

## **Malaysian Society of Intensive Care Financial Support for Attendance at Intensive Care Conferences Overseas**

### **I. Criteria**

- A. Must be a member of the Malaysian Society of Intensive Care in good standing for at least three years. This means that for the past 3 consecutive years, the member must have paid his/her subscription within the year it is due.
- B. Must not have made any false declarations to the Society previously.
- C. Must be:
  - 1) presenting a free paper /poster, or
  - 2) invited as a speaker, or
  - 3) representing the MSIC
- C. Must be attending one of the following meetings outside Malaysia:
  - 1) Asia Pacific Associations of Critical Care Medicine (APACCM) Conference
  - 2) World Congress of Intensive and Critical Care Medicine
  - 3) World Congress of the World Federation of Pediatric Intensive and Critical Care Societies
  - 4) Australian New Zealand Intensive Care Society Annual Scientific Meeting
  - 5) European Society of Intensive Care Medicine Annual Scientific Meeting
  - 6) Society of Critical Care Medicine Annual Congress
  - 7) International Symposium on Intensive Care and Emergency Medicine (Brussels)
- D. Must apply in advance to the MSIC Executive Committee for approval before going for the conference.
- E. For free paper or poster presentation:
  - i. The study must not have been presented, in part or as a whole, at any local or overseas conference before. The study must be of good methodological rigour. Case reports and case series will not accepted.
  - ii. Must not have received financial subsidy from other sources. The MSIC reserves the right to request for a refund of its full sponsorship should there be any proof that the applicant has received another sponsorship.
  - iii. Must not have received a financial subsidy for presentation of free papers from the MSIC in the previous two years. This means that members are only allowed one subsidy for every three years.
  - iv. Must have obtained agreement of the co-authors that he/she be allowed to present the paper.

## **II. Financial Consideration**

A. The amount of subsidy will depend on the region where the meeting is held. At the present point in time, the maximum amounts, are:

Asia	RM 3 000
Rest of World	RM 5 000

B. For free paper or poster presentation:

Priority categories will be in the following order:

- 1) Oral free paper or poster presenters who are applying for the first time
- 2) Oral free paper presenters who have received MSIC sponsorship before
- 3) Poster presenters who have received MSIC sponsorship before

C. Limiting total amount of subsidy per conference (Capping)

The Executive Committee reserves the right to set a limit to the amount of subsidy to be given in order to allow proper budgeting. In order to prevent the capped limit from being exceeded, the Executive Committee reserves the right to decrease the number of successful applicants

## **III. Approval of Financial Support**

### **A. For free paper or poster presentation**

#### 1. Selection Committee

The Selection Committee shall comprise the following:

- i. MSIC President, who shall chair the committee
- ii. MSIC Treasurer
- iii. One to three members of the MSIC, one of whom shall be full time clinician working in intensive care

The Selection Committee shall review the submitted abstracts and make recommendations to the Executive Committee.

#### 2. Selection Process

The applicant shall provide to the Selection Committee a copy of the abstract sent to the organizing committee of the conference, together with the letter of acceptance. The cover letter to the Selection Committee shall then include the following:

- i. a declaration that the free paper or poster has not been presented, in part or as a whole, at any local or overseas conference before
- ii. a declaration that the applicant has not received any financial subsidy from other sources

- iii. a declaration that all the co-authors have agreed and signed on the declaration form that the applicant be allowed to present the paper
- iv. a certification by the Head of Department or Director of Research in the Institution where the study has been carried out
- v. a statement agreeing to the decision of the Executive Committee with regards to the application and amount of subsidy granted

3. Decision

The Executive Committee will make the decision on whether to grant any subsidy taking into consideration the recommendation of the Selection Committee. This decision is final and no appeal will be entertained.

**B. For Invited speaker**

The speaker must write in, providing proof of invitation and any cost covered by the organizing committee. The Executive Committee will make the final decision on whether to grant any subsidy.

**C. Delegates appointed by the Society**

Delegates appointed by the Society will automatically enjoy the subsidy without need for further application. Such appointments must be recorded in the minutes of the Executive Committee meetings. These appointments include: Society representatives at APACCM business meetings, Speakers appointed by the Society e.g at the Presidents' Forum

**VI. Disbursement**

The applicant must provide copies of official receipts and certificate of attendance to the Executive Committee before the disbursement of subsidy is made.

**VII. Review**

This policy is subject to review from time to time by the Executive Committee and will depend on the prevailing financial position of the Society.

Executive Committee,  
Malaysian Society of Intensive Care.  
Jan 2014