



**GUIDELINES  
FOR  
NORNA  
CONGRESS**

## **INTRODUCTION**

These guidelines for THE NORDIC OPERATING ROOM NURSES ASSOCIATION CONGRESS, here after called NORNA Congress, are a document for every Organising Committee (OC) and Scientific Committee (SC) that will organize the NORNA Congress. It contains guidelines, and activities concerning the NORNA Congress. NORNA can make changes to these guidelines, that are to be reviewed after each congress.

### **1. GENERAL INFORMATION ABOUT NORNA**

#### **1.1 A SHORT HISTORY OF THE ASSOCIATION**

NORNA, Nordic Operating Room Nurses Association, was founded in 1993. It is a Nordic association for the operating room nurses in Denmark, Finland, Iceland, Norway and Sweden.

NORNA is a professional association that aims at taking care of the operating room nurse's interests within perioperative nursing. The association wants to promote operating room nurse's professional skills so that their professionalism is based on scientific knowledge, skills and tested practice.

Patients who go through an operation depend on perioperative nurse's practical knowledge. This knowledge is a combination of theoretical, ethical and personal understanding. Perioperative nurses work to guarantee their patients best possible safety and security during the operation.

NORNA board of directors consists of two members from each Nordic country. There are two meetings each year in each country, one work meeting that is held in the spring and a resolution meeting that is held in the autumn. All the Nordic operating room nurse's professional associations are members of NORNA.

#### **1.2 THE NORNA BOARD OF DIRECTORS.**

Each Nordic country association is entitled to send two representatives from their own board to the NORNA board meetings. Together they form the Board of Directors of NORNA.

#### **1.4 NORNA BOARD MEETINGS**

The NORNA Board meets twice yearly. The meetings take place in spring and in autumn.

## **2. GENERAL INFORMATION ABOUT THE CONGRESS**

### **2.1 THE FIRST NORNA Congress**

The first Nordic Congress for Operating Room Nurses was held in Uppsala, Sweden, in 2005. The Congress theme was “Upplevelser, säkerhet och hälsa”.

### **2.2 THE SECOND NORNA Congress**

The second Nordic Congress for Operating Room Nurses was held in Stavanger, Norway, in 2008. The Congress theme was “Perioperativ kompetanse I Norden – utvikling, erfaring og kommunikasjon”.

### **2.3 THE THIRD NORNA Congress**

The third Nordic Congress for Operating Room Nurses was held in Reykjavik, Iceland, in 2011. The congress theme was “Hygiene”.

### **2.4 THE FOURTH NORNA Congress**

The fourth Nordic Congress for Operating Room Nurses was supposed to be held in Finland, in 2014 but was cancelled.

The fourth Nordic Congress for Operating Room Nurses was held in Denmark, in 2016. The congress theme was “Perioperative nurses in education and practice”.

### **2.5 THE FIFTH NORNA Congress**

The fifth Nordic Congress for Operating Room Nurses will be held in Sweden, in 2018. The congress theme will be “Come together – Building Bridges in Perioperative Nursing”.

## **2.6 FINANCIAL OBJECTIVES OF NORNA CONGRESS**

The financial aim and function of a congress is to provide the necessary resources for each congress. The host country is responsible for all the financial matters and function of the congress.

## **2.7 OFFICIAL LANGUAGE OF NORNA CONGRESS**

The official language of the congress is English. Parallel lectures in our own language are possible.

## **3. GUIDELINES FOR THE NORNA BOARD AND THE CONGRESS COMMITTEE (OC/ SC/PCO) IN THE HOST COUNTRY**

### **3.1 DUTIES OF THE NORNA BOARD**

- ✓ to organise NORNA Congress every second year one more time amongst the member countries

to promote NORNA Invitation and promotion on the countries' websites, facebook, etc.

### **3.2 DUTIES OF THE ORGANIZING COMMITTEE (OC) AND THE PROFESSIONAL CONGRESS ORGANIZER (PCO)**

Organization of the congress should be carried out with the help of a PCO. The OC works closely with the PCO.

It is necessary that the host country gets a professional congress organizer (PCO) to arrange the congress.

The NORNA host country makes an official contract with the PCO about duties before, during and after the congress about the following:

- ✓ financial overview with budget monitoring and accounting
- ✓ reservation, price and contracts negotiations for congress facilities
- ✓ workload and organization of necessary personnel
- ✓ hotel reservations
- ✓ delegate handling
- ✓ planning and co-ordination of social activities
- ✓ sponsoring and exhibition management
- ✓ abstract handling
- ✓ PR, co-ordination of printed matters
- ✓ time schedule.
- ✓ to organize and update the host country's website
- ✓ to establish a good relationship between NORNA and the industry
- ✓ A Chartered Accountant will do the final financial review.
- ✓ certificates of attendance will be given. These certificates will be original, and signed by the board of the host country

### **3.3 DUTIES OF THE SCIENTIFIC COMMITTEE**

- ✓ to ensure the guidelines for handling abstracts are reviewed and agreed for each NORNA congress
- ✓ to ensure a scientific programme of the highest quality
- ✓ to ensure that an appropriate process for the evaluation of the scientific programme is established for each NORNA Congress and is under the supervision of the Scientific Committee
- ✓ to ensure there is equal access to submit abstracts from all member countries
- ✓ to work closely with OC and PCO

### **3.4 MEMBERS OF THE ORGANIZING AND SCIENTIFIC COMMITTEE**

Members of the OC and SC are proposed by the board of directors in the hosting country.

### **3.5 MEETINGS OF THE ORGANIZING COMMITTEE AND SCIENTIFIC COMMITTEE IN THE HOST COUNTRY**

OC and SC of the host country decide all necessary meetings regarding the congress.

### **3.6 REPORT**

The host country gives a report to the NORNA Board of Directors at board meetings regarding congress organization.

## **4. CRITERIA FOR THE VENUE OF THE NORNA CONGRESS**

The host-country will choose the city and venue for the congress.

The venue should:

- ✓ be easy to reach for all delegates
- ✓ have adequate capacity in the main auditorium
- ✓ have rooms for parallel sessions and work-shops
- ✓ have adequate hotel capacity
- ✓ have sufficient area for exhibition
- ✓ have sufficient area for poster presentations
- ✓ have necessary technical facilities

## **5. TIME SCHEDULE FOR CONGRESS APPLICATIONS**

- ✓ during a congress the place, date and city of the next congress will be announced
- ✓ congress will be held every second year
- ✓ at least two congresses ahead must be known
- ✓ time schedule is written in the appendix section.

## **6. COMPOSITION OF THE CONGRESS PROGRAMME**

- ✓ the scientific programme must include an opening session with a presentation of the member associations of NORNA.
- ✓ the scientific program must include a closing session, in which the next congress will be announced.
- ✓ the congress will last for a minimum of one and a half day.
- ✓ there will be a social program that will include a Get together reception.
- ✓ the main sponsors can have a workshop as a part of their package, organised by the main sponsors in cooperation with the PCO (facilities, time schedule, financial details, etc.) and the SC (contents of the workshop).
- ✓ the scientific program will include a break of at least 2 hours for lunch and two breaks of half an hour per full day.
- ✓ there will be possible to have a session included in the program, for non-NORNA member countries called: International Perspective Session.
- ✓ posters will be included in the programme.

## **7. FINANCIAL POLICY**

- ✓ the congress must be completely financially independent
- ✓ financial profit from a congress will belong to the host country. The host country is responsible for any financial loss after a congress
- ✓ The invitation to the NORNA Congress is sent to the NORNA Board, where two Board member of the respective countries will get the congress fee and get together reception for free, by participation.
- ✓ the selected speakers and posters presenters will have reduced price of the registration fee. Important to publish in website and in first announcement.
- ✓ the host country will decide what invited guest speakers are offered for their lectures

## **8. EXHIBITION POLICY**

- ✓ the main sponsors will have the first choice of exhibition space
- ✓ all main sponsors will be given the opportunity to organise a workshop

## **9. PUBLICATIONS, MAILING AND PUBLIC RELATIONS POLICY**

- ✓ the first announcement brochure will be printed 18- 24 months before the congress
- ✓ the call for papers should be printed 9-24 months before the congress
- ✓ the preliminary program will be on the host country`s website minimum of eight months before the congress
- ✓ the website must include all necessary information about the congress and must also include an on line registration form
- ✓ the industry invitation will be distributed approximately 18 months before the congress

## **10. EVALUATION**

Evaluation forms will be distributed during or after the congress concerning

- ✓ oral presentations
- ✓ poster presentations
- ✓ general congress facilities such as time schedules, lunch hours, exhibition etc.
- ✓ certificates of attendance will be given. These certificates will be original, and signed by the board of the host country
- ✓ certificates will be awarded to speakers, moderators and poster presenters
- ✓ there will be an evaluation form for the exhibitors

## **11. INSURANCE POLICY AND CANCELLATION TERM**

The following statement must be included in the invitation program:

“NORNA Congress accepts no liability for personal injuries sustained, or for the loss or damage of property belonging to Congress participants, either during or as a result of the Congress.”

Notification of cancellation must be confirmed in writing. Cancellation of registration received before one month prior to congress will be refunded less an administrative fee. After that time no refund may be expected. In case of cancellation of specific items (i.e. tours, accommodation, etc.) that have already been paid for, the amount will be refunded minus a bank cost. All refunds will be processed after the conference.

## **12. GUIDELINES FOR WORKSHOPS**

- ✓ the duration, date and place of the workshop(s) will be decided by the host country in collaboration with the involved parties. The program for the workshop should be presented to the SC.
- ✓ the company that organizes a workshop will pay all cost for the workshop
- ✓ the programme of the workshop may not interfere with the scientific programme of the congress and must be approved by the SC.
- ✓ a contact-person of the SC will be announced to the companies.
- ✓ all presentations must be in English.
- ✓ the workshops can be announced in the invitation program and the final program
- ✓ companies applying for workshops must adhere to the same guidelines as laid down by the SC for speakers and presenters

## **13. GUIDELINES FOR SPEAKERS AND MODERATORS**

- ✓ the speakers must speak clearly in English
- ✓ the moderator/presenter must be able to summarise the lectures and lead the discussions if needed.
- ✓ the moderator/presenter must be able to summarise the lectures and lead the discussions if needed
- ✓ the moderators are selected in the NORNA board
- ✓ the moderators must receive the abstracts at an early stage for the necessary research for their task
- ✓ responsible in each country send the abstract to the moderator 1 month before the congress

## **14. GUIDELINES FOR THE HANDLING OF ABSTRACTS**

- ✓ the applicant sends his abstract electronically to the SC for consideration
- ✓ the SC considers each abstract, selects and accepts those which are suitable for the scientific programme
- ✓ the SC must be confident that the applicants selected have the ability to present their papers in English
- ✓ the SC informs the applicants about the outcome of the selection
- ✓ the applicant must inform if he is willing to publish his lecture on line after a congress

Abstracts will only be accepted if they fulfil the above criteria and are received before the deadline.

See Appendix 2: Guidelines for abstract evaluation

## **15. REGISTRATION PROCEDURES**

Deadlines for registration are recommended to be as follows

- ✓ reduced price till 4 months before the congress
- ✓ regular price from 4 months prior to the congress
- ✓ reduced price for students and the speakers/poster presenters. Each country decided

Registrations are only valid when the original registration form is completed and payment is made within the required time. The delegates will receive a letter of confirmation from the host-country within reasonable time after registration.

## **16. NORNA BOARD MEMBERS DUTIES DURING THE CONGRESS**

Duties for NORNA Board members will include:

- ✓ provide presence at the NORNA stand
- ✓ promotion of NORNA

## **17. FINAL REPORT OF THE CONGRESS**

Within 6-12 months after the congress a final report must be presented to the NORNA board.

### **APPENDIX 1:**

#### **TIME SCHEDULE NORNA CONGRESS**

<b>YEAR</b>	<b>SPRING</b>	<b>AUTUMN MEETING OF THE BOARD</b>
<b>2005</b>	Congress 1 & Announcement of congress 2	Decision on congress 3
<b>2008</b>	Congress 2 & Announcement of congress 3	Decision on congress 4
<b>2011</b>	Congress 3 & Announcement of congress 4	Decision on congress 5
<b>2016</b>	Congress 4 & Announcement of congress 5	Decision on congress 6
<b>2018</b>	Congress 5 & Announcement of congress 6	Decision on congress 7
<b>2020</b>	Congress 6 & Announcement of congress 7	Decision on congress 8

### **APPENDIX 2: GUIDELINES FOR ABSTRACT EVALUATION**

The criteria:

- ✓ Does the abstract follow the guidelines given for preparation of abstract?



- ✓ Does the title of the presentation explain the contents of the abstract?
- ✓ Does the language of the abstract indicate that the author can present the paper in understandable English?
- ✓ Does the abstract reflect the Congress theme?
- ✓ Does the abstract have objectives for the Congress participant?
- ✓ Will the subject be of use to the Congress participants in their own work settings?
- ✓ Will the presentation encourage perioperative nurses to analyse current practice?
- ✓ Will the presentation motivate perioperative nurses to develop their practice?
- ✓ Does the abstract reflect the Nordic "wide base" of the Congress participants?
- ✓ All abstracts should be written in English.
- ✓ All presentations will be in English.
- ✓ The length of the abstract should not exceed 250 words.
- ✓ Abstracts should include name(s) of author(s), underline presenter(s), institute and short biography and picture of the presenter(s).
- ✓ All accepted papers will be allowed 20-30 minutes for presentation and questions from the delegates.
- ✓ Scientific research or evidence based papers will be accepted.
- ✓ Clinical improvement and innovation papers can also be accepted.

The abstract should include:

- ✓ Title of the abstract
- ✓ Background, focus of interest, theoretical framework – present in relevant literature references, conclusions.
- ✓ Presentations based on research studies should include: Background, research problem(s), goals, methodology and available results
- ✓ Key words should be mentioned either in the beginning or at the end of the text
- ✓ All abbreviations must be defined the first time used
- ✓ At the end of the abstract please include:  
Contact person, address, telephone and e-mail  
Preferred type of presentation; paper or poster

Abstracts will only be accepted if they fulfil all of the above criteria and are received by the stated deadline.

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Reviewed in October 2014 in Reykjavík, Iceland  
*And rewritten by Thorunn A. Einarsdottir after the meeting.*

*Reviewed in Oktober 2017 in Helsinki, Finland*

*Reviewed in November 2018 in Stockholm, Sweden  
And rewritten by Catarina Augustsson*