



**Infection Prevention and Control Canada
Prévention et contrôle des infections Canada**

POLICY & PROCEDURE MANUAL

SECTION: Membership Categories
SUBJECT: Corporate Membership
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PURPOSE: Corporate membership in IPAC Canada is intended to serve the following purposes:

1. To promote education, research and collaboration through continuous professional development and research in infection prevention and control and related fields.
2. To increase all IPAC Canada members' contribution and participation in their respective chapters and promote interactions among members at the annual conference.
3. To build a long lasting and mutually beneficial partnership between supporting Corporate members and IPAC Canada.

Definitions:

“Corporate Membership” is defined as membership held by a corporation or institution which fosters productive and mutually beneficial relations between industry and IPAC Canada that are based upon an understanding of each other’s goals and are of the highest ethical standards. This is a non-voting , one-year renewable membership. Corporate Members are announced in the quarterly journal, on the IPAC Canada website, and in the conference final program.

“Corporate Member Principal Contact” is a designated non-voting contact point. This person may or may not elect to be a member of IPAC Canada (see #2 below). The responsibility of the Corporate Member Principal Contact is to liaise with the Executive Director and Conference Coordinator as required. The contact receives communication from IPAC Canada including e-broadcasts, e-newsletters, the quarterly journal, the Member and Source Guide, and conference exhibit/sponsor information. The contact is provided with access to the Members Area of the IPAC Canada website.

“Designated Member” is one designated representative of the Corporate Member. This person may be the Principal Contact. The Designated Member receives complimentary membership in IPAC Canada for a one-year renewable term. The Designated Member is a voting member who will receive all the benefits and services of IPAC Canada. Each Designated Member is provided with one complimentary chapter membership. Additional chapter memberships are available at an additional fee.

Membership Categories and Benefits

IPAC Canada has established the four categories of Corporate Membership with associated benefits. Entry to Corporate Membership is a minimum Bronze level. All Corporate memberships are for one year, from July 1 to June 30. The level of membership will include Corporate Membership fees, sponsorship and donations made to IPAC Canada for that membership year but does not include exhibit or advertising opportunities or support or donations made to IPAC Canada chapters. Corporate Membership is non-voting and the Corporate Member is the company which has a Principal Contact and a Designated Member. Principal Contacts of Corporate Members are welcome to apply for individual or institutional membership, which is a voting membership. A Designated Member receives a complimentary IPAC Canada membership, including one chapter membership. Corporate Member benefits may not be combined with conference sponsor benefits.

<i>Benefits</i>		<i>Platinum</i>	<i>Gold</i>	<i>Silver</i>	<i>Bronze (Entry Level)</i>
1.	One complimentary IPAC Canada voting membership for your Designated Member, including one complimentary chapter Membership. Additional chapter memberships available at additional fee.	x	x	1x	x
2.	Complimentary exhibit booths, maximum 2 representatives per booth;	3	2	1	10% Discount
3.	Discount on rental of exhibit booths beyond complimentary limit	50%	25%	15%	10% discount
4.	Choice of exhibit location. Final allocation is at the discretion of the Conference Coordinator after discussion with the Corporate Member.	1 st choice	2 nd choice	3 rd choice	4 th choice

<i>Benefits</i>		<i>Platinum</i>	<i>Gold</i>	<i>Silver</i>	<i>Bronze (Entry Level)</i>
5.	Opportunity to sponsor a specific conference session or event at an additional fee with the option of providing greetings to attendees either pre or post session.	*	*	*	*
	6. Opportunity to host an educational symposium program (see more details below)				
7.	Opportunity to conduct industry sponsored meeting social activities (more details below)	*	*	*	
8.	Complimentary conference registration for exhibit booth representatives	All representatives	All representatives	2 representatives	2 representatives
9.	Special Event Tickets – removed May 2015				
10.	Electronic mailing list of current IPAC Canada members for mailings during the year of membership. The database will include the member mailing address and email address of those members who have opted in to this communication.	4 mailings	3 mailings	2 mailings	1 mailing
11.	Electronic mailing list of attendees pre and post conference for mailing during the year of membership. The database will include the member mailing address and email address of those attendees who have opted in to this communication.	2 mailings	2 mailings	2 mailings	2 mailings
12.	Complimentary IPAC Canada Member and Source Guides (number of copies as indicated)	4	3	2	1
13.	Web link on IPAC Canada Corporate Partner banner on the IPAC Canada website home page, and the Corporate Partner web page	Extra Large Link	Large Link	Medium Link	Small Link
14.	Discount on advertising in the Industry Advertising banner on the website.	50%	25%	10%	10%

<i>Benefits</i>		<i>Platinum</i>	<i>Gold</i>	<i>Silver</i>	<i>Bronze (Entry Level)</i>
15.	Discount on advertising space in 4 issues (one year) of Canadian Journal of Infection Control (CJIC)	15%	15%	10%	10%
16.	Discount on advertising space in that year's IPAC Canada directory	15%	15%	10%	10%
17.	A subscription to the Canadian Journal of Infection Control for principal contact and Designated Member.	*	*	*	*
18.	Acknowledgement in the Canadian Journal of Infection Control of your membership and its level	*	*	*	*
19.	Acknowledgement of Corporate Memberships by signage on-site and verbally at the Opening Ceremonies of the conference	*	*	*	*
20.	Acknowledgement of your Corporate Membership Level in publications related to the conference.	*	*	*	*
	21. Opportunity to participate on the Corporate Relations Committee. See Policy 4.40				

Corporate Member Sponsorship of Educational Programs at the Annual Conference

Corporate members will be acknowledged at the following meeting events:

- Corporate members will be acknowledged on-site in the final program.

Corporate members sponsoring meeting activities at the IPAC Canada annual scientific meeting, must comply with the following requirements:

1. Only Platinum and Gold Corporate members of IPAC Canada will be able to sponsor their own educational symposia or programs at the meeting.
2. All the presentation material at these sessions including pamphlets, handouts etc. will be submitted to the Scientific Planning Committee through the Executive Director for final written approval (submission form in appendix).
3. Corporate members may not offer payments to annual meeting delegates to cover travel, accommodation, or honoraria to attend their symposia. The exception is made for Scholarship Programs or Awards sanctioned and endorsed by IPAC Canada.
4. All audio-visual meeting room requirements, educational materials, refreshments and meals are the financial responsibilities of the Corporate member sponsoring the event.
5. The industry-sponsored programs should not interfere with IPAC Canada education or meeting activities and the Committee objectives. Time slots will be awarded on the basis of the Scientific Planning Committee's overall evaluations of the acceptability of the sponsored symposia and the need to balance daily program content. The Committee will do its best to accommodate the industry sponsored symposium agenda.
6. The Scientific Planning Committee will give priority to Corporate member sponsored programs according to the following criteria:
 - a) Platinum or Gold members;
 - b) promotion of Canadian expertise;
 - c) issues of importance to IPAC Canada;
 - d) objectivity of the program, acknowledging multiple viewpoints;
 - e) educational materials made available to participants;
 - f) audience participation for at least 25 % of the time allowed for educational program.
 - g) all Corporate-sponsored symposia will take place over the breakfast time (Time to be announced) or dinner (Time to be announced) time slots.

Lunch allocations will only be made on days when there is no formal exhibit opportunity scheduled.

7. Corporate sponsored symposia will not last longer than 2 hours in duration. Deviation from this time allocation is the privilege of the Scientific Planning Committee and will be discussed with the sponsoring company.

N.B. All educational programs will be included in the IPAC Canada Annual National Education Meeting

8. The instructions for the approval process of educational programs will be as follows:

Corporate sponsored educational programs should be submitted to the Scientific Planning Committee (c/o Executive Director, IPAC Canada) at least 4 months prior to the annual meeting and should include:

- the name of a chair person who is a representative of a IPAC Canada Corporate Member and the contact person of the sponsoring organization's continuing education department with the appropriate contact information for both individuals;
- educational materials;
- tentative agenda;
- name and CV of the speakers;
- financial disclosure forms for the speakers;
- updated Industry sponsor's logo via e-mail. The logo will be included in the official program and all other correspondence advertising the Annual National Education Meeting.

Mailing address : IPAC CANADA
PO Box 46125 RPO Westdale
Winnipeg, Manitoba R3R 3S3 – or courier to:

67 Bergman Crescent
Winnipeg, Manitoba R3R 1Y9
CANADA
E-Mail: executivedirector@ipac-canada.org

Telephone: 1-204-897-5990/866-999-7111
Fax: 1-204-895-9595

Accreditation approval or refusal will be from IPAC Canada, while the confirmation of the time slot will be performed by the Executive Director and forwarded within 1 month.

9. Platinum or Gold Corporate members who have received approval for educational programs at the Annual Meeting will receive an IPAC Canada members electronic mailing list to send out invitations for the educational programs. This database is for one-time use only and related to activities of the IPAC Canada National Education Conference

A. SOCIAL ACTIVITIES

1. Only Platinum, Gold or Silver industry members will be allowed to offer industry sponsored meeting social activities as part of the conference schedule
2. Priority will be given to:
 - a) Activities in association with Corporate sponsored educational programs.
 - b) Platinum, Gold and Silver sponsorship levels, in that order of consideration.
3. The industry sponsored social activities should not interfere with the meeting activities and objectives.
4. All promotional activities for the annual meeting social events must be approved by the Executive Director.
5. Costs and organization are the sponsor's responsibilities.
6. Efforts will be made to accommodate all proposals of the Corporate members.
7. The instructions for the approval process for social activities will be as follows:

Corporate sponsored social activities should be submitted to Executive Director, IPAC Canada, at least 2 months prior to the annual meeting and should include:

- name of the responsible industry representative and that person's contact information;
- sponsored activity;
- date and time requested;
- promotional or educational materials to be presented;

Mailing address : IPAC CANADA
PO Box 46125 RPO Westdale
Winnipeg, Manitoba R3R 3S3 – or courier to:

67 Bergman Crescent
Winnipeg, Manitoba R3R 1Y9
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Approval or refusal of the proposed social activity and allocation of the time slot by the Executive Director will be returned within 2 weeks to the commercial sponsor.

B. OTHER SPONSORSHIP OPPORTUNITIES

The Committee of the National Education Conference invites Corporate Members to sponsor other special events for the meeting. These are open to ALL Industry members in good standing with IPAC Canada on a first come basis.

Examples: Registration tote bags
 Continental Breakfast and Lunches
 Refreshment breaks
 Special Event (Closing social event)
 Other Special Events and Activities

Please contact the IPAC Canada Executive Director for more information –
1-204-897-5990 or (866)999-7111 or email at executivedirector@ipac-canada.org.

Please note that acknowledgement of support will be announced in the final Program and made visible at the meeting event site.