



WFSA
WORLD FEDERATION OF SOCIETIES OF
ANAESTHESIOLOGISTS

WFSA Guidelines on the Application, Preparation and Organisation of the World Congress of Anaesthesiologists

The World Congress of Anaesthesiologists (WCA) is the Congress of the World Federation of Societies of Anaesthesiologists (WFSA). The WCA is usually held every four years and hosted by a National Member Society (NMS) of the WFSA. It is the major international exposition of the specialty of anaesthesia and its many related disciplines.

The WCA is expected to attract 8-10,000+ delegates, to provide an outstanding scientific, educational and social experience and to generate a substantial financial surplus.

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Article I: CALL FOR APPLICATIONS

The WFSA Secretary will call for applications to host the WCA approximately nine (9) years before the proposed WCA.

Member Societies interested in hosting the WCA should obtain and properly consider these WCA Guidelines for preparing their applications to host the WCA.

Article II: VENUE COMMITTEE

The Secretary will receive all applications to host the WCA on behalf of the Venue Committee (VC). The VC is appointed by the Board. It includes a Chairman and up to eight members, each from different Member Societies and including at least one from each major world region (as defined by the WFSA Constitution Art. 4.1.2).

All communications including queries and submissions can be addressed by e-mail to:

The Chair
WCA 2028 Venue Committee
wca2028@wfsahq.org

Article III: APPLICATION PROCESS

The application process is split into two, with a call for Expressions of Interest followed by an initial shortlisting after which full bids will be invited.

1. The WFSA Secretary and the Chair of the Venue Committee will call for Expressions of Interest at least 8 months before the meeting of the Venue Committee which takes place at the next WCA (in this case September 2020). NMS interested in applying to host the WCA should fill out the "*WCA – NMS Expression of Interest*" form which is available at Annex 1.
2. Expressions of Interest will be received up to 6 months before the Venue Committee meets (Deadline 5th March 2020).
3. Expressions of Interest will be considered by the Venue Committee in consultation with the Board of the WFSA. No information or material other than the "*WCA - NMS Expression of Interest*" form will be considered at this stage.
4. A limited number of NMS will be invited to submit full bids. They will be informed of this invitation at least 4 months before the Venue Committee meets at the WCA (by 5th May 2020) and will have at least 3 months to prepare the full bid.
5. Full bids must be submitted at least 1 month before the Venue Committee meets at the WCA i.e. by the 5th August 2020.

Full bids should take the following into consideration:

The Society will undertake responsibility and demonstrate support for the organisation of the WCA in accordance with the guidelines established by the Council and General Assembly as laid down in this document.

1. The submission should include support for the application from the regional and national governments, such as the National Ministries of Education, Health and Tourism.
2. Proposed dates of the Congress should be provided.
3. Details must be provided on the conference centre at which the WCA is proposed to be held, including the number and capacity of meeting rooms, exhibition space (square feet and height) available offices and committee rooms, general layout, and proposed sites for events such as the Opening Ceremony and the General Assemblies.
4. One or two General Assemblies (GA) consisting of delegates of the member Societies are held during the WCA, as well as meetings of all the existing WFSA committees.

5. At least two options for appointment of a professional congress organising company should be provided in order to demonstrate that appropriate, reliable and experienced companies are available to organise the WCA.
6. The submission should give a full account of potential hotel and other accommodation sites, including proximity to the Congress venue and possible transport arrangements between the venue and hotels.
7. The submission should consider that the WFSA expects to make a profit from the WCA and that this is one of the WFSA's main sources of income. This profit is shared between the WFSA and the NMS and the WFSA uses its share to fund its work in anaesthesiology programmes covering education, safety, innovation, research and advocacy around the world. Because of the global importance of its work the WFSA share of any surplus must be at least 60%.
8. Those considering application should consider that the WCA should not be held in the same country twice within twenty years and global movement is desirable.

Article IV: GENERAL REQUIREMENTS

The following is a list of general requirements for the Congress, based on experiences from previous WCAs. The list is not all-inclusive but attempts to provide guidelines.

Section IV.01 Convention Centre

Other than in exceptional circumstances (such as ongoing construction) the Centre should already exist. The Centre should include at least fifteen meeting rooms available for simultaneous sessions of the Scientific Program. Ideally, the rooms should range in size from 50 seats to 2000 seats, thus accommodating major plenary sessions through to small workshops and case discussion sessions. Suitable areas for poster displays, poster discussions & workshops must also be available within the complex. The Convention Centre must also contain sufficient space for committee and other business meetings and administrative office space (see below).

Section IV.02 Industry Exhibition

The Healthcare Industry Exhibition is important to the success of the Congress. The Exhibition should be in the Convention Centre or adjacent to the Convention Centre, with an available floor space of at least 10,000 square metres, ideally in a column free hall and contained in one area. Ceiling height should allow for 8 (eight) meter exhibits. Refreshment and lunch distribution points could be within the Exhibition to encourage Congress delegates to regularly attend the Exhibition.

Section IV.03 Delegate Accommodation

At least 5,000 bedrooms in hotels and similar accommodation should be available within easy access to the Convention Centre, ideally over 50% within walking distance. Shuttle transport or low cost or free transport tickets to and from the Convention Centre should be provided for more distant officially recommended accommodation. Accommodation type should range from 5-star hotels to hostel type facilities.

Article V: PRESENTATION AT WCA

At the meeting of the VC each submission is considered by a verbal presentation of the delegation from the applicant Society, following which the Committee may seek clarification from the delegation on their submission and further discuss the overall application. Each Member Society will be granted a period of up to 45 minutes.

The VC, having heard all the presentations will rank them and recommend the preferred NMS and site (and a reserve NMS and site) to the Secretary. The final decision will be made by the Board. After this, the decision will be conveyed in private to each bidding society by Officers of the WFSA. The choice will then be announced at the General Assembly or at the Closing Ceremony (approximately 8 years before the scheduled event). The nomination is followed by the signing of a Letter of Intent between the NMS and WFSA.

The NMS and the venue are currently nominated eight years before the scheduled event.

Article VI: SITE VISIT

Nomination will normally be followed by a WFSA visit to the proposed venue. This visit will take place within 6 months of nomination and will serve to confirm the details of the winning submission and the selection of the NMS and location.

The WFSA delegation will be made up of 2 or 3 members. They will expect to meet with the NMS leadership, visit the Convention Centre, meet with any proposed PCO(s), meet with representatives of government, tourism offices etc. that supported the bid and confirm other important details such as transport, hotels and general suitability of the proposed location. Should such a visit not be required (for example if the proposed Convention Centre and PCO are already well known to the WFSA) then an alternative due diligence process will be agreed between the NMS and the WFSA.

The costs associated with the site visit (specifically airfares and hotel accommodation) should be covered by the NMS.

Article VII: SUMMARY

Timing of the WCA application, submission and nomination process:

The Secretary will call for Expressions of Interest to host the WCA about nine (9) years prior to the proposed WCA and up to one (1) year before the Venue Committee meeting at the next scheduled World Congress.

The Venue Committee will consider Expressions of Interest up to 6 months before the meeting of the Venue Committee and will ask a limited number of NMS to prepare full submissions.

The Secretary will determine a closing date for full submissions, one month before the Venue Committee meeting, i.e. WCA

The host NMS and site nomination are proposed by the Venue Committee and approved by the Board.

The Secretary will provide a Letter of Intent to the elected NMS within one month of the WCA.

The WFSA site visit will take place within six months of the nomination.

A Confirmation Letter will be signed by the Secretary after the site visit and within twelve months of the nomination. On receipt of the Confirmation Letter the Treasurer will then discuss the arrangements for the payment of the interest free loan. Should the site visit reveal any major differences or concerns regarding the application these will be raised with the Board and the nominated NMS which will then have up to 6 months to address issues raised.

If issues or concerns are not addressed satisfactorily then the Board officially informs the NMS and the Council about the facts and will arrange a site visit to the second placed recommendation.

Article VIII: LETTER OF INTENT TEMPLATE

LETTER OF INTENT

The purpose of this letter is to record the understanding between the World Federation of Societies of Anaesthesiologists (hereinafter called WFSA) and the *name of Society* (hereinafter called the National Member Society or NMS) that has been nominated to host the World Congress of Anaesthesiologists (hereinafter called the Congress), the details of which appear in the title of this document. The understanding is as follows:

1. WFSA hereby nominates the NMS to organize the Congress held in 20xx in xxxx.
2. WFSA grants to the NMS, and the NMS accepts, shared responsibility for the planning, development and implementation of the Congress. The NMS agrees to use all efforts to present a successful scientific, educational, social and cultural Congress.

3. The NMS will arrange to provide WFSA with facilities, equipment, and secretarial and clerical services for the conduct of its organizational affairs 7 days before and during the course of the Congress. WFSA agrees, consistent with its capacities and to the extent requested by the NMS, to provide assistance to the NMS in assuring the success of the Congress.
4. The NMS shall be responsible to recommend a Professional Congress Organising Company (PCO). The contract with PCO shall be signed by both WFSA and the NMS jointly.

The selection of a PCO will be subject to its ability to adhere to the conditions of this Letter of Intent including Clause 5 below.

1. The PCO will:
 - have experience of running Congresses of a similar size and nature
 - be well acquainted with local environment
 - be responsible for ensuring CME / CPD accreditation
 - be prepared to work to an agreed budget with any unforeseen expenditure that exceeds the agreed budget by more than 10% (on any budget item) being approved by the NMS
 - bear responsibility for maintaining a balanced Budget and for proposing solutions in case a deficit is incurred or seems likely
 - consider the tax and currency transfer implications of the Congress. Expert advice on tax and currency efficiency should be sought and shared with the Organising NMS and the WFSA
 - present policy proposals for comprehensive damage and public liability insurance covering the Congress, naming the NMS, the WFSA and relevant members and staff as insured parties. The NMS and the WFSA should also consider a policy that insures against financial loss in the Congress due to cancellation or impairment of the Congress due to catastrophic events. The Parties shall approve and accept the most suitable policies
 - agree to banking arrangements that protect the income of the Congress in a joint PCO / WCA account or separate WCA account (for example income from registration fees and sponsors) which will be distinct from a PCO cash flow account that will be used to cover expenditure
2. WFSA shall authorize the NMS to maintain and control financial administration of the Congress. The NMS shall provide the WFSA with annually updated information developed during the course of planning and development of the Congress, beginning six years before the Congress. The NMS will maintain separate accounts of all income

and expenditure relating to the planning and development of the Congress and will provide twice-yearly financial reports to the WFSA Treasurer and CEO in the four years preceding the Congress. The accounts of the Congress will be held and accessed directly by representatives of the NMS and PCO. Viewing of the accounts will be available to the NMS, WFSA (Treasurer and CEO) and the Professional Congress Organizing company (PCO) and can be requested at any time by any of these parties.

3. All agreed expenses shall be:

- a) approved and accounted in the fiscal year of the expenditure
- b) paid from deposits according to approved amounts

4. The WFSA may provide, on request, an interest free loan to the NMS as "seed money" for the planning and development of the Congress. The size of the loan will be up to US\$100,000 (one hundred thousand dollars), payable as agreed between the parties. This loan shall be repayable as soon as possible but not later than 6 (six) months after the last day of the Congress and repayment shall not be dependent on the financial outcome of the Congress.

5. The WFSA shall receive not less than 60% of any excess revenue over all expenses (surplus), immediately following completion of the final audit.

6. The NMS and the WFSA shall agree liability for any deficit (loss) occurring from the Congress. It is recommended that this liability be assumed by the PCO.

7. The currency of the budget shall be specified by mutual agreement of both Parties not later than 4 years before the Congress shall take place.

8. The NMS agrees to set up in close cooperation with the WFSA Scientific Affairs Committee the Local Scientific Committee (LSC) for the Congress to develop the Scientific Program. WFSA will be instrumental in setting up the Local Scientific Committee and the organization of the Scientific Program will also be supported by the WFSA Secretariat. The WCA Scientific Committee will include the Chair of the WFSA Scientific Affairs Committee as a member as well as as many representatives of different countries, sub-specialties and special fields of interest as is feasible.

9. An audited final financial account of the Congress, prepared in accordance with generally accepted accounting principles, will be submitted to WFSA as soon as practicable and no later than nine (9) months after the last date of the Congress. An external audit is required and the selection of external auditors must be agreed upon between the NMS and WFSA.

10. WFSA will cooperate with the NMS on the field of sponsorship and shall grant the Society the right to solicit contributions in support of the planning, development and

conduct of the Congress. Any such contributions shall be credited to the Congress account. WFSA grants to the NMS the rights to use the name and logo of WFSA in connection with promotion, planning, development and implementation of the Congress. The NMS will indicate in all its publicity that it is a WFSA World Congress.

11. This Letter provides a contextual basis for the contractual agreement between the NMS, WFSA and the PCO that will follow.

12. Confirmation of nomination will be provided in writing by the WFSA within 12 months of the initial decision and after a satisfactory site visit.

13. Any amendments to this letter must be agreed in writing and signed by both parties.

14. This letter is subject to the law of England and Wales.

Agreed by the two parties and signed on their behalf:

In.....

on (date)

.....

.....

For and on behalf of the WFSA

For and on behalf of the National Member Society

WFSA President or Secretary

President or Secretary, the Society

Dated

Dated

Article IX: CONGRESS ORGANISING COMMITTEE (COC)

It is important throughout the planning stages that the COC and the Secretary, Treasurer and other Officers work closely together.

Section IX.01 Congress Organising Committee

The host NMS appoints a Congress Organising Committee (COC) to undertake detailed planning of the Congress. Appointments to the COC should occur from at least six years before the Congress, initially with a small number of people and building up as needs expand.

Section IX.02 WFSA Involvement in COC

The current Secretary, Treasurer and CEO should be ex-officio members of the COC. They should receive notices and a summary of all COC meetings minutes (recorded in English).

The Chair of the WFSA Scientific Affairs Committee will be appointed to the Congress Scientific Committee.

The WFSA logo should be incorporated in all relevant documents, letterheads, publicity, notices and other material pertaining to the WCA. It is important to emphasise that the Congress is that of the WFSA.

Section IX.03 Reporting

The COC must provide annual reports on the organization of the WCA to the Secretary to be distributed to the Council. A verbal and written report must be submitted to the General Assembly at the preceding WCA.

Section IX.04 Meeting

The Secretary, and / or the CEO, and possibly other staff or Officers, will normally meet with the COC during a site visit one or two years before the Congress. The main purpose of the visit is to discuss the Federation's office and equipment needs on site and provisions for committee meetings and General Assemblies. This site visit should be a Congress (not WFSA) expense.

Article X. FINANCES

The World Congress of Anaesthesiologists is an important opportunity for fundraising in support of the aims of the WFSA. Any financial surplus from the WCA, which is allocated to the WFSA and shared with the organising National Member Society, is vital to the programme activities of the WFSA.

Section X.01 Letter of Intent

The Treasurer drafts a Letter of Intent between the WFSA and the NMS hosting the WCA (utilising the template). This document includes the provision of “seed money” from the WFSA, obligations of the host NMS on financial accountability to the WFSA, distribution of any surplus and other relevant conditions and requirements. Copies of the letter will be signed by the WFSA President or Secretary and the President or Secretary of the host NMS.

Section X.02 The Seed Money

This interest free loan is to be provided by WFSA to the NMS at 6 and 4 years prior to the WCA as agreed. The seed money will be returned to WFSA within six months after the WCA.

Section X.03 Reporting

The WFSA Treasurer shall be appointed to the Finance Committee of the WCA. The Treasurer will regularly receive on-going details of banking and account status and relevant minutes of meetings on WCA financial matters.

Section X.04 Complimentary invitations

Complimentary WCA registration is provided for the WFSA President, members of Council, Past Presidents and WFSA staff.

Complimentary accommodation (appropriate to the needs) for the WFSA President and Council from the time of arrival at the WCA venue city for any WFSA business meetings to the final day of the WCA. Complimentary admission for the President and his/her spouse to all associated WCA social events is a common courtesy.

Council members who can find sponsorship for registration or accommodation costs are encouraged to do so.

Article XI: SCIENTIFIC PROGRAM

The Scientific Program will be a broad mix of presentations with a variety of formats as determined by the COC. The formal Scientific Program runs up to five days.

Section XI.01 Scientific Program Overview

To complement this guideline, the Scientific Affairs Committee (SAC) of the WFSA provides these recommendations for Local Scientific Committees (LSCs) on the preparation of the WCA scientific programme. The aim is to promote cooperation between the SAC and the LSC, and to ensure that a program of appropriate depth, breadth and quality is provided for delegates to the WCA.

General Principles

- 1- The LSC is responsible for the WCA scientific programme under the oversight of the Congress Organising Committee (COC) and its chair.
- 2- The SAC cooperates with the LSC, acting as an international advisory committee. The SAC chair and one other member are ex-officio members of the LSC.

Duties of the LSC

- 1- The structure and the content of the WCA scientific programme are the responsibility of the LSC, which is not obliged to accept the proposals of groups or individuals.
- 2- Speakers must be selected exclusively in recognition of their expertise in a field and their ability to deliver good lectures in English or another authorised language of the WCA. They must come from the largest diversity of countries, without disequilibrium in favour of any country. Conflicts of interest must be declared and a declaration must be signed.
- 3- Topics must cover the whole scope of the specialty (anaesthesia, resuscitation, critical emergency medicine, perioperative medicine, intensive care medicine, pain medicine and their sub-specialties) and include general aspects of practice (including education, publication, quality and safety, risk management, ethics and management). The range of topics must be tailored to suit practitioners from diverse health care systems.
- 4- The LSC must have control of industry-sponsored sessions. If a session programme (topics and speakers) is proposed by a company, it must be approved by the LSC to ensure scientific validity and to avoid a purely commercial approach.

- 5- Satellite meeting organisers must inform the LSC about the date, the venue and the programme for their meeting, in order to avoid any overlap with the WCA scientific programme.

Duties of the WFSA SAC

- 1- The SAC will recommend to the LSC good speakers from all the countries but especially from emerging countries.
- 2- The SAC will facilitate liaison between the LSC and national societies and WFSA Committees, which may suggest some topics, sessions and speakers.
- 3- The SAC will assist the LSC in other aspects of scientific programme development as requested. A delegate of the SAC will attend a LSC meeting if necessary.

Duties of the LSC

- 1- The LSC will hold regular meetings (every 2-3 months) during preparation of the programme. The dates of the meetings will be decided for the forthcoming year and an agenda will be sent to the participants at least two weeks in advance.
- 2- Minutes of the meetings will be written by a secretary and submitted for approval by the LSC as a first item of the next meeting agenda. An action list should identify the person(s) responsible for each action arising at the meeting.
- 3- Minutes will be forwarded to the WFSA SAC for information.
- 4- For each chapter of the programme, an international advisory panel of 5-6 members is appointed by the LSC, and is led by a convenor, who is specialist in the area and who is also appointed by the LSC.
- 5- Each convenor is responsible for proposing the programme of her/his session to the LSC for approval, contacting the chairs and the lecturers, obtaining their agreement, exchanging information among the panellists, and keeping everyone up-to-date the progress of the preparations.
- 6- Each convenor should organise a meeting or other communication before the session during the congress to introduce the participants each other, to allow discussion and to avoid overlap of lecture material. The convenor is at the disposal of the chairs of the sessions in her/his chapter.
- 7- A First Announcement is printed and provided on the website 2 years before the meeting, including the themes of the congress, the topics of the sessions and the faculty who have already accepted the invitation to participate at that time.

- 8- A Second Announcement is printed and provided on the website 1 year before the congress giving the titles of the lectures and the names of the speakers.
- 9- The Final Programme is distributed to all the participants of the congress in the congress satchel and is announced on the web site several weeks before the congress.
- 10- The LSC must prepare an evaluation of all the lectures and workshops to be distributed to the attendees, collected after each session or workshop and analysed to inform the organisers of the next WCA upon the success of the choices.
- 11- The LSC will support the PCO with the possibility of delivering CME credits, taking in account the requirement in various countries.

Section XI.02 Remuneration

WFSA recommends that invited speakers should not receive any honoraria, travel or hotel expenses for their contributions to the meeting. Registration fees should be waived for speakers. It is likely that support may be provided to allow contributions from individuals from less affluent countries. Invited participants in the Scientific Program from a non-anaesthesiology background may also receive reimbursement of costs associated with attendance at the Congress. This should be limited to economy airfare, accommodation and registration costs. Speakers whose papers are accepted may be offered a reduction in the registration fee at the discretion of the COC.

Many delegates are only able to attend the Congress if they are presenting a paper or poster. Therefore, attempts must be made to accept all submitted papers, posters and other presentations in some form or other. All regions of the world should be represented in the scientific presentations. There should be no discrimination among participants, particularly on the basis of country of origin.

Section XI.03 Simultaneous interpretation

The language of the WCA is English. Provision of simultaneous interpretation for scientific presentations is desirable. Simultaneous translation from English to other approved languages may also be offered for workshops. It should be considered an important tool in attracting delegates from all countries. Major scientific sessions should have simultaneous interpretation in chosen languages at the discretion of the COC. Some other sessions may be presented in a language other than English but must have English translation facilities.

Section XI.04 Harold Griffith Symposium

The Harold Griffith Symposium is an important part of the Scientific Program, honouring the first President of the WFSA and the WFSA itself. Its programme is proposed by the WFSA. It should occur at a time and in a venue to maximise attendance by Congress delegates. The Symposium is chaired by the WFSA President. The Symposium usually does not include a discussion or question and answer period. The symposium must be the only session offered in that timeslot.

Section XI.05 Subspecialty groups

Every effort should be made to incorporate groups who wish to organise sub-specialty “Satellite Meetings” into the Scientific Program of the Congress rather than hold rival meetings of sub-specialties. If such meetings are planned, they should be held at a venue and time that encourages delegates to those meetings to also attend the WCA. If they cannot be incorporated, encouragement should be given to holding such meetings at the Congress venue prior to or following the Congress.

Article XII: MAJOR NON SCIENTIFIC EVENTS

Section XII.01 Opening Ceremony

This Ceremony takes place prior to the start of the Scientific Program. Every effort should be made to encourage a high attendance, as this event can attract positive media coverage for the profession. An international, national or local dignitary may, at the discretion of the COC, be invited to formally open the Congress. The program includes an address by the WFSA President and may also include WFSA award ceremonies.

Seating should be reserved for current and former Officers, Council members and their spouses and Secretariat staff (± 40). There is a need to be realistic in the planning of this event. It should not be seen as a competition with past or future Congresses and should be simple yet effective. The WFSA believes that money is better put to achieving the aims of the organisation rather than paying for ephemeral and expensive entertainment.

Section XII.02 Welcome Reception

This event can follow the Opening Ceremony, usually within the Exhibition Hall (thus supporting the Industry). It provides the major and initial opportunity for delegates and families to meet and greet each other, assisting to build up the camaraderie of WCA.

The cost of this reception to delegates is included in the registration fee.

Section XII.03 Gala Dinner

A major dinner or similar evening function may be organised as an official event at which maximal attendance is encouraged. A fee for the dinner is charged although it may be subsidised by the registration fee, thus encouraging attendance.

Section XII.04 Closing Ceremony

This final official function should be preceded by a particularly attractive section of the Scientific Program in order to encourage attendance at the Ceremony. The program includes an address by the retiring President, an address by the newly elected WFSA President and a presentation from the host Society of the next WCA.

The ceremony could be followed by an informal closing party, enabling delegates to bid farewell to friends and colleagues. A fee should not be charged, with costs covered by the registration fee.

Section XII.05 Other Social Events

Additional optional events are organised at the discretion of the COC and should be self-funding. One relatively free evening early in the Congress should be set aside for Health Care Industry events.

Section XII.06 President's lunch

The WFSA President may organise a luncheon for past and current Officers and their spouses. This should be held on a day when there is no major clash with other events or meetings. This lunch will be funded by the WFSA.

Section XII.07 Accompanying Persons' Program

The Accompanying Persons' Program is for family and friends of WCA delegates. This program should consist of a range of activities to suit a wide variety of tastes. It is suggested that some research be undertaken on suitable activities and advice sought from previous conference organizers. A specific meeting point at the Congress venue is useful for all participants. It is advisable to hold events during the hours of the Scientific Program. All events should be fully funded through ticketing, with or without sponsorship.

Article XIII: ADMINISTRATIVE WFSA FUNCTIONS

The WFSA grants the WCA to the NMS on the condition that all WFSA administrative and committee functions are facilitated at the WCA. The WFSA and various related bodies hold

numerous committee meetings before, during and after the Congress, spanning approx. 8 days. These meetings are to be held at the Convention Centre at the expense of the WCA. This includes an undertaking to provide the following facilities:

Section XIII.01 Staff

Staffing of the WFSA Office will be a combination of WFSA staff (at WFSA expense) and at least one local receptionist/secretary (WCA expense). It is useful if offices for the COC and the host Society are located close to the offices of the WFSA, thus enabling close liaison on administrative needs. The matter of staffing and such liaisons should be fully discussed by the Secretary and the COC prior to the Congress.

Section XIII.02 Space

- A general office and reception area sufficient to house four staff and a lounge/ refreshments area, including desks, chairs and lounge furniture.
- Small offices for the President with desks and 3 chairs.

Section XIII.03 Catering

Coffee, finger lunch and tea breaks for the Secretariat and the Council meetings.

Section XIII.04 Equipment and office supplies

- Two laptop computers (PC) with English Office software and connection for e-mail, a laser printer, and ancillary equipment standard for busy office functions.
- Wired and wireless internet connection.
- A high-quality photocopier machine with double-sided printing, collating facility and high speed output.
- Telephone with an outside line, located with the receptionist and the office of the Secretary
- Office sundries such as staples, sellotape, pens, pads, paper, scissors, markers and other office materials.

Section XIII.05 General Assembly

One or two meetings of the WFSA General Assembly are held in association with the World Congress. Requirements for the meeting area of the General Assemblies are:

- A large meeting room to accommodate up to 400 Delegates in “classroom style” within the Convention Centre of the Congress. The number of Delegates from each Society is predetermined by the WFSA Secretary. Each Society may nominate Alternate Delegate(s) who may substitute for Delegates unable to attend a particular General Assembly.

- If an alternative (outside the WCA Convention Area) location is absolutely necessary, it must be within a short distance of the WFSA Administration offices at the Congress for logistical reasons.
- An electronic voting system will be required for all delegates.
- Standard seating at the rear or side of the room must be available for observers, including Alternate Delegates.
- The room must have a suitable entrance foyer that will be used to process and register attendees by the Credentials Committee.
- The delegates of each National Society will be seated in areas designated by geographical regions. The WFSA will supply the PCO with delegate numbers for each geographical region.
- Stewards will be required to assist delegates to their appropriate seating area.
- A raised podium and table and seating for the WFSA Presidents, the Secretary, and the Treasurer. The podium should include a lectern for presentations.
- Full audiovisual facilities for recording of the proceedings, presentations from the lectern on to a screen at the front of the room, and floor microphones for discussion from delegates must be made available.
- Simultaneous translation in Spanish, English and French may be required at these meetings.
- The First General Assembly will be held the day before the start of the Scientific Program.
- A Second General Assembly may be held two or three days later, either at lunch time or later in the day to enable all delegates to attend. A longer lunch break may be considered to encourage greater attendance at the Industry Exhibition by all the other attendees.
- Details of the dates and times of the General Assemblies will be confirmed by the WFSA Secretary 6 months in advance of the Congress.
- Organisation of the General Assemblies is a major and very difficult undertaking and requires considerable efforts by all parties.
- The total cost of holding the General Assemblies is a cost of the WCA.

Section XIII.06 Council

There is a general requirement (see below) for a large Council meeting room exclusively available for up to three days prior to the Congress and for the duration of the Congress. An additional 3 smaller meeting rooms should also be exclusively available to WFSA for the duration of the Congress.

Section XIII.07 Timing

Timing will be confirmed closer to the Congress by the WFSA Secretariat:

- Board meeting (2 to 3 days before the Scientific Programme starts)

- First Council meeting (the day before the Scientific Program starts). If the Convention Centre is not available for this meeting, an alternate venue must be arranged at the expense of the WCA.
- Standing & Specialty Committee meetings (before the 1st General Assembly).
- Venue Committee (as soon as possible).
- Second Council meeting (if required)
- Council in new composition meeting (final day of the Scientific Program)
- Committee meetings (throughout the Congress, mainly days 2 to 3 of the Scientific Program)

Many other meetings in addition to those listed above may be organised and held during the Congress, often at short notice. The COC should ensure that adequate meeting rooms are provided for these purposes.

Article XIV: CONGRESS REPORTS

The COC is expected to provide progress reports to the following bodies:

- Council:
 1. at the previous WCA
 2. two years before the WCA
 3. during the Congress
 4. within 12 months after the Congress
- WFSA General Assembly:
 1. at the previous WCA
 2. during the Congress at the 2nd General Assembly (if one is held).

Report (4) is known as the Final Report and will provide useful information for organisers of future WCAs. The Final Report should include details of the following:

- a) Number of full registrants, registered accompanying guests and their countries
- b) Number of exhibitors, the total area of exhibition space sold, and the number of registered exhibition staff
- c) Number of free and invited papers: submitted, included as oral presentations, included as poster presentations, listed by title, rejected

- d) Number of participants for whom travel, accommodation and/or registration was paid by the Congress, giving the basis for these concessions.
- e) Estimated attendance at major official and social functions
- f) Estimated attendance at major scientific sessions
- g) Details of the Industry Exhibition and sponsorship of the Congress
- h) Associated satellite meetings of the Congress and estimated attendance
- i) A full audited report of the complete finances of the Congress including Treasurer's Report.

Examples of previous final reports are available from the WFSA Secretary.

ANNEX 1

WCA 2028 - NMS Expression of Interest

1. Name of National Member Society (NMS):

2. Name of contact individual for this application:

3. Position within NMS:

4. Contact Details

Telephone:

Mobile:

E-mail:

5. Names and positions of at least 3 proposed members of the Congress Organising Committee (CoC)

1.

2.

3.

6. Previous experience of CoC (dates and sizes of any recent meetings which CoC members have organised).

7. Name of Congress Venue & City:

8. Website of Congress Venue:

9. Proposed dates for the WCA:

Capacity of Venue / Congress Centre

10.1 Overall size (floor space in m²) of venue:

10.2 Capacity of largest theatre (number of people):

10.3 Number of theatres and total seating capacity of all theatres:

10.4 Capacity to host 15 simultaneous Scientific Tracks YES / NO

10.5 Size of Poster Area (m²):

10.6 Size of Trade Exhibition Area (m²) and height of trade exhibition area (m):

10.7 Number of Hotel rooms within 15 minute walking distance of the Venue:

5* -
4* -
3* -
2* -

10.8 Number of additional hotel rooms within 20 minutes on public transport:

10.9 Example price per night of 5*, 4*, 3*, 2* hotels (in US\$)

5* -
4* -
3* -
2* -

10.10 Main transport between hotels and venue would be:

PCO

11. Name of preferred PCO. Website address:

12. Name of alternate PCO. Website address:

13. Affiliation of preferred PCO (is it a member of IAPCO?):

14. Staffing of preferred PCO (number of staff, qualification):

15. Experience of preferred PCO (date, name, location & size of last 5 meetings organised)

1.
2.
3.

19. The WFSA wishes to keep open the possibility of hosting the WCA more frequently than once every 4 years. Please indicate if you would still like to be considered as a host venue should the next WCA (after 2024) be brought forward to 2027 or 2026.

Yes

No

I, the undersigned, certify as follows:

- a) That the above named NMS has approved and fully supports this Expression of Interest
- b) That the NMS is aware of and agrees to the proposed split (WFSA / NMS) of any surplus to ensure that at least 60% is allocated to the WFSA
- c) That the preferred PCO is aware of and supports this Expression of Interest
- d) That the NMS and PCO are fully aware of the educational and financial objectives of the WCA

Name:

Position within NMS:

Signature:

Date:

Completed forms should be sent for the attention of the Venue Committee by **5th March 2020**

The Chair
WCA2028 Venue Committee
wca2028@wfsahq.org