EXPRESSION OF INTEREST FOR
WPA REGIONAL OR THEMATIC CONGRESS
2020-2023

TYPE OF CONGRESS

*Please tick the appropriate box indicating the type of Congress and your region.*

<table>
<thead>
<tr>
<th>Europe</th>
<th>Asia/Oceania</th>
<th>The Americas</th>
<th>Africa / Middle East</th>
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<tbody>
<tr>
<td>WPA Regional Congress</td>
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<tr>
<td>WPA Thematic Congress</td>
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CONTACT DETAILS

Name of Member Society / Association or other WPA component:

________________________________________________________________________

Name of President:

________________________________________________________________________

Title:

________________________________________________________________________

Postal address:

________________________________________________________________________

Telephone:

________________________________________________________________________

Email:

________________________________________________________________________

Name of Contact Person: (if different from President)

________________________________________________________________________

Title:

________________________________________________________________________

Postal address:

________________________________________________________________________

Telephone:

________________________________________________________________________

Email:

________________________________________________________________________
CONGRESS DATE
1. Proposed date of Congress: ________________________________

LOCATION
2. Proposed city, country: __________________________________
3. Proposed venue: _________________________________________
4. Airport proximity near venue/hotels: _________________________
5. Suitable hotel accommodation available: ____________________

LIKELY SUPPORT/SPONSORS
6. Government, City and other sponsoring agencies (please specify): ____________________________
7. Pharmaceutical (please specify): __________________________________________________________
8. Others (e.g. Private Foundations) _______________________________________________________

DELEGATES – expected numbers

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<tr>
<th>Host Country</th>
<th>Host Region</th>
<th>Other Countries</th>
<th>TOTAL</th>
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If the total number of delegates excluding those who are non-paying falls below 70% of the expected total indicated above, then the WPA will reconsider any previously agree surplus share.

ADDITIONAL INFORMATION
9. Is this a joint meeting with Association/Society/Section’s annual meeting YES [ ] NO [ ]
10. Number of WPA congresses previously organized: ________________________________
11. Average delegate number at previous annual meetings: _____________________________
12. WPA organizes the world congress in partnership with WPA’s nominated PCO. Please advise about your willingness to work with WPA’s partner PCO. This point is important for member societies with their own PCO or organizational set up for holding conferences.
   Name and website of the Professional Congress Organizer (PCO) if you are using your PCO.
   __________________________________________________________

(Please provide additional information required on Appendix 1.)
13. WPA Financial Requirements

- For Regional and Thematic congresses, the WPA will charge a fee to the Member Society part of which will need to be paid in advance. This fee covers the WPA’s contribution to the Congress, including access to renowned speakers, general advice on organizing the scientific programme and the use of WPA channels to market and disseminate information about the Congress. The exact amount will be mutually agreed at the contract stage. This WPA fee should also appear in the proposed budget.

- The WPA shall assume no financial responsibility and shall not cover any loss incurred by the local organizers including the PCO in the organization, implementation, proceeds, and results of the WPA Congresses.

- The WPA will require a preliminary budget from the Host organizing Society / group for the proposed Congress showing projections for income and expenses.

- The WPA generally organizes its Executive Committee at all World, Regional and Thematic Congresses, so the expenses related to these meetings need to be covered in the budget in addition to a WPA fee if holding of an EC meeting is agreed.

- Any surplus, if any, after the Congress will be divided between the WPA and the Member Society /organizing group. This will be mutually agreed at the contract stage.

Please tick the box to indicate that you agree with all of these conditions: □

Signature: __________________________ Date of submission: __________________________

Please complete and return this form to wpasecretariat@wpanet.org
Appendix 1 - Professional Congress Organizer (PCO)

*Please provide details of any relevant experience you have had in organizing international Scientific Meetings.*

- Name of PCO (if your preference is other than WPA’s core or recommended PCO).
- Details of PCO’s contact person with addresses & phone number.
- Please attach a short profile of the PCO showing relevant experience in organising national, regional & international conferences.
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