

ANNUAL CONGRESS WFHSS GUIDELINES FOR ORGANIZATION



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GUIDELINES FOR WFHSS ANNUAL CONGRESS ORGANIZATION

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

This document describes the principles of organization of the WFHSS Annual Congress.

These principles must be followed **in their entirety**.

WARNING :

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

It asks 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.

Many PCO's (Professional Congress Organizers) or Convention centers canvass associations (sometimes with a lot of pressure ...) to encourage organizers to apply by promising large profits.

It is desirable that the decision to apply is not the fact of this pressure but a real motivation of the host association itself willing in this way to draw attention to sterilization in its country and welcome international speakers.

The Host Member is the only interlocutor for WFHSS in the organization of AC.

1. WFHSS ANNUAL CONGRESS :

The WFHSS annual Congress is organized by a full member of the WFHSS (called **Host Member**).

The AC is held in the country of the Host Member.

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

2017: Europe, 2018: America, 2019: Europe, 2020: Africa, 2021: Europe, 2022: Asia/Pacific 2023: Europe, 2024: America

In case there is no candidacy of the scheduled continent, the continent which is next in line (except Europe) will be appointed.

All communication will be done electronically.

2. APPOINTMENT OF THE HOST MEMBER :

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

Two or more associations can cooperate to organize the AC.

The Host Member is selected by electronic voting.

The voters are the Full Members of the WFHSS.

2.1.Application:

2.1.1.Timeline:

(Y-2 = 2 years prior to the AC)

- Deadline for application: 30st June of the congress year -2
- Applications shall be send to the: claudia.schmutz@grafundpartnerag.ch and romeo.musio@grafundpartnerag.ch
- Validation of the candidacies by EC: 31th July of the congress year -2
- Presentation of the candidates: On the Website 1st August of the congress year -2
- Electronic vote; deadline : 30th September of the congress year -2
- Announcement of results at the Annual General Assembly
- Official letter from WFHSS EC at the announcement of the results to the Host member within one week after the annual GA.

2.1.2. Vote:

- one vote per full Member
- In case of exaequo: the Executive Committee of the WFHSS decides.

2.1.3. Documents to provide:

- Letter of commitment stating the motivation for application
- Signed application form

3. AC MANAGEMENT:

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 members proposed by the WFHSS and the Host Member. The number of members cannot be less than 8 and at least 4 shall be appointed by WFHSS. 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 a moderator 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 at least of 6 people, 3 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.

3.1.2.2. *Responsibilities of the OC are:*

- a. Organizing the congress according the WFHSS Guidelines
- b. To work in collaboration with the SC

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 and a delegation of the WFHSS EC shall be held 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 road
- accommodation nearby with reasonable prices.

4.1.2. The congress centre shall at least provide:

- Auditorium for at least 1000 people with 2 screens
- Preferable 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 5000sqm
- Equipped booths (i.e. electricity)
- Translation facilities
- WIFI

4.2. PCO:

A PCO (Professional Congress Organizer) has to be appointed to support the host member in the organization of the congress (conference, website, exhibition, events, catering),
The WFHSS can help to choose a PCO or propose a contact to experienced PCO's to the Host member

4.3. Website:

A website "all-in-one tool" shall be available for:

- Registrations
- Call for abstracts, presentations....
- Accommodation
- Information
- Scientific programme
- Handling of registration and on-line payment
 - delegates fees
 - sponsorship fees
- It is important that the PCO company has the capacity to develop this in house, and not through a third party.

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
- They shall take into account the standard of the living in the country.
- 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). 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).
This however is free of choice.

4.7.2. Program overview:

(Day 1 2pm/5pm : 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 (galadinner, 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.

Suggestion: Moderators should be invited to the gala diner.

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 AC.
- The WFHSS is not liable for any debts concerning the AC.
- The Host Member shall manage the conference account.
- Audited accounts shall be made available to the WFHSS EC the latest 3 months after the AC.
- 7 to 10% of sponsorship will go to the WFHSS.

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:
