



**International League of Dermatological Societies**  
*Skin Health for the World*

**Guidelines for Organising the 26<sup>th</sup>  
World Congress of Dermatology 2027**

June 2021

**Note:**

The successful bidder will be required to sign a formal Agreement, governed by English Law, with the ILDS for the organisation of the WCD.

It is essential that independent legal and tax advice be sought by all bidders from reputable and suitably qualified and experienced professional advisors to ensure that the contents of these Guidelines and the WCD Agreement are fully understood.

## Guidelines for Organising the 26<sup>th</sup> World Congress of Dermatology 2027

<b>Foreword</b> .....	<b>3</b>
<b>1. The World Congress of Dermatology (WCD)</b> .....	<b>4</b>
a. Purpose and Objectives .....	4
b. Previous Congresses – Dates and Locations.....	4
<b>2. Proposals</b> .....	<b>5</b>
<b>3. Organisation of a WCD</b> .....	<b>9</b>
a. Purpose and Objectives .....	9
b. Facilities.....	9
<b>4. Congress Committees</b> .....	<b>11</b>
a. Officers .....	11
b. The National Organising Committee (NOC) .....	11
c. Relationship of the National Organising Committee to the ILDS Board .....	11
d. Programme Committees.....	11
e. Other Committees .....	12
f. Administration.....	12
<b>5. Finances of the World Congress of Dermatology</b> .....	<b>13</b>
a. Financial Responsibilities .....	13
b. Sources of income.....	14
c. Participation and Registration Fees.....	14
d. Congress Expenses .....	15
e. Other Expenses .....	16
<b>6. Programme</b> .....	<b>17</b>
a. WCD Scientific Programme Committee .....	17
b. National Organising Committee Programme.....	<b>Error! Bookmark not defined.</b>
c. Social Programme .....	18
<b>7. Languages</b> .....	<b>19</b>
<b>8. Publications</b> .....	<b>19</b>
<b>9. Evaluation</b> .....	<b>19</b>
<b>10. Statistics from Past Congresses</b> .....	<b>20</b>

## FOREWORD

Each World Congress of Dermatology (“**WCD**”) is organised under the auspices of the International League of Dermatological Societies (“**ILDS**”).

The following information is intended to provide the organisational basics that will assist an ILDS Member organisation in determining whether it wishes to develop a proposal to bid to host the 26th WCD in 2027 through to the presentation of that proposal at the ILDS General Meeting (also known as the ILDS Assembly of Delegates) during the 25th WCD in 2023.

The site of the 26<sup>th</sup> WCD will be selected by a vote of the ILDS Member Society and Affiliated Member Society representatives during the ILDS Assembly of Delegates Meeting. Once this decision will have been made, the organisation of the site, facilities, and the delivery of the Scientific Programme, to be decided by the ILDS Scientific Programme Committee, will be the responsibility of the National Organising Committee of the organising ILDS Member (“**NOC**”), to be selected by the successful ILDS Member organisation/s, to organise and run the 26<sup>th</sup> WCD.

Every WCD is, and should be, a unique event. Each combines the best possible programme reflective of the current practice and future of global dermatology with opportunities to develop and strengthen relationships among dermatological colleagues throughout the world.

In addition to the information presented in these Guidelines, the ILDS Secretariat is available to answer queries about the bidding process and offer advice where appropriate. The Past-Presidents and Secretaries-General of the previous WCDs may also be available to provide advice to the successful ILDS Member organisation/s following their selection by the ILDS Assembly of Delegates.

### ILDS SECRETARIAT

The International League of Dermatological Societies (ILDS)

Willan House

4 Fitzroy Square

London W1T 5HQ

**UNITED KINGDOM**

**Tel:** +44 (0)20 7388 6515 **Email:** [info@ilds.org](mailto:info@ilds.org)

\*COVID-19: Please note that at present (and until further notice) the ILDS office is closed and the ILDS secretariat are working from home. Electronic communications are preferred and encouraged whenever possible. If you do not receive an acknowledgement of receipt, please ask for confirmation that your communication has been received.\*

## 1. THE WORLD CONGRESS OF DERMATOLOGY

### a. Purpose and Objectives

The principal objective of the WCD is to develop and advance dermatology by providing an opportunity for dermatology specialists from around the world to share their professional and personal experiences in dermatology, to exchange and discuss their clinical and scientific ideas, and to form professional and personal associations in dermatology. A secondary benefit is that it acts as a public relations activity for the ILDS, being an opportunity to inform dermatologists of our work and activities.

### b. Previous Congresses – Dates and Locations

<b>Congress</b>	<b>President</b>	<b>Secretary-General</b>
Paris, 1889	A. Hardy	H. Feulard
Vienna, 1892	M. Kaposi	G. Riehl, Sr.
London, 1896	J. Hutchinson	J.J. Pringle
Paris, 1900	E. Besnier	G. Thiebierge
Berlin, 1904	E. Lesser	O. Rosenthal
New York, 1907	J.C. White	J. Fordyce
Rome, 1911	T. deAmicis	G. Ciarrocchi
Copenhagen, 1930	C. Rasch	S. Lomholt
Budapest, 1935	L. Nekam	S. Rothman
London, 1952	A. Gray	G.B. Mitchell-Heggs
Stockholm, 1957	S. Hellerström	G.H. Floden
Washington, 1962	D.M. Pillsbury	C.S. Livingood
Munich, 1967	W. Jadassohn	C.G. Schirren
Padua-Venice, 1972	F. Flarer	F. Serri
Mexico City, 1977	A. Gonzalez-Ochoa	L. Dominquez-Soto
Tokyo, 1982	A. Kukita	M. Seiji
Berlin, 1987	G. Stüttgen	C.E. Orfanos
New York, 1992	J.S. Strauss	S.I. Katz
Sydney, 1997	R. Marks	A.J. Cooper
Paris, 2002	J. Revuz	J.-P. Ortonne
Buenos Aires, 2007	R. Galimberti	A.-M. Pierini
Seoul, 2011	H.C. Eun	S.C. Kim
Vancouver, 2015	J. Shapiro	H. Lui
Milan, 2019	S. Chimenti/G. Pellacani	K. Peris
Singapore, 2023	R. Chan	Y.L. Lim

## 2. PROPOSALS

Only ILDS Member organisations can bid to host the WCD. If an ILDS Member organisation intends to bid to host the Congress they must send the ILDS Secretary-General a Letter of Intent in the form set out in the appendix to these Guidelines (the “**Letter of Intent**”) at least 6 months before the 25<sup>th</sup> WCD in Singapore. This letter must be provided via email and can also be sent via post to the ILDS Secretariat Office.

The ILDS will provide email confirmation of receiving a Letter of Intent. If the bidding ILDS Member does not receive this confirmation from ILDS then they cannot assume that the intention to bid has been received.

After the ILDS has confirmed receipt of the Letter of Intent the bidding ILDS Member must pay the bidding administration fee of \$7,500 USD to ILDS, which covers all the relevant and necessary administrative fees of the ILDS. ILDS will confirm receipt of the bidding administration fee to the relevant bidding ILDS Member within 10 working days.

Only once both the Letter of Intent and the bidding administration fee have been received by the ILDS, will the bidding committee of any bidding ILDS Member (the “**Bidding Committee**”) be publicly recognised together with their proposed host city (a “**Candidate City**”) and be able to undertake promotional activities in line with these Guidelines.

The bidding ILDS Member must submit its full proposal (the “**Bid Document**”) to the ILDS Secretary-General at least 4 months in advance of the forthcoming 25<sup>th</sup> WCD in 2023. The ILDS must receive both a printed hard copy of the Bid Document by post as well as a digital copy by email or transfer software.

The Bid Document should contain the following information, *as a minimum*:

- basic information about the proposed site and its congress facilities
- the suggested dates
- the structure of the National Organising Committee of the bidding ILDS Member
- the names of the individuals proposed by the bidding ILDS Member (via its Bidding Committee) to serve as the President and Secretary-General of the WCD
- assurance that the National Organising Committee of the bidding ILDS Member can adequately handle both the organisational and financial responsibilities for the congress
- confirmation that the bidding ILDS Member will become the organiser of the 26<sup>th</sup> WCD or, if not, who the organising ILDS Member will sub-contract parts of the organisational duties to in accordance with the guidelines below
- a full and complete budget (see below)
- copies of the professional advice listed in the Letter of Compliance
- the Bid Spreadsheet (see below)
- Letter of Compliance (see below)

A full and complete budget, in US dollars (USD) with any exchange rate used, must be included in the Bid Document. In addition to this, the ILDS will provide a template spreadsheet, which will be completed by each bidding ILDS Member and submitted alongside the Bid Document, for a high-level summary of key bid information (the “**Bid Spreadsheet**”). The Bid Spreadsheet will be used by the ILDS Board and ILDS Member organisations to compare the bids in advance of the vote at the Assembly of Delegates Meeting.

The bidding ILDS Member is also required to send with the Bid Document a Letter of Compliance in the form set out in the appendix to these Guidelines (the “**Letter of Compliance**”) to the ILDS Secretary-General confirming its willingness to enter into an Agreement to hold and organise, at its own risk and cost and on its own behalf, the 26<sup>th</sup> WCD. This letter must be provided via email and can also be sent via post to the ILDS Secretariat Office. Once again, the ILDS will confirm receipt of the Letter of Compliance and receipt cannot be assumed if the ILDS Member organisation does not receive confirmation from the ILDS.

The ILDS will provide email confirmation of receiving a Bid Document and that all required documentation has been received and is in order. If a bidding ILDS Member does not receive this confirmation from ILDS then they cannot assume that the Bid Document has been received. It is advisable that they also check with the ILDS prior to the deadline as receipt cannot be otherwise assumed.

The ILDS expects that the bidding ILDS Member will normally become the organiser of the 26<sup>th</sup> WCD and that it will enter on its own behalf into the legally binding WCD Agreement (to be signed by the WCD President of the Bidding Committee of the successful ILDS Member and by the President of the ILDS) which will govern the duties and liabilities of the successful ILDS Member for the organisation and financial management of the WCD (the “**WCD Agreement**”). However, the ILDS accepts that the bidding ILDS Member may not intend to act in all cases as the day-to-day organiser.

If, for any reason, the bidding ILDS Member does not intend to become the day-to-day organiser of the 26<sup>th</sup> WCD, the WCD Agreement will nevertheless be entered into between the ILDS and the successful bidding ILDS Member. The successful bidding ILDS Member will be authorised by the ILDS to sub-contract certain duties and tasks related to the organisation of the 26<sup>th</sup> WCD to a separate day-to-day organiser (to be approved by the ILDS) on terms to be approved by the ILDS. As the party entering into the WCD Agreement, the successful bidding ILDS Member will remain responsible for and liable towards the ILDS for the organisation of the 26<sup>th</sup> WCD.

In that case, the Bid Document must state:

- the reason why it cannot be the organiser;
- who it proposes be the organiser;
- the official relationship between the ILDS Member organisation/s and the proposed sub-contracted organiser together with reasonably detailed information regarding the legal set up of the proposed organiser, its constitution, directors, members/shareholders (or equivalent under applicable laws), ultimate beneficial owners, accounts and financial statements for the past 5 financial years (of if, shorter, since incorporation);
- Letter of Compliance signed and co-signed by the organising ILDS Member and the designated sub-contracted organiser;
- confirmation that the designated sub-contracted organiser of the WCD is not a professional conference organiser (“**PCO**”).

The ILDS also requires a bidding ILDS Member intending to sub-contract the organisation of the 26<sup>th</sup> WCD to a third party to obtain advice from reputable and suitably qualified and

experienced professional legal and tax advisors that the intended structure of arrangements between the ILDS, the bidding ILDS Member as organising ILDS Member, the sub-contracted organiser and any professional conference organisers is legal, tax efficient and viable for the ILDS and the bidding ILDS Member.

A Bid Document incorporating a proposal for a sub-contracted organiser other than the bidding ILDS Member will only be eligible for consideration if the ILDS is satisfied that the bidding ILDS Member will give its full support to such sub-contractor.

In addition to the above, there should be a full explanation of the taxes that have to be paid in the country where the WCD is held. This needs to include taxes payable by the organising ILDS Member (or sub-contracted organiser) *and* the ILDS with respect to the WCD and its revenues. As a result, the bidding ILDS Member needs to procure that ILDS can rely on any professional advice which the bidding ILDS Member seeks in accordance with the terms of the Letter of Intent and Letter of Compliance in this respect. Details regarding all taxes should be provided in the Bid Document, to include as a *minimum*:

- rate of tax payable on surplus;
- rate of withholding tax applicable;
- sales taxes payable; and
- any other applicable taxes; and
- any other tax related matters that a reputable suitably experienced and qualified tax advisor considers relevant.

A certified written opinion from a reputable and suitably qualified and experienced professional accountancy firm confirming the tax implications mentioned above and how they affect the WCD budget must be included in the Bid Document. The accountancy firm must advise if there are any issues with currency transfer and/or any banking rules that need to be considered and this must also be included in the Bid Document. The bidding ILDS Member must confirm that they will follow the necessary tax and banking rules.

Legal advice should be sought and provided in the Bid Document that should outline how the bidding ILDS Member will legally structure the holding of the event including whether a separate limited liability organisational structure would be set up. It should also include details of the legal position and any exposure to financial and legal risk of both the bidding ILDS Member and the ILDS in the event the Congress becomes financially unviable in the reasonable opinion of the ILDS or bidding ILDS Member.

Organisations interested in bidding to host the 26<sup>th</sup> WCD in 2027 should also note the following:

- a) bids to host the WCD can be submitted by ILDS Member Societies and Affiliated Societies (the “**bidding ILDS Member**”) only;
- b) ILDS Member organisations must be up to date with their membership payments to the ILDS;
- c) no member of the ILDS Board may serve as President, Secretary-General or Treasurer of the proposed 26<sup>th</sup> WCD;

- d) the ILDS Board Members must exercise impartiality with respect to all the bids and not campaign or endorse one bid over another;
- e) all promotional literature intended to be circulated must be sent to the ILDS via email for approval 30 days in advance of circulation;
- f) all promotional literature should primarily refer to the 'Candidate City' and not the bidding ILDS Member;
- g) the ILDS logo should appear on all materials but must not be used in any form unless prior approval is granted (and follows ILDS brand guidelines);
- h) it is expected that the Bidding Committees will support and promote the current Congress wherever they travel.

The Secretary-General of the ILDS will advise all ILDS Member organisations of the bids received at least 45 days before the meeting of the ILDS Assembly of Delegates Meeting.

#### **26<sup>th</sup> WCD selection process**

All bidding ILDS Members will have the opportunity to make a short presentation during the ILDS Assembly of Delegates Meeting prior to the vote for the selection of the location of the 26th WCD in 2027. Further details of the presentation requirements will be provided 12 months before the Assembly of Delegates Meeting.

Voting for the site of the 26th WCD at the ILDS Assembly of Delegates meeting will be conducted by ballot, using either:

- (1) electronic means; or
- (2) ballot papers counted by appointed members of the ILDS Board, with at least one scrutineer to oversee the count. The ILDS decides which method is to be used.

The successful bidding ILDS Member will then be required to sign and abide by the Agreement with the ILDS to organise the 26th WCD. The formal signing of the Agreement will take place during the ILDS Board Meeting that normally occurs on the last day of the 25th WCD and will be signed by the newly elected President of the ILDS and the President, or other duly authorised representative, of the successful ILDS Member.



### 3. ORGANISATION OF A WCD

#### a. Purpose and Objectives

The World Congress of Dermatology was previously held every five years after 1952. However, in 2002, the ILDS Assembly of Delegates resolved to change this and, as a result, the WCD is now held every four years.

The ILDS Memorandum and Articles of Association do not dictate a specific month in which a Congress should be held. However, members of the ILDS Board have on several occasions expressed their preference for weeks in late May, mid-June and early July. There appears to be less conflict with major national dermatology meetings during this period of time. Avoidance of religious holidays is also strongly recommended. The length of the meeting and span of meeting days are at the discretion of the National Organising Committee of the organising ILDS Member. The dates of the Congresses since 1992 are as follows:

- 18th WCD, New York, 12-18 June 1992 (Friday-Thursday)
- 19th WCD, Sydney, 15-20 June 1997 (Sunday-Friday)
- 20th WCD, Paris, 1-5 July 2002 (Monday-Friday)
- 21st WCD, Buenos Aires, 1-5 October 2007 (Monday-Friday)
- 22nd WCD, Seoul, 24-29 May 2011 (Tuesday-Sunday)
- 23rd WCD, Vancouver, 8-13 June 2015 (Monday-Saturday)
- 24th WCD, Milan, 10-15 June 2019 (Monday-Saturday)
- 25th WCD, Singapore, 3-8 July 2023 (Monday-Saturday)

#### b. Facilities

Although the National Organising Committee of the organising ILDS Member, in consultation with the ILDS Scientific Programme Committee, has considerable flexibility in planning a programme that will match the available facilities, the site should have a congress venue with the following *as a minimum*:

- an auditorium that can accommodate a minimum of 2,500 registrants for a plenary session
- multiple smaller rooms for as many as 20 concurrent sessions (some of which may be virtual, interactive sessions)
- an exhibition hall large enough for several hundred exhibition stands
- an additional area for poster sessions
- the venue should also have rooms available for use as hospitality suites by companies and a press/media office for the Congress

Rooms will also be required for the ILDS Assembly of Delegates meeting scheduled during the Congress, requiring space sufficient for classroom seating for 400 and an audience response/voting system.

The accommodation required depends on the city and country as well as many other factors. The location of the Congress venue in relation to accommodation and local transport options should also be considered. The capacity of the Congresses since 1992 have been as follows:

<b>Congress</b>	<b>Accommodation (approx.)</b>
New York, 1992	5,000
Sydney, 1997	4,000
Paris, 2002	5,000
Buenos Aires, 2007	8,000
Seoul, 2011	8,000
Vancouver, 2015	6,000
Milan, 2019	7,000

#### **4. CONGRESS COMMITTEES**

##### **a. Officers**

The WCD 2027 President automatically becomes an ex-officio member of the ILDS Board for two 4-year terms of service - one term during the preparation for the Congress and an additional term of service following the Congress. Additional Congress officers may be named by the NOC as needed (including for example a Vice President and Treasurer). The President of the WCD has the right to appoint and dismiss officers and committees as necessary for the efficient conduct of the WCD.

##### **b. The National Organising Committee of the organising ILDS Member**

The NOC, in consultation with the ILDS Scientific Programme Committee and the ILDS Board (see 4.c.), is responsible for the arrangements required in presenting the scientific programme, organising the social programme, and all editorial and financial aspects of the Congress. The National Organising Committee consists of the President and the Secretary-General endorsed by the ILDS Assembly of Delegates through their selection of a successful bid and such other persons as the organising ILDS Member appoints (often this will be chairs of operational committees) (see 4.e. below). No member of the NOC or any operational committees may accept any payment for such duties.

All functions, tasks, duties and responsibilities described in these Guidelines as those of the NOC have to be carried out by the organising ILDS Member and must not be sub-contracted or out-sourced in any manner to any sub-contracted organiser or other third party.

##### **c. Relationship of the National Organising Committee with the ILDS Board**

The ILDS Board has the power to amend or alter the decisions and arrangements of the NOC, as well as other committees and officers of the WCD, when these appear to be in conflict with the aims of the ILDS. A minimum of three progress reports are to be presented to the ILDS Board prior to the WCD, where possible these should be submitted to the ILDS in sufficient time to be discussed during an ILDS Board Meeting. Quarterly reports shall be submitted to the ILDS Executive Committee.

##### **d. Programme Committees**

There are two entities involved in developing the programme for the WCD:

- i. **WCD Scientific Programme Committee:** A committee appointed by the ILDS Board, referred to as the WCD Scientific Programme Committee, which meets approximately three years before the 26<sup>th</sup> WCD to select the overall content of the programme, speakers for the Plenary Lectures and Controversies; and the chairs, co-chairs and key speakers for the Symposia, Courses and Workshops. For Free Communications, only chairs and co-chairs are chosen. This Committee is composed of a Chair and Vice-Chair selected by the President of the ILDS and approved by the ILDS Board. Other members of this Committee include the President and Secretary-General of the organising ILDS Member, the President of the ILDS Member organising the 25<sup>th</sup> WCD, and up to six (6) other members, at least three (3) of whom will be from the ILDS Board. The ILDS President, Treasurer and Secretary-General serve as ex-officio members of this Committee. This Committee is responsible for the ultimate oversight of the entire programme.

- ii. **NOC Programme Group:** A committee is named by the NOC of the organising ILDS Member, referred to as the NOC Programme Group, which develops the content of the Free Communications sessions, based on electronically submitted abstracts that focus on clinical, therapeutic and scientific aspects of dermatology. The NOC Programme Group is also responsible for implementing the plans for the programme outlined by the WCD Scientific Programme Committee. The NOC Programme Group can also incorporate special programmes that they feel would be appropriate for the Congress (for example, sessions directed primarily to the host country audience), subject to approval by the ILDS Board.

**e. Other Committees**

Additional task-oriented committees may be appointed by the NOC based on Congress plans established by the organising ILDS Member. Suggested committees are: Finance, Fundraising, Exhibits, Abstracts Review, Publications of Proceedings, Scholarships, Hospitality or Social Programme and Patient Engagement.

**f. Administration**

The scope and complexity of the present day WCD requires the services of a professional congress organiser (PCO) to assist the NOC in contracting for facilities, managing receipts and disbursements of funds, handling the large volume of paperwork essential to production, programming and promotion of the WCD, including website development, and organising all logistical elements. A representative of the local convention and tourism bureau and/or the proposed congress centre can recommend appropriate companies, although it is the responsibility of the organising ILDS Member to procure the necessary services in accordance with all applicable laws and so as to ensure value for money (as a result, obtaining proposals, references and financial quotes from more than one PCO is highly recommended).

No contract with a PCO may be signed by the NOC until it has been approved by the ILDS. If the previous WCD is considered successful by the ILDS Board, it is recommended that the organising PCO of the previous WCD is invited to put forward a proposal. The NOC must invite the ILDS President (or alternative ILDS representative designated by the President) to participate in the evaluation of the PCO proposals.

## **5. FINANCES OF THE WORLD CONGRESS OF DERMATOLOGY**

The ILDS does not accept any responsibility whatsoever for losses caused or damages suffered to organising ILDS Members or any other parties involved in the organisation of the 26<sup>th</sup> WCD as a result of COVID-19 (or any other pandemic) or the respective responses by relevant authorities, their impact on any suppliers or providers, sub-contractors, PCOs, dermatologists or the public at large anywhere in the world.

### **a. Financial Responsibilities**

The organising ILDS Member shall ensure that its NOC produces a detailed budget showing the expected costs to be incurred in the organisation and staging of the WCD and the income to be derived from such organisation and staging. It is expected that there will be no significant differences between the first budget presented to the ILDS Board and the proposed budget presented in the Bid Document. The first such budget is to be presented within 6 months of signature of the WCD Agreement and every 6 months thereafter up until the first day of the WCD for prior written approval by the ILDS, with such approval not to be unreasonably withheld. The organising ILDS Member shall produce final audited accounts within 12 months of the conclusion of the WCD.

Where the organising ILDS Member sub-contracts certain tasks and functions regarding the organisation of the 26<sup>th</sup> WCD to a sub-contracted organiser, the organising ILDS Member shall procure that the sub-contracted organiser shall be legally bound by contractual terms which replicate or mirror (as applicable) the provisions of this section 5 in order to ensure that the organising ILDS Member can comply at all times with this section.

The organising ILDS Member shall keep separate full accounting records for the WCD.

The organising ILDS Member shall maintain separate bank accounts for the WCD and shall supply the ILDS with monthly statements of such accounts. Such accounts shall be held at a reputable financial institution which meets the ILDS's minimum criteria (as set out in the WCD Agreement) and shall be interest bearing and tax free to the extent possible.

Budget items such as the costs incurred during the bidding process and reimbursement of the income loss for the cancellation of meetings by bidding ILDS Members in the year of the 26<sup>th</sup> WCD are not allowed.

The ILDS shall be entitled to appoint, at the organising ILDS Member's cost to be considered an expense of the WCD, an accountant to monitor all financial aspects of the WCD and any accountant so appointed, or his duly authorised representatives shall be given access to the books, financial records, personnel and any other information that the accountant may reasonably request to be maintained by the organising ILDS Member and the ILDS at all reasonable times. The fees of such accountant shall be payable by the organising ILDS Member and shall be an expense of the WCD. The ILDS will perform, at the organising ILDS Member's expense, an audit of the income and expenses of the 26<sup>th</sup> WCD twice – approximately one year prior to the 26<sup>th</sup> WCD and again following the conclusion of the WCD. The ILDS also reserves the right to perform additional audits at any time, at its sole discretion.

The organising ILDS Member is accountable for any deficit generated by the organisation of the WCD and may use its share of any surplus as may be beneficial to dermatology in accordance with the relevant ILDS Member's objects and purposes. As consideration for granting the organising ILDS Member the right to hold the WCD, the organising ILDS Member is required to pay to the ILDS a fee (the "**Participation Fee**") on a per capita basis in respect of each person who is registered to attend the WCD (save where the ILDS approves exemptions under the Agreement e.g., invited speakers who are not dermatologists). The participation fee is US\$70 per registrant (including participants from industry). In addition to the participation fee the organising ILDS Member pays the ILDS an amount equal to 70% of the net income from the WCD. These funds support the ILDS for the four years between Congresses and allow it to provide a wide range of programmatic support for the International Foundation for Dermatology (IFD), in addition to its policy work and work towards its vision of achieving the best possible skin health for all people around the world.

The organising ILDS Member shall credit all Participation Fees to a separate bank account to which no other funds shall be credited. The ILDS reserves the right to choose which bank shall hold this account.

It is essential that the organising ILDS Member be well informed regarding national tax regulations and non-profit status.

#### **b. Sources of income**

The major sources of WCD income are:

- 1) sponsorship fees from industry;
- 2) the sale of exhibition space; and
- 3) the Participation and Registration Fees (see c. below).

A corporate sponsorship programme based on graduated fees and "recognition packages" has worked well for organisers in the past, i.e., increasing benefits and recognition are granted to companies on each of several sponsorship levels (for example, bronze, silver, gold, platinum, etc.) Other sources of income have included sale of speciality publications and social event tickets (to fully cover the expense of an event or to partially subsidise the costs).

The organising ILDS Member is to arrange to transfer 50% of gross income collected, including sponsorship, sale of exhibition space and registration fees but not including goods and service tax to be transferred by the organising ILDS Member, to the ILDS in arrears every three months, within five days of the start of the following month, or on an alternative schedule to be advised by ILDS, to such bank account as ILDS may notify the Organiser from time to time. The organising ILDS Member can hold the remaining 50% of such income to pay any bills immediately.

#### **c. Participation and Registration Fees**

The Participation Fee, which will be payable to ILDS by the organising ILDS Member, in respect of each person registered to attend the WCD is determined by the ILDS Board and the amount of the other fees by the organising ILDS Member. The organising ILDS Member shall be entitled to pass the cost of

the Participation Fee onto persons registered to attend the WCD, by including the costs in the fees charged by the organising ILDS Member. Notwithstanding that the cost of the Participation Fee may have been passed on to attendees by the organising ILDS Member, those amounts will be payable by the Organising ILDS Member to the ILDS and are accordingly not available to meet the expenses of the WCD.

Providing support for young trainee dermatologists and young dermatologists from low-income countries is at the discretion of the NOC; however, the Participation Fee for such junior dermatologists remains duly payable to the ILDS. Waiving the WCD registration fee for these junior dermatologists is strongly recommended.

Invited speakers who are not dermatologists e.g., scientists or other physicians may be given financial assistance including airfare, accommodation, living allowance and honorarium, depending on the level at which they are performing. These participants are not required to pay the WCD registration fee.

Waiving the WCD registration fee for Chairs of sessions is at the discretion of the NOC.

#### **d. Congress Expenses**

In the past, the major organising expenses included the following:

- Congress Centre rental
- Printing and mailing of promotional brochures and Call for Abstracts
- Audio-visual equipment and technicians
- Exhibition promotion and basic equipment
- Publication of an Abstracts Book and Final Programme (variable media)
- Management (Professional Congress Organising ILDS Member, Secretariat)
- Social events (e.g., Opening Reception)
- Communications (e.g. telephone, fax etc.)
- Shuttle buses or, as an alternative, underground/public transportation tickets
- Programme expenses (e.g., plenary speakers' travel and honoraria, if any etc.)
- All World Congress Scientific Programme Committee expenses prior to and during the World Congress of Dermatology
- Supplies
- Meeting Insurance that covers a catastrophic event (force majeure)
- Other relevant insurances
- Press office and digital services
- Hosts/Stewards
- Auditor
- Scholarships supporting attendance at the WCD
- Facilities for the ILDS including, but not limited to:
  - Meeting room for ILDS Board Members with adequate communication facilities
  - Meeting room for ILDS President
  - Well-equipped office/s for administrative staff

- organising ILDS Members are strongly advised to seek advice regarding available insurance cover and consider mitigating the potential economic impact of any future COVID-19 (or other pandemic) outbreaks or the respective responses by relevant authorities, it being noted that in many instances such events are excluded from force majeure cover.

Promotion of the WCD may involve travel of members of the National Organising Committee to various dermatological meetings around the world during the 2-3 years leading up to the WCD. The expenses for this promotional travel should be carefully evaluated in advance and must be part of the bid and final budgets. Preference is given to high-yield meetings with many attendees likely to attend a WCD. Due to the high costs of international business class travel it is expected that promotional travel will be booked at an economy fare which may be upgraded by the individual traveller at his or her expense or by virtue of his or her status on a particular airline.

The Organising ILDS Member shall arrange a site visit to the Venue by the ILDS Board, the ILDS Executive Director and up to two ILDS staff members. Such visit shall take place at least two years prior to the WCD. The accommodation and travel costs of the ILDS Board and the ILDS staff in connection with such visit shall be an expense of the WCD and shall be paid by the Organising ILDS Member.

The Organising ILDS Member shall be responsible for paying the accommodation and travel costs of the ILDS Board, no more than two ILDS invited attendees, and three ILDS staff who are attending the WCD and any Board Meetings held immediately prior and subsequent to the WCD.

The Organising ILDS Member shall be responsible for paying the accommodation and travel costs of the WCD Scientific Programme Committee plus up to three ILDS staff in attending the meetings of that Committee. ILDS Board and staff travel arrangements will be in accordance with the current ILDS Board and staff travel policies.

If the ILDS pays any accommodation and travel costs for which the Organising ILDS Member is liable, the Organising ILDS Member shall reimburse the ILDS within 7 days of the conclusion of the WCD or before.

The Organising ILDS Member shall be responsible for providing meetings rooms and appropriate refreshments (or for making alternative arrangements if in person meetings cannot go ahead) for all Board and ILDS Assembly of Delegates Meetings to be held during, or immediately prior or subsequent to, the WCD. The accommodation for the ILDS Board Officers (President, Secretary-General and Treasurer) as well as the ILDS Executive Director should include a living/meeting/working area, with a separate bedroom.

#### **e. Other Expenses**

The NOC should establish a scholarship fund to support or subsidise travel and subsistence costs for more dermatologists from low-income countries.



Other items which the Organising ILDS Member may wish to consider are daily coffee breaks, lunch service in the exhibit hall, and special publications (an example is the 2011 commemorative book *Asian Skin and Skin Diseases*).

## 6. PROGRAMME

### a. WCD Scientific Programme Committee

As outlined in Section 4.d. above, the WCD Scientific Programme Committee is composed primarily of members of the ILDS Board, with selection based upon scientific, linguistic and geographic representation. The goal is to provide balance on a worldwide basis. This committee is responsible for developing content as well as Chair and Speaker suggestions for sessions in the following formats:

#### i. **Plenary Sessions:**

- i. Distinguished Lecturers – A series of presentations of the highest scientific and medical standard from internationally recognised non-dermatologist scientists and clinicians. These occur each day of the WCD. One talk per day may be on general scientific topics which, although they may be related to dermatology, are not necessarily specific to them. No other lectures are to be scheduled during this time slot.
- ii. Keynote Dermatology Lecturers – A series of short lectures given by internationally recognised dermatologists or scientists involved in skin research, summarising recent advances in clinical and laboratory dermatology. Lectures are of special interest to the general dermatologist. No other lectures are to be scheduled at the same time. Subspecialty and regional diversity are recommended.

ii. **Symposia** – In-depth discussions of key topics of interest to a wide segment of dermatologists involving basic and clinical aspects as well as updates on recent developments.

iii. **Workshops** – Discussions on ongoing research in clinical dermatology or the basic sciences related to dermatology.

iv. **Courses** – Full- or half-day courses, each directed by an international faculty, to cover topics of special interest to dermatologists. The subject of each course is to be fully covered. In contrast to symposia or workshops, one lecture builds upon another. Course attendance is usually limited in size and a fee is paid.

v. **Controversies** – Debate-style presentations on challenging issues in dermatology with audience participation. Teams may be chosen as in a debate with the time for speaking to be established by the moderator.

The WCD Scientific Programme Committee begins this process approximately three years before the Congress by soliciting programme suggestions from ILDS Member organisations. ILDS Member organisations are asked to make their recommendations for Chairs, Speakers and topics on the basis of educational, investigative, or current clinical expertise. Those who are suggested as Chairs should be

actively working in the areas of the named topic and should have the ability to aid in the selection of speakers for their session. They are expected to be responsive and accountable for the organisation of the programme. Chairs should be able to communicate in the official language of the WCD, which is English.

The suggestions of ILDS Member organisations are compiled and circulated to Committee members for their comments and additions, and the resulting list is reviewed during a two-day meeting of the Committee. The final programme content is then turned over to the National Organising Committee.

#### **b. NOC Programme Group**

The NOC Programme Group is tasked with implementing the Programme outlined by the WCD Scientific Programme Committee and making all necessary arrangements for the same, and for developing the rest of the Programme, e.g., the content of the Free Communications (see section 4.d.2). The NOC Programme Group may wish to also incorporate special programmes and innovative formats. An example is the “Interactive Contributions to Clinical and Experimental Dermatology” format organised by the Australians in 1997 which combined an overview lecture with short poster presentations and a moderator-led audience discussion.

The NOC Programme Group is responsible for maintaining a database of topics and speakers, for extending invitations to all Chairs and Speakers, for receiving acceptances and naming replacements when necessary (in consultation with the Chair of the WCD Scientific Programme Committee), for receiving and for organising abstracts and notifying authors, and all other programme communications. The NOC Programme Group must provide two reports per year to the WCD Scientific Programme Committee Chair. The report must include the full programme with all chairs and speakers listed and showing the status of the invitation (accepted/declined).

The NOC Programme Group is responsible for assigning and approving sponsored sessions planned by industry as part of a programme to raise funds for the WCD.

#### **c. Social Programme**

A successful WCD combines an excellent educational programme with unique opportunities for social interaction. Customarily, the WCD Registration Fee admits the registrant to the Opening and Closing Ceremonies which often include entertainment of some type.

A comprehensive social programme should be developed to accompany the scientific programme.

Previous Congresses have included a range of activities, examples are provided below:

- Welcome Reception (following the Opening Ceremony)
- Local tours of tourist attractions/local area
- Special evening functions
- President’s Dinner (required, this is often a sponsorship opportunity)
- Closing Gala dinner/dance (optional)
- Entertainment programme for non-registrant guests

It is recommended that tickets for the social programme, whether to cover the full or partial cost, be

offered for sale to registrants. Social events offered at no cost are sometimes perceived as having no value, resulting in a higher number of “no-shows” for which the organiser must still pay.

Please also note that local pharmaceutical company regulations may limit the type of events included in the WCD and a separate fee may need to be charged.

## **7. LANGUAGES**

The official language of the ILDS and the WCD is English. In general, simultaneous translations are not needed nowadays; if a limited number of translations into the local language are deemed important by the NOC, then the cost must first be approved by the ILDS. Some ILDS Member organisations may choose to hold a pre-Congress meeting entirely in a language other than English, and that is to be encouraged if in the opinion of the NOC that will increase attendance to the 26<sup>th</sup> WCD and is agreed by the ILDS.

## **8. PUBLICATIONS**

There are two official Congress publications; the Programme and a volume of Abstracts, distributed electronically at the time of the congress. Abstracts are to be submitted and published in English.

As noted in section 5.d., the NOC may wish to prepare a special publication for registrants (such as the commemorative book distributed at the 18<sup>th</sup> WCD and the CD at the 22<sup>nd</sup> WCD) but this is not mandatory. This was not done for the 24<sup>th</sup> or 25<sup>th</sup> WCD.

The NOC may also wish to distribute a ‘newspaper’ during the WCD, containing information about programme updates, interviews, and details about the social programme. It has not been difficult in the past to cover the full cost of these publications through the support of industry.

The sale of email contact addresses, postal addresses or telephone numbers of registrants at the WCD to third parties, including industry sponsors, is not permitted.

## **9. EVALUATION**

At the first meeting of the ILDS Board taking place after the 26<sup>th</sup> WCD, the President of the 26<sup>th</sup> WCD is to present an evaluation report, to include data such as the number of registrants and abstracts, and a financial summary of the revenues due to the ILDS from the Participation Fees and likely share of the surplus as noted in section 5.a.

All sessions should have electronic evaluation of all speakers and the data should be tabulated by the organiser and presented by the organising ILDS Member to the ILDS within three months of the WCD. In addition, the PCO should perform a count of the number of attendees in each session, approximately 30 minutes after its start time.

## 10. STATISTICS FROM PAST CONGRESSES

City	Free Abstracts	Registrants
New York, 1992	1,600 Submitted 1,560 Accepted	7,115 Physicians 1,007 Accompanying Persons * 2,382 Exhibitor Representatives
<b>Sydney, 1997</b>	<b>1,102 Submitted</b> <b>1,100 Accepted</b>	<b>5,473 Physicians</b> <b>700 Accompanying Persons *</b> <b>1,500 Exhibitor Representatives</b>
Paris, 2002	2,895 Submitted 2,414 Accepted	10,721 Physicians, Students, Nurses 1,016 Accompanying Persons* 4,622 Exhibitor Representatives
<b>Buenos Aires, 2007</b>	<b>3,782 Submitted</b> <b>3,047 Accepted</b>	<b>11,675 Physicians, Students, Nurses</b> <b>581 Accompanying Persons</b> <b>3,738 Exhibitor Representatives</b>
Seoul, 2011	3,297 Submitted 2,780 Accepted	7,578 Physicians, Students, Nurses 364 Accompanying Persons 3,309 Exhibitor Representatives
<b>Vancouver, 2015</b>	<b>4,481 Submitted</b> <b>3,139 Accepted</b>	<b>8,166 Physicians, Students, Nurses</b> <b>515 Accompanying Persons</b> <b>2,470 Exhibitor Representatives</b>
Milan, 2019	5,577 Submitted 5,577 Accepted	12,469 Physicians, Students, Nurses 138 Accompanying Persons 3,414 Exhibitor Representatives
<b>Gross Exhibition Space:</b>		
New York		12.000 sq. metres
<b>Sydney</b>		<b>10,000 sq. metres</b>
Paris		6,100 sq. metres
<b>Buenos Aires:</b>	<b>Actual Stand/Exhibit Coverage</b>	<b>6,770 sq. metres</b>
	<b>Common Exhibit Areas/Walkways</b>	<b>extra</b>
	<b>Session rooms</b>	<b>9,460 sq. metres</b>
Seoul:	Gross Exhibition Space	18,378 sq. metres
	Actual Stand/Exhibition Coverage	6,177 sq. metres
	Service Area	2,537 sq. metres
	Walkways	extra
<b>Vancouver:</b>	<b>Actual Stand/Exhibition Coverage</b>	<b>6,500 sq. metres</b>
Milan:	Gross Exhibition Space	15,000 sq. metres
	Actual Stand/Exhibition Coverage	7637,4 sq. metres
	Exhibition Space Unassigned	none
	Service Area: Cafeteria in the Exhibition hall	300 sq. metres
	Patient and Dermatology Community Village	500 sq. metres

\* Primarily spouses

## APPENDIX

### **LETTER OF INTENT: To be submitted on the letterhead of the bidding ILDS Member**

The Secretary-General  
The International League of Dermatological Societies ("the ILDS")  
Willan House  
4 Fitzroy Square  
London W1T 5HQ  
United Kingdom

**Also by email:** [EMAIL ADDRESS]

[DATE]

Dear Secretary-General,

### **26<sup>th</sup> World Congress of Dermatology 2027 (WCD) Letter of Intent**

1. In consideration of the ILDS acknowledging our intention to bid to organise the WCD, we hereby confirm that:
  - a. we have read, understood and agree to abide by the Guidelines for organising the WCD issued on [June 2021] (the **Guidelines**);
  - b. we will obtain appropriate legal, financial, and accounting advice on the draft Agreement for the organisation of the WCD submitted to us in order to fully understand the effect of its provisions, including, without limitation, the tax implications thereof prior to entering into it;
  - c. we will obtain a certified written opinion from a professional accountant confirming the tax implications and how they will affect the WCD budget and submit it in the Bid Document;
  - d. we will seek professional advice on whether there are any issues with currency transfers and/or any banking rules that need to be considered and this will also be included in our Bid Document;
  - e. we will obtain independent legal advice on the Bid Document which will outline how we will legally structure the holding of the event including whether a separate limited liability organisational structure will be set up;
  - f. [**Drafting note: to be included only where the bidding ILDS Member intends to sub-contract the day-to-day organisation to a third party:** we confirm that the professional advice which we have obtained in accordance with the previous paragraphs has expressly considered and taken into account our intention to sub-contract certain duties and tasks for organising the WCD to a third party and has confirmed that the intended structure of arrangements between the ILDS, ourselves, the sub-contractor and any professional conference organisers is legal, tax efficient and viable for the ILDS and ourselves;]
  - g. our Bid Document will include details of the legal position and exposure to financial and legal risk of both the Member and the ILDS if the Congress is not financially viable.
  - h. if our bid is accepted, we will enter into an agreement for the organisation of the WCD in the form, or substantially in the form, of the draft Agreement submitted to us;
  - i. we will identify potential suppliers of the key goods, accommodation and services required for the World Congress;
  - j. we will give due consideration to the financial implications for our Society of organising the WCD and will only submit our bid if we are satisfied that our Society has sufficient resources available to it to do so;

- k. we will submit our bid to the ILDS to hold and organise the WCD, at our own cost and risk and on our own behalf; and
- l. we will pay to the ILDS the \$7,500 USD bidding administration fee within 30 days of the date of the ILDS acknowledgment of this Letter of Intent. We acknowledge that the aforementioned bid fee is non-refundable.

**Confidentiality**

- 2. The content of this letter is confidential to the parties and is subject to the Guidelines. We shall not make any announcement or otherwise publicise the existence of the terms of this Letter of Intent unless with the prior written approval of the ILDS.

**Disputes and governing law**

- 3. To the extent that any legal issues or disputes arise out of this Letter of Intent (including non-contractual disputes or claims), it shall be governed and construed in accordance with the law of England and Wales. In the event that the parties cannot resolve any dispute amicably, either party may elect on written notice to the other to refer the matter to be settled under the Rules of Arbitration of the International Chamber of Commerce. It is agreed that (i) the decision of the arbitrator shall be final and binding on the parties; (ii) the tribunal shall consist of one arbitrator (who is to be a practising lawyer); (iii) in default of the parties' agreement as to the arbitrator, the appointing authority shall be the International Chamber of Commerce Court; (iv) the seat and place of arbitration shall be in London, United Kingdom; and (v) the language of arbitration shall be English.

Yours faithfully,

.....

[NAME]

Duly authorised for and on behalf of

[NAME OF MEMBER/AFFILIATE MEMBER SOCIETY]

[DATE]

**LETTER OF COMPLIANCE: To be submitted on the letterhead of the bidding ILDS Member**

The International League of Dermatological Societies ("the ILDS")  
Willan House  
4 Fitzroy Square  
London W1T 5HQ  
United Kingdom

**Also by email:** [EMAIL ADDRESS]

[DATE]

Dear Secretary-General,

**26<sup>th</sup> World Congress of Dermatology 2027 (WCD) Letter of Compliance**

This letter sets out the principal terms and conditions on and subject to which [FULL NAME OF ILDS MEMBER/MENBERS] (the Member or "we") is willing to have the ILDS put forward our bid to host the 26<sup>th</sup> WCD by the attendees at the Assembly of Delegates' meeting of the ILDS at the 25<sup>th</sup> World Congress of Dermatology 2023.

1. We hereby confirm that:

- a. we have obtained a certified written opinion from a reputable and suitably qualified and experienced professional accountancy firm confirming the tax implications for us organising the WCD (or, if different, the organiser) and ILDS, how they will affect the WCD budget. We have procured that such ILDS may rely on such advice and we have submitted the advice as part of our Bid Document;
- b. we have also obtained professional advice from a reputable and suitably qualified and experienced accountancy firm on any issues with currency transfers and/or any banking rules which have an impact on our Society organising the WCD and we have also included this advice as part of our Bid Document;
- c. we have obtained appropriate independent legal, financial, and accounting advice from reputable and suitably qualified and experienced professionals on the draft Agreement for the organisation of the WCD which was submitted to us and which helped us to fully understand the effect of its provisions, including, without limitation, its tax implications;
- d. **[Drafting note: to be included only where the bidding ILDS Member intends to sub-contract the day-to-day organisation to a third party:** we confirm that the professional advice which we have obtained in accordance with the previous paragraphs has expressly considered and taken into account our intention to sub-contract certain duties and tasks for organising the WCD to a third party and has confirmed that the intended structure of arrangements between the ILDS, ourselves, the sub-contractor and any professional conference organisers is legal, tax efficient and viable for the ILDS and ourselves;]
- e. if our bid is accepted, we will enter into an Agreement for the organisation of the World Congress in the form, or substantially in the form, of the draft Agreement submitted to us;
- f. this letter is not exhaustive but is intended to be legally binding between the parties, should we be successful in our bid, and will form part of the final Agreement signed between our Society and the ILDS;
- g. we have identified potential suppliers of the key goods, accommodation and services required for the WCD;

- h. we have given due consideration to the financial and legal implications and risks for our Society of organising the WCD and are satisfied that our Society has sufficient resources available to it to do so;
  - i. we have submitted this bid to the ILDS to hold and organise, at our own risk and cost and on our own behalf, the WCD;
  - j. we have paid to the ILDS the required bidding administration fee of \$7,500 USD; and
  - k. we have and will continue to abide by the terms of the “*Guidelines for Organising the 26<sup>th</sup> World Congress of Dermatology*” as issued by the ILDS in June 2021
- (together, the **Undertakings**)

### **Liability**

- 2. We acknowledge that the ILDS will announce the successful bidder and sign the Agreement in reliance on the Undertakings set out in this Letter of Compliance. Having relied on the above Undertakings, breach by us of those Undertakings may cause the ILDS losses and we agree to indemnify and hold the ILDS, its officers, directors and employees harmless from and against any and all claims, damages, and liabilities which arise directly or indirectly out of or in connection with a breach by us of the Undertakings.
- 3. Without prejudice to any other rights or remedies that the ILDS may have, we acknowledge and agree that damages alone would not be an adequate remedy for any breach of the Undertakings in this Letter of Compliance and the ILDS will be entitled to the remedies of injunction, specific performance or other equitable relief for any threatened or actual breach of such Undertakings.

### **Confidentiality**

- 4. The content of this Letter of Compliance is confidential to the parties and is subject to the ILDS Guidelines for WCD issued in April 2021.

### **Disputes and governing law**

- 5. To the extent that any legal issues or disputes arise out of this Letter of Intent (including non-contractual disputes or claims), it shall be governed and construed in accordance with the law of England and Wales. In the event that the parties cannot resolve any dispute amicably, either party may elect on written notice to the other to refer the matter to be settled under the Rules of Arbitration of the International Chamber of Commerce. It is agreed that (i) the decision of the arbitrator shall be final and binding on the parties; (ii) the tribunal shall consist of one arbitrator (who is to be a practising lawyer); (iii) in default of the parties’ agreement as to the arbitrator, the appointing authority shall be the International Chamber of Commerce Court; (iv) the seat and place of arbitration shall be in London, United Kingdom; and (v) the language of arbitration shall be English.

Yours faithfully,

.....

[NAME]

Duly authorised for and on behalf of

[NAME OF MEMBER OR AFFILIATE MEMBER SOCIETY]

[DATE]