



Federation of African Societies of Biochemistry and Molecular Biology

Fédération des Sociétés Africaines de Biochimie et de Biologie Moléculaire

## Guidelines for FASBMB Congresses

1. FASBMB congresses are meant to encourage exchange between African biochemists and their colleagues from other continents. They should be structured so as to give equal exposure to African participants and their counter-parts from the developed countries. As a rule-of-thumb, plenary speakers and chair persons should also be selected from amongst African biochemists.
2. The Local Organizing Committee should maintain frequent contact with the FASBMB Secretariat (President, Secretary-General, & Meetings Councillor) to keep them abreast with preparations of the congress.
3. Attempts should be made well ahead of time to inform biochemists from as many African countries as possible about the theme, date and venue of the Congress. The Meetings Councillor is available to help in this task.
4. During the Congress itself, the FASBMB representatives should be given prominent roles to play at the opening and closing ceremonies. The President, as the representative of FASBMB, should be allowed to make a statement on behalf of the Federation.
5. The Local Organizing Committee should endeavour to assist the elected members of the FASBMB Council to attend the meeting. Special effort should be made to assist young biochemists (under 35 years of age) to attend the congress.
6. The **Guidelines for IUBMB** Congresses should be consulted for additional hints on preparation for FASBMB Congresses.
7. The organisers must make every effort to actively seek funding from outside sources for delegates to attend the Congress.
8. Appointment of Congress speakers should be made in consultation with the FASBMB Executive Committee and the sponsoring body at least one year before the Congress.
9. The duration of the Plenary Lecture should be no less than 45 minutes while invited lectures should be no less than 30 minutes.