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GUIDELINES FOR THE ORGANIZATION OF THE WFHSS ANNUAL CONGRESS

Purpose: This document is for use by Full Members wishing to organize the WFHSS Annual Congress (WAC).

Describes the principles of your organization and the commitment expected of Full Members. These principles must be fully adhered to.

Attached document:

- Conflict of interest declaration form for committee members.
- List of requirements for organizing the conference

WARNING:

The decision to apply to WAC should be carefully considered. This is a significant and extensive workload that will last at least two years.

It requires significant time and dedication from the organizers. The financial risks are considerable and must be properly considered and evaluated before applying.

1. WFHSS ANNUAL CONGRESS (WAC)

The WAC is the culmination of the year for the WFHSS and must follow rules and principles to ensure a high level of both organization and scientific expertise, thereby meeting audience and WFHSS expectations.

The WAC is held in a different host country each year.

A geographic rotation is used to select the country. This rotation is determined by the General Assembly (GA) on the proposal of the Executive Committee (EC).

The Host Member to organize the Federation's Annual Congress. The WFHSS Annual Congress is held in the Host Member's country.

Also note: since the rotation is determined by the General Assembly, and in the event that no full member applies for membership, the WFHSS Executive Committee may organize the WAC itself in the country determined by the Executive Committee. This may differ from the rotation schedule.

2. DESIGNATION OF THE HOST MEMBER

- Only full members representing a society of more than 150 members may apply to become a WAC host member.
- Two or more associations (from the same country or region may cooperate to organize the WAC. The host member is selected by electronic vote of the General Assembly. See section 2.1 for additional guidelines.
- Voters are full members of the WFHSS.

2.1. Application

Countries with two or more full members wishing to apply as Host Country must decide before applying whether the conference will be organized jointly by all members or not. The decision must be communicated to the EC committee and the application must be submitted on behalf of a single representative organization, which will be the point of contact for the selection process.

2.1.1. Chronology

- (Y-2 = 18 months years before the WFHSS Annual Congress)
- The WFHSS administrator sends a call for applications to full
- members and posts it on social media week before the deadline.
- Applications should be submitted to the WFHSS administrator in a timely manner.
- The deadline for validation of applications by the EC
- Candidate submissions are published on the WFHSS website
- Announcement of the results at the Annual General Meeting during the Congress
- An official letter from the WFHSS EC is sent to the chosen host member, confirming the organization of the Congress, within one week after the Annual General Meeting.

2.1.2. Voting

- One vote for each full member
- If the EC cannot reach an agreement, the President will have the deciding vote.

2.1.3. Documents to be provided

- Letter of commitment expressing the motivation for the request
- or Signed application form declaring that these Guidelines for the organization of the WAC will be strictly followed and enforced
- Signed list of requirements for organizing the conference, including: Characteristics of the city, security aspects, accessibility, minimum number of hotels available in different price categories, availability of transportation, space and characteristics of the conference venue, etc.

3. WAC MANAGEMENT

The WAC is managed by two committees and the PCO.

The committees subcontracted the organization of the WAC to the PCO.

3.1. Committees

The Scientific Committee (CC) is responsible for the scientific program and the Organizing Committee (OC) is responsible for the organization of the congress.

Both are composed of members appointed by the WFHSS and the host member and have equal representation.

3.1.1. Scientific Committee

3.1.1.1. Appointment of the SC

- The Board of Directors will be composed of four members appointed by the WFHSS and four by the Host
- Member. The President is appointed by the Board of Directors.
- The president (or designee) of WFHSS is the president of the SC
- Proposed members must submit a signed “conflict of interest declaration form” (see annex) to the WFHSS EC.
- The SC must be appointed before the end of the congress year -1.

3.1.1.2. Responsibilities of the Scientific Committee members

- a. Propose to the SC teachers and/or topics related to the scope of WFHSS (along with the teacher's contact information. Optimize those works that have been developed by CSSD managers and lead to the objectives of the conference.
- b. Evaluate the abstracts submitted for presentations and posters
- c. Approve speakers and topics for the Scientific Program (SP).
- d. Approve the preliminary and final SP.
- e. Review and approve the book and/or electronic device with the summaries.
- f. Select session moderators.

3.1.1.3. President of the SC

The President works closely with:

or the PCO

or the OC

or Members of the SC

The responsibilities of the SC President are:

- Description of the SC's calendar of activities
- Description of duties and distribution of tasks to comply with the SC's calendar of activities
- Ensure the timely completion of all activities related to the scientific organization of the WFHSS annual conference.
- Assign a substitute in case of absence to allow for the continuity of activities and compliance with the established calendar.

3.1.1.4. Scientific program schedule

- The preliminary SP must be available on the conference website no later than 6 months before the conference.
- The scientific program will be designed in accordance with the statutes of the WFHSS, and may consider specific topics that support the promotion of better local practices, if desired by the host country. This special requirement or any other must be submitted to the President of the Scientific Committee.
- The final SP must be available on the conference website no later than 4 months before the conference.

3.1.2. Organizing Committee (OC)

3.1.2.1. Appointment of the OC

- The WFHSS President and the Host Society President are members of the Organizing Committee (OC). The OC will be composed of six to eight people, half of whom will be nominated by the WFHSS Executive Committee. The OC will be appointed as soon as the Host Member's appointment is formalized.
- The President (or designee) of WFHSS is the President of the OC
- The treasurer of the EC must be part of the OC
- Local OC members are appointed by the Host Member.
- The WFHSS President and the Host Society President must approve the OC members. Members must submit a signed Conflict of Interest Disclosure Statement (see attachment) to the PCO.

3.1.2.2. The responsibilities of the OC are

- a. Organize the congress in accordance with the Guidelines
- b. Work in collaboration with the SC
- c. Work in collaboration with the PCO
- d. Evaluate the PCO's performance in organizing the conference according to established KPIs, and provide feedback to the PCO and the CE to strengthen joint work.

The aspects or KPIs to be evaluated will be in accordance with the current contract between WFHSS and the PCO.

3.2. PCO

The PCO works under the responsibility of the two committees and in accordance with the contracts signed with WFHSS and the Host Member.

4. CONGRESS ORGANIZATION

A first meeting between the Host Member and a delegation from the WFHSS EC will take place at the end of the congress year –18 months earlier

A second meeting between the host member, a delegation from the WFHSS EC and the PCO will be held on-site before the end of the congress year – 1.

4.1 Requirements for the development of the Congress

All requirements will be defined in Annex 2 of this Guide.

4.2. PCO

- The WFHSS provides the PCO (Professional Congress Organizer), which is selected for several years following a tendering process managed by the EC.
- The Host Member will contract with this PCO and organize the WAC exclusively with it.
- The PCO should actively manage and communicate directly with SC and OC o consider any local aspects that are relevant to decision-making.
- The PCO must provide industrial partners with all the information necessary to set up in the exhibition hall by April 1 of the year of the Congress.
- Provide information on the status of conference budgets in accordance with the WFHSS contract with the PCO.
- All tasks performed by the PCO will be defined in the current contract between WFHSS and the PCO.

4.3. Website

The PCO offers an all-in-one tool website for:

- Registrations
- Call for abstracts, SC review of abstracts, presentations, speaker previews....
- Accommodation
- General information: if buses are to be used, information on meeting points, timetables, and frequency must be provided.
- Information on using safe and reliable transportation services from the airport to the conference venue.
- Scientific program
- Online registration and payment processing
- or delegate fees
- or sponsorship fees

4.4. Exhibition/sponsorship/fees

- To make it easy and transparent for exhibitors, the exhibition must follow the same rules year after year.
- Exhibition fees will be approximately the same year
- The final exhibition plan must be validated by the OC.
- Note: Fees may be subject to change in the event of significant economic changes (e.g., inflation).

4.5. Delegates/quotas

- Fees for delegates should be as low as possible, adapting to the resources of attendees.
- The registration fee should cover all services offered to attendees (water bottles, tote bags, coffee breaks, lunch, cocktails, etc.).
- They will take into account the country's standard of living.
- Special rates for local attendees should be considered.
- Includes access to the conference center and all conferences and workshops; catering (lunches and breaks); conference book (or electronic device), and exhibition center.

4.6. Languages/translation

- Presentations will be made in English (speeches and presentation documents).
- If the host country deems it necessary to incorporate other languages, e.g., the local language, it should discuss this with the OC.
- The logistics for incorporating other languages should include the necessary logistics and consider the costs in the budget and will be the responsibility of the host country consider this and manage it with the PCO
- Template design: The OC shall provide speakers with a template for their presentations, which they must use without modification.

4.7. Sequence of events

4.7.1. Dates:

- October or November

Patron of the day:

- From Wednesday evening (opening ceremony) to Saturday noon (closing ceremony).
- Admission on Monday of the week of the congress for setting up the exhibition.

4.7.2. Program Overview

- Day 1 2:00/4:00 PM: WFHSS General Assembly
- Day 1: Afternoon: Opening ceremony
- Day 2 and 3: Official program sessions and, during the lunch break, parallel sessions + industry workshops.
- Day 2: Presentation of the three posters selected as winners and awards ceremony.
- Day 3: Social event (gala dinner, gala evening, etc.)
- Day 4 at noon: Closing ceremony

Poster presentation: Posters will be presented using electronic technology. The entire conference should reflect local traditions.

4.8. Speakers

Speakers and committee members (SC and OC) are invited (registration fees, 3 nights, economy class travel expenses)

The OC may set a different policy if desired.

Speakers and moderators are invited to the gala dinner.

4.9. Accreditation

The Conference must be officially accredited as a training/education program according to the requirements of the host country and international requirements

The requirements for current CME accreditation must be considered and complied with as requested. This may include, for example: Selection of the official conference poster design, Cost of the opening ceremony, etc.

5. FINANCIAL ARRANGEMENTS:

- The budget must be balanced and expenses proportional to expected income.
- The host member is fully financially responsible for the WAC.
- The host member will manage the conference account with the PCO. Together, they must ensure a balanced budget. The WFHSS Treasurer will be informed of the budget and will advise with their experience to ensure that the necessary balance is maintained.
- The WFHSS is not responsible for any debt related to the WAC.
- The audited accounts will be made available to the WFHSS Executive Committee no later than 6 months after the AC.
- 10% of the sponsorship (exhibition and branding) will be allocated to the WFHSS. discussion pending with the EC

The financial benefits of the conference will be allocated to the host member for educational projects related to the scope covered by the WFHSS or the development of strategies that contribute to the development and advancement of their local community.

It is suggested that the host member present the projects at the General Assembly following the conference in order to give continuity to the knowledge shared during the conference

ANNEX N°1

INCOMPATIBILITY DISCLOSURE STATEMENT (FOR MEMBERS OF THE SCIENTIFIC AND ORGANIZATION COMMITTEES OF THE WFHSS ANNUAL CONGRESS)

The intent of the disclosure statement is to allow members of the scientific and organizational committees of the WFHSS Annual Congress to disclose any actual or apparent conflicts of interest regarding their activities in relation to the objectives of the WFHSS Annual Congress.

LAST NAME:

FIRST NAME:

OCCUPATION (all):

EMPLOYER(S) (all):

I hereby declare that I have no commercial interest in relation to the work of WFHSS.

Date:

Signature:

ANNEX 2

General requirements Venue for the WFHSS Congress

The location is part of the application. The city selected by the host member must provide:

- A safe environment
- easy access by plane (international flights), train and car
- Offer of nearby accommodations at reasonable prices (different categories) and in relation to the expected number of attendees.

Venue:

The conference room and exhibition space should be on the same level for optimal display.

If this is not possible, the exhibition room may be on another level or in another space, but all sponsors should be grouped together on the same level.

The conference center must provide at least the following suggested requirements:

Area	Structural and Infrastructure Requirements	Acoustic and Audiovisual Requirements	Lighting, Connectivity and Technology	Logistics and Operations	Complementary Services
<p>Auditorium</p>	<ul style="list-style-type: none"> • Actual seating capacity: 1,500 comfortable seats with full stage visibility with 2 Screens • Minimum ceiling height: 6 to 8 meters (ideal for acoustics, projection, and staging). • Large stage: at least 15 meters wide by 6 meters deep. • Universal access: ramps, elevators, and designated spaces for persons with reduced mobility. • Spacious lobbies: for crowd flow, registration, and information points. 	<ul style="list-style-type: none"> • Acoustic insulation: to prevent external noise interference. • Professional sound system: ensuring even audio distribution throughout the venue. • Various microphones: handheld, lapel, headset, and podium types. • Main screen minimum Full HD resolution, ideally 4K. • Auxiliary side or repeater screens: for extreme-angle visibility. 	<ul style="list-style-type: none"> • Dimmable general lighting: for ambiance, audience entry/exit, and networking. • Professional stage lighting: with moving heads, wash lights, spotlights, etc. • Emergency lighting system: autonomous lights and signage in case of power failure. • High-density Wi-Fi: full auditorium coverage (at least 1500 simultaneous connections). • External screens or digital signage: to display schedules, announcements, and alerts. 	<ul style="list-style-type: none"> • Separate entrances: for general public, speakers, and technical staff. • Backstage and dressing rooms: with bathrooms and rest areas for speakers or performers. • Efficient, silent climate control system. • Well-distributed and clearly marked emergency exits. • Technical control booth: for managing sound, lighting, and video. • Simultaneous translation: booths and receiver systems available for the audience. 	<ul style="list-style-type: none"> • Sufficient and accessible restrooms: at least 1 toilet per 75 attendees (adjust by gender). • On-site medical station or first aid room. • Networking or coffee break space adjacent to the auditorium. • Ventilation system: natural or mechanical, with proper air exchange. • Direct access from exhibition or registration areas without interference.

Area	Structural and Infrastructure Requirements	Safety	Technical Services	Logistics and Operations	Complementary Services
Exhibition Area	<ul style="list-style-type: none"> • At least 6000m² with a minimum height of 4m. • Level floor, capable of supporting the weight of stands, equipment, and foot traffic. • Good ventilation (natural or mechanical) or adequate climate control. • General lighting (minimum 300 lux), with adjustable zones if needed. • Electrical system with multiple connection points (at least 1 per 9 m²). • Data network (wired internet and high-density Wi-Fi). • Access points for loading/unloading of materials (large doors or ramps). • Clearly visible emergency exit signage and evacuation routes. 	<ul style="list-style-type: none"> • Evacuation plan approved by local authorities. • Fire extinguishers every 100 m² and near all emergency exits. • Pre-mounting structural and electrical inspections. • Access control for the exhibition area. • Surveillance and monitoring (cameras or on-site security personnel). • Liability insurance coverage for organizer and exhibitors. 	<ul style="list-style-type: none"> • Availability of both single-phase and three-phase electricity. • Water supply and drainage at key points (if required for technical demos). • High-speed internet connectivity (minimum 100 Mbps shared, ideally 10 Mbps per stand). • Continuous cleaning service and distributed waste containers. • On-site technical support during setup, operation, and dismantling. 	<ul style="list-style-type: none"> • Access control for exhibitors (with differentiated accreditation). • Registration or check-in area for exhibiting companies. • Designated loading/unloading area with scheduled access times. • Minimum 3-meter-wide aisles between booths for safe circulation. • Clear signage for zones, pavilions, and services. 	<ul style="list-style-type: none"> • On-site or adjacent food court/cafeteria. • Accessible and sufficient restrooms (minimum 1 per 100 attendees). • Temporary storage area for exhibitors. • Rest or networking zones within the exhibition area.

Area	Structural and Infrastructure Requirements	Audiovisual Requirements	Connectivity, Operations and Logistics	Comfort and Environment	Complementary Services
Meeting Rooms Industry-sponsored Symposiums	<ul style="list-style-type: none"> • Actual capacity: 200 comfortable chairs with clear front visibility. • Seating arrangement: auditorium or classroom style, depending on the session format. • Minimum ceiling height: 3 meters (ideal for projection and ventilation). • Raised stage or platform (optional): at least 4 meters wide for speaker visibility. • Universal accessibility: entry for persons with reduced mobility and at least 2 reserved spots per room. 	<ul style="list-style-type: none"> • Independent sound system: wireless microphone (lapel or handheld) and speakers. • Projection screen or large LED display: visible from the back (minimum 85 inches or Full HD projector). • Projector or direct HDMI/USB-C connection for presentations. • Wireless clicker/remote for speaker use. • Adjustable lighting, especially in the projection area. 	<ul style="list-style-type: none"> • Stable, high-quality Wi-Fi, with capacity for at least 200 simultaneous connections. • Power outlets available around the room or in selected rows for charging laptops and devices. • Separate entry and exit doors, if possible, to avoid bottlenecks. • Speaker’s table or podium with power access and water available. • Rapid technical support point for every two rooms at minimum. 	<ul style="list-style-type: none"> • Padded or ergonomic chairs, with sufficient space between rows (minimum 85 cm). • Individually regulated climate control (heating and air conditioning). • Adequate ventilation to maintain fresh air during the session. 	<ul style="list-style-type: none"> • Nearby, accessible restrooms, cleaned regularly. • Breakout or coffee break area close to the room. • Digital signage or display panel showing session title and schedule. • Noise reduction measures (acoustic isolation or strategic location). • Visible timer (optional) to help the speaker manage their time.

Area	Infrastructure Requirements	Technical and Audiovisual Requirements	Connectivity and Technology	Comfort and Environment	Complementary Services
Meeting room for AGA	<ul style="list-style-type: none"> • Actual capacity: 50 to 70 comfortable seats with clear visibility among participants. • Seating layout: U-shape, circular, or face-to-face table configuration depending on assembly style. • Minimum ceiling height: 2.8 – 3 meters for proper ventilation and acoustics. • Good natural or adjustable artificial lighting. • Modular furniture: tables with writing space and flexible arrangement options. 	<ul style="list-style-type: none"> • Surround sound system with table microphones or gooseneck mics. • Large central screen or projection display, visible from all seats. • Presentation system (HDMI/USB-C/Bluetooth), compatible with multiple devices. • Wireless presenter (clicker) for smooth presentation control. • Audio or video recording system (optional), for minutes or transparency purposes. 	<ul style="list-style-type: none"> • High-speed, reliable Wi-Fi for all participants. • Easily accessible power outlets along the perimeter or integrated into tables. • Electronic or card-based voting system, if applicable. • Digital or physical whiteboard for real-time note-taking or brainstorming. 	<ul style="list-style-type: none"> • Controlled entry or accreditation-based access. • Soundproofing to ensure confidentiality and avoid noise leaks. • Reception or waiting area, useful for check-in, credentials, or pre-session refreshments. • Secretary’s table or admin support station. • Basic office supplies: notepads, pens, name tags, folders. 	<ul style="list-style-type: none"> • Nearby coffee break area, without interfering with the session. • Accessible restrooms close to the room. • Drinking water available in the room
Meeting Rooms Preview Rooms	<ul style="list-style-type: none"> • Actual capacity: up to 20 people seated comfortably around a central table or in a meeting-style layout. • Adequate lighting: natural light preferred, with adjustable artificial lighting. • Universal access for persons with reduced mobility 	<ul style="list-style-type: none"> • Presentation screen (55–75” monitor or projector). • HDMI/USB-C/Bluetooth input for laptops and other devices. • Built-in speakers (if audio playback is needed). 	<ul style="list-style-type: none"> • Comfortable, ergonomic chairs. • Reliable Wi-Fi connection, supporting at least 20 devices. • Hybrid meeting capability, with access to videoconferencing platforms (Zoom, Teams, etc.), if needed. 	<ul style="list-style-type: none"> • Access controlled or reserved for speakers and organizing staff. • Office supplies available: paper, markers, pens, adapters. 	<ul style="list-style-type: none"> • Nearby restrooms. • Adjustable air conditioning or heating. • Drinking water available, with optional light refreshments or coffee.