



WORLD PSYCHIATRIC ASSOCIATION

Advance Psychiatry and Mental Health Across the World

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.

	Europe	Asia/Oceania	The Americas	Africa / Middle East
WPA Regional Congress				
WPA Thematic Congress				

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: _____

CONGRESS THEME

2. Proposed congress theme: _____

LOCATION

3. Proposed city, country: _____

4. Proposed venue: _____

5. Airport proximity near venue/hotels: _____

6. Suitable hotel accommodation available: _____

LIKELY SUPPORT/SPONSORS

7. Government, City and other sponsoring agencies (please specify): _____

8. Pharmaceutical (please specify): _____

9. Others (e.g. Private Foundations) _____

DELEGATES – expected numbers

Host Country	Host Region	Other Countries	TOTAL

10. 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

11. Is this a joint meeting with Association/Society/Section's annual meeting YES [] NO []

12. Number of WPA congresses previously organized: _____

13. Average delegate number at previous annual meetings: _____

14. 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.)

15. WPA Financial Requirements

- For Regional and Thematic congresses, the WPA will charge a fee to the local organizing group, 50% of which will need to be paid eight weeks prior to the Congress. 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, and may include the PCO in sharing the surplus as agreed by the WPA and the Member Society/organizing group.

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 the 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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