



## **GUIDELINES FOR THE ORGANIZATION OF THE WORLD CONGRESSES OF DISASTER AND EMERGENCY MEDICINE (WCDEM)**

### **1. Introduction**

A World Congress on Disaster and Emergency Medicine (WCDEM) is a World Association for Disaster and Emergency Medicine (WADEM) Congress that is hosted by a country or scientific organization in a country. The World Association for Disaster and Emergency Medicine is a non-operational, non-governmental, multidisciplinary organization whose mission is the global improvement of prehospital and emergency health care, public health, and disaster health and preparedness.

WADEM was originally founded as the Club of Mainz on October 2, 1976 with the goal of improving the worldwide delivery of prehospital and emergency care during every day and mass disaster emergencies. The founding members were renowned researchers, practitioners and teachers of acute care medicine, who joined together to focus their energies on the scientific, educational and clinical aspects of immediate care. In 1983, following the constant development of its scope and extension worldwide, and to better reflect its nature, the organization's name was changed to the World Association for Disaster and Emergency Medicine.

While the Association has grown over the years, the founding principles have remained the same. Our members continue to work actively to solve technical, scientific, and societal problems surrounding the management of emergency incidents. Through their dedication, WADEM members aim to provide better pioneering solutions and meaningful change, in our disaster-ridden world. While individual members are active in field operations, the organization remains non-operational.

### **2. Organizational structure of the WCDEM**

The President of the WADEM has overall responsibility, with the officers, for the WCDEM. Daily oversight is vested in the Vice President of WADEM with responsibility for congresses and the WADEM Core Professional Conference Organizer (PCO). This Core PCO has responsibility for the overall coordination and organization of the WCDEM, working closely with the officers and local partners. The WADEM Core PCO is responsible for registration and abstract handling.

The WADEM Board of Directors and selected members form the International Scientific Advisory Committee. This Committee assists in the preparation of the Scientific Programme, and members accept responsibility for chairing Sessions, preparing papers and conducting workshops. They will actively promote the WCDEM through their own networks.

The **scientific program** is to be developed by a Local Organizing Committee (LOC), in consultation with the WADEM and its International Scientific Committee. The program is to be

approved by the WADEM Executive Committee. The LOC is to include at least one representative of the WADEM and is chaired by a local member of the WADEM.

The LOC is required to establish a Local Scientific Committee and a Local Sponsor Committee. It is advisable to establish a Local Social Program Committee as well, to deal with the accompanying persons programme and social events for congress delegates. This frequently is assisted by the Local Tourist Board (or its equivalent). A Fundraising Committee should also be established, which may be part of the local Finance Committee, or a separate group.

The **practical organization** of the WADEM Congresses is the responsibility of the WADEM Core Professional Congress Organiser. Local partners will be selected for specific tasks linked to their local knowledge. The tasks of these partners will be developed in consultation with the WADEM Executive Committee and the WADEM Core PCO.

An organizational chart of the WCDEM organizational structure is included in **Annex A**.

### **3. Frequency and dates of the WCDEM**

The WCDEM is convened every two years (odd years), moving between countries, and ideally continents. Potential conflicts with other national or international meetings and religious and national holidays should be considered before dates are chosen. Applicants may choose a date that they believe is optimal and will not conflict with other major meetings or holidays.

Based on present meeting design the length of the WCDEM should be 4 days.

### **4. Location of the WCDEM**

The present approach is to rotate the meetings through major geographical areas: Europe, North and South America, and the Asia/Pacific Region, and Africa, unless the WADEM Executive Committee decides to make an exception to this approach.

World Congresses have been convened in Mainz, Pittsburgh, Rome, Rio de Janeiro, Hong Kong, Stockholm, Montreal, Osaka, Lyon, Melbourne, Edinburgh, Amsterdam, Victoria (Canada), and Beijing.

### **5. Decision on the location and venue for the WCDEM**

A "Call for Sites" is issued by the WADEM 4 years ahead of potential hosts, soliciting applications within 6 months. The deadline for the submission of bid/proposals is 15 March of the year when the next WCDEM is convened.

Proposals will be examined by the WADEM Board of Directors and the Core PCO. Potential candidates will be invited to present their bid at the Board of Directors meeting held during the WCDEM, usually four years prior to the possible congress. The WADEM Board of Directors will determine the winning bid.

### **6. Requirements for the WCDEM location and venue**

The minimum requirements for the WCDEM location and venue should include the following:

- a. The country and the venue must have a demonstrated track record of involvement in Emergency and Disaster Humanitarian Health Aid, preferably with an active society involving the relevant disciplines, and active members of the WADEM who can assemble a small Local Organizing Committee (LOC).

- b. There should be excellent international flight connections either to the chosen venue, if it is in a major city, or close by, if it is a location somewhat remote from a major city. Flight connections must be accessible from anywhere in the world. Based on previous congresses, delegates may come from in excess of 55 countries.
- c. The meeting must take place in a location with adequate facilities to comfortably accommodate the expected attendance at the WCDEM which will be 1000-1500 or more delegates from around the world (including accompanying persons).
- d. Proposals for the venue should be submitted to the WADEM and should include a price quote, according to the room grid provided by this document. It should include one full day move in day for the exhibitors and one half day move out. Usually these days are complimentary or half price. The predicted yearly increase should be stated in the quote, as well as what is included in the price, i.e., cleaning, security, no extra cost for meeting room build-up.
- e. There should be adequate hotel facilities in close proximity to the venue, including a significant number of less expensive accommodations, including very inexpensive accommodation for students, such as university dormitories. These are necessary to encourage the participation of delegates on low budgets and to permit students-in-training to attend as well.

The WADEM requires reduced rates for 15 rooms used by WADEM Executive Committee, PCO and staff, at a 50% discount off event group rates over the event dates. WADEM will require two complimentary suites. Additionally, WADEM will receive one complimentary sleeping room per 50 room nights on a cumulative basis.

- f. Adequate public transportation within the city from the hotels to the meeting place is preferred, unless all accommodation is close enough to approach the congress center by foot. Alternatively, adequate transport needs to be provided by the organisers, but this can prove expensive.

**6. Meeting space requirements (see Table 1 on next page)**

It is preferred that all meeting space is under one roof; including all offices, scientific and general sessions and exhibit/poster areas. A nearby or adjacent hotel may be used for committee meetings and special functions. The following meeting spaces are required:

**Table 1**

Room	Number	Layout	Capacity	Specifications
Plenary Session	1	Theater style	1,000-1,500	
Concurrent Sessions	2	Theater style	200-400	
Concurrent Sessions	4-6	Flexible Room	80-150	
Concurrent Sessions	4-6	Flexible Room	30-50	
Speaker Reader Room	1	Working stations for 12 PCs, plus welcome desk	500-750 sq. ft.	Close to meeting rooms
WADEM Office	1	15 people, Boardroom table and	200-300 sq. ft.	Close to registration area and session

		some lounge seats		rooms; available on a 24-hour basis, key lock, WIFI, phone
PCO Office	1	6-8 people, 2 working stations with 2 PCs Boardroom table	100-200 sq. ft.	Close to registration area and session rooms; available on a 24-hour basis, key lock, WIFI, phone
Volunteers Room	1	30 people	200-300 sq. ft.	Close to registration area; available on a 24-hour basis; room for storage, preferably with lockers or key lock
Press Room or Hospitality Room	1	10 people	200-300 sq. ft.	Available on a 24-hour basis with key lock; WIFI, phone

### 7. Exhibit space requirements

Space is required for at for *at least* 40 (10' x10') booths and 300 posters. Restaurant and lounge areas are also required, preferably within the exhibition area. Some outside space is also preferred so vehicles or temporary tented facilities can be displayed.

### 8. Scientific program structure

The WADEM will provide the LOC with a draft program template and Congress topics, to form a basis for the meeting.

The WCDEM should provide an interactive, multi-disciplinary scientific program during which experts from the world over will exchange and enhance their expertise, develop and strengthen their network, and advance the development of emergency and disaster health. Active participation of the attendees will be sought in the development of the standards, benchmarks, and guidelines that will comprise the published outputs from the WCDEM.

The scientific program should include keynote addresses by recognized experts who examine key issues in disaster and emergency health, plenary sessions on specific topics, interactive sessions, workshops, panel discussions, debates, oral free-paper presentations and discussions, and interactive reviews and discussions of the posters. The importance of poster presentations should be emphasized.

In addition, the following special programs are likely to be included:

- A one-day, interactive program conducted by the WADEM Nursing Section
- A one-day Spanish program conducted by the *Asociación Panamericana de Medicina de Emergencias y Desastres*
- French sessions conducted by the *Service de Santé et de Secours Médical des Sapeurs Pompiers de France* and/or the *French Society for Emergency and Disaster Medicine*.
- Sponsor and exhibitor discussion sessions
- WADEM Chapters and Section meetings
- WADEM General Assembly
- Pre-and Post-Congress Courses and Workshops

## **9. Social events**

The LOC should provide suggestions for locations for the following events:

- Opening Ceremony and Welcoming Reception
- Congress Dinner on the third day of the WCDEM
- Closing Ceremony

## **10. Accompanying persons' program**

The accompanying persons' excursion program should include half day and day tours, and some pre- and/or post-Congress tours. The LOC is to propose and organize this program on a self-supporting basis. A half-day introduction and excursion is to be offered to registered accompanying persons. These costs will be included on the Congress budget and are subject to approval by WADEM.

## **11. Scientific publication**

The LOC is to assign all rights to publish the abstracts and proceedings of the WCDEM to *Prehospital and Disaster Medicine*, the WADEM's official journal. The abstracts shall be published and accessible online at the WCDEM as an official supplement of the journal.

## **12. Fundraising**

The LOC should be committed to raise (local) funds and sponsor income, and to apply for subsidies, in consultation of the WADEM. To this end, the LOC is to install a Local Sponsor Committee.

The WADEM will provide the LOC with a list of suggested co-sponsor organisations. The LOC will keep WADEM apprised of the names of any co-sponsoring organisations with which it has agreements.

## **13. Financial Liability**

The LOC shall make arrangements for the WCDEM to indemnify the WADEM Board, the local host organisations, and members of the LOC from financial liability as a result of their involvement in conducting the WCDEM.

The financial relationship and cost sharing arrangement will be made a part of the final decision-making process and contract negotiations.

## **14. Code of Conduct**

The LOC shall demonstrate political, racial, and religious sensitivity in all materials and program preparations. Such sensitivity shall not deprive the WCDEM of raising controversial issues. All parties involved in the organization of the WCDEM shall adhere to sound ethical and honest business practices and be in compliance with applicable laws at all times.

***We agree to the terms and conditions of this document.***

Name of Institution/Organization:

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Postal Address:

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Name of Representative:

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Title:

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Signature:

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Date:

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## **ANNEX B: OUTLINE OF REQUIRED INFORMATION TO HOST A WORLD CONGRESS ON DISASTER AND EMERGENCY MEDICINE**

WADEM conducts the World Congress on Disaster and Emergency Medicine every two years. WADEM encourages local professional associations and societies to submit to the Board of Directors of WADEM proposals to host the Congress in their country. The purpose of this document is to outline the necessary information needed to be presented to the WADEM board of directors. Such presentation is to take place at the Board meeting prior to the World Congress and the decision is normally taken four years prior to the event. In special cases shorter time periods can be accepted, but this is at the discretion of the WADEM board of Directors.

### **1.0 Abbreviations**

WADEM: World Association for Disaster and Emergency Medicine

WCDEM: The World Congress for Disaster and Emergency Medicine

LOC: Local Organizing Committee

PDM: *Prehospital and Disaster Medicine* (Scientific Journal of WADEM)

CPOC: Core Professional Congress Organizer (retained by WADEM)

### **2.0 Presentation of Proposal**

- 3.1 Minimum one senior person representing the LOC and one person representing the local partners, if a local partner is involved, has to attend during the presentation of the bid proposal to the WADEM Board of Directors.
- 3.2 The bidder has to present a document describing.
  - 3.2.1 The organizing committee membership and credentials
  - 3.2.2 The name of the meeting management contractor
  - 3.2.3 The supporting organizations
  - 3.2.4 The supporting authorities
  - 3.2.5 Details of insurances and risk assessments for the event
  - 3.2.6 A brief description of the length and organization of the program. The details of the program are at the discretion of the international scientific committee.
  - 3.2.7 A description of the venue preferably with a map and pictures.
    - 3.2.7.1 This includes lecture halls
    - 3.2.7.2 Working space for the board and VIP rooms
    - 3.2.7.3 Exhibition areas
  - 3.2.8 A draft budget based on 600, 800, and 1200 participants including a list of local sources of sponsorship revenue.
  - 3.2.9 A description of possible social programs.
  - 3.2.10 A description of the benefits and legacies to be gained through holding the WCDEM in the proposed city/location.
  - 3.2.11 The proposal must include a commitment by the LOC and the meeting management contractor to sign a final contract that meets the requirements of the WADEM Board of Directors. The final decision will be based on a combined evaluation of the professional content of the bid, the financial content of the bid, risks and risk management for the event, and the extent to which the board is confident that bidder can deliver a World Congress as outlined in the bid.
  - 3.2.12 The WADEM Board of Directors is solely responsible for the award of the WCDEM and no appeal or process of review of the Board decision is permitted.