



# International League of Dermatological Societies

*Skin Health for the World*

## Guidelines for Organising an International League of Dermatological Societies World Congress of Dermatology (WCD) March 2018

**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 legal advice be sought by all bidders to ensure that the contents of these Guidelines and the Agreement are fully understood.

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## Guidelines for Organising a World Congress of Dermatology (WCD)

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## **FOREWORD**

The 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 Society in determining whether it wishes to develop a proposal to host a future WCD and then present that proposal to the Assembly of Delegates.

The site of the congress is selected by a vote of the Assembly of Delegates representing the Member and Affiliated Member Societies of the ILDS. Once the decision is made, the organisation of the site, facilities, and the delivery of the Scientific Programme decided on by the Scientific Programme Committee of the ILDS Board are the responsibility of the National Organising Committee elected to run the congress.

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 following pages, the Presidents and Secretaries General of recent WCDs are happy to provide advice to future congress organisers, as is the ILDS Administrative Office at the address below.

### **ADMINISTRATIVE OFFICE**

The International League of Dermatological Societies (ILDS)

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## I. THE WORLD CONGRESS OF DERMATOLOGY (WCD)

### a. Purpose and Objectives

The principal objective of the WCD is to develop and advance dermatology by providing an opportunity for dermatologists 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 existence and our various roles.

### 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

## II. ORGANISATION OF A WCD

### a. Purpose and Objectives

The Congress 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 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. The dates of the Congresses since 1987 are as follows:

- 17<sup>th</sup> WCD, Berlin, May 24-29, 1987 (Sunday-Friday)
- 18<sup>th</sup> WCD, New York, June 12-18, 1992 (Friday-Thursday)
- 19<sup>th</sup> WCD, Sydney, June 15-20, 1997 (Sunday-Friday)
- 20<sup>th</sup> WCD, Paris, July 1-5, 2002 (Monday-Friday)
- 21<sup>st</sup> WCD, Buenos Aires, October 1-5, 2007 (Monday-Friday)
- 22<sup>nd</sup> WCD, Seoul, May 24-29, 2011 (Tuesday-Sunday)
- 23<sup>rd</sup> WCD, Vancouver, June 8-13, 2015 (Monday-Saturday)
- 24<sup>th</sup> WCD, Milan, June 10-15, 2019 (Monday-Saturday)

#### **b. Facilities**

Although the National Organising Committee has considerable flexibility in planning a programme that will match available facilities, the site should have a congress centre with an auditorium that can accommodate a *minimum* of 2,500 registrants for a plenary session, plus multiple smaller rooms for as many as 20 concurrent sessions, and an exhibit hall large enough for several hundred exhibit stands (and poster boards if poster sessions would be planned). One or more Assembly of Delegates meetings are scheduled during the congress, requiring space sufficient for classroom seating for 300 and an audience response system.

The accommodation required depends on the city and country as well as many other factors. Approximately 3,000 hotel rooms were used in Berlin (1987), over 5,000 rooms were used in New York City (1992) and Paris (2002), and about 4,000 rooms were used in Sydney (1997). Approximately 8,000 rooms were used in Buenos Aires (2007) with a similar number of rooms in Seoul (2011) and Vancouver (2015).

#### **c. Proposals**

At least six months before the WCD at which the future site is to be determined, the Secretary-General of the ILDS should be notified by a Society of the intention to bid in the form of the Letter of Intent provided by the ILDS. The notification can be provided via email or via post.

On receipt of notice of its intention to bid, the ILDS will write to the Society via email to confirm that the intention to bid has been received. If the Society does not receive this confirmation from ILDS then they cannot assume that the intention to bid has been received. There will be a bidding administration fee of \$7,500 USD, to be paid after acknowledgement by the ILDS of the intent to bid, which will cover all the relevant and necessary administrative fees of the ILDS.

The Society will be required to sign a Letter of Compliance confirming its willingness to enter into an Agreement to hold and organize, at its own risk and cost and on its own behalf, the WCD in, or substantially in, the form issued to them. This can be provided via email or via post. Once again, the ILDS will confirm receipt of the Letter of Compliance and receipt cannot be assumed if the confirmation has not been received.

A full proposal (the **Bid Document**) is to be delivered to the Secretary-General, addressed to the International League of Dermatological Societies, Willan House, 4 Fitzroy Square, London, W1T 5HQ, United Kingdom at least three months in advance of the forthcoming 2019 congress. The Bid Document should be sent via post and via email. The Bid Document should contain basic information about the proposed site and its congress facilities, the suggested dates, the structure of the National Organising Committee, the names of the individuals proposed by the bidding Society to serve as the President and Secretary-General of the WCD, and assurance that the National Organising Committee can adequately handle both the organisational and financial responsibilities for the congress. A full and complete budget, as described below, must be included in the Bid Document. The completion of the attached spreadsheet requesting further relevant information is to be delivered in the format provided with the Bid Document. The ILDS will write to the Society to confirm that the Bid Document and all required documentation has been received and is in order. If the Society has not received this confirmation then they should check with the ILDS prior to the deadline as receipt cannot be assumed otherwise.

If, for any reason, the Society itself is not able to be the organiser of the WCD, it must in its Bid Document state:

- a) the reason why it cannot be the organiser;
- b) who it proposes be the organiser;
- c) the official relationship between the Society and the proposed organiser;
- d) that the designated “organiser” of the WCD is not a professional conference organiser (PCO).  
(It should be a Member Society or Affiliated Member Society.)

A Bid Document incorporating a proposal for an organiser other than the bidding Society itself will only be eligible for consideration if the ILDS is satisfied that the bidding Society will give its full support to the organiser.

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 host Society *and* the ILDS with respect to the WCD and its revenues. Details regarding all taxes should be provided in the Bid Document, to include:

- rate of tax payable on surplus;
- rate of withholding tax applicable;
- sales taxes payable; and
- any other applicable taxes.

A certified written opinion from a professional accountant confirming the tax implications mentioned above and how they affect the WCD budget must be included in the Bid Document. The professional accountant 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 Society 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 Society 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 Society and the ILDS in the event the Congress becomes bankrupt.

Bidding Societies should note the following:

- a) a Society MUST advise the ILDS, in writing, of its intention to bid before making this public in the form of the Letter of Intent provided by the ILDS;
- b) all literature intended to be circulated must be sent to the ILDS via email for approval 30 days in advance of circulation;
- c) all literature intended to be circulated should refer to the bidder as the 'Candidate City';
- d) the ILDS logo should appear on all materials but must not be used in any form unless prior approval is granted;
- e) bids to host the WCD can be submitted by ILDS Member and Affiliated Societies only;
- f) Societies must be up to date with their membership payments to the ILDS;
- g) each Society that submits a bid will be asked to submit a Letter of Compliance with their bid in the form provided by the ILDS;
- h) there will be a bidding administration fee of \$7,500 USD, to be paid after acknowledgement by the ILDS of the intent to bid, which will cover all the relevant and necessary administrative fees of the ILDS;
- i) no member of the ILDS Board may serve as President or Secretary-General of the proposed WCD;
- j) the ILDS Board Members must exercise impartiality with respect to all the bids and not campaign or endorse one bid over another;
- k) it is expected that the bidders will support and promote the current congress wherever they travel.

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

Presentations by the bidding Societies will be made during the first Assembly of Delegates' meeting during the WCD at which the vote will take place. These presentations will be restricted to 10 minutes, or less, per bid. Support will be provided for a video or PowerPoint presentation with sound. Any additional requirements will need to be arranged well in advance (at least 45 days) with the National Organising Committee.

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

Voting for the site of the WCD at the Assembly of Delegates meeting will be conducted by ballot, using either (1) ballot papers counted by appointed members of the ILDS Board, with at least one scrutineer to oversee the count; or (2) electronic means. The National Organising Committee of the ongoing WCD decides which method is to be used.

### **III. CONGRESS COMMITTEES**

#### **a. Officers**

The President of the WCD 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 congress organisers as needed. Traditionally, congress officers have included one or more Honorary Presidents elected on the basis of their contributions to dermatology within the host country. Other congress officers may include 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**

The National Organising Committee, in consultation with the WCD Scientific Programme Committee and the ILDS Board (see III.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 approved by the Assembly of Delegates and such other persons as the Organiser appoints (often this will be chairs of operational committees), (see III.e. below)). No member of the National Organising Committee or any operational committees may accept any payment for such duties.

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

The ILDS Board has the power to amend or alter the decisions and arrangements of the National Organising Committee, 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 at each of its meetings prior to the WCD. Quarterly reports shall be submitted to the Executive Committee of the ILDS.

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

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

- 1) A committee appointed by the ILDS Board, referred to as the WCD Scientific Programme Committee (the Committee), meets approximately three years before the congress 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. The Committee is composed of a chair selected by the President of the ILDS and approved by the ILDS Board. Other members include the President and Secretary-General of the forthcoming WCD, the President of the previous WCD, and five (5) other members, at least three (3) of whom will be from the ILDS Board. The ILDS President serves as an ex-officio member of this committee. The Board-appointed committee is responsible for the ultimate oversight of the entire programme.
  
- 2) A committee is named by the National Organising Committee to develop the content of the Free Communications sessions, based on electronically submitted abstracts that focus on clinical, therapeutic and scientific aspects of dermatology. The committee is also responsible for implementing the plans for the programme outlined by the WCD Scientific Programme Committee. The National Organising Committee's Programme group can also incorporate special programmes that they feel would be appropriate for their 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 National Organising Committee based on congress plans. Committees named for past congresses have included: Finance, Fundraising, Exhibits, Abstracts Review, Publications of Proceedings, Scholarships, and Hospitality or Social Programme.

#### **f. Administration**

The scope and complexity of the present day WCD requires the services of a professional congress organiser (PCO) to assist the National Organising Committee 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 construction, and organising all logistical elements. A representative of the local convention and tourism bureau and/or the proposed congress centre can recommend appropriate companies.

Obtaining proposals, references and financial quotes from more than one PCO is highly recommended. No contract with a PCO may be signed by the National Organising Committee until it has been approved by the ILDS.

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

##### **a. Financial Responsibilities**

The Organiser shall ensure that the National Organising Committee 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 and the proposed budget presented in the Bid Document. The first such budget is to be presented within 6 months of signature of the Agreement and every six 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 Organiser shall produce final audited accounts within 12 months of the conclusion of the WCD.

The Organiser shall keep separate full accounting records for the WCD.

The Organiser shall maintain separate bank accounts for the WCD and shall supply the ILDS with monthly statements of such accounts. Such accounts shall be 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 national societies in the year of the WCD are not allowed.

The Organiser 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.

The ILDS shall be entitled to appoint an accountant to monitor the financial aspects of the WCD and any accountant so appointed or his duly authorised representatives shall be given access to the books and financial records to be maintained by the Organiser and the ILDS at all reasonable times. The fees of such accountant shall be payable by the Organiser and shall be an expense of the WCD. The ILDS will perform, at the WCD's expense, an audit of the income and expenses of the WCD twice – approximately one year prior to the WCD and again following the conclusion of the Congress. The ILDS also reserves the right to perform additional audits at its sole discretion.

The Organiser is accountable for any deficit and may use its share of any surplus as may be beneficial to dermatology. As consideration for granting the Organiser the right to hold WCD, the Organiser 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 in respect of invited speakers who are not dermatologists), which is US\$70 for the 2023 Congress for each registrant (including participants from industry), together with an amount equal to 70% of the net income from the WCD. These funds particularly support the ILDS for the four years between congresses in addition to ongoing programmes of the International Foundation for

Dermatology. It is essential that the Organiser be well informed regarding national tax regulations and non-profit status.

**b. Sources of income**

The major sources of congress 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.)

During the collection of any fees (sponsorship, sale of exhibition space) 50% of this income received in each month is to stay in the country in a designated bank account and the remaining 50% should go directly to the designated ILDS account in the UK (an account separate from other ILDS accounts) at the end of that month to minimise any local tax issues. The Organiser can hold 50% of the income to pay any bills immediately.

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).

**c. Participation and Registration Fees**

The amount of the Participation Fee which will be payable to ILDS by the Organiser 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 Organiser. The Organiser 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 Organiser. Notwithstanding that the cost of the Participation Fee may have been passed on to attendees by the Organiser, those amounts will be payable by the Organiser to the ILDS and are accordingly not available to meet the expenses of the WCD.

Providing support for young graduate dermatologists and young dermatologists from low-income countries is at the discretion of the National Organising Committee; however, any such support must include the Participation Fee which shall be duly paid to the ILDS. Waiving the WCD registration fee for these young 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 organisers.

**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 Organiser, Secretariat)
- Social events (e.g., Opening Reception)
- Communications (e.g. telephone, fax etc.)
- Shuttle buses
- 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
- 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 for administrative staff

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 Organiser shall arrange a site visit to the Venue by the ILDS Board and the ILDS Executive Director. 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 Executive Director in connection with such visit shall be an expense of the WCD and shall be paid by the Organiser.

The Organiser shall be responsible for paying the accommodation and travel costs of the ILDS Board, no more than two ILDS invited attendees, and two ILDS administrative representatives who are attending the WCD and any Board meetings held immediately prior and subsequent to the WCD.

The Organiser shall be responsible for paying the accommodation and travel costs of the WCD Scientific Programme Committee in attending the meetings of that Committee.

Travel for ILDS Board members shall be business class on flights of 6 or more hours and economy on flights of less than 6 hours.

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

The Organiser shall be responsible for providing meetings rooms and appropriate refreshments for all Board and 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. Optional Expenses**

The Board encourages the National Organising Committee to establish a scholarship fund to support or subsidise travel and subsistence costs for dermatologists from low-income countries.

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

### **V. PROGRAMME**

#### **a. WCD Scientific Programme Committee**

As outlined in Section III.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:

##### **1. Plenary Sessions:**

- a. Distinguished Medical 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 related to dermatology, are not necessarily specific to them. No other lectures are to be scheduled during this time slot.
- b. 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 is recommended.

2. **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.

3. **Workshops** – Discussions on ongoing research in clinical dermatology or the basic sciences related to dermatology.
4. **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.
5. **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 Members. Societies 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 the Members 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. National Organising Committee Programme**

The National Organising Committee's 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 III.d.2). The National Organising Committee 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 National Organising Committee, through its appointed congress management team, 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 Scientific Programme Committee), for receiving and for organising abstracts and notifying authors, and all other programme communications. The National Organising Committee must provide two reports per year to the 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). This database is to be passed to the ILDS at the end of the WCD.

The National Organising Committee 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 Welcoming Reception to follow the Opening Ceremony, and perhaps one local tour, although a special evening function has sometimes been substituted for the latter. However, local pharmaceutical company regulations may limit the type of events included in the WCD and a separate fee may need to be charged.

A Presidential banquet is required and is usually supported by industry partner(s).

A closing gala dinner or dinner/dance is traditionally held, but is optional. It is recommended that tickets for this dinner, 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.

## **VI. 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 National Organising Committee, then the cost must first be approved by the ILDS. Some Member Societies 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 National Organising Committee that will increase attendance to the Congress.

## **VII. PUBLICATIONS**

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

As noted in Section IV.d., the National Organising Committee may wish to prepare a special publication for registrants (such as the commemorative book distributed at the 18<sup>th</sup> World Congress and the CD at the 22<sup>nd</sup> World Congress) but this is not mandatory. This was not done in Vancouver.

The National Organising Committee 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.

### VIII. EVALUATION

At the first meeting of the Board taking place after the WCD, the President of the 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 IV.a. In the past, the WCD's Programme Committee has nominated individuals to attend sessions and report on them as part of developing the evaluation report.

All sessions should have electronic evaluation of all speakers and the data should be tabulated by the Organiser and presented 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.

### IX. STATISTICS FROM PAST CONGRESSES

	<b>Free Abstracts</b>	<b>Registrants</b>
Berlin, 1987	*	4,956 Physicians 1,185 Accompanying Persons** * Exhibitor Representatives
New York, 1992	1,600 Submitted 1,560 Accepted	7,115 Physicians 1,007 Accompanying Persons ** 2,382 Exhibitor Representatives
Sydney, 1997	1,102 Submitted 1,100 Accepted	5,473 Physicians 700 Accompanying Persons ** 1,500 Exhibitor Representatives
Paris, 2002	2,895 Submitted 2,414 Accepted	10,721 Physicians, Students, Nurses 1,016 Accompanying Persons** 4,622 Exhibitor Representatives
Buenos Aires, 2007	3,782 Submitted 3,047 Accepted	11,675 Physicians, Students, Nurses 581 Accompanying Persons 3,738 Exhibitor Representatives
Seoul, 2011	3,297 Submitted 2,780 Accepted	7,578 Physicians, Students, Nurses 364 Accompanying Persons 3,309 Exhibitor Representatives
Vancouver, 2015	4,481 Submitted 3,139 Accepted	8,166 Physicians, Students, Nurses 515 Accompanying Persons 2,470 Exhibitor Representatives

**Gross Exhibition Space:**

Berlin		*
New York		12,000 sq. meters
Sydney		10,000 sq. meters
Paris		6,100 sq. meters
Buenos Aires:	Actual Stand/Exhibit Coverage	6,770 sq. meters
	Common Exhibit Areas/Walkways	extra
	Session rooms	9,460 sq. meters
Seoul:	Gross Exhibition Space	18,378 sq. meters
	Actual Stand/Exhibition Coverage	6,177 sq. meters
	Service Area: (Korean Village, Internet Centre, Business Centre, Hospitality Suite, Service Desk, Cafeteria)	2,537 sq. meters
	Walkways	extra
Vancouver:	Actual Stand/Exhibition Coverage	6,500 sq. meters

\* No record, \*\* Primarily spouses