



**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. This contact may also serve as the Corporate Representative.

“Corporate Representative” is a designated representative of the Corporate Member. This person may also be the Corporate Member Principal Contact. The Corporate Representative receives complimentary membership in IPAC Canada for a one-year renewable term. The Corporate Representative is a voting member who will receive all the benefits and services of IPAC Canada. The Corporate Representative is eligible to participate fully in their local chapter including holding office. Corporate Representatives may participate on national committees but may not hold office. There shall be no more than two Corporate Representatives on the Corporate Relations Committee from any one Corporate Member company at a time. Each Corporate Representative 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 Corporate Representative. Principal Contacts of Corporate Members are welcome to apply for Individual or Group Membership, which are voting memberships. A Corporate Representative receives a complimentary IPAC Canada membership, including one chapter membership. Corporate Member benefits may not be combined with conference sponsor benefits.

See Policy 8.50.2 for a complete list of benefits of Corporate Membership

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.
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 will be organized by IPAC Canada but 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 program/brochure.

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 or Gold 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 and Gold 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

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PO Box 46125 RPO Westdale

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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 various events/enhancements 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.