

WPA REGIONAL CONGRESS SUGGESTED TIMETABLE

* to be completed by WPA Secretariat

Work details	Time Frame	Responsibility	* Tick
Send Expression of Interest Form to EC for approval.	More than 2 years in advance.	EC to make final decision. Decision Date (DD) to be recorded as all activities follow on from this date.	
Details of PCO if not WPA core-PCO with confirmation that PCO has appropriate experience for organizing an international congress and has an Event-Management Software.	More than 2 years in advance.	Host Society, WPA and WPA Core-PCO.	
Final dates and selection of venue.	Within 1-2 months after the Decision Date (DD).	President (in consultation with EC) and Host Society.	
Appointment of chairs and co-chairs of Organising and Scientific Committee.	Within 2-3 months after the 'DD'.	President (in consultation with EC) and Host Society.	
Signing of contract by President WPA, local organising Host Society, core-PCO or local PCO (if a local PCO is involved in the organisation of the congress).	Within 2-3 months after the 'DD'.	President (in consultation with EC), Host Society and PCO.	
Appointment of members of Organising and Scientific Committee chairs and co-chairs. Details of local secretariat, their responsibilities and remit.	Within 2-3 months after the 'DD'.	President (in consultation with EC), Host Society, Chairs of Organizing and Scientific Committees.	
Preparation and submission of preliminary budget to EC for approval including all major items of revenue and expenditure.	Within 2-3 months after the 'DD'.	Organising Committee and PCO.	
Scientific Committee starts its work including identification of congress theme, topics for the congress and time table for submissions / reviews of abstracts.	Within 3-4 months after the 'DD'.	Scientific Committee.	
Identify key note and other speakers and send letters of invitation.	After formation of congress committees.	Scientific Committee and PCO.	
Congress communications, arrangements for the work of Scientific Committee, calls for submission and all other related work.	After formation of congress committees.	Organizing Committee and PCO.	
Revised budget to EC for review.	12 months before the congress date.	Organising Committee and PCO.	
Further revised budget to EC for review	6 months before the congress date.	Organising Committee and PCO.	
Monthly reports on registrations including differential fees to be sent to the WPA Secretariat.	Monthly from 6 months before the congress date.	PCO.	
Regular reports by Organising and Scientific Committee for the information / action for EC.	Every 2 months.	Organising and Scientific Committees.	
Final programme.	At least 2 months before the congress date.	Scientific Committee and Organising Committee.	

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