

Fellowship of the International College for Maxillo-Facial Surgery (FICMFS)

Guidelines, Stipulations & Convocation Protocols

I. Purpose

The FICMFS is the highest distinction awarded by ICMFS, recognizing:

- **Long-standing dedication** to maxillofacial surgery.
- **Academic contributions** (research, publications, teaching).
- **Active involvement in ICMFS** (conferences, leadership, mentorship).

II. Eligibility Criteria

A. Founding & Long-Standing Members (Baku 2025 Automatic Induction)

1. **Automatic Qualification:**
 - Long standing members of ICMFS.
 - As decided by the Presidium
 - Continuous ICMFS membership
2. **Professional Criteria (Must Meet):**
 - Practiced OMFS for **5 + years post-qualification**.
 - **Actively practicing** OMFS.
 - **No age restriction** for this cohort (honorary induction).

III. Application & Selection

Baku 2025 (Founding/Long-Standing Members)

- **Application required** – ICMFS Secretariat compiles list
- **Confirmation of attendance** at Baku 2025 required.
- **Induction Fee: USD 100**

IV. Fees & Financial Stipulations

Fee Type	Amount (USD)	Notes
One-Time Induction	250	For convocation expenses
Bi-Annual Retaining	30	Due January; 2-year grace period before revocation
Late Payment Penalty	10	Applied after 6-month delay

V. Convocation Ceremony Protocols

A. Baku 2025 (Inaugural Event)

- **Date:** September 2025 (during ICMFS Conference).
- **Ceremony:**
 1. **Opening Address** by ICMFS President.
 2. **Reading of Fellows' Names** with brief citations.
 3. **Pinning & Certificate Presentation** (on stage).
 4. **Group Photo & Reception**.
- **Attire:** Formal (Fellows wear **ICMFS-branded stoles** provided onsite).

VI. Privileges & Responsibilities

A. Privileges

- Use **"FICMFS"** post-nominal title.
- **Voting rights** in ICMFS governance.
- **Priority access** to research grants, conference speaking slots.

B. Responsibilities

- **Mentor junior ICMFS members.**
- **Review journal submissions** (if requested).
- **Pay retaining fees** to sustain fellowship status.

VII. Revocation & Disciplinary Actions

- **Grounds for Revocation:**
 - Loss of medical license.
 - Ethical violations (per ICMFS Code).
 - Non-payment of fees for **2+ years**.
- **Appeal Process:** Written appeal to Presidium within 60 days.

Appendix: Frequently Asked Questions (FAQ)

Q1. Can I apply if I have attended only one ICMFS conference?

A: No. You must have attended at least two ICMFS conferences

Q2. I have 3 publications but only two are indexed. Do I qualify?

A: No. All three publications must be in indexed journals as per eligibility criteria.

Q3. What qualifies as a "recommendation letter"?

A: A formal letter (on letterhead) from an existing ICMFS member stating support for your candidacy and affirming your ethical and professional standards.

Q4. What if I miss the convocation after selection?

A: You may be inducted at a future ceremony, but you must notify the Secretariat and pay the induction fee in advance.

Q5. How are retaining fees collected?

A: Every two years, beginning January after your induction. Reminders are sent via email. Payment portal is accessible via the ICMFS website.

Q6. What happens if I don't pay the retaining fee?

A: A 2-year grace period is allowed. Beyond that, Fellowship status may be revoked.