



# MANUAL FOR SELECTION OF FUTURE SITES FOR WSO CONGRESSES

## I. INTRODUCTION

1. The World Stroke Organization holds its congresses every two years.

1.1 Location – The World Stroke Congresses are held in different geographical regions of the world. In some cases, the congresses will be hosted by nations who do not have experience with key Neurology and Stroke related congresses.

In general, the Congress will be held in a regional sequence although this is not an absolute requirement. A bidding process will be undertaken whereby organisations from different regions of the world may submit a proposal. Factors such as support of local organisations, suitability of the venue, likely financial viability will be taken into account together with the desire to have a progressing regional sequence.

The regional sequence of hosts for the World Stroke Congresses is proposed to be as follows but may be modified based on the criteria mentioned above:

Asia

Americas

Europe

Africa / Middle East

All regions are subdivided in two parts:

Asia: South East Asia/Oceania and Central-Northern Asia

Americas: North and Central/South-America

Europe: Western and Central/Eastern Europe

Africa and Middle East/Arabic

The planning of past World Stroke Congresses has been based on this sequence:

WSC 1988 – Kyoto, Japan

WSC 2006 – Capetown, South Africa

WSC 1992 – Washington, USA

WSC 2008 – Vienna, Austria

WSC 1996 – Munich, Germany

WSC 2010 – Seoul, South Korea

WSC 2000 – Melbourne, Australia

WSC 2012 – Brasilia, Brazil

WSC 2004 – Vancouver, Canada

Invitations for the 2014 congress from Africa and Middle East/Arabic, preferably **Middle East/Arabic**, will therefore be given **priority** in the evaluation process, but all applications will be accepted and carefully considered.

1.2 Season: it is left to the congress chair assessment, considering climate and conflict with other congress(es) or meeting(s).

2. Bids to hold the Congress are presented 4 years in advance.

3. Bids should be submitted to WSO Administrative Office,  
c/o Kenes International, 1-3 rue de Chantepoulet, PO Box 1726, 1211 Geneva 1,  
Switzerland – Email: [admin@world-stroke.org](mailto:admin@world-stroke.org)

4. The World Stroke Congress, important figures:

Expected number of participants 2500 – 3000

Exhibition: around 800-1000 sq. m. (net).

Posters: 200-250 poster boards (double sided), change daily

5. Bids should be from medium to large cities serviced by an international airport and having at least 4,000 hotel rooms in 3-5 stars categories.
6. Co-operation between Local Organizing Committees and the WSO (through its Congress Oversight & Program Committee – COPC) is described in details in the **Operational Manual for future WSO World Stroke Congresses** (see attached)

**Key elements of rules:**

- Co-chairmanship of conference and joint Executive managing committee
- Co-chairmanship of Scientific program committee
- Joint Scientific program committee
- Financial agreement
- Approval of local costs by joint Executive managing committee
- Subcontract with local PCO only with approval of WSO
- Contract between WSO and PCO and contract between WSO and Local society

**II. TIMETABLE FOR BIDS**

- a. A **letter of intent** should be received no later than **April 25, 2010**.
- b. A **detailed bid** including the attached filled in "**Information Sheet**", should be submitted to the above address no later than **May 25, 2010**.
- c. **Review of bids** by the Congress Oversight & Program Committee and Kenes International, WSO selected Professional Congress Organizer (PCO): **May-September 2010**
- d. **Presentation** to the WSO Board of Directors at the 2010 WSO congress (**October 13-16, 2010**).
- e. **Site Inspection of short listed candidates** (if necessary): **November 2010 - April 2011**.(see requirements for a site inspection presented in item VIII. below)
- f. **Final selection** of the venue by WSO Board of Directors: **May 2011**

**III. GENERAL**

**Date:** 2014

**Timetable:**

***Monday***

Set up of the exhibition

***Tuesday***

Set up of the exhibition (cont.)

Set up session halls

***Wednesday***

All day: Registration

Courses

Evening: Opening ceremony and reception

### **Thursday**

Morning: Scientific Sessions: Plenary sessions and up to 6 Parallel sessions, Posters  
Lunch: Satellite Symposia  
Afternoon: Scientific Sessions: Plenary sessions and up to 6 Parallel sessions, Posters  
Early evening: Satellite Symposia

### **Friday**

Morning: Scientific Sessions: Plenary sessions and up to 6 Parallel sessions, Posters  
Lunch: Satellite Symposia  
Afternoon: Scientific Sessions: Plenary sessions and up to 6 Parallel sessions, Posters  
Early evening: General Assembly  
Evening: Farewell dinner (optional)

### **Saturday**

Morning: Scientific Sessions: Plenary sessions and up to 6 Parallel sessions  
Plenary session and closing  
Afternoon: Dismantle exhibition (until midnight)

### **Halls and facilities required:**

1. **Plenary Hall** for a minimum of 2,000.
2. **Parallel Halls:** 6 halls with a capacity of 250 – 800 pax
3. **Smaller Session Halls:** 3-5 halls with a capacity of 50 – 70 pax
4. **Offices / Secretariat:** 4
5. **Meeting rooms** (board style or U- shape): 7 meeting rooms with a capacity of 12-36 pax.
6. **Exhibition / Posters / Catering area:** Approximately 2,500- 3,000 sq.m. of gross exhibition, posters and catering space.

### **Social Events**

Get-Together Reception on Wednesday (at the congress venue)  
Farewell dinner (optional) on Friday

### **Hotel Rooms**

The bidding city should have at least 4,000 hotel rooms of various categories easily accessible to the Congress Center.  
It is preferable to have large number of rooms in few hotels.  
Bid documents should include a preliminary room block of 1500 rooms in the name of the congress

#### **IV. DISTRIBUTION OF ASSIGNMENTS**

Distribution of assignments among WSO, the local organizing committees (LOC) and Kenes International (the core PCO) is attached.

In addition, please check the Operational Manual for future WSO World Stroke Congresses and Principles of the Congress Oversight & Program Committee (COPC).

#### **V. FINANCES AND PROFIT DISTRIBUTION**

Kenes will prepare a budget for the Congress and will be responsible for all funds administration.

Any profits made by the Congress will be distributed as follows:

*35% to WSO*

*35% to the hosting National Society*

*30% to Kenes International*

#### **VI. PRESENTATION OF BID AND VOTE**

Each candidate will have 10 minutes for presentation. (audio visual aides will be provided upon request). Following the presentations, the Board of Directors of WSO will select a short list of venues.

The 1<sup>st</sup> selection will take place during the 7<sup>th</sup> World Stroke Congress, Seoul, Korea, October 13-16, 2010.

The final selection of the hosting venue will take place in May 2011.

#### **VII. BID CONTENTS**

The bid should contain the details which appear hereunder.

- Letters of Invitations (letter on behalf of the hosting national society – mandatory. All other letters of invitation are optional).
- A letter from the hosting national society confirming that, according to WSO-COPC Standards, joined committees (scientific and educational) will be established and that the Profit Distribution presented in item V. above is accepted.
- Suggested Venue (layout, price list, exclusivity if any on catering service and AV and contact details)
- Suggested Hotels (list, capacities, price range and contact details)
- Support of local authorities (e.g. travel card, reception etc), and national bodies (e.g. free air tickets).
- Contact details of the Convention Bureau (if applicable).

All other information as well as the evaluation of the submitted information will be prepared by Kenes Intl., WSO selected Professional Congress Organizer.

It is recommended to request the assistance of the local Convention Bureau to fulfill these requirements. It is possible to use local agent for this tasks.

Nevertheless, WSO and Kenes Intl. are under no obligation to use the services of any local agent for the congress.

Should you require additional assistance in preparing the bid document or for any other query, please do not hesitate to contact WSO Administrative Office.

Kenes International will complete missing data in case of need.

## VIII. REQUIREMENTS FOR A SITE INSPECTION

Following the presentation at the 2010 WSO congress (October 13-16, 2010), should a site inspection of short listed candidates be requested by WSO, the requirements are below.

### Communication

- All communication between the participants in the site inspection and the candidate destination(s) will be coordinated by the WSO PCO, Kenes Intl.
- Candidates should nominate one person who will correspond on their behalf with full contact details available.

### Program

- A suggested program of the visit should be forwarded by the local representative to Kenes Intl. for circulation to the participants in the site inspection at least three weeks before the date of the visit.
- The program should include
  - the visit of main venues (congress center, proposed venues for social events, 2 main hotels in the vicinity of the congress venue)
  - a meeting with the operational team of the congress venue
  - a meeting with the candidate society and the members of the LOC
- The candidate society is encouraged to arrange meetings with relevant officials from government ministries or local municipalities.
- The program should be arranged to allow adequate travel time between venues.

### Documentation

Prior to departure the following documentation should be available

- Copy of full schedule, indicating arrangements for transportation, full details of hotel accommodation, full address of venues to be visited and the name of the contact person on behalf of each venue, with phone and email.
- List of attendees at all meetings on behalf of the candidate city.
- Written clarification of any points that have arisen at earlier stage of the selection procedure.
- Written commitment from proposed Congress Co-Chairmen and chairs of the Scientific and Executive managing committee that he/she will be available for the entire visit.

### Finance

- Travel cost of 2 members of the visiting group has to be covered by the candidate society. This includes business class travel (D-Class, if possible) and other related transportation as well as hotel accommodation and meals.

- The name of the individual responsible for transferring the monies on behalf of the society should be indicated.
- All such payments should be transferred either prior to the date of the site inspection or (in the case of travel arranged at short notice) within two weeks after the date of the inspection.
- The site visit committee will try to combine at least two visits into one trip. If more than two sites are visited, the cost will be split between the societies.

**WSO Administrative Office**

c/o Kenes International

1-3 rue de Chantepoulet, P.O. Box 1726

1211 Geneva 1

Switzerland

Tel : +41 22 906 91 66

Fax : +41 22 732 28 50

Email : [admin@world-stroke.org](mailto:admin@world-stroke.org)

## FUTURE SITES FOR WSO CONGRESSES

### INFORMATION SHEET

#### 1- CONGRESS CENTER

##### *Larger Session Halls*

|                                 | PLENARY | HALL A | HALL B | HALL C | HALL D | HALL E |
|---------------------------------|---------|--------|--------|--------|--------|--------|
| Size (sqm)                      |         |        |        |        |        |        |
| Pax capacity<br>(Theater style) |         |        |        |        |        |        |
| Cost per day                    |         |        |        |        |        |        |

##### *Smaller Session Halls*

|                                 | HALL F | HALL G | HALL H | HALL I | HALL J |
|---------------------------------|--------|--------|--------|--------|--------|
| Size (sqm)                      |        |        |        |        |        |
| Pax capacity<br>(Theater style) |        |        |        |        |        |
| Cost per day                    |        |        |        |        |        |

##### *Meeting rooms*

|                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|------------------------------------|---|---|---|---|---|---|---|
| Size (sqm)                         |   |   |   |   |   |   |   |
| Pax capacity<br>(Board / U- shape) |   |   |   |   |   |   |   |
| Cost per day                       |   |   |   |   |   |   |   |

##### *Offices / Secretariat*

|              | 1 | 2 | 3 | 4 |
|--------------|---|---|---|---|
| Size (sqm)   |   |   |   |   |
| Pax capacity |   |   |   |   |
| Cost per day |   |   |   |   |

##### *Public Space*

|                                  | EXHIBITION & CATERING SPACE | POSTER SPACE |
|----------------------------------|-----------------------------|--------------|
| Size (sqm)                       |                             |              |
| Cost per day                     |                             |              |
| Cost for set up /<br>dismantling |                             |              |

##### *Catering services*

|                | COFFEE BREAKS | WELCOME<br>RECEPTION |  |  |
|----------------|---------------|----------------------|--|--|
| Prices         |               |                      |  |  |
| Suggested menu |               |                      |  |  |
|                |               |                      |  |  |



## 8<sup>TH</sup> World Stroke Congress

### DISTRIBUTION OF ASSIGNMENTS

*(check the **Operational Manual for future WSO World Stroke Congresses** for more details regarding the division of tasks between the WSO Congress Oversight & Program committee and the Local organizing committee)*

| WSO   | LOCAL ORGANIZING COMMITTEE (LOC)   | KENES INTERNATIONAL (PCO)  |
|---|--|--|
| <p><b>WSO</b></p> <ul style="list-style-type: none"> <li>▪ Voting on Congress locations/dates</li> <li>▪ Business and Scientific Meetings (with Kenes International)</li> </ul> <p><b>CONGRESS OVERSIGHT &amp; PROGRAM COMMITTEE - COPC</b></p> <ul style="list-style-type: none"> <li>▪ Interact with the PCO, chairperson and LOC to ensure congresses are planned in accordance with the WSC guidelines</li> <li>▪ Nominate a Scientific Program Committee - SPC</li> <li>▪ Co-chairmanship of congress</li> <li>▪ Co-chairmanship of Scientific Program Committee</li> <li>▪ Suggest main topics, topical symposia and other key elements of the scientific program</li> <li>▪ Approval of the First Announcement, Preliminary Program, Final Program (with the LOC and Kenes International)</li> </ul> | <p><b>LOCAL ORGANIZING COMMITTEE (LOC)</b></p> <ul style="list-style-type: none"> <li>▪ Co-chairmanship of congress</li> <li>▪ Co-chairmanship of Scientific Program Committee</li> <li>▪ Scientific Program (suggestions to the Oversight &amp; Program Committee)</li> <li>▪ Social Events (with Kenes International)</li> <li>▪ Local Promotion</li> <li>▪ Local Exhibition (with Kenes International)</li> <li>▪ Local Auspices</li> <li>▪ Approval of the First Announcement, Preliminary Program, Final Program (with CSPC and Kenes International)</li> </ul> | <p><b>KENES INTERNATIONAL (PCO)</b></p> <ul style="list-style-type: none"> <li>▪ Booking of Congress Center &amp; Hotels</li> <li>▪ Promotion</li> <li>▪ Graphic Design (overall graphic concept of the Congress, logo, stationery, etc.)</li> <li>▪ Printing of the First Announcement, Preliminary Program, Final Program</li> <li>▪ Registration Processing</li> <li>▪ Abstract Processing and Technical Assistance in Building the Scientific Program (in cooperation with the Congress Oversight Committee)</li> <li>▪ Sponsorship Solicitation (with LOC)</li> <li>▪ Finance and Budget Management</li> <li>▪ Selection of Local DMC (in coordination with the LOC)</li> <li>▪ Social Events (with the LOC)</li> <li>▪ Exhibition management</li> <li>▪ Administration of Satellite Symposia</li> <li>▪ Technical Arrangements</li> <li>▪ Negotiations with Local Airline</li> <li>▪ Accommodation and Tours</li> <li>▪ On Site Management, Staff</li> </ul> |