

GUIDELINES FOR THE ORGANIZATION OF THE WFHSS ANNUAL CONGRESS



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GUIDELINES FOR THE ORGANIZATION OF THE WFHSS ANNUAL CONGRESS

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

It describes the principles of its organization and the commitment that is expected from the Full Members. These principles must be followed in their entirety.

Attached document : Conflict of interest disclosure declaration form for committees members.

WARNING :

The decision to apply for organizing the WAC must be carefully considered. This is an important and large workload stretching over at least two years.

It requires a lot of time and commitment from the organizers. The financial risks are not negligible and should be correctly considered and evaluated before the application.

1. WFHSS ANNUAL CONGRESS (WAC)

The WAC is the climax of the year for the WFHSS and shall follow rules and principles to ensure a high level as much at the level of organization as at the level of scientific expertise and therefore meet the expectations of the audience.

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

A geographical rotation is considered for the selection of the country. It is defined by the General Assembly (GA) on proposition of the Executive Committee (EC).

Every year, the WFHSS entrusts a Full Member to organize the WAC (hereinafter called **Host Member**).

The WFHSS Annual Congress is held in the country of the Host Member.

The Annual congress can be organized by the WFHSS itself in special circumstances, this decision must be validated by the GA on proposition of the EC.

2. APPOINTMENT OF THE HOST MEMBER

Only Full Members representing a society of more than 150 members can candidate to be the Host Member of the WAC.

Two or more associations can cooperate to organize the WAC (same country or same region).

The Host Member is selected by electronic voting of the GA.

The voters are the Full Members of the WFHSS.

2.1. *Application*

2.1.1. Timeline

(Y-2 = 2 years prior to the WFHSS Annual Congress)

- The deadline for the application is 30/06/Y-2
- A call for application is send by the administrator of the WFHSS to the Full Members and posted on social media 4 weeks before the deadline.
- Applications shall be sent to the administrator of the WFHSS in due time.
- The deadline for the validation of the candidacies by the EC is 31/07/Y-2
- The presentations of the candidates are posted on the WFHSS website on 01/08/Y-2
- Electronic vote until 30/09/Y-2
- Announcement of results at the Annual General Assembly during the Congress
- An Official letter from WFHSS EC is send to the elected Host member, confirming the organization of the Congress, within one week after the annual GA.

2.1.2. Vote

- one vote per full Member
- In case of ex aequo: the Executive Committee of the WFHSS shall decide.

2.1.3. Documents to provide

- Letter of commitment stating the motivation for application
- Signed application form stating that the present Guidelines for the organization of the WAC will be strictly followed and obliged

3. WAC MANAGEMENT

The WAC is managed by 2 committees and the PCO.

The committees contract out the organization of the WAC to the PCO.

3.1. Committees

The Scientific committee (SC) is in charge of the scientific program and the Organization Committee (OC) is in charge of the organization of the congress.

Both consist of members appointed by the WFHSS and the Host Member.

3.1.1. Scientific Committee

3.1.1.1. Appointment of SC

- a. The SC shall consist of 4 members appointed by the WFHSS and 4 by the Host Member. The President is assigned by the SC. Proposed members shall send a signed “conflict of interest disclosure declaration form” (see annex) to the EC of the WFHSS.
- b. SC shall be appointed before the end of the congress year -1.

3.1.1.2. Responsibilities of the SC members

- a. To propose to the SC, lecturers and or topics related to the field of the WFHSS (together with contact details of the lecturer)
- b. To evaluate the abstract submissions for presentations and posters
- c. To approve speakers and topics for the Scientific Program (SP).
- d. To approve the preliminary and final SP.
- e. To check and approve the book and/or electronic device with the abstracts.
- f. To select the moderators for the sessions.

3.1.1.3. President of the SC

The President works closely together with:

- The PCO
- The OC
- The members of the SC

EC of WFHSS shall appoint the President of the SC amongst the SC members.

Responsibilities of the SC President are:

To run all the activities in due time related to scientific organization of the annual congress of the WFHSS

3.1.1.4. *Scientific Program Timeline*

- The preliminary SP shall be available on the congress website the latest 6 months before the congress.
- The final SP shall be available on the congress website the latest 4 months before the congress.

3.1.2. Organization committee (OC)

3.1.2.1. *Appointment of the OC*

The WFHSS President and the President of the Host Society are members of the OC.

The OC shall consist of 6 to 8 people, half are nominated by the EC of the WFHSS.

OC shall be appointed as soon as the appointment of Host Member is official.

The local members of the OC are appointed by the Host Member.

WFHSS president and President of the Host Society have to approve the OC members.

Members shall send a signed "Conflict of interest Disclosure Declaration Form" (see in annex) to the PCO.

WFHSS president is President of the OC

3.1.2.2. *Responsibilities of the OC are*

- a. To organize the congress according the Guidelines
- b. To work in collaboration with the SC
- c. To work in collaboration with the PCO

3.2.PCO

The PCO works under the responsibility of the 2 committees and according the contracts signed with WFHSS and Host Member.

4. CONGRESS ORGANIZATION

A first meeting between the Host Member and a delegation of the WFHSS EC shall be held by the end of the congress year – 2

A second meeting between the Host Member, a delegation of the WFHSS EC and the PCO shall be held on site by the end of the congress year – 1.

4.1. Venue

The venue is part of the application.

4.1.1. The city shall provide

- a safe environment
- an easy access by plane (international flights), train and car
- accommodations nearby with reasonable prices.

4.1.2. The congress centre shall at least provide

- Auditorium for at least 1300 people with 2 screens
- Highly preferable is that the conference room and the exhibition space require to be on the same level for optimum exposure.
- Rooms for industry sponsored symposia and/or workshops for at least 200 people
- Meeting room for AGA for 50-70 people
- Exhibition surface of at least 6000sqm with 4 m height minimum
- Equipped booths (i.e. electricity)
- Translation facilities
- WIFI
- Rooms and equipment for simultaneous translation

4.2. PCO

The WFHSS provides the PCO (Professional Congress Organizer) that is chosen for several years after a tender procedure managed by the EC.

The Host Member shall contractualize with this PCO and organizes the WAC exclusively with it.

4.3. Website

The PCO provides a website “all-in-one tool” for:

- Registrations
- Call for abstracts, review of the abstracts by the SC, presentations, speaker preview....
- Accommodation
- Information
- Scientific programme
- Handling of registration and on-line payment
 - delegates fees
 - sponsorship fees

4.4. Exhibition/sponsorship/fees

- In order to make it easy and transparent for exhibitors year by year the exhibition shall follow the same rules.
- Fees for exhibition shall be approximately the same every year.
- The final plan of exhibition shall be validated by the OC.

4.5. Delegates/fees

- Registration fees for delegates should be as low as possible fitting the resources of the attendees
- They shall take into account the standard of the living in the country.
- Special rates for local attendees must be considered
- They include access to the conference center and all conferences and workshops; catering (lunch and breaks); conference book (or electronic device) and exhibition centre

4.6. Languages/translation

Presentations shall be done in English (speeches and presentation's documents). Simultaneous Translation shall be available in the language of the Host Member. Other languages must be considered.

Template design: A template for the presentations must be provided by the OC to the presenters and must be used by the presenters, without adjustments.

4.7. Sequence of events

4.7.1. Dates:

- October or November

- Day pattern:
From Wednesday evening (opening ceremony) to Saturday noon (closing ceremony).
Two days earlier access for the exhibition build up.

4.7.2. Program overview

(Day 1 2pm/4pm : General Assembly of the WFHSS)

- Day 1: evening : Opening Ceremony
- Day 2 and 3 : 1 or 2 parallel sessions (morning and afternoon) + Workshops during lunch break
- Day 3: social event (gala dinner, gala evening...)
- Day 4: 1 session, poster awards, best conference award
- Day 4 noon: closing ceremony
- Poster session: posters shall be presented according to electronic technologies,
The whole conference should put forward local traditions.

4.8. Speakers

Speakers and members of committees (SC and OC) are invited (Registration fees, 3 nights, travel expenses on Economy Class basis).

The OC can set up a different policy if it wishes.

Speakers and moderators are invited to the gala dinner.

4.9. Accreditation

The Conference shall be officially accredited as training /education program as to the requirements from the host country and the international requirements.

5. FINANCIAL ARRANGEMENTS:

- The budget of the AC shall be balanced and expenditures proportional to expected incomes.
- The Host Member is fully financially responsible of the WAC.
- The WFHSS is not liable for any debts concerning the WAC.
- The Host Member shall manage the conference account with the PCO.
- Audited accounts shall be made available to the WFHSS EC the latest 6 months after the AC.
- 10% of sponsorship (exhibition and branding) will go to the WFHSS.
- The financial benefit of the congress shall go to the host member for education projects in link with field covered by the WFHSS, the Host Member is accountable and must present the projects at the GA following the Congress. 10% of benefit goes to charity linked to healthcare

Annex :

**CONFLICT OF INTEREST
DISCLOSURE DECLARATION
(FOR MEMBERS OF SCIENTIFIC AND ORGANIZATION COMMITTEES OF THE WFHSS ANNUAL
CONGRESS)**

The intent of the disclosure declaration is to allow members of scientific and organization committees of the WFHSS Annual Congress to disclose any real or apparent conflict of interest with respect to their activities in relation to the aims of the WFHSS Annual Congress.

SURNAME: _____

FIRST NAME: _____

OCCUPATION (all): _____

EMPLOYER(s) _____ (all):

I hereby declare that I do not have any commercial interests in connection with the work of the WFHSS

Date:

Signature:
