



IAPD
International Association
of Paediatric Dentistry

STANDING ORDERS

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STANDING ORDERS

INTERNATIONAL ASSOCIATION OF PAEDIATRIC DENTISTRY

These standing orders shall be applicable to all functions of the Association, including Council, Board of Directors and Committee Meetings. They shall be construed subject to the Constitution and By-Laws of the International Association of Paediatric Dentistry. (All words imputing masculine include the feminine.)

Amendments to these Standing Orders shall be made on the recommendation of the Board of Directors and reported to Council at the earliest possible Council meeting.

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A. THE ASSOCIATION

The International Association of Paediatric Dentistry is an independent, non-political, and non-profit making organization and shall refrain from making political statements in support of any particular stakeholder or remarking on any particular situation in any part of the world. The association stands against any action that may endanger the well-being of children and their caretakers around the globe.

B. ADMINISTRATION

B.1. The Secretary General, elected according to Article VI of the Constitution, shall ensure that:

1.1 All outgoing official documents are written on Association letterhead, provided by the Secretariat, are dated, and clearly show original and/or authorship. Official documents should only be sent out by the Secretary General and President, other than in exceptional circumstances and with the prior approval of the Secretary General who has full responsibility in this matter. Copies of letters pertaining to the business of the Association such as letters of complaint from member nations, inquiries regarding National Society Membership, letters from sponsors and such matters should be forwarded to the Secretary General by e-mail or FAX at the same time that the original is sent.

The essential text of all major administrative documents must be provided in English.

1.2 The official Association letterhead is only provided by the Secretary General. Neither the President nor other Board or Committee Members (with the exception of the IAPD Editor-in-Chief of the Journal) are permitted to print or use this letterhead with the Association title or logo. Official stationery is provided by the Secretary General to the President and Committee Chairs for use during their period of office. Current Board of Directors (BOD) Members may use an officially issued business card by the Secretary General when conducting IAPD matters, lectures, or official visits.

1.3 All incoming official documents and letters must clearly show the date received by the Secretary General and the origin and authorship.

1.4 A Secretariat is established with satisfactory office facilities for receiving and filing all documents and for receiving mail and telephone communications. (The latest technology should be available and used when possible, including email, electronic records, scanner, photocopiers, and fax).

1.5. A computer is used for official administration purposes.

1.6 Financial duties shall be the responsibility of the Secretary General who will delegate certain duties, to be determined from time to time, to the Association Manager.

1.7 (i) All incoming and outgoing monies related to IAPD, including the Journal and all committee activities shall be administered by the Secretariat subject to the approval of the Secretary General.

(ii) A financial statement is presented to the BOD meeting annually and to the Council Meeting every alternate year. The statement should be prepared by the Secretary General and audited by a professional accounting firm, and on alternate years by the Finance committee.

(iii) Funds raised by Committees for specific purposes from companies, individuals, or grants are forwarded directly to the Secretary General by the funding body concerned, and that having

51 been properly received and documented, these funds are then immediately made available
52 specifically for that Committee's use.

53
54 (iv) An annual operating budget shall be developed by the Secretary General with the Association
55 Manager.

56
57 1.8. Members of the BOD and all Committee Chairs will receive notice of all formal in person Board of
58 Directors meetings 3 months in advance. An agenda and working papers will follow at least 4 weeks
59 prior to the meeting. Virtual Board of Directors' meetings may be determined by the President and
60 SG as required and coordinated by the association manager.

61
62 1.9 National - Member Societies, Members of the BOD and all Committee Chairs receive notice of a Council
63 meeting, at least 3 months in advance of the meeting.

64
65 1.10 An IAPD certificate or plaque is available for presentation to the retiring President and other Board
66 Members at the closing ceremony of each congress.

67
68 1.11 The use of the IAPD logo should follow the *Guidelines of the Use of IAPD Logo* in Appendix I

69
70 **B2.** The Secretary General should endeavor to ensure that:

71
72 2.1 Council and Board of Directors' meeting minutes are numbered in a standard manner to ensure easy
73 reference.

74
75 2.2. Minutes, letters or working papers sent to members or countries where translation of such documents
76 is required are forwarded allowing sufficient time for translation and adequate consideration of the
77 contents.

78
79 2.3. Minutes are prepared and dispatched to all BOD Members within 8 weeks of a BOD Meeting having
80 taken place.

81
82 2.4 Minutes will be prepared and dispatched to all National - Member Societies, BOD Members and all
83 Committee Members within 3 months of a Council meeting having taken place.

84
85 **B3.** Duties of the President

86
87 The President shall:

88
89 3.1 represent the IAPD in society activities as required (also see section A8)

90
91 3.2 preside at Board Meetings during his/her term

92
93 3.3 preside at Council Meetings during his/her term

94
95 3.4 ensure that all procedures during meetings will be in accordance with the Constitution and By Laws.

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97 **B4.** Duties of the Past President

98
99 The Past President shall:

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101 4.1 chair the Constitution Review Committee

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- 4.2 chair the Nominations Committee
- 4.3 oversee the publishing of the IAPD Newsletter
- 4.4 attend all the Board and Council Meetings
- 4.5 chair Board and Council meetings in case of the President's absence.

B5. Duties of the President Elect

The President Elect shall:

- 5.1 chair the awards Committee
- 5.2 attend all the Board and Council Meetings
- 5.3 work closely with the President and Secretary General in all matters of current and future policies and plans of the IAPD.

B6. Duties of the Editor:

- 6.1 to represent the Association's interest in the publication of the International Journal of Paediatric Dentistry (IJPD)
- 6.2 to provide a summary of the balance sheet of the IPD Journal annually to the Board of Directors and to the Council biannually
- 6.3 to monitor all IAPD publications (email blasts, e-news, newsletters) and entire IAPD website

B7. Representatives for National Member Societies

- 7.1 Representatives National Member Societies shall be appointed ex officio to at least one Standing Committee.
- 7.2 A representative for National Member Societies may be assigned a specific task by the President or Secretary General.

B8. Representation of the IAPD

The President and Secretary General are the official representatives of the IAPD when contacting government, civic, business, and professional organizations for the purpose of advancing the objectives and policies of the Association. Subject to a satisfactory financial situation of the Association, travel and related expenses for representation of IAPD will be partially or fully covered by the Association.

In the event that neither the President nor the Secretary General can attend the meeting or invitation, the President and Secretary General will decide upon the appropriate representative according to the following principles:

1. sequence of representation in the following order: The President-Elect, Immediate-Past-President, Board Members, IAPD Members
2. the importance and nature of the meeting and invitation
3. the cost/benefit of the meeting and invitation.

153 **B9. Travel Expenses**

154 During travelling on behalf of the IAPD, Members of the BOD will be eligible to receive travel and
155 related expenses subject to a satisfactory financial situation of the Association as per the *IAPD Travel*
156 *Regulations* (Appendix II).
157

158 **C. BOARD OF DIRECTORS' MEETINGS**

159 **C1. Membership**

160
161
162 1.1 Only Members elected under Article VI of the Constitution are eligible to attend meetings of
163 the Board of Directors.

164 1.2 The President or Secretary General have the right to invite the attendance of Committee
165 Chairs/Members, Past Presidents, Past Board Members or others during discussion of particular
166 items of business. This power shall be used sparingly and with discretion
167

168 **C2. Attendance**

169
170 2.1. The Secretary General shall keep a record of all those present at the BOD meeting.
171

172 **C3. Quorum**

173
174 3.1 A majority of Board Members shall constitute a Quorum for the transaction of business. A
175 Board Member may be represented by another member at a Board meeting under the
176 conditions set out in Article VI.7 of the Constitution.
177

178 **C4. Order of Business**

179
180 4.1 The President or in his/her absence the Immediate Past President will take the Chair position
181 and call the meeting to order.
182

183 4.2 Apologies for absence

184
185 4.3 Approval of the Agenda.
186

187 4.4 Minutes of previous Board of Directors' Meeting.
188

189 4.5 Business arising from Minutes not included or covered elsewhere in the Agenda.
190

191 4.6 Secretary General's report including a statement of income and expenditure (in writing, but
192 also presented verbally).
193

194 4.7 President's report in writing, but also presented verbally.
195

196 4.8 Special business (e.g., recommendations for Honorary Membership) etc.
197

198 4.9 Editor's report (in writing, supported verbally).
199

200 4.10 Committees reports (in writing, supported verbally).
201

- 202 4.11 Report from the General Chair of the Organising Committee of the next IAPD Congress
203 (previously submitted in writing, supported verbally) as required by IAPD Congress Guidelines.
204 General Chairs of other future IAPD Congresses will provide an overview of the planning
205 progress of their congresses.
206
207 4.12 Any other general business.
208
209 4.13 Date of next meeting.
210
211 4.14 Closure of meeting by the Chair.
212

213 **D. COUNCIL MEETINGS**

214 **D1. Membership**

215 Only the following individuals shall attend Council Meetings:
216

217 Delegates and alternate delegates appointed as such by their National Member Society and who have
218 notified the Secretary General 60 days in advance (By-laws Article V.2) in accordance with Constitution
219 Article V.1 as well as Members of the Board of Directors in accordance with Article VI.8. Committee
220 Members, Past Presidents, Past BOD Members, and Honorary Members or other individuals, at the
221 invitation of the President, may attend the Council Meeting.
222
223

224 Eligible to vote are Delegates of National Member Societies and, in case of a tied vote, the President.
225 All other attendants of the Council Meeting are not eligible to vote.
226
227

228 National Member Society applicants may attend a Council meeting as observers. National Member
229 Societies, whose dues are not up-to-date, shall be excluded from Council meetings
230

231 Affiliate Members' representatives may attend Council as observers, however, they shall not be eligible
232 to vote.
233

234 **D2. Attendance**

235 The Secretary General shall keep a record of those attending.
236
237

238 **D3. Quorum**

239 One third of National Member Societies shall constitute a quorum for the transaction of business.
240
241

242 **D4. Order of Business**

243
244 4.1 The President, or in his/her absence, the Immediate Past President shall take the Chair and call
245 the meeting to order.
246

247 4.2 Roll call of Delegates by the Secretary General.
248

249 4.3 Apologies for absence.
250

251 4.4 Approval of the Agenda previously circulated.

- 252
253 4.5 Minutes of the last Council meeting submitted for confirmation.
254
255 4.6 Matters arising from the Minutes not included or to be otherwise covered elsewhere in the
256 Agenda.
257
258 4.7 President’s report written and also presented verbally.
259
260 4.8 Secretary General’s report, written and presented verbally.
261
262 4.9 Financial report by the Secretary General.
263
264 4.10 Special Board of Director’s Business amendments to Constitution or Standing Orders,
265 recommendations for Honorary Membership.
266
267 4.11 Editor’s report, written and presented verbally.
268
269 4.12 Committee reports, written.
270
271 4.13 Presentation of the recently selected Congress bid, by the National Member Society delegation.
272
273 4.14 Motions for which notice has been given.
274
275 4.15 Any other business ruled as in order by the Chair.
276
277 4.16 Election of office Bearers.
278
279 4.17 Date and venue of next meeting.
280
281 4.18 Closure of meeting by the Chair.
282

283 **D5. Motions**
284

- 285 5.1 Motions or resolutions of the Board of Directors may be considered without prior notice given.
286 Every other notice of motion shall be in writing and may be proposed and seconded by two
287 National-Member Societies. Such motions shall be received by the Secretary General at least 3
288 months in advance at which it shall be considered and shall be included with the notice of
289 meeting and agenda sent to the National Members (Constitution, Art. IX.1).
290
291 5.2 If a motion, notice of which has been duly given, is not moved by the National Member Society
292 which proposed it at the time of that agenda item, the motion shall be dropped. It shall not be
293 moved without new notice being given unless it has been postponed by leave of Council.
294

295 **D6. Rules of Debate**
296

297 Only the President, and the Secretary General have the right to speak. Other Board and Committee
298 Members attending the meeting may speak if invited to do so by the President.
299

- 300 6.1 No amendment shall be considered unless it has been seconded, and if seconded, it shall not be
301 withdrawn without the consent of the mover, the seconder and of the Council.
302

- 303 6.2 When notice of more than one motion or any question has been given, the Chair shall determine
304 the order in which they will be taken.
- 305 6.3 Delegates shall stand when speaking, and shall address the Chair, prefacing their remarks by
306 stating their name and the National Member Society they represent.
- 307 6.4 If two or more Delegates rise together, the Chair shall call upon one of them to speak prior to the
308 other.
- 309 6.5 Five minutes shall be allowed to the mover of any motion and two minutes to all other speakers.
310 The chair may vary the time allowed to speakers at any time in moving the resolutions or
311 otherwise.
312
- 313 6.6 During a speech, a Delegate shall direct remarks to the question under discussion or to a question
314 of order.
315
- 316 6.7 A Delegate shall not address the meeting more than once during the discussion or any motion or
317 amendment to it, except in explanation or to a question of order.
318
- 319 6.8 The mover of a motion shall have the right to reply to the debate but in reply be confined to
320 answering previous speakers and shall not introduce any new matter. After the mover has
321 been called upon by the Chair to reply, no other member will have the right to act on that
322 question.
323
- 324 6.9 When an amendment to any motion is proposed, no other amendments shall be considered
325 until the first amendment is disposed thereof. If that amendment is carried out, it will then be
326 treated as a substantive motion upon which further amendments may be moved. If the first
327 amendment is rejected, then a further amendment may be moved to the original motion but
328 only one amendment may be submitted for discussion at a time
329
- 330 6.10 Motions that have been discussed and debated cannot be revisited. Every motion and
331 amendment should be closed when moved and seconded. The Chair has the power to decline
332 any attempt to dispute the way the motion and /or amendment has been phrased and should
333 not allow the interruption of a person's speech in order for such dispute to be put by someone.
334 When an amendment is under discussion, only questions on that amendment should be
335 accepted. The motion will not be closed until all the proposed amendments have been
336 discussed and decided upon, unless the Chair decides that the time has come when this motion
337 can be formed and put in a fair and clear way.
338
- 339 6.11 Subject to the Regulations of the Association, the Chair shall regulate the proceedings of the
340 meeting in all matters not provided for, in the foregoing Standing Orders in accordance with
341 established parliamentary practice.
342

343 **D7. Voting**

- 344 7.1 Each National Member Society has only one vote.
- 345 7.2 Members of the Board of Directors do not have voting rights with the exception of the President
346 who has only the right of a casting vote in the event of a tied vote.
347
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350

351 7.3 Votes on all questions shall be by a show of hands unless Council decides that a vote should be
352 taken by secret ballot. The ruling of the Chair shall be accepted on all questions of order that
353 may arise in connection with this matter.

354
355 7.4 All non-constitutional matters shall be determined by a simple majority vote of Delegates of
356 National Member attending, according to Article V.8 of the Constitution unless otherwise
357 dictated by the Constitution and By-Laws.

358 Constitutional changes require a simple majority and must be voted upon over two consecutive
359 meetings - By-Laws require a simple majority and may be altered at a single meeting. Any
360 changes in Standing Orders must be reported at the next Council.
361

362 **E. COMMUNICATION WITH MEMBERS**

363
364 E.1 IAPD will use all channels of communication to connect with its members, including, but not
365 limited to, website, Newsletter, E-News, and the International Journal of Paediatric Dentistry.

366
367 E.2 The IAPD Editor shall represent the Association's interests in the publication of the
368 International Journal of Paediatric Dentistry.

369
370 E.3 The IAPD Editor shall be responsible for the Newsletter to Individual Members and National
371 Member Societies as scheduled by the BOD.

372
373 E.4 The Board of Directors, shall determine all terms and conditions governing the publication of
374 the Association's Journal.

375
376 E.5 The Board of Directors shall approve all payments made to the Editor of the Journal by the
377 publishers of the Journal, or by the Secretary General or other source, whether reasonable
378 expenses, or to compensate for reasonable expenses.

379
380 E.6 The Journal shall only be sent to Members who have paid their subscription within 4 months of
381 the date of renewal.

382
383 E.7 The internet website will be under the direction of the Public Relations Committee chair. The
384 Public Relations Committee chair will be one of the National Representatives on the Board.

385
386 E.8 All National Society Members are required to put the IAPD National member logo on their
387 websites, with a link to the IAPD web page.
388

389 **F. REGIONAL MEETINGS**

390
391 F.1 Organization of an IAPD Regional Meeting shall be awarded to a National Member Society by
392 decision of the Secretary General after considering the recommendation of the Education
393 Committee Chair.

394
395 F2. The planning and conduct of IAPD Regional Meetings shall be subject to the *Guidelines of*
396 *Regional IAPD Meetings (Appendix III)*. These orders must be agreed upon before final approval
397 to organize the meeting is given in writing by the Secretary General.
398
399

400 F3. All official and formal correspondence concerning IAPD Regional Meetings shall be forwarded
401 from and to the Secretary General of the IAPD and copied to the Chair of the Education
402 Committee. All educational aspects including approval of invited speakers will be coordinated
403 with the Education Committee Chair and copied to the Secretary General.
404

405 **G. COMMITTEES**

- 406
- 407 G1 After careful consideration and discussion, new Committees may be set up as follows:
408 I) by the President as an `ad hoc` Committee for a limited period, until the following Board of
409 Directors Meeting
410 II) by the Board of Directors meeting as an `Interim` Committee.
411 III) by Council for a specific purpose until the following Council Meeting.
412
- 413 G2 Each Committee set up as defined in clauses F1 I) and II) must be reported to Council at its next
414 meeting by the Board of Directors.
415
- 416 G3 The Board of Directors should set down "terms of reference" for each Committee which shall
417 be approved at the next Council meeting.
418
- 419 G4 Committees must establish policies, objectives and goals, present a written annual report which
420 should be supported verbally at the Board Meeting, and should be regularly reviewed regarding
421 efficiency, composition (membership) and the need for its continuing existence.
422
- 423 G5 Committee Chairs and members shall be appointed by the President. The Committee Chair
424 may recommend member candidates to the President. All members of the Committees must
425 be active individual members of IAPD. The President shall inform the Board of the
426 composition of the Standing Committees at the next Board meeting.
427
- 428 G6 The President and/or Secretary General may be an ex-officio member of all Standing
429 Committees except for the Nominations Committee.
430
- 431 G9 For details of Standing Committees please refer to Appendix IV.
432
- 433 G10 All Committees set up under clauses F1 I) and II) above shall:
434
- 435 I) Meet during each IAPD Congress
 - 436 II) Conduct business meetings between Congresses and Board Meetings via the internet
437 (e.g., Skype or other) by correspondence, telephone, `Fax` or Email
 - 438 III) Submit annual written reports to the Board of Directors as per clause F3 above
 - 439 III) Submit an annual invoice with receipts to the Secretary General for preapproved
440 (by the SG) expenses incurred conducting business of the committee.
441
- 442 G11 All Committees shall serve as advisory bodies to the Board of Directors; their recommendations
443 may be partially or fully taken into account by the Board for decision making on various matters.
444

445 **H. CONGRESSES OF IAPD**

446
447 H1 Congresses of IAPD shall be awarded to a National Member Society by decision of the Board
448 of Directors after considering the recommendation of the Congress Site Selection &
449 Coordinating Committee and after being ratified by Council.

450
451 H2 The bidding, planning and conduct of a future IAPD Congress shall be subject to and carried
452 out according to a separate document "*IAPD Congress Guidelines*".

453
454 H3 The day-to-day organisation of a Congress is in the hands of a National Member Society
455 Organising Committee which, shall consult directly, frequently and regularly and co-operate
456 with the Chair of the Congress Site Selection and Co-ordinating Committee and the Secretary
457 General.

458
459 H4 All official and formal correspondence concerning the Congress will be forwarded from and to
460 the Secretary General of IAPD. A copy should be sent to the Chair of the Congress Site Selection
461 and Coordinating committee

465 **IAPD LOGO GUIDELINES**

466 Instructions for the use of the IAPD's name and logo type

467 **1. The image of the International Association of Paediatric Dentistry - IAPD**

469 The objectives of the IAPD are several:

- 471 ● to constitute a forum for the exchange of international information concerning
472 Paediatric Dentistry
- 473 ● to contribute to the progress and promotion of the oral health of children, and
- 474 ● to encourage research in this field and to arrange scientific meetings.

475
476 These objectives are the basis and provide the directions for all activities and programs of the IAPD. Successfully
477 implemented and communicated, these objectives and activities also build the image of the organization. The
478 concept and use of the IAPD's name and logo are central to this image and the communication process.

479
480 The initials "IAPD" have international recognition with the majority of National Societies as Members of this
481 organization. The globe represents our mission of global oral health, the children figurines are pediatric and the
482 smile distinguishes the organization as being dental as shown below:



483
484 For the image of the IAPD, it is important that all use of the IAPD's name and logo are consistent with all
485 applicable laws and regulations and be in good taste and in keeping with professional dignity.

486 **2. THE IAPD's NAME**

487
488 The initials "IAPD" stand for the name of the organization, which is the "International Association of Paediatric
489 Dentistry".

490
491 The administrative and working language of the organization is English, therefore, the corporate image of the
492 organization is: IAPD and more recently through its website as www.iapdworld.org

493
494 This combines the original "IAPD" name with its more current global online version.

495 **3. THE IAPD's LOGO**

496
497 *The IAPD's logo is specifically designed for and owned and protected by the IAPD organization.*

498
499 *It is a registered trademark, registered by and for the IAPD. The logo must not at any time or in any way be*
500 *changed or manipulated. The detailed instructions for the use of the logo are illustrated on the accompanying*
501 *Technical Sheet.*

504 Originals or masters for the reproduction of the logo may **only** be obtained from the IAPD. The specific
505 instructions for the use of the logo must be followed.

506 **4. INSTRUCTIONS FOR USE OF THE LOGO**

508 **4.1 Design**

509 The logo of the IAPD consists of a combination of the initials “IAPD” and the accompanying graphic
510 symbol (globe, children figurines and smile). Together these parts form one unit which cannot be
511 altered, amended, divided into parts or supplemented in any way. The IAPD retains the right to
512 creatively manipulate the logo for its own purposes.
513
514

515 **4.2 Exclusion Area and positioning**

516 When using the logo on any printed material, there must be a minimum area surrounding the logo, in
517 which no other text or design can appear. The dimensions of this area are indicated on the technical
518 sheet.
519

520 The logo should not be used in any way that may imply endorsement or recognition of a product, brand,
521 event, or other activity without written approval of the IAPD Secretary General representing the BOD.
522

523 **4.3 Colour Specification**

524 The designated color shades for the logo and text are stated as Pantone references on the technical
525 sheet. These are the only colors permitted.
526

527 **4.4 Black and White and Single Colour Usage**

528 The logo may be used in the following ways as indicated in the Technical Sheet:
529

- 530 • Blue
- 531 • Blue with shade option
- 532 • Black
- 533 • White negative on a single colour dark background

534 **4.5 Accompanying Text**

535 **4.5.1 International Association of Paediatric Dentistry**

536 The words “International Association of Paediatric Dentistry” may be used in conjunction with the logo,
537 provided that it is positioned as shown in the technical sheet.
538 The font of the printed text must be “Futura New Medium and Highway Gothic XCond Light” only. This
539 applies to both the English and the translated text in pertinent cases.
540

541 **4.5.2. International Association of Paediatric Dentistry – National Societies**



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5. USERS OF THE LOGO - ELIGIBILITY

5.1 The IAPD and Associated Companies

The logo will be used by the IAPD as the image of unity of the International Association of Paediatric Dentistry and its associated companies and charity:

- International Journal of Paediatric Dentistry (IJPD)
- IAPD Regional Meetings and International Congresses
- FDI Symposia or related events
- Any event in which IAPD is present or represented

5.2 Member Associations and Regional Organizations

All IAPD current Members and Regional Organizations of the International Association of Paediatric Dentistry have the right, and are encouraged to use the IAPD's logo as indicated. An association's / organization's relationship with the IAPD may be highlighted through the use of the logo. In this instance, the logo with the text "National-Member Society" should be used (see Technical sheet).

The use of the IAPD logo together with the logo of Member Associations or Regional Organizations is allowed subject to joint agreement.

The logo should not be used in any way that may imply endorsement or recognition of a product, brand, event or other activity without written approval of the IAPD Secretary General representing the BOD.

Logo for IAPD Regional Meeting: The design incorporates the national flag of the hosting country into the IAPD logo. When a Regional Meeting is held by a combination of countries, all flags have to be represented in the logo.

5.3 IAPD Biennial International Congress

For the IAPD Biennial International Congress there is a specific logo created by the host nation which varies for each congress. The colour and design are determined by the host country and approved by the IAPD. The IAPD logo must also appear in a prominent area and be used in all promotion related to the specific congress.

5.4 Recognition Programmes

The IAPD may allow its logo to be used by IAPD Recognition Partners on the packaging of certain products such as toothpastes, toothbrushes, and sugar free chewing gum or other. It may also be used in advertising campaigns for these products and in printed and electronic media. In these cases, the logo must be used according to this document and a separate agreement between the IAPD and the recognition partner.

The logo should not convey or suggest efficacy or superiority. Furthermore, it should not be used in any way that may imply endorsement or recognition of a product, brand, event, or other activity without written approval of the IAPD. General claims involving direct parity statements (as good as) are not to be used in any way in relation to the logo.

In accordance with the IAPD objective of promotion of the oral health of children, the IAPD Logo can be used to communicate oral health statements such as "Twice daily brushing with a fluoride toothpaste

606 such as xxx is beneficial to oral health”. Any such statement accompanying the IAPD logo must be pre-
607 approved by the IAPD.

608
609 The approved oral health statement must accompany the IAPD logo on all packaging and on all other
610 occasions where the logo is used unless otherwise agreed.

611
612 Guidelines for application to use the IAPD logo

- 613 • A copy of the proposed material in which the IAPD’s name and / or logo are to be used, must
614 be submitted to the IAPD for approval. The logo is a registered trademark and as such legally
615 protected, therefore, it is essential that usage is consistent worldwide.
- 616 • Submissions should outline oral health statement(s) and provide clinical/scientific support for
617 each statement. On request, the manufacturer should be prepared to provide a
618 comprehensive summary of scientific information to support the oral health statement.
- 619 • Examples of all promotional and other materials, including product packaging, where the IAPD
620 logo will be used, together with the oral health statement are to be submitted to the IAPD
621 prior to use to ensure adherence to this document and any additional agreement.
- 622 • The IAPD logo may not be used for any commercial or related purpose without prior approval.
- 623

624
625 **5.5 Other Parties / individuals**

626
627 The IAPD reserves the right to negotiate and agree the terms and conditions of name and logo usage
628 with other parties or individuals, other than the uses stated above.

629
630 **6. Cost/fees**

631
632 Use of the IAPD logo as described in par 5.1 to 5.3 is free of charge. For the use of the logo as
633 described in par 5.4 terms and conditions are individually negotiated.




Technical specifications for the use of the IAPD's name and logotype

To be used in conjunction with written documentation.

TYPEFACES: PF Futura New Medium / PF Highway Gothic XCond Light

STANDARD VERSION on white background, in colour PANTONE and CMYK




 **Pantone 2728 C**
(90% C, 75% M)

 **Pantone 2925 C**
(80% C, 30% M)

STANDARD VERSION on blue background, in colour PANTONE and CMYK




 **Pantone 2728 C**
(90% C, 75% M)

 **Pantone 298 C**
(60% C, 10% M)

SINGLE COLOUR VERSION (Blue halftone), in colour PANTONE and CMYK



 **Pantone 2728 C**
(90% C, 75% M)

 **50% Pantone 2728 C**
(45% C, 32% M)

SINGLE COLOUR VERSION (Solid Blue), in colour PANTONE and CMYK



Pantone 2728 C
(90% C, 75% M)

SINGLE COLOUR VERSION (Grayscale), in colour PANTONE and CMYK



Pantone Black C
(100% K)

Pantone Cool Gray 7 C
(50% K)

SINGLE COLOUR VERSION (Solid Black), in colour PANTONE and CMYK



Pantone Black C
(100% K)

WATERMARK VERSION on white background, in colour PANTONE and CMYK



Pantone 656 C
(10% C, 5% M)

SOCIAL MEDIA VERSIONS



EXCLUSION ZONE (Logo clear space)



The gray area must be kept free of all other graphical and visual elements.

CI LOGO



International Association of Paediatric Dentistry
CERTIFICATE OF ATTENDANCE

This certifies that

Dr. XXXXXXXXXXXXXXXXX

attended the XXnd Congress of the International Association of Paediatric Dentistry
in City, Country on Month XX-XX, 20YY

The scientific program meets the educational requirements for the awarding
of 24 continuing education credits.

Signature

Professor XXXXXXXXXXXXXXXXX
President of IAPD

Signature

Professor XXXXXXXXXXXXXXXXX
Chair Congress

International Association of Paediatric Dentistry
CERTIFICATE OF APPRECIATION

In recognition of the contribution by

Dr. XXXXXXXXXXXXXXXXX
as Chairperson

to the Scientific Program of the XXnd Congress
of the International Association of Paediatric Dentistry
in City, Country on Month XX-XX, 20YY

Signature

Professor XXXXXXXXXXXXXXXXX
President of IAPD

Signature

Professor XXXXXXXXXXXXXXXXX
Chair Congress

International Association of Paediatric Dentistry
CERTIFICATE OF APPRECIATION

In recognition of the contribution by

Dr. XXXXXXXXXXXXXXXXX
as Invited Speaker

to the Scientific Program of the XXnd Congress
of the International Association of Paediatric Dentistry
in City, Country on Month XX-XX, 20YY

Signature

Professor XXXXXXXXXXXXXXXXX
President of IAPD

Signature

Professor XXXXXXXXXXXXXXXXX
Chair Congress

International Association of Paediatric Dentistry
CERTIFICATE OF APPRECIATION

In recognition of the contribution by

Dr. XXXXXXXXXXXXXXXXX
as Awards Judge

to the Scientific Program of the XXnd Congress
of the International Association of Paediatric Dentistry
in City, Country on Month XX-XX, 20YY

Signature

Professor XXXXXXXXXXXXXXXXX
President of IAPD

Signature

Professor XXXXXXXXXXXXXXXXX
Chair Congress

International Association of Paediatric Dentistry
CERTIFICATE OF ATTENDANCE

This certifies that

Dr. XXXXXX XXXXXXXXXXXXXXXXX

attended the Regional Meeting
of the International Association of Paediatric Dentistry
held in City, Country | 00-00 Month, Year



Dr. XXXXXXXX
IAPD President



Dr. XXXXXXXX
Meeting Chair

International Association of Paediatric Dentistry
CERTIFICATE OF APPRECIATION

This certifies that

Dr. XXXXXX XXXXXXXXXXXXXXXXXXXX

presented at the Regional Meeting
of the International Association of Paediatric Dentistry
held in City, Country | 00-00 Month, Year



Dr. XXXXXXXX
IAPD President



Dr. XXXXXXXX
Meeting Chair

APPENDIX II: TRAVEL REGULATIONS

Guiding principle for travel reimbursement IAPD policy:

The policy of IAPD is that individuals volunteering their time to IAPD shall not incur any out-of-pocket expenses while traveling on behalf of the IAPD for official IAPD business.

Needless to say, volunteers and staff are expected to apply to the following guidelines on a conservative basis exercising fair and sound judgment.

Members of an applicable category will be eligible to receive travel and related expenses subject to the satisfactory financial situation of the IAPD. **All travel arrangements must be pre-approved by the Secretary General.** Reimbursement claims must be forwarded by the Association Manager to the Secretary General for authorization. IAPD encourages travelers with academic appointments which include travel privileges to utilize these funds if possible, before claiming expenses from the IAPD. In addition, others might be funded by presenting at a meeting and require less compensation.

IAPD Business category

- Annual Board meetings: Biennial congress year, off year
- Regional Meetings or similar (TTEW, FDI symposium or other meetings on behalf of IAPD)
- Official IAPD business

Applicable category

1. Board Members
2. President and Secretary General
3. Association Manager
4. Meeting speakers: Regional meeting, TTEW, FDI symposium or other meetings on behalf of IAPD

A. Commercial Air Travel

Commercial air travel expense is reimbursed on the basis of the actual cost incurred by the traveler using normally travelled routes.

In general, air travel is reimbursed for economy airfare only. Travelers are expected to take the least costly fare offered that *realistically meets scheduling needs*. Non-stop flights, national airline preference and flight times may all be considered by the traveler even if the cost of the ticket is not the least expensive. Ancillary fees (e.g., convenient or early boarding, extended legroom, seat location, baggage, in-flight meals, Wi-Fi service) if incurred responsibly and are not excessive shall also be covered by IAPD.

Prior to booking of airfare, the traveler shall have proposed fare approved by IAPD which will use a benchmark airfare as a comparison for the requested flight. Travelers may arrange their tickets on their own and later be reimbursed or alternatively ask the Secretariat to arrange and book their tickets. In the latter arrangement IAPD will make payment directly to airline/travel agency.

A traveler may extend IAPD business travel for personal purposes. The traveler will be reimbursed for expenses incurred up to the point when he/she would have returned under normal circumstances. If extending travel causes the cost of transportation to increase, the IAPD traveler is liable for paying the incremental cost of the transportation.

The President and Secretary General are authorized to make their travel arrangements using the following guidelines:

1. For flights of more than a 10-hour duration business-class travel at their own discretion.
2. For business trips that are time sensitive where, for example, the traveler is required to begin meetings or other business-related activities immediately upon arrival, the President and SG may travel business-class at their own discretion.

B. Lodging

During a Biennial IAPD congress hotel accommodation with breakfast at the main Congress hotel is covered by the LOC, from four days prior to the Opening of Congress up to and including the night of the Closing Ceremony of Congress (to a maximum period of 7 nights).

During an off congress year Board meeting, board Members' lodging will be covered a day before and after the scheduled board meeting at either the hosting congress hotel or an equivalent hotel. For example, a Board meeting taking place on Wednesday and Thursday would entitle the board member to lodging on Tuesday, Wednesday, and Thursday nights.

Board Members who wish to attend the adjacent regional meeting/conference and thus promote IAPD may request from the President authorization for additional lodging expenses if he/she is not funded by other resources.

The President and Secretary General will be reimbursed for more nights if IAPD business requires their extended or earlier stay.

For other official IAPD business, travelers shall be reimbursed for their entire stay at reasonably priced business level hotels. Appreciation will be given for lodging in a private residence and not at a hotel. A reasonable estimate of meal expenses is allowable for periods of non-congress travel.

C. Insurance

Basic travel and accident coverage subscribed by the travels will be reimbursed.

D. Per-diem allowance

Board Members attending board meetings will be reimbursed for their expenses (transportation service, other required business expenses, etc.) as per the actual cost incurred by the traveler.

For travel of speakers to regional meetings, TTEW, FDI symposium or other travelers to business meetings on behalf of IAPD a per-diem allowance of 200 Euros/day will be issued.

E. Standing committee chairs that are not Board Members, (such as Finance and Congress Site Selection and Coordination Committees in this term)

Chairs will be entitled to a general reimbursement of 500 Euros for attending Board meetings and a complimentary registration for the IAPD Congress if the individual is not funded by other resources.

F. Reimbursement

For payment of airfare and accommodation not prepaid by IAPD, reimbursement will be done upon receipt of evidence after meetings. The bank fees are on the traveler when the IAPD covers the airfare ticket directly.

Appendix III: Guidelines of IAPD Regional Meeting

Introduction

Worldwide continuing education to promote the best practice of pediatric dentistry across the globe is one of the most important objectives of IAPD. An IAPD Regional Meeting (RM) is an outreach program of IAPD designed for dental practitioners. Regional Meetings are designed to support both the host National Society/Association and IAPD. A scientific program is provided to the National Society/Association and IAPD is strengthened through increased Membership.

Purpose

- To support the knowledge and expertise of dental practitioners to provide appropriate oral health care for children.
- To engage IAPD Members to contribute in their own regions.
- To encourage IAPD Members to contribute to ongoing professional development for their colleagues.
- To introduce the IAPD to dental practitioners who are not members.
- To increase the membership of the IAPD in order to support the role of the IAPD in advocating for oral health for children throughout the world.

Outline

Regional Meetings will be held between international IAPD meetings and not within 6 months preceding an IAPD Congress. Other considerations include previous Regional Meetings, geographical location and local IAPD membership. Each meeting will be 1 – 3 days in length. A Regional Meeting may be an individual meeting or held in association with another local or national dental meeting.

Regional Meetings provide a lecture program with one or two international speakers who will be supported by regional speakers. It is important to encourage local speakers to develop skills and be able to be a resource of information locally.

There is normally no hands-on component at a Regional Meeting. However, if a hands-on component is offered and funded by a dental company to support the meeting, this would be appropriate.

What Does IAPD Provide?

1. IAPD will support one or two speakers. Speakers will be IAPD Individual Members who volunteer their services. Preference will be for one speaker to be located in proximity of the hosting country. The level of support for one or two speakers will be determined by the Secretary General after reviewing the local organizing committee's (LOC) submission and budget. These will include the expected number of attendees, the local speaker contribution, and other details of the meeting (Form A).
2. IAPD will pay for speaker expenses, which include airfare (economy class), accommodation (one night before the speakers' presentation until one night after it) and a per diem of 200 Euro/day up to four days (2 days travel, plus day of presentation e.g. a speaker for one day will receive per diem for 3 days, a speaker for 2 days will receive per diem for 4 days).
 - Speakers should be encouraged to arrange their reservations in advance, as prices tend to rise towards the date of the meeting if booked at last minute.
3. Speaker(s) supported by IAPD are to be selected by the Chair of the Education Committee with input from the host region (Form B) and final approval from the Secretary General and President.

4. The meeting information will be advertised on the IAPD website and other communication channels to members.

5. The Chair of the Education Committee will work with the speakers to negotiate whether these presentations will be available for future online access. Separate agreements of copyright licenses will be used when indicated. IAPD will pay for the budget of video recording when indicated and own the proprietary rights of the video recordings.

Requirements of the Host Nation

1. The host nation must be a National Society member or a country that has applied for National Society membership.

2. The LOC is responsible to attract an audience of at least 150* persons who were not previously IAPD Members.

*Specific circumstances concerning minimal number of new memberships may be presented to the Secretary General for special consideration.

3. The LOC is responsible for arranging and funding of the following:

- the venue and all support services of the Regional Meeting
- all advertising and printing of the Regional Meeting program
- obtaining local sponsorship
- assisting with booking and payment for hotel and local arrangements for IAPD sponsored speakers (accommodation expenses will be deducted by the host nation from the IAPD membership dues to be transferred to IAPD)
- All transfers for IAPD speakers will be arranged and covered by the LOC
- Assisting in locating video recording service of the presentations when indicated

4. The LOC is required to submit a report of the Regional Meeting (Form C) and lists of attendants within 2 weeks following the meeting. Three separate forms provided by IAPD should be used: new individual members (Form D), Post Graduate student members (Form E) and existing IAPD members (Form F).

The Regulations and Procedure of the IAPD Regional Meeting:

1. **ALL ATTENDANTS MUST BE IAPD MEMBERS.**

2. IAPD members in good standing shall receive a reduced registration fee for the meeting.

3. The full registration fee of the regional meeting includes a two-year IAPD Membership (for non-IAPD member attendants).

4. Approved speakers will be sent the "RM speaker agreement" and are required to submit requests for air fare approval benchmarks for their airfare. **NO COMPENSATION WILL BE GIVEN IF BENCHMARK IS NOT APPROVED IN ADVANCE BY THE IAPD SECRETARIAT.**

5. The program should include a short opening session for the speaker(s) from IAPD to introduce IAPD to the participants and promote the next IAPD Congress/Summit.

6. The LOC should provide a space in the area of exhibitors to display information about IAPD.

7. The use of IAPD Logo should follow the Guidelines of the use of IAPD logo. A customized RM logo will be provided by the IAPD secretariat for use of the LOC.
8. All certificates of attendance and/or speaker appreciation should be issued using the IAPD Regional Meeting Certificate Templates provide by the IAPD secretariat.
9. Registration of membership will be processed by the IAPD once all details have been submitted to the IAPD secretariat by the LOC. It is the responsibility of the LOC to ensure that all new members provide to the LOC full details including name, e-mail, and postal address including postal code.
10. For postgraduate student membership, the LOC is responsible for checking the eligibility of the student status. The credentials should be on file to be available upon request from IAPD secretariat.

Financial Arrangements

1. Air fare and accommodation of IAPD speaker(s) will be covered by IAPD as specified above.
2. All transfers and other expenses for IAPD speakers will be arranged and covered by the LOC.
3. Video recording of the presentations, when indicated, will be paid by the IAPD.
4. **Income from IAPD Individual Membership dues will be shared by the IAPD and the LOC: 55% to the IAPD and 45% to the National Society. All income from Postgraduate Student Membership dues will be transferred in entirety to IAPD.**
5. Income from the meeting registration will go to the local organizing committee.
6. All sponsorship funds raised to host the local meeting remain with the National Society.
7. At least 2/3 of the target number of new Members should be achieved by advanced registrations within 30 days of the date of the meeting. The enrolment figures must be communicated to the Secretary General at this time. If the host nation is unable to provide the minimally required audience size, the LOC will be obligated to cover the IAPD sponsored speakers' costs (travel expenses, accommodation and per diem).
8. Accommodation expenses will be deducted by the host nation from the IAPD membership dues to be transferred to IAPD.
9. Funds due to IAPD will be paid in Euro within one month of the meeting and will be included with the report of the meeting.

SOP of processing a request for a Regional Meeting (RM)

1. Application of RM

1. A National Society Member (LOC) that wishes to arrange a RM contacts IAPD: either secretariat or Secretary General.
2. Secretariat sends the RM guidelines to LOC.
3. The LOC submits a completed application form (Form A) to the SG.
4. The SG determines the number of new memberships required and the number of speakers supported by IAPD.
5. The LOC signs the RM agreement.

2. Preparation of RM

1. The LOC and Education Chair discuss the proposed RM program.
2. The LOC submits the RM Program (Form B) to IAPD for approval by SG and President.
3. Secretariat provide templates of RM logo and certificate to the LOC.
4. Secretariat to publish news of RM on IAPD's website, e-News, social media, etc.
5. Secretariat to arrange speaker agreement, speakers' air fare, consents and arrangement of video recording if indicated.
6. Accommodations and transfers for IAPD speakers are organized by the LOC and coordinated directly with the IAPD speaker. **Transfers are covered by the LOC.**
7. The LOC shall relay to the IAPD secretariat the accommodations costs and receive approval.
8. At least 2/3 of the target number of new Members should be achieved by advanced registrations within 30 days of the date of the meeting. The enrolment figures must be communicated to the Secretary General at this time. If the host nation is unable to provide the audience size, the LOC will be obligated to cover the IAPD sponsored speakers' costs (travel expenses, accommodation and per diem).

3. After RM

1. The new membership details (Form D, E, F) shall be submitted within 2 weeks of the RM.
2. RM report (Form C) is requested within 4 weeks after the meeting.
3. Immediately following the meeting, IAPD speakers will be sent by the IAPD secretariat reimbursement forms to complete and submit including all airfare receipts.
4. Funds due to IAPD will be paid in Euro within 4 weeks of the meeting (membership due minus speakers' accommodation). New memberships will only be processed after payment of dues have been received by IAPD.
5. Secretariat to input new members into IAPD member database.
6. Secretariat to send an email to new members with regards to their membership.

List of Forms for IAPD Regional Meetings

Form A: Application Form to host an IAPD Regional Meeting

Form B: Proposed Program for Regional Meeting

Form C: Regional Meeting Report

Form D: List of New Individual Members

Form E: List of New Postgraduate Members

Form F: List of Existing IAPD Members



Form A

Application Form to host an IAPD Regional Meeting

National Member Society Name:
Contact Details of Local Organizing Committee:
Proposed Place and/or Venue of Meeting:
Proposed Dates of Meeting:
Individual Meeting or Joint Meeting: If Joint – who with:
Requirement: A Regional Meeting must attract at least 150* new individual members to gain IAPD support. * Specific circumstances may be presented to the Secretary General for special consideration Anticipated total number of attendees: _____ Anticipated number of new IAPD individual members: _____
Proposed Theme of Meeting:
Proposed International Speakers supported by IAPD (optional): please provide names of interest, the speaker(s) will be determined by the chair of Education Committee with input from the National Society. 1. 2.
Proposed topics (optional): please provide fields of interest best suitable for your society, the final program will be determined by IAPD with input from National Society.
Others (Comments or suggestions are welcomed)

Name of the Regional Meeting:
Venue of the meeting:
Date of the meeting:
Theme of the Meeting:
List of IAPD Speaker(s): 1. 2.
Program of the meeting: Please provide a brief schedule including speakers and topics. The program should include a short opening session for the speaker(s) from IAPD to introduce IAPD to the participants and promote the next IAPD Congress/Summit.
Requests and Comments:



Form C

Regional Meeting Report

Name of the Regional Meeting:
Place and Venue of the meeting:
Date of the meeting:
Number of Attendees:
Total Number of New IAPD Members: <ul style="list-style-type: none">• New individual members:• New postgraduate members: Existing active IAPD members:
55% Dues (for Individual membership) + 100% Dues for (Postgraduate membership):
Cost of accommodation of IAPD speakers:
Funds due to IAPD (paid in Euro within 4 weeks of the meeting):
Summary of the Meeting and Highlights (Please attach a short article about the meeting and relevant photos. These will be included in reports that go into the IAPD website, IAPD E-News or IAPD Newsletter.)
Feedback about Speakers:
Other Comments about the Meeting:
Report Prepared by:

List of New Individual Members

No.	Membership Type	First Name	Last Name	Email address	Phone	Postal Address	City	Post Code	Country		
							/Town				
1	Individual										
2	Individual										
3	Individual										
4	Individual										
5	Individual										
6	Individual										
7	Individual										
8	Individual										
9	Individual										
10	Individual										
11	Individual										
12	Individual										
13	Individual										
14	Individual										
15	Individual										
16	Individual										
17	Individual										
18	Individual										
19	Individual										
20	Individual										
21	Individual										
22	Individual										
23	Individual										
24	Individual										
25	Individual										



Form E

List of New Postgraduate Members

For postgraduate student membership, the LOC is responsible for checking the eligibility (certifying document) of the student status. The credentials should be on file to be available upon request from IAPD secretariat.

No.	Membership Type	First Name	Last Name	Email address	Phone	Postal Address	City	Post Code	Country	Certificate (Y/N)
							/Town			
1	Postgraduate									
2	Postgraduate									
3	Postgraduate									
4	Postgraduate									
5	Postgraduate									
6	Postgraduate									
7	Postgraduate									
8	Postgraduate									
9	Postgraduate									
10	Postgraduate									
11	Postgraduate									
12	Postgraduate									
13	Postgraduate									
14	Postgraduate									
15	Postgraduate									
16	Postgraduate									
17	Postgraduate									
18	Postgraduate									
19	Postgraduate									
20	Postgraduate									



Form F

Existing IAPD members

No.	Membership ID	First Name	Last Name	Email address	Phone	Postal Address	City	Post Code	Country		
							/Town				
1											
2											
3											
4											
5											
6											
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APPENDIX IV: STANDING COMMITTEES

CT. STANDING COMMITTEES

The following Standing Committees have been set up by the Board of Directors and approved by the Council. The numbers or composition of the committees serve as a guideline and may be adjusted by the President.

CT.1 EXECUTIVE COMMITTEE

Composition: Secretary General (Chair), President, President - Elect, Immediate - Past President
May call upon Past-Presidents and Past-Secretary Generals as needed and report to Board their inclusion.

Objectives:

- (a) To communicate frequently and streamline daily or pressing issues of IAPD in need of decision. Critical decisions made should be reported to the Board of Directors at the next Board meeting.
- (b) Provide organizational direction for the Board of Directors and Committee Chairs.
- (c) Monitor and evaluate progress toward the IAPD's strategic goals and initiatives.
- (d) Assess standing committees and committee chairs to ensure that they are productive and fulfilling their mission and purpose and to make recommendations to the President for development or replacements, as necessary.
- (e) Review and approve contracts and conduct an annual performance review of any professional officer/manager/director hired by the IAPD.

CT.2 EDUCATION COMMITTEE

Composition: Chair and four Members one of whom shall be the Secretary General ex-officio.

Objectives:

- (a) To consider and advise the Board of Directors on all matters relating to activities and education in child dental health.
- (b) To plan and/or produce education programmes for IAPD as considered desirable.
- (c) To plan and coordinate Regional Meetings to meet the requirements that have been approved by the SG.

CT.3 FINANCE COMMITTEE

Composition: Chair, who should not be a Board Member, and three members, one of whom shall be the Secretary General, ex officio.

Objectives:

- (a) To perform a simple audit when required
- (b) To advise the Board of Directors on matters relating to the financial affairs of IAPD, when requested.

(c) To investigate and negotiate ways of increasing the financial security of IAPD.

CT.4 CONGRESS SITE SELECTION AND COORDINATION COMMITTEE

Composition: Chair and four members, one of whom shall be the President ex-officio, or designated Board Member. One member shall have personal proven experience in congress financial planning.

Objectives:

- (a) To send “invitations to bid” for a future congress of IAPD to National Member Societies, to receive responses and to provide information on the preparation of bids.
- (b) To investigate all ‘bids’ received from National Member Societies to hold a future IAPD Congress, to impartially assess those bids both from the documents provided and by interview of delegations, and to recommend to the Board of Directors the most appropriate National Member Society to be awarded the right to hold a particular Congress. The work of the Committee is intended to assist the Board of Directors in its recommendation to Council. To co-ordinate, along with the Secretary General, the planning of each congress on behalf of the Board of Directors by close co-operation with the General Chair of that Congress.
- (c) To preview and update the Congress guidelines as needed. To ensure that requirements of the Board of Directors are met and adhered to and in particular that the financial planning of the Congress is appropriate and professionally prepared.
- (d) To monitor and ensure LOC is following CG timetable of congress preparations and act as liaison between SG and LOC.

CT.5 CONSTITUTION REVIEW COMMITTEE

Composition: Immediate Past President, President ex-officio, Secretary General ex officio and one of the other members.

Objectives:

- (a) To continually review the Constitution, By-Laws and Standing Orders
- (b) To recommend desirable changes, if any, to the Board of Directors, for consideration by Council.

CT.6 MEMBERSHIP COMMITTEE

Composition: Chair, at least seven members, the Secretary General ex officio.

Objectives:

- (a) To liaise with the Secretariat regarding membership registration and records.
- (b) To seek ways to increase membership and to act to promote the value of membership
- (c) To assist the Past President in the compilation of the Newsletter by providing news of Individual Members, National Members activities and coming events.
- (d) To provide BOD as requested, up to date membership data (including number of active Members, distribution among countries, etc.)

CT.7 NOMINATIONS COMMITTEE

Composition: Chair (Immediate Past President) and four eminent Members, preferably Past Presidents, of the IAPD.

Objectives:

- (a) To receive, review and assess nominations for all positions on the Board of Directors of IAPD

- (b) To make recommendations to the Board of Directors, on composition and Membership of the Board as appropriate
- (c) In the case of more than one nomination for a position, to list the nominees in order of preference.

CT.8 SCIENCE COMMITTEE

Composition: Chair, four members and one Board member ex officio.

- Objectives:
- a) To stimulate international cooperation issues relatives to oral health care.
 - b) To respond to enquiries about guidelines on matters relating to oral health care. Responses will be based on currently published scientific evidence.
 - (c) To provide evidence-based information for the website.

CT.9 AWARDS COMMITTEE

Composition: Chair, who usually is the President Elect, five members and the Secretary General ex officio.

- Objectives:
- (a) To advertise awards to be made at congresses by mail, newsletter, website and journal.
 - (b) To supervise the administration of awards and prizes given by the IAPD, as applied in Appendix II.
 - (c) To report and recommend the successful applicants for all awards and prizes to the Board.
 - (d) To obtain financing for awards.

CT.10 PUBLIC RELATIONS COMMITTEE

Composition: Chair, committee members (max 8) and the Honorary Editor (ex-officio), Immediate Past-President (ex-officio)

- Objectives:
- (a) To plan and implement marketing and communication strategies so as to increase the visibility of the organization.
 - (b) To administer the IAPD website and utilize other communication tools to promote the overall goals of the Association.
 - (c) To enhance communications with the general public and the dental and health industry.
 - (d) To promote educational resources and activities of the IAPD.
 - (e) To review existing materials published by IAPD in the Journal and on the website.