



# WORLD PSYCHIATRIC ASSOCIATION

Advance Psychiatry and Mental Health Across the World

## EXPRESSION OF INTEREST FOR WPA CONGRESS 2020-23

### TYPE OF CONGRESS

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

	<i>Asia/Oceania</i>	<i>The Americas</i>	<i>Europe/Middle East/Africa</i>
WPA World Congress			
WPA Regional Congress			
WPA Thematic Congress			

### CONTACT DETAILS

Name of Member Society /  
Association or other WPA component:

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Name of President:

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Title:

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Postal address:

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Telephone:

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Email:

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Name of Contact Person:  
(if different from President)

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Title:

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Postal address:

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Telephone:

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Email:

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## 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

Host Country	Host Region	Other Countries	TOTAL

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 agreed surplus share.

## ADDITIONAL INFORMATION

9. Is this a joint meeting with Association/Society'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)

\_\_\_\_\_

(Please provide additional information required on Appendix 1.)

### 13. WPA Financial Requirements

- 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 Society for the proposed Congress showing projections for income and expenses.
- The WPA 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.
- Any surplus, if any, after the Congress will be divided between the WPA and the Member Society. 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 the [wpasecretariat@wpanet.org](mailto: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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