the award, if possible, by consensus. If voting is necessary, the chairman may use a casting vote. No awards shall be made if, in the opinion of the judges, no presentation is of sufficient scientific merit. The decision of the judges is final and not subject to appeal.

### **C The SASA Registrar prize for best E-poster**

This competition will be held in the same time slot and judged by the same panel of judges as the Mylan Prize for best E-poster by a Specialist. The same rules and guidelines will apply.

#### **Congress allowances for Registrars:**

1. A one day congress registration fee shall be waved / deducted for registrars whose papers / posters have been accepted to compete for these awards.
2. No travel or subsistence will be paid to any candidates who compete for these awards.

### **3.4 Rules governing the SSEM Mthembu Medical Research Award**

#### **Objective:**

The objective of the Award is to recognise and support excellent original research in the field of Anaesthesiology in Southern Africa by a Southern African Anaesthetist.

#### **Rules:**

These rules have been drawn up by **The South African Society of Anaesthesiologists (SASA)** with representatives from SSEM Mthembu Medical. They are included in the bylaws of the Society.



1. This award will be presented **annually** at the SASA National Congress.
2. The quantum of the Award is R10 000.
3. The award will be made for the Best Original Research Paper as presented at the Congress in the Free Paper category.
4. The research may cover any field in Anaesthesiology
5. No aspect of the work shall have been presented or published in a medical or international forum or journal more than a year prior to the Congress
6. The Local Congress Organising Committee shall appoint a panel of 3 judges as described previously, to adjudicate the entries vs. the criteria stipulated.
7. The award winner should be resident in Southern Africa.
8. The award cannot be awarded to the same winner in consecutive years. This does not preclude a previous winner from entering a free paper and presenting his/her research.
9. The award winner must be an anaesthetist (this includes medical officers, GP anaesthetists, registrars and specialists).
10. The closing date AND format for submission of entries will be determined by the Local Congress Organising Committee.
11. The award will be presented to the winner at the Congress Gala Diner by a representative of SSEM Mthembu Medical

### **3.5 Rules governing the Mylan Prize for Best E-poster**

#### **Objective:**

The objective of the Award is to recognize and support excellence in clinical research and education in the field of Anaesthesia and Critical Care.

**Guidelines:**

1. This award will be presented annually at the SASA Congress.
2. The award should be used towards furthering clinical research in Anaesthesiology and Critical Care in Southern Africa.
3. The quantum of the Award is R10 000.
4. The award will be made for the Best Original Clinical Research or case study E-poster, by a Specialist as presented at the Congress in the Poster category.
5. The research may cover any field in Anaesthesiology and Critical Care.
6. No aspect of the work shall have been presented or published in a medical or international forum or journal more than a year prior to the Congress.
7. The Local Congress Organising Committee shall appoint a panel of 3 judges as described previously to adjudicate the entries vs. the criteria stipulated.
8. The award winner should be resident in Southern Africa since the purpose of the Clinical Excellence Award is to reward and recognize excellence in clinical research by the Southern African Anaesthetic fraternity.
9. The award cannot be awarded to the same winner in consecutive years. This does not preclude a winner of submitting another poster at the next congress.
10. The winning poster will be published in the SAAJA.
11. The closing date and format for submission of entries will be determined by the Local Congress Organising Committee.
12. The award will be presented to the winner at the Congress Gala Dinner by a representative of Mylan

**3.6 Rules governing the Nurse presentations awards**

SASA invites all interested and eligible persons to compete for the Nurse Presentation Awards at the annual congress of the Society. The prizes consist of:

- The SASA Prize for best Practical Peri-anaesthetic Nursing presentation
- The SASA Nurse Prize for Communication skills

**Conditions of entry:**

- 1 To be eligible for any of the prizes for Nurse Presentation, an applicable abstract must be submitted and accepted for presentation at the Nurse Refresher Program during the annual SASA Congress.
- 2 All submissions must cover an area of Practical Peri-Anaesthetic Nursing. It can be from either a general or research perspective.
- 3 Though not a limiting condition of entry, preference will be given to submissions from the nursing fraternity.
- 4 The abstract of the presentation must reach the Congress Organiser before the specified closing dates for abstract submission.
- 5 Condition for all research submissions: Only work done in Southern Africa will be accepted and must be in the field of Peri-anaesthetic Nursing.
- 6 The scientific committee of the Congress shall select the best papers to compete for the awards.
- 7 The award cannot be awarded to the same winner in consecutive years. This does not preclude a previous winner from entering a free paper and presenting his/her research.

**Prizes:**

Each Nurse Presenter award will consist of a cash prize to the amount of R2,500.00 (Two thousand five hundred). SASA Council will review the prize annually.

**A. The SASA Prize for best Practical Peri-anaesthetic Nursing presentation**

1. The maximum time for presentation shall be 15 (fifteen) minutes with 5 (five) minutes allowed for discussion.
2. The **accepted abstract** presentation must cover an area of practical peri-anaesthetic nursing. It can be presented from either a general or research perspective.

## **B. The SASA Nurse Prize for Communication skills**

1. The prize shall be offered to the Nurse Refresher Program presenter of an accepted abstract, who demonstrates the most outstanding ability in communicating information on a peri-anaesthetic nursing related subject. The prize is offered for teaching and communication skills and not for research quality.
2. Awarding of the prize will be determined by the following major factors:
  - 2.1 Suitability of chosen subject.
  - 2.2 Ability to convey message to an audience at the SASA Nurse Refresher Program.
  - 2.3 Organisation of presented material.
  - 2.4 Applicable usage of audio-visual aids.
  - 2.5 Confidence of speech.
  - 2.6 Presenting and teaching style.
  - 2.7 Ability to handle discussion from the audience.
3. Time allowed for the presentation will be 15 (fifteen) minutes with a 5 (five) minutes discussion period.

### **Judging of all Nurse presenter categories**

The Organising Committee of the Congress will appoint a panel of 3 (three) judges for each competition.

This panel shall comprise of the following members:

- Chaired by a member of the LOC Scientific Committee.
- An international or national speaker at the current SASA Congress
- A member from an academic department affiliated to the congress.

The panel will judge the presentation on the following:

- Subject choice
- Presentation skills and methods, including audio-visual materials
- Contribution to peri-anaesthetic nursing knowledge
- Ability to discuss the subject in open meeting

The panel of judges shall award the prize, if possible, by consensus. If voting is necessary, the chairperson may use a deciding vote. The decision of the judges is final and not subject to appeal. The prizes need not be awarded if no presentation fulfills the criteria. The awards shall be presented to the recipients during the final session of the nurse refresher programme.

**Congress allowances for Nurse Presenters:**

1. A congress registration fee of 1 (one) day shall be waived / deducted for nurse presenters whose abstracts have been accepted to compete for these prizes.
2. No travel, accommodation or subsistence allowance will be paid **to any** candidates competing for these awards.

**3.7 Rules governing the Discovery Wellness Award**

**Objective:**

The objective of the Award is to recognise an outstanding contribution towards the wellness of the members of the anaesthesia profession in South Africa.

**Rules:**

These rules have been drawn up by **The South African Society of Anaesthesiologists (SASA)** with input from Discovery Health. They are included in the bylaws of the Society.

1. This award will be presented **annually** at the SASA National Congress.
2. The quantum of the Award is R10 000.
3. The award is open to any anaesthesiologist / anaesthetist.
4. The contribution may be towards any elements of wellness, including physical, mental and/or emotional components of wellness.
5. The impact of the contribution may be on a specific segment of the anaesthesia profession, a specific region or have a national reach.
6. The award will, preferably, be made to a single individual. However, should a nomination be made to recognise the efforts of a specific team, the judges will consider such an application. Posthumous awards are also permitted and may be accepted on behalf of the awardee by a spouse, child or parent.
7. The major factors on which an award will be made include:
  - a. **Personal effort made towards the wellness of the profession (15)**
    - i. **The impact of this effort (25)**
  - b. **The reach of the effort (5)**
  - c. **The extent to which the profession would want to recognise the personal contribution (5)**

**Total: 50**

The SASA National Council shall appoint a panel of between 3 and 5 judges. This panel should include:

- a. The President of SASA
- b. The Convenor of the SASA Wellness Team
- c. The SASA CEO

d. Up to two co-opted panellists

8. The judges may determine that no nomination sufficiently meets the criteria and that no award be made that year.
9. The award winner should be resident in Southern Africa.
10. The award will, preferably, be for actions or impact achieved in the period from 1 January to 31 December annually. The deadline for nominations shall be 1 January of the following year.
11. Members of the SASA wellness team may be nominated and are eligible for this prize. No nominated person may, however, serve on the adjudication panel.
12. The award will be presented to the winner at the Congress Gala Dinner by a representative of Discovery Health

### **3.8 Criteria to judge Presentations**

#### **a) THE GAISFORD HARRISON PRIZE - BEST RESEARCH PAPER**

1. Hypothesis clearly stated and relevant (5)
2. Study design clear, appropriate to hypothesis and repeatable (10)
3. Statistical methods clearly stated and appropriate to study methods (5)
4. Results clearly and unambiguously stated.  
All investigations described in methods have results reported.  
No results described that were not part of the original methods (10)
5. Discussion of results clear with description of hypothesis-related conclusions, relevant reference to literature and relevance to current clinical practice. (15)
6. Presentation (5)

**Total score: 50**

(could be doubled to 100 for greater discriminant power).

**b) The SASA Registrar Prize for Communication skills**

1. The prize shall be offered to the Registrar who shows the most outstanding ability to communicate ideas on an anaesthesia related subject. The prize is offered for **teaching and communication skills** and not for research quality.
1. The major factors on which an award will be made include:
  - 3.1 Suitability of subject chosen. (5)
  - 3.2 The ability to convey ideas to an audience of SASA members. (5)
  - 3.3 The organisation of the presented material. (5)
  - 3.4 The method of using audio-visual aids. (10)
  - 3.5 Good and accurate speech. (5)
  - 3.6 The speaking and teaching style. (10)
  - 3.7 The ability to handle discussion from the floor of the meeting. (10)

The time allowed for the presentation will be twenty minutes with a ten minutes discussion period

**c) Mylan Prize for Best E-poster**

1. Hypothesis clearly stated and relevant (5)
2. Study design clear (5)
3. Statistical methods clearly stated (5)



4. Results clearly and unambiguously stated.  
All investigations described in methods have results reported.  
No results described that were not part of the original methods (10)

5. Discussion of results clear with description of hypothesis-related conclusions, relevant reference to literature and relevance to current clinical practice. (10)

6 Poster appearance and layout in accordance with specifications (15)

**Total score 50**

(could be doubled to 100 for greater discriminant power).

Case studies should be judged on:

- Presentation of the case (5)
- Management of the case (10)
- Discussion of the specific condition, relevance to clinical anaesthesia and educational value (20)
- Poster appearance and layout (15)

Total score 50

**d) SSEM Mthembu Medical Research Award for Best Research Free Paper**

1. Hypothesis clearly stated and relevant (5)
2. Study design clear, appropriate to hypothesis and repeatable (10)
3. Statistical methods clearly stated and appropriate to study methods (5)
4. Results clearly and unambiguously stated.  
All investigations described in methods have results reported.  
No results described that were no part of the original methods (10)
5. Discussion of results clear with description of hypothesis-related conclusions, relevant reference to literature and relevance to current

clinical practice.	(15)
6. Presentation	(5)

**Total score: 50**

(could be doubled to 100 for greater discriminant power).

### **3.9` Abstract Review Guideline**

The LCOC will appoint an Abstract Review Committee to review all submitted abstracts according to the following guideline.

1. Aim of the committee is to objectively review and score all abstracts received for the congress in order to standardise the review process, and enable acceptance of abstracts of the highest quality, without limiting less experienced authors with regard to the opportunity of academic exposure. Unsuccessful submissions (score 5 or less out of 15 – see below) must be scored by a second reviewer, and feedback on both reviews provided to the author.
2. All academic departments must be requested to nominate representatives for this committee. If a Department is unable to delegate to a departmental representative, the LOC must be informed in writing, and the letter must include a statement from the HOD that he/she will accept decisions made by the committee and its chair in good faith.
3. Full SASA members working in the private sector only, are also eligible to serve on the committee.
4. The LOC chair of the scientific programme will be the chair of the abstract review committee.
5. The committee must consist of at least 5 members from, as a preference, at least 4 different academic *institutions*. However, a larger committee, representing more departments, will decrease the workload.

**SASA Congress Abstract review scoring (max 15 points) (to be added under Review Submission on reviewer system):**

1. Title / Structured Headings / Overall Presentation: 0 – 1 point

Is the title specific, adequate and concise? Does it accurately describe the population studied, the study design or method of data collection or analysis, the research objective or question?

2. Introduction/ Objectives / Hypotheses or Research Question(s): 0 – 1 points

Is the context made clear? Is the scientific rationale clearly stated? Are the aims, objectives, hypotheses or research question(s) clearly stated?

3. Methods: 0 – 3 points

For all types of study, are the Methods clearly described? Are the data sources clearly specified? Are the methods, analytical techniques and software tools specified? Are the methods appropriate to the question being investigated?

4. Results: 0 – 3 points

Are results available and described appropriately to be confident that sufficient material will be presented at the conference? Abstracts should not say only that 'results will be presented'.

5. Conclusions: 0 – 2 points

Are the conclusions clear and concise? Do they reflect the aims and objectives? Are they supported by the results presented? Are key study limitations acknowledged? Where appropriate, are the implications made clear for policy, practice and further research?

6. Interest, appeal and impact: 0 – 5 points

Is it interesting? Does it have the potential to create impact (i.e. change clinical or public health practice or policy, improve health, reduce inequalities in health, change the course of science)? Is it novel/exciting/much better methodologically than other studies in the area?

A total score of 5 and less requires additional motivation for the score by the reviewer, which must be constructive.

Scoring for registrar/nurses communication prizes and general nursing presentation prize categories will combine 3. Methods, 4. Results and 5.

Conclusions as Content (0 – 8 points).

SASA Congress Abstract score interpretation:

1. Abstract submissions scoring 5 and less out of 15 in any prize/submission category should be considered for E-Poster *exhibition* (not E-poster presentation).

2. The number of abstracts accepted in each category can be determined by the scientific committee, based on time available for presentations in scientific programme.

### **3.10 The Old Snoozer Trophy**

This floating trophy (Presented by Dr T Verster) will be awarded to the winner of any golf tournament aligned with the annual SASA congress, at the Congress Banquet. The LCOC may decide whether to host an official Congress golf tournament or support an informal event.

### **3.9 National Congress schedule**

2003; 2007; 2014; 2020,2026	Acacia
2001; 2009; 2015; 2021, 2027	KwaZulu Natal
2002; 2010; 2016; 2022, 2028	Free State
2004; 2011; 2017; 2023, 2029	Gauteng
2005; 2012; 2018; 2024, 2030	Cape Western
2006; 2013; 2019; 2025, 2031	Eastern Cape

Rotation: Acacia, KZN, FS, Gauteng, CWB, ECB

## **4. SASA Council Awards**

### **4.1 The OVS Kok Award**

- 4.1.1 Objective - To be awarded by SASA for Contributions to Anaesthesia in Southern Africa.
- 4.1.2 Criteria - The award is made in recognition of exceptional contributions to the discipline of anaesthesia through service, teaching and training. Research contributions may be considered but are not a primary criterion. The award is aimed primarily at individuals who have contributed to the upliftment of the specialty through selfless dedication to their patients, students and colleagues. In particular, the award is intended to recognise individuals working in less favoured environments whose achievements have gone largely unrecognised.
- 4.1.3 Nominations and adjudication - Individuals may be nominated for the award by any member of the society in good standing and must be supported by a member of SASA council. The president will convene an adjudication committee for the purpose of obtaining and scrutinising the evidence on which the recommendation is based. Generally, only one award each year will be considered, but the award need not be made annually, if there are no suitable nominees. Self-nomination will not be accepted.
- 4.1.4 Award – An illuminated Scroll (Artist for scroll – Hilary Adams, Cape Town. [hilary@signautre-ink.co.za](mailto:hilary@signautre-ink.co.za) )

## **4.2 SASA Council Medal**

- 4.2.1 Objective - To recognise outstanding service to SASA Council and the Society.
- 4.2.2 Criteria for selection
  - 4.2.2.1 Serve a minimum period of 10 years on Council of which 2 terms should be in leadership positions – Exco member or Business Unit convener.
  - 4.2.2.2 Significantly contribute to Council activities, committees and projects
- 4.2.3 Nomination – to be nominated by SASA Exco
- 4.2.4 Award - Engraved Council Medal plus gift (to a maximum value of R15 000)

The recipients of the above awards will receive the award at the SASA National Congress Awards Dinner. The recipient and partner will be invited by SASA Council to attend the dinner and SASA will fund cost of dinner, travel and one night accommodation.

## **5. SASA WEB-BASED RESEARCH CONDITIONS**

5.1 The electronic web-based database of SASA can only be used for research purposes by SASA members, provided they submit a research protocol and formal application.

5.1.1 The database can only be used to post a survey in a format that is compatible with current structures on the administrative platform.

5.1.2 The administrative platform is provided by Safe Surgery South Africa / ANSA

5.2 The database will not be released to the researcher.

5.3 A maximum of 2 emails will be sent to inform and remind members of the survey, which will be ongoing on the secure pages of the SASA website for a period that should be stated in the application by the researcher. A final notice will be emailed to inform members when the survey will close.

5.4 The administrative process of the above will be monitored by Safe Surgery SA / ANSA.

5.5 Researchers may also have their surveys published in the SASA newsletter a maximum of three times. Such surveys must be supported by protocols and ethics approval.

## **6. GENERAL**

6.1 Membership

To comply with the Protection of Personal Information and the Promotion of Access to Information (POPI / PAIA) acts this bylaw serves to inform members that suspended members names will be listed at the AGM and details shared with local Council and Branch officials.

*SASA Bylaws amended by PJHL Fourie*

*National Secretary, SASA*

*14/11/2019*

***Approved by SASA Council at the Council meeting of 16 November 2019.***

# **Addendum A: Application Form and General Conditions regulating the Jan Pretorius Research Fund**

## **THE JAN PRETORIUS RESEARCH FUND – APPLICATION FORM**

**Application for a grant for self-initiated research by an individual or South African based research group**

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### **PART A: GENERAL INFORMATION AND CONDITIONS REGARDING APPLICATIONS FOR SUPPORT FROM THE JAN PRETORIUS RESEARCH FUND (JPRF)**

1. Grants are made to deserving members for clearly defined research projects, which are acceptable to SASA and fall within the scope of Anaesthesia.
2. Applications must be made on the form available from the National Secretary or SASA Office and this must be completed in all respects.
3. Applications for grants may be submitted at any time, but will be reviewed on a quarterly basis by the JPRF committee. Sufficient time, minimum of one month, must be allowed for scrutiny by the JPRF Subcommittee, possibly external referees, and finally endorsement by SASA Council itself.
4. Applications must be submitted to the administration of the institution concerned for pre-evaluation by the Bio safety, Ethical or Research Committee(s) thereafter they are to be forwarded to SASA together with documentation indicating approval by such Committee(s).
5. Special consideration for grants will be given to Registrars or other researchers who would find it difficult to gain support from other bodies such as the Medical Research Council. This then does not exclude other anaesthetists such as specialists in part-time or private practice from applying.



6. The project may include a number of co-workers, but the application must be submitted in the name of the principal worker who must be a member of SASA in good standing.
7. Projects, which will receive preference, will include:
  - 7.1 those for which a feasibility or pilot study has already been conducted (the results of which should be attached to the application);
  - 7.2 those which will lead on to a higher degree such as a MMED, PhD or MD.
8. **Funding.**
  - 8.1 **Amount of Funding.** This shall be limited to a total of R50,000.00 per grant. In the case of PHd research this amount may be increased to R75 000. The amount of funding will be determined by the size of the fund at the time of application, the budget of the project, funding from other sources, etc., and will be at the discretion of the Council of SASA.
  - 8.2 **Capital equipment.** Grants for capital equipment usually include all pieces of apparatus costing more than R2000,00, or expected to last longer than three years. Operating funds may not be used to purchase capital equipment without the approval of SASA. A capital equipment grant is made for a specific piece of apparatus and may not, without SASA approval, be used to purchase any apparatus other than the approved item. Capital equipment purchased with support from the Fund will remain the property of the SASA, and SASA will have the right to dispose of such equipment as they wish on completion of the project. The grantee will be responsible for maintenance and repair of capital equipment.
  - 8.3 **Release of Funds.** Funds may be released to successful applicants at intervals appropriate to the stage of the project if such staging is applicable. This will enable the Society to withhold part of the funding until such time as specific targets or goals have been attained, or conditions contained herein have been satisfied.
9. Progress reports must be submitted to the National Secretary on an annual basis and on completion of the project. Failure to comply with this

condition will constitute a breach of contract and will entitle SASA to institute a claim for recovery of all monies made available to the applicant.

10. **Presentations and Publications**

- 10.1 The completed project must be presented at the first **SASA National Congress following on completion of the research project**. Failure to comply with this condition will constitute a breach of contract and will entitle SASA to institute a claim for recovery of all monies made available to the applicant. As a JPRF recipient the Congress registration fee will be waived, and the recipient will also receive a one-night accommodation voucher as a presenter at the Congress. Travel fee will be for own account.
- 10.2 Recipients should attempt to submit an article based on their research to at least the SAJAA. If successful a copy of the article must be submitted to the Convenor of the Education Business Unit and if unsuccessful proof of submission.
- 10.3 SASA support must be acknowledged in all scientific publications or presentations resulting from the JPRF supported research. One copy of each publication must be sent to the Convenor of the Education Business Unit of SASA.

11. The research must be conducted in Southern Africa.

12. Any grant is subject to stipulations as regards inventions and patent rights. Please contact SASA timeously should it prove that the results of your research might produce marketable products of processes. Special support is available for the further development of such research.

**PART B:****APPLICATION FORM****1. PRINCIPLE RESEARCHER / PROJECT LEADER: (Please Print)**

\*

Full name				
Postal address				
E-mail address				
ID No.				
HPCSA No.				
SASA Membership No.				
Category (Tick)	Full Timer		Private Practice	
If Full Timer	Specialist		Registrar	
Institution				
Department				
Qualifications				

\* Submit full Curriculum Vitae

**2. NAMES OF CO-WORKERS**

Name	Qualifications


### 3. RESEARCH PROJECT

Title: \_\_\_\_\_  
\_\_\_\_\_

Has study been approved by an Ethical Committee? YES  NO

Name of Ethical Committee:  
\_\_\_\_\_

State where the research will be carried out:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the study been evaluated by a Biostatistician? YES  NO

Are resources/support available to successfully complete the study? YES  NO

Submit detail  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Addendum B: ABBVIE SCHOLARSHIP IN ANAESTHESIA



### The AbbVie Scholarship in Anaesthesia

#### **APPLICATION FORM - 2019**

(Please print when completing and scan to pdf format or complete in MSWord format. The latter is the preferred format)

Email all required documents to [sasa@sasaweb.com](mailto:sasa@sasaweb.com)

### 1. Applicant

Full name					
Postal address					
E-mail address					
ID No.					
HPCSA No.		Mobile No.			
SASA Membership No.					
Category (Tick)	Registrar		Year of Study		Medical Officer
University					
Hospital					
Department					
Qualifications					

2. Application Details:

Main Category	Question	Answer
<b>Financial Need</b>		
	Are you a supernumerary (Y/N)	
	If Supernumerary, do you receive financial support from your government. Please attach payslip or proof of payment	
	Do you have a student loan? If yes, to what value? Please provide copy of loan statements	
	Are you the sole breadwinner in your immediate family (Y/N)	
	Do you financially support any other members of your family or community (outside of those living with you)? How much do you contribute monthly? Please specify to whom and for what purpose. Please provide bank statements as proof.	
	Do you have any other bursary or grant (Y/N)? If yes, please specify	
<b>Academically strong</b>		
	Did you complete your FCA 1 Examination first time with all subjects (Y/N) (if Y, please specify when and if you were at an academic institution)	
	Have you previously published an article/s (Y/N) (If Y, please provide references).	
	Did you graduate your MBBS Cum Laude (Y/N) (If Y, please attach degree certificate)	

<b>Previously disadvantaged</b>		
	What is your race (African, Coloured, Indian, Chinese, White)	
	What is your gender (M/F)	
	What sort of high school did you attend (rural/township/ urban or private). Please give the name of the school, the town and the province.	
<b>Commuty or Departmental Service</b>		
<b>Commuty or Departmental Service</b>		
	Have you ever served as a registrar representative (Y/N)? If Y, please specify when and what your specific responsibilities are/were.	
	Do you provide any services/support outside of current academic requirements in the greater community (Y/N). If Y, please detail what this is.	

NB! Please attach

- ***Curriculum Vitae***
- ***Payslip – supernumeraries receiving a salary (no more than two months old)***
- ***Current bank statement for student loan/s***
- ***Essay stating in your own words the reason why the Scholarship should be awarded to you – not more than 2 pages (500 words)***
- ***Cum laude proof***



## 2. DEPARTMENT

Head of Department			
Postal Address			
E-mail address			
Telephone no.		Fax no.	

**Closing date for annual applications: 31 October**

## **Addendum C: Professional Congress Organizer (PCO ) requirements**

### **1. General**

- 1.1 The LCOC shall prepare a PCO brief and obtain quotations and shortlist at least three PCO's based on the brief.
- 1.2 The PCO quotation must include a company profile demonstrating sufficient staff resources, knowledge, skills, event management tools and equipment to plan and co-ordinate conferences of similar size and complexity.
- 1.3 The PCO quotation must include references and contact details for clients of at least three conferences of similar size and complexity.
- 1.4 The PCO quotation must include billing requirements and a statement on commissionable income.
- 1.5 The PCO shall be obliged to submit:-
  - 1.5.1 a membership certificate, confirming that the PCO is a registered member of SAACI (Southern African Association for the Conference Industry), and
  - 1.5.2 A valid tax clearance certificate.

### **2 PCO brief to include the following:**

#### **2.1 Introduction**

Describe the nature / aims of the congress –

The SASA National Congress is held annually in March and attracts 600 – 800 delegates and a Trade exhibition consisting of between 50 – 80 stands. It includes a Refresher Course, Workshops, the Main Congress and Social functions.

PCO to be competent in the following aspects:

#### **2.2 PLANNING**

- Recommending and sourcing appropriate venues for respective functions.

- Prepare agendas, attend planning meetings and taking of minutes
- General direction and guidance
- Assign a Project Manager to handle logistical & administrative arrangements
- Conducting site inspections
- Develop a project plan consisting of a timetable of actions (due dates / deadlines) and responsibilities
- Handle all correspondence
- Provide regular updates on activity status
- Coordinating the various agreements submitted by the suppliers
- Liaison with the Organising Committee

## **2.3 FINANCE**

- Develop a Conference budget (detailed line-item budget)
- Budget control
- Conduct monthly audits on expenditure against budget
- Monitor all payments
- Submit monthly Finance status reports
- Manage revenue accrued from registration, sponsorship and exhibition in conjunction with the LCOC
- Organise insurance for 3<sup>rd</sup> party public liability and the cost of the conference if approved by the LCOC
- Discuss all legal issues / contracts with concerned parties
- Liaising with selected accounting firm to ensure proper reporting
- Final Congress financial statements to be audited by a registered auditor and report submitted to SASA CEO. Audit cost will be for the account of the PCO.

**Note:** No expenses may be committed without the express and written approval by the designated authority within the LCOC

## 2.4 REGISTRATION

- Coordination of registration fees and deadlines
- Building of a comprehensive database
- Design of registration form
- Management of registration files
- Correspondence with delegates : confirmation letters, invitation letters, receipts
- Management of payments : credit card, cheque, transfers
- Preparation of regular registration reports : No of delegates / funds collected / funds outstanding / country reports / no of delegates registrations for social events, tours
- Preparation of delegate lists by alphabetical order / country of origin
- Concept and design of registration materials:  
Delegate badges / Vouches / passes / Certificate of attendance / Receipts/ Social tickets / Production of registration materials / Registration packs
- Supervision of on-site registration process
- Distribution of registration materials
- Handling of all new registrations on-site as well as payment of pending registrations
- Set-up of and supervisory staff at the following desks:  
Pre-registered delegates / On-site registrations /  
Accompanying persons / Tours / Exhibitions / General information & help desk

## 2.5 On-Site-Management

- Set-ups and staging

- Placement of signage to and ensure that adequate directional signage is provided in all areas
- Review traffic flow patterns
- Security services coordination
- Technical assistance to the speakers
- Staffing and supervision of the Speaker prep room
- Schedule briefing session with Venue staff support and personnel and manage all on-site logistics of congress

## **2.6 MARKETING**

- Develop a business plan for Marketing
- Develop branding and logo
- Develop conference colour specifications
- Liaise with **SASAWEB** webmaster for website design
- Supervision of the website design, production and updates
- Supervision of the design and production of interactive forms: on-line registration, on-line abstract submission
- Design and print a 1<sup>st</sup> announcement and Call for Abstracts or E- mail header for electronic announcements
- Brief and appoint a professional exhibition organizer if needed
- Brainstorm gifts for speakers
- Develop and print branding material / conference pack

## **2.7 PROGRAMME AND SPEAKERS**

- Assist Scientific Committee with development of Scientific Programme
- Research and contact with potential speakers
- Design of abstract submission and instructions and form
- Preparation of call for papers
- Building of a comprehensive speaker database
- Collection of abstracts, reply forms, speakers materials

- Management of speakers files
- Administration of payment of fees and expenses
- Speaker correspondence: audio-visual requirements, publications and travel arrangements
- Coordination of sessions chairs
- Liaising with **SAJAA** (South African Journal of Anaesthesia and Analgesia) in the production of Congress and Post-Congress editions of SAJAA (Articles / abstracts / proceedings)
- Develop a checklist for speakers and workshops equipment requirements

## **2.8 SOCIAL EVENTS**

- Develop a social events programme
- Develop an accompanying persons programme
- Book and contract all venues concerned
- Identify and source entertainment
- Identify transport requirements for social events
- Develop menus / invitations / seating plans

## **2.9 VENUE**

- Source, book & contract venue
- Provide recommendations for :
  - Audio-visual equipment
  - Computers and other equipment
  - Food & Beverage
  - Signage
  - Security and access control
  - Health & Safety
  - Communications, WiFi, telephones etc.
  - Entertainment
- Shipping and storage

- Allocate number of rooms required at the venue
- Identify and source audio visual supplier
- Identify staff requirements
- Develop a health, safety and security plan
- Arrange for breakfasts, lunches and dinners at the conference venue
- Set-up business center and admin office

## **2.10 SITE INSPECTION**

- Coordinate site inspections to include: Convention Centre, hotel inspections, off-site venues for social programme, meeting with tourism officials

## **2.11 ACCOMMODATION**

- Recommending hotels that are within the venue's vicinity
- Communicating with hotels to finalise the rates and the terms and conditions
- Designing a map featuring all the hotels for printing in the announcement booklets
- Monitoring deadlines for payment and submission of rooming lists to hotels
- Receiving and processing all registration forms
- Compiling rooming lists according to the hotels requirements
- Liaising with the hotels on the shuttle services provided

## **2.12 TOURS AND TRANSPORT**

- Identify and source transport service providers
- Develop a transport blueprint plan
- Organise airport clearance and welcome desks at Airport

- Review traffic flow patterns
- Secure all vehicles needed to accommodate each aspect of the programme, shuttles, tours, evening events
- Driver instructions and maps
- Vehicles for disabled passengers
- Provide written schedules / confirmations
- Signage for coaches / shuttles
- Coordinate all aspects of transportation
- Source possible pre- and post-Congress tours

### **2.13 EXHIBITION**

- Appoint exhibition manager
- Budget preparation / Exhibition rates
- Design Exhibition prospectus
- Arrange Trade meetings with potential exhibitors
- Mailing of invitation to exhibit to potential exhibitors
- Compile and keep current a database of all exhibitors and to communicate with them in the appropriate manner
- Preparation of contracts
- Planning of floor space / design
- Allocation of the reserved and sold floor space
- Update of the floor plan allocation
- Lay-out, décor and signage
- Security, traffic flow control and maintenance of the area
- Coordination of:
  - Set-up / Receiving
  - Management of on-site personnel
- Liaise with the city council and fire departments to obtain the necessary clearance and safety certificates that pertain to the exhibition area.
- Organise and manage appropriate security for the exhibits on a 24-hour basis starting the day of set-up until the day of breakdown.



- Design and coordination of special activities

## 2.14 SPONSORSHIP

- Develop a marketing strategy
- Development of budget for direct costs
- Development of a sponsorship package / programme
- Establish sponsorship levels
- Develop opportunities
- Mailing of sponsorship package
- Follow up calls
- Meeting with potential sponsors
- Preparation of contracts
- Supervision and coordination of the design, concept, printing and mailing of the promotional materials
- Liaison with potential and confirmed sponsors
- Organisation and coordination of corporate events

## 3. FEE STRUCTURE

SASA recognises that different PCOs may have different fee structures, however for the SASA National Congress the following fee structure is recommended:

**Fixed Fee:** A detailed listing of service fees according to the headings and services specified in the brief. These service fees will be fixed for the duration of the service contract and may be reconsidered on application by the LCOG, only if the briefing specification changed significantly from the time of appointment. It is incumbent on the PCO to determine the exact specifications of the service requirements and quote accordingly. Assumptions of services and misunderstandings will not constitute any grounds for an increase in fixed fees.

**Variable Fee:** A fee that is linked to a unit such as a delegate registration

and abstract management and/or sponsorship value. The LCOC will want to incentivise both attendance and overall surplus earned through the Congress.

Commissionable revenue earned by the PCO from 3<sup>rd</sup> parties (suppliers):  
If I PCO supplement revenue from commissionable earnings, this must be stated clearly. The following must be stated

- the nature of a commissionable agreement with 3<sup>rd</sup> parties (suppliers)
- the percentage commissionable earnings and the estimated financial value of such earnings or in lieu of the above
- a statement that the PCO does not accept nor receive commission from any suppliers, associates or stakeholders of the Congress.

The combination of the fixed fee and total variable fee will serve as the project service fee quotation. If 3<sup>rd</sup> party commission is earned by the PCO, the value thereof will be taken into consideration.

The PCO must propose a payment plan with the quotation. SASA will not pay more than 75% of the agreed service fee in advance of the conference, and then only on a pro-rata basis after the Congress earned revenue from registrations, sponsorship and exhibition sales. The remaining 25% of the agreed service fee will be paid after successful conclusion of the Congress contract.

If an alternative fee structure is proposed, it should be explained in detail and the total value thereof be quantified.

#### **4 LIST OF PCO'S WITH PROVEN TRACK RECORDS RE. SASA NATIONAL CONGRESS**

- a. Eastern Sun Events, Port Elizabeth – 2006, 2011, 2013, 2017, 2018, 2019, 2020
- b. Mariana Oosthuizen Conference Services, Bloemfontein – 2002, 2010, 2016
- c. Royal House, Durban – 2009, 2015



**Addendum D: Jan Pretorius Research Fund Contract**

**AGREEMENT**

Between



**The South African Society of Anaesthesiologists (“SASA”)**

and

**RECIPIENT'S NAME:** \_\_\_\_\_

**Identity Number :** \_\_\_\_\_  
**("the Recipient")**

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1. Preamble

- 1.1 The Recipient is currently engaged in a research project.
- 1.2 The research project will result in benefit to the anaesthetic profession in Southern Africa.
- 1.3 The Recipient requires additional funding to successfully complete the abovementioned research project.
- 1.4 The Recipient has successfully applied for a research funding grant from the Jan Pretorius Research Fund (JPRF).

2. Definitions

- 2.1 In this Agreement, unless inconsistent with the context, words referring to:
  - 2.1.1 a gender includes a reference to the other genders;
  - 2.1.2 the singular includes the plural and vice versa; and
  - 2.1.3 natural persons include artificial persons and vice versa.
- 2.2 Whenever a number of days is prescribed in this Agreement, such number shall be calculated excluding the first and including the last day, unless the last day falls on a Saturday, Sunday or official public holiday applicable in the Republic of South Africa, in which case the last day shall be the next day which is not a Saturday, Sunday or official public holiday.
- 2.3 Clause headings are inserted for convenience only and shall not be used to interpret this Agreement.
- 2.4 Phrases and words defined in a clause shall bear the meaning assigned to them in such clause only and the following terms bear the meanings assigned to them:
  - 2.4.1 **"Agreement"** means this Agreement and any schedules attached hereto;
  - 2.4.2 **"Grant Application"** means the process of application for the JPRF Grant and includes the requisite application forms and criteria as may be published from time to time

by the JPRF

- 2.4.3 **"the Institution"** means the Academic Institution at which the research is being performed;
- 2.4.4 **"JPRF"** Means the Jan Pretorius research Fund, through which research grants may be awarded;
- 2.4.5 **"the Party/Parties"** means SASA, the Recipient and/or the Institution;
- 2.4.6 **"the Research Project"** means the specific research project for which the JPRF Grant and Funds have been awarded;
- 2.4.7 **"the Recipient"** means the individual who has been awarded the JPRF Research Grant
- 2.4.8 **"SASA"** means the South African Society of Anaesthesiology, who is, in respect of the contract, the funder;

### 3. Awarding of the Grant

- 3.1 The Recipient shall be awarded a research grant through the JPRF in line with the criteria and limitations of the JPRF, as published from time to time;
- 3.2 The Grant shall be made in respect of the Research Project and may not be used for any other means or objectives than the Research Project and as per the aims and objectives stated in the Grant Application.
- 3.3 The amount awarded in the Grant shall be disbursed to the Recipient in accordance with the payment schedule agreed at the time of awarding the Grant and may include an advance payment.

### 4. Requirements of the Recipient

- 4.1 The recipient must apply the Grant in the manner and towards the Research Project as outlined in the Grant Application and at the Institution at which the Research Project was approved;
- 4.2 The Recipient must provide quarterly updates on the progress of their Research project to the Education Business Fund Convenor;
- 4.3 The Research Project must be completed within eighteen (18) months of the Grant being awarded and/or approval from the Institution's Ethics Committee, whichever is the later; and

- 4.4 In the case of PhD Projects, the Research Project must be completed within a reasonable timeframe of the Grant being awarded as agreed between the recipient and SASA; and
- 4.5 The Recipient must make themselves available to present the outcome of the Research Project at the first SASA Congress post the conclusion of the Research Project.

## 5. Exception Management

- 5.1 Should the achievement of the Research Project aim and objectives no longer be possible, the following must take place:
- 5.1.1 Recipient must write a report on the current status of the Research Project and submit this report to the Convenor of the Education Business Unit within one month of the Recipient becoming aware that the original terms of the Research Project could not be fulfilled.
- 5.1.2 The report must stipulate the reason for the inability to meet the terms of the Research Project and the progress to date on the Research Project, including a justified estimate of the percentage completion of the Research Project;
- 5.1.3 Should it be necessary, the report may also stipulate the funds that would be required to effectively reconstitute or terminate the Research Project;
- 5.1.4 The Grant amount shall be reduced to a percentage of the original Grant amount, plus the amount needed to conclude or reconstitute the Research Project
- 5.1.5 The Recipient must then refund, within one calendar month, any funds advanced in respect of the Research Project over and above the reduced Grant amount;
- 5.1.6 The Recipient may then apply for new funding for a newly constituted Research Project, within the standard terms and application process of the JPRF.
- 5.2 Should the Recipient not meet the requirements, as set out in Section 4 above, the Recipient shall be required to refund the full Grant amount to SASA;
- 5.3 The Recipient may, on request for refund, opt to rather comply with the requirements, as set out in Section 4, excluding Clause 4.3, above, but they will only be allowed 20 working days within which to ensure compliance, after which repayment of the Grant will be the only option available to the Recipient;
- 5.4 Should the Recipient not be able to comply with Clause 4.3 above, the recipient must write a letter requesting an extension on the time granted for the completion of their



Research Project. Should the Recipient fail to write such an extension application, or the extension application is rejected, Clauses 5.2, 5.3 and 5.5 shall apply; and

5.5 Should the Recipient not make repayment of the Grant as per Sections 5.1 and 5.2 above, the Recipients membership to SASA shall be forfeited and the default on the Grant published on all SASA platforms. The Institution shall also be notified of the default by the Recipient.

## 6. General

6.1 **Nothing in this Agreement shall be interpreted or construed as granting the Recipient any right or entitlement to continued assistance by SASA or the JPRF under any circumstances;**

## 7. Miscellaneous matters

### 7.1 Addresses and notices

7.1.1 For purposes of this Agreement, including giving notice and service of legal process, the parties choose *domicilium citandi et executandi* (i.e. addresses to which notices may be sent and where summonses and other legal documents may be delivered) at the following addresses:

#### **SASA**

physical address : PO Box 1935  
Durban  
4000

e-mail address : sasa@sasaweb.com

**the Recipient** :

physical address : \_\_\_\_\_

\_\_\_\_\_

e-mail address : \_\_\_\_\_

7.1.2 A Party may at any time change the above address by notice in writing, to the other Party.

7.1.3 Any notice given in connection with this Agreement shall be:

7.1.3.1 delivered by hand, or sent by prepaid registered post, to the above-mentioned address by the Party concerned; or

7.1.3.2 sent by e-mail to that Party's e-mail address.

7.1.4 A notice given as set out above shall be deemed to have been duly given:

7.1.4.1 if delivered, at the time of delivery;

7.1.4.2 if sent by post, 10 days after posting;

7.1.4.3 if sent by e-mail, at the time the e-mail is transmitted.

7.2 Entire contract

This Agreement contains all the express provisions agreed on by the Parties with regard to the subject matter of the Agreement and the Parties waive the right to rely on any alleged express provision not contained in the Agreement.

7.3 No representations

No Party may rely on any representation which allegedly induced that Party to enter into this Agreement, unless the representation is recorded in this Agreement.

7.4 Variation, cancellation and waiver

No agreement varying, adding to, deleting from or cancelling this Agreement, and no waiver of any right under this Agreement, shall be effective unless reduced to writing and signed by or on behalf of the Parties.

7.5 Indulgences

No indulgence granted by a Party shall constitute a waiver or abandonment of any of that Party's rights under this Agreement; accordingly, that Party shall not be precluded, as a consequence of having granted such indulgence, from exercising any rights against the other which may have arisen in the past or which may arise in the future.

7.6 Cession

The Recipient may not cede or delegate his/her rights in terms of this Agreement without the prior written consent of SASA. SASA is entitled to cede or delegate its rights and obligations without notice to the Recipient.

7.7 Applicable law

This Agreement shall be interpreted and implemented in accordance with the law of the Republic of South Africa.

7.8 Jurisdiction

7.8.1 Either Party shall be entitled, but not obliged, to institute any proceedings arising out of or in connection with this Agreement in the magistrates' courts having jurisdiction.

7.8.2 Should a Party elect to institute proceedings in the Supreme Court, the Parties consent to the jurisdiction of the Witwatersrand Local Division.

Signed at \_\_\_\_\_ on \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
For & on behalf of **SASA**

Signed at \_\_\_\_\_ on \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
For & on behalf of **the Recipient**

## Annexure A - Banking Details

Account holder

Bank name

Account number

Branch name

Branch code


## **ADDENDUM E – ABBVIE SCHOARSHIP CONTRACT**

**AGREEMENT**

Between



**The South African Society of Anaesthesiologists (“SASA”)**

and

**RECIPIENT'S NAME:** \_\_\_\_\_

**Identity Number :** \_\_\_\_\_  
**("the Recipient")**

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## 8. Preamble

The Recipient is currently a registrar on an accredited anaesthesia programme at a South African University or a Medical Officer working in the delivery of anaesthesia at a public sector institution.

The Recipient is a current member of SASA in good standing.

The Recipient has successfully applied for a grant from the Abbvie Scholarship.

The intent of the grant is to provide support to promising and needy anaesthesia registrars in training in a sustainable manner, so as to identify, attract and retain previously disadvantaged students into the specialty and profession, especially from the Medical Officer environment.

It is also intended to further the interest of Academic Anaesthesia and identify and retain high quality, academically strong, postgraduate students in the academic environment and to contribute, generally, to an environment conducive to training in anaesthesia.

## 9. Definitions

9.1 In this Agreement, unless inconsistent with the context, words referring to:

9.1.1 a gender includes a reference to the other genders;

9.1.2 the singular includes the plural and vice versa;  
and

9.1.3 A natural person includes artificial persons and vice versa.

9.2 Whenever a number of days is prescribed in this Agreement, such number shall be calculated excluding the first and including the last day, unless the last day falls on a Saturday, Sunday or official public holiday applicable in the Republic of South Africa, in which case the last day shall be the next day which is not a Saturday, Sunday or official public holiday.

9.3 Clause headings are inserted for convenience only and shall not be used to interpret this Agreement.

9.4 Phrases and words defined in a clause shall bear the meaning assigned to them in such clause only and the following terms bear the meanings assigned to them:

9.4.1 **“Abbvie”** Means AbbVie (Pty) Ltd.

9.4.2 **"Agreement"** means this Agreement and any schedules attached hereto;

9.4.3 **“Grant Application”** means the process of application for the Abbvie Scholarship and includes the requisite application forms and criteria as may be published from time to time by SASA;

9.4.4 **"the Institution"** means the Academic Institution at which the registrar is registered;

9.4.5 **"the Party/Parties"** means SASA, the Recipient and/or the Institution;

9.4.6 **“the Recipient”** means the individual who has been awarded the Abbvie Grant

9.4.7 **"SASA"** means the South African Society of Anaesthesiology, who is, in respect of the contract, the funder;

## 10. Awarding of the Grant

10.1 The Recipient shall be awarded an AbbVie grant through SASA in line with the criteria and limitations of the Abbvie Committee, as published from time to time;

- 10.2 The scholarship is open to all **registered** South African postgraduate students from all medical schools, Community Service Medical Officers and Medical Officers registered for independent practice at any academic hospital in South Africa. Registered postgraduate students from SADEC countries studying at a South African University may also apply;
- 10.3 The Recipient will be awarded the grant, at an amount agreed annually by SASA and Abbvie, for each year of study for which they are registered, so long as they make academic progress annually and on receipt of a progress report;

## **11. Requirements of the Recipient**

- 11.1 The recipient must apply the Grant in the manner outlined in the Grant Application and at the Institution at which they are registered;
- 11.2 The Recipient must provide annual updates on the progress of their studies to the SASA National Secretary;
- 11.3 The Recipient must make themselves available to attend the SASA National Congress in the first year of their awarding of the Grant, unless otherwise arranged with the SASA National Secretary; and
- 11.4 The Recipient must be a SASA member for the duration of their Grant and must retain that membership for a year post the Grant period for each year they received the Grant.

## **12. Exception Management**

- 12.1 Should the Recipient not meet the requirements, as set out in Section 4 above, the Recipient shall be required to refund the full Grant amount to SASA;
- 12.2 The Recipient may, on request for refund, opt to rather comply with the requirements, as set out in Section 4, excluding Clause 4.3, above, but they will only be allowed 20 working days within which to ensure compliance, after which repayment of the Grant will be the only option available to the Recipient;
- 12.3 Should the Recipient not be able to comply with Clause 4.3 above, the recipient must write a letter requesting participation in the following year's Congress to the SASA National Secretary and be formally awarded such an exemption. Should the Recipient fail to write such an extension application, or the extension application is rejected, Clauses 5.1, 5.2 and 5.4 and 5.5 shall apply;



12.4 Should the Recipient not make repayment of the Grant as per Sections 5.1 and 5.2 above, the Recipients membership to SASA shall be forfeited and the default on the Grant published on all SASA platforms. The Institution shall also be notified of the default by the Recipient; and

12.5 **SASA reserves the right to institute legal and/or criminal proceedings to reclaim any monies owed to it in terms of Clauses 5.1 and 5.2. The defaulting recipient shall be informed of the intent to take legal and/or criminal proceedings and shall be accorded one calendar month to make payment prior to these proceedings being instituted.**

### 13. General

13.1 **Nothing in this Agreement shall be interpreted or construed as granting the Recipient any right or entitlement to continued assistance by SASA or Abbvie under any circumstances;**

### 14. Miscellaneous matters

#### 14.1 Addresses and notices

14.1.1 For purposes of this Agreement, including giving notice and service of legal process, the parties choose *domicilium citandi et executandi* (i.e. addresses to which notices may be sent and where summonses and other legal documents may be delivered) at the following addresses:

**SASA**

physical address : PO Box 1935  
Durban  
4000

e-mail address : sasa@sasaweb.com

**the Recipient** :

physical address : \_\_\_\_\_  
\_\_\_\_\_

e-mail address : \_\_\_\_\_

14.1.2 A Party may at any time change the above address by notice in writing, to the other Party.

14.1.3 Any notice given in connection with this Agreement shall be:

14.1.3.1 delivered by hand, or sent by prepaid registered post, to the above-mentioned address by the Party concerned; or

14.1.3.2 sent by e-mail to that Party's e-mail address.

14.1.4 A notice given as set out above shall be deemed to have been duly given:

14.1.4.1 if delivered, at the time of delivery;

14.1.4.2 if sent by post, 10 days after posting;

14.1.4.3 if sent by e-mail, at the time the e-mail is transmitted.

#### 14.2 Entire contract

This Agreement contains all the express provisions agreed on by the Parties with regard to the subject matter of the Agreement and the Parties waive the right to rely on any alleged express provision not contained in the Agreement.

#### 14.3 No representations

No Party may rely on any representation which allegedly induced that Party to enter into this Agreement, unless the representation is recorded in this Agreement.

#### 14.4 Variation, cancellation and waiver

No agreement varying, adding to, deleting from or cancelling this Agreement, and no waiver of any right under this Agreement, shall be effective unless reduced to writing and signed by or on behalf of the Parties.

#### 14.5 Indulgences

No indulgence granted by a Party shall constitute a waiver or abandonment of any of that Party's rights under this Agreement; accordingly, that Party shall not be precluded, as a consequence of having granted such indulgence, from exercising any rights against the other which may have arisen in the past or which may arise in the future.

14.6 Cession

The Recipient may not cede or delegate his/her rights in terms of this Agreement without the prior written consent of SASA. SASA is entitled to cede or delegate its rights and obligations without notice to the Recipient.

14.7 Applicable law

This Agreement shall be interpreted and implemented in accordance with the law of the Republic of South Africa.

14.8 Jurisdiction

14.8.1 Either Party shall be entitled, but not obliged, to institute any proceedings arising out of or in connection with this Agreement in the magistrates' courts having jurisdiction.

14.8.2 Should a Party elect to institute proceedings in the Supreme Court, the Parties consent to the jurisdiction of the Witwatersrand Local Division.

Signed at \_\_\_\_\_ on \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
For & on behalf of **SASA**

Signed at \_\_\_\_\_ on \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
For & on behalf of **the Recipient**

## Annexure A - Banking Details

Account holder	
Bank name	
Account number	
Branch name	

Branch code

## **ADDENDUM F – MARK SHEETS FOR JUDGING OF PRIZES**

1. The Gaisford Harrison Prize for best Registrar Research paper

[MARK SHEET THE GAISFORD HARRISON PRIZE - BEST REGISTRAR RESEARCH PAPER.doc](#)

2. The SASA Prize for Communications Skills

[MARK SHEET THE SASA REGISTRAR PRIZE FOR COMMUNICATION SKILLS.docx](#)

3. The SASA Registrar best poster prize

[MARK SHEET REGISTRAR BEST POSTER.docx](#)

4. The SSEM prize for Best Original Research Free Paper

[MARK SHEET SSEM MTHEMBU MEDICAL RESEARCH REWARD FOR BEST RESEARCH FREE PAPER.docx](#)

5. The Mylan Prize for the Best Poster for clinical research by a Specialist.

[MARK SHEET MYLAN PRIZE FOR BEST POSTER.docx](#)

6. Best Exhibitor stand competition

[MARK SHEET EXHIBITION JUDGING.docx](#)