

**WPA WORLD 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 | |

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| Final programme | At least 2 months before the congress date | Scientific Committee, Organising Committee and Supervisory Board | |
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