

WPA THEMATIC 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	

Nr.	08
Document Title:	WPA Thematic Congress Suggested Timetable
Document Type:	Policy
Date Created:	August 2022
Date for Review:	August 2026
Author/s:	Planning