

Policies and Procedures

of the

International Society for Plasma Medicine

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Fellow of the International Society for Plasma Medicine

Adopted by the ISPM Board of Directors on **Month Day, Year**.

The title of **Fellow of ISPM** recognizes unusual distinction in the profession and shall be conferred by the Board of Directors upon a person with an extraordinary record of accomplishments in the field of Plasma Medicine. The ISPM aims at awarding the title of **Fellow of ISPM** to no more than three percent of its active members. A Fellow selection committee will elect **up to three new fellows every two years**. Fellows should:

- have accomplishments that have contributed significantly to the field of Plasma Medicine.
- have been a member of ISPM for at least 10 years (i.e. attended 5 ICPMs, not necessarily consecutively).
- may have a record of significant service to ISPM.

The president of ISPM will invite nominations from the full membership of ISPM **no later than nine months** before the next ICPM.

Nominations need to contain a nomination letter, a filled nomination form, and two support letters from ISPM fellows. Self-nominations will be treated the same way as nominations by others. Nominations may also contain supporting letters by other individuals although these are not required.

Fellow awards may be announced before the ISPM meeting. An official award presentation will be held at the ICPM.

Procedure for Selection of the Plasma Medicine Award Winner

Adopted by the Board of Directors during the meeting on **Month Day, Year**.

The Plasma Medicine Award (PMA) is the highest recognition awarded by the International Society for Plasma Medicine (ISPM) for lifetime achievements in the field of the Plasma Medicine. Normally, the PMA is awarded by the Board of Directors (BoD) of the ISPM to one individual every two years during the International Conference on Plasma Medicine. However, it is at the discretion of the BoD to award the PMA to multiple individuals or to no individual.

The following procedure will be used to implement this rule:

1. The ISPM president will request nominations for candidates for the PMA **no later than three months** before the ISPM Board of Directors meeting at the International Conference on Plasma Medicine (ICPM).
2. Nominations will be requested from **the entire membership of the ISPM**. Nominations need to contain a nomination letter, describing the lifetime achievements of the candidate and a complete curriculum vitae.
3. A first round of voting by the BoD will be conducted before the meeting at the ICPM.
4. Based on the outcome of the first round of voting, the BoD will discuss on its meeting before the ICPM whether the award should be given to none, one, or multiple individuals. The procedure for determining the awardee(s) will be discussed before the ICPM.

Policies and Procedures under consideration
by the
Board of Directors
of the
International Society for Plasma Medicine

**Policy on Separation of Duties in Organizing the
International Conference on Plasma Medicine**

Adopted by the Board of Directors of the International Society for Plasma Medicine on
XXXX.

Three bodies of the International Society for Plasma Medicine (ISPM) share responsibilities in organizing the International Conference on Plasma Medicine (ICPM):

- The Board of Directors (BoD) of the ISPM
- The International Organizing Committee (IOC)
- The Local Organizing Committee (LOC)

The duties for organizing the ICPM are distributed as follows:

1. Duties of the LOC:

- a. Proposes conference venue, budget, and program framework to the BoD.
- b. Arranges infrastructure required to hold conference, including venue, participant registration, accommodations, etc.
- c. Arranges submission of abstracts
- d. Edits and publishes conference proceedings
- e. Proposes IOC members to the BoD
- f. Proposes venue, format, and instructors for summer school to BoD

2. Duties of the IOC:

- a. Accepts or rejects abstracts
- b. Organizes scientific program
- c. Selects invited speakers
- d. Identifies candidates for best paper award
- e. Elects best paper award winner

3. Duties of the BOD:

- a. Selects conference sites and Chair of LOC
- b. Approves LOC's plans for conference venue, budget, and program framework
- c. Selects plenary lectures
- d. Selects IOC based on proposals of LOC
- e. Elects Plasma Medicine Award winner
- f. Provides input on planning of summer school to LOC, ultimately approves plans for the summer school

Procedure for Nominating Candidates for the Board of Directors of ISPM

The applicable rule for nominating candidates for the BoD of ISPM is found in Rules of Government of ISPM, section 2b:

“Nominations shall be made in writing to the Board of Directors at least six months before the election. Any nomination shall be accepted by the Board of Directors if it is supported by at least ten Society members. The Board of Directors shall be responsible for having more candidates on the ballot than there are open positions on the Board.”

The following procedure is proposed to implement this rule:

1. The ISPM president will request nominations for candidates for new board members **no later than nine months** before the next ICPM. A call for nominations should also be published in the ISPM meeting announcements.
2. Nominees whose nomination is supported by ten or more society members automatically become a candidate.
3. Nominees whose nomination is supported by fewer than ten society members will be brought to a vote at the Board of Directors. Any nominee who receives more than ten votes will be a candidate. If fewer than the required number of candidates receive ten votes, the nominees with the next highest number of votes will become candidates.
4. The president of ISPM will contact all candidates to confirm that they are willing to appear on the ballot. If any of the candidates decline, the president will contact the nominees with the next highest number of votes asking them to be a candidate until the required minimum number of candidates is reached.