



**Operational Manual
for future WSO World Stroke Congresses (WSC)
&
Principles of the Congress Oversight
& Program Committee (COPC)**

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1. Background and purpose of the COPC

The World Stroke Organization (WSO) has decided to hold biannual World Stroke Congresses (WSC). The WSCs are the main source of income for the WSO. This calls for continuous support and monitoring of WSC site selection, planning and organization. The **Congress Oversight & Program Committee (COPC)** is a body that has been created out of the necessity to have a **governing board that will oversee all aspects of preparation for future World Stroke Congresses**. The Committee will also **interact with the local committee** to help make the congress an outstanding success.

1.1 Definition of the COPC

Key WSO members who will be nominated to serve as a governing group to oversee the operations of future World Stroke Congresses.

1.2 Goals of the COPC

1.2.1 Interact with the PCO Professional Congress Organizer (PCO), Chairperson and Local Committees of future World Stroke Congresses to ensure congresses are planned in accordance with the World Stroke Congress operational manual.

1.2.2 Provide major input to the scientific and educational content of future World Stroke Congresses.

2. Composition of the COPC

2.1 Members

The Committee will consist of **six members** in total. There will be a chairperson and a deputy chairperson included in this number.

2.1.1 Members of the committee must represent diverse regions of the world.

2.1.2 All members should have expertise and a background in the organization of international congresses.

2.1.3 The committee chairperson will also act as the co-chairperson of the Program Committee.

2.2 Terms of Committee

The committee's appointment will be made by the Executive Committee of the World Stroke Organization.

2.2.1 The first committee will work differently to subsequent committees. Three members will stay in office for three consecutive congresses. The remaining three members will remain in office for two consecutive congresses.

2.2.2 Following the first committee – successive committees will hold office for four years. Half of the committee will be re-appointed to their roles in order to allow for continuity.

2.2.3 Terms will end after the World Stroke Congresses. Elections will be held at the World Stroke Congresses.

2.3 Members for the first COPC - 2008

Chairperson: Prof. Hacke – for a term of four years until 2012

Members: Prof. Donnan & Prof. Culebras – for a term of four years until 2012
Prof. Brainin & Prof. Davis until 2014, to be joined by the chair of the 2010 Korean meeting in 2012.

3. Responsibilities of the COPC

3.1 Assist with general organization of the World Stroke Congresses

3.2 Review arrangements made by local organizers. The PCO will supply progress reports every six months to facilitate communication.

3.3 Make site inspections to World Stroke Congress venues

3.3.1 Perform site inspections every two years to the next planned World Stroke Congress venue. 12 months prior to the next planned World Stroke Congress join the Local Organizing Committee and the PCO for a joint site inspection and meeting at the hosting venue.

3.4 Assist with site selection for future World Stroke Congresses.

Note: One of the duties of Kenes International is the preparation of a Site Selection Report. This useful document is at the disposal of the Committee.

3.5 Develop World Stroke Organization operational manual for future World Stroke Congresses

3.6. Design a hierarchy of committees for the future WSCs including

- Executive managing committee

- Co-chaired by President of WSO and Chairman of the designated local Stroke Society plus 3 members from both WSO and local Stroke Society including co-chairs of scientific program committee

- Scientific program committee

- Composed of up to 12 members from local Stroke Society and up to 12 members from the WSO (the WSO Core scientific committee) representing different areas of expertise and different geographical regions.

- The two co-chairs represent the local Stroke Society and the WSO

- International Advisory Committee

- Composed of the WSO Board members not involved in the Scientific program committee and some others honorary/emeriti persons nominated by the WSO or the local Stroke Society.

- This committee will not meet face to face but exchange ideas via correspondence only

- Other local committees at discretion of the local organizers, to be approved by the WSO Executive committee

3.7. Design contract templates between

- WSO and local Stroke Society

- WSO and PCO

- Designate financial auditors

3.8. Generate a general congress template to be followed for future congresses.

3.9. Ensure all actions taken comply with the World Stroke Organization guidelines.

3.10 Draw up a policy to divide the congress surplus between the World Stroke Organization, the Local Committee and the PCO.

3.11 Develop guidelines for sponsorship and endorsement of any local or regional congress.

3.12 Nominate a WSO Core scientific committee and an International Advisory Committee

- The WSO Core scientific committee (i.e. the 12 WSO representatives in the Scientific Program Committee) will operate in close collaboration with the Local Scientific Committee to organize the scientific syllabus of the Congresses.
- The WSO Core scientific committee is expected to suggest main topics, topical symposia and other key elements of the scientific program that will be presented at the congresses.
- The International Advisory Committee is expected to submit proposals for the program, to comment on congress issues, and to promote the congress actively in their region and network.

3.13 Terms of the WSO Core Scientific Committee

- The WSO Core scientific committee members are selected by the COPC for each congress. Members may serve the Scientific Program Committee for up to 3 World Stroke Congresses. In the selection of members the COPC should ensure adequate continuity.

4. Composition of the Scientific Program Committee

4.1. The scientific program committee of future WSCs will consist of 50% representatives of the local Stroke Society and 50% of WSO delegates.

4.2 Members of the WSO component of the composite scientific program committee:
The committee will be composed of twelve members.

4.2.1 All members should represent diverse geographical regions and proficiency in the discipline of Stroke.

4.2.2 The committee and the chairperson will be appointed by the Executive Committee of the World Stroke Organization.

4.2.3 The WSO Core Scientific Committee Chairman will be the Co-Chairperson of the Scientific Program Committee.

5. Responsibilities of the Scientific Program Committee

The Scientific Program Committee will assist with the formulation of the scientific program.

5.1 Create a program that can be used as a template for future congresses.

5.2 Nominate main themes, topics for symposia and teaching courses. The Congress co-chairs will nominate the Presidential theme.

5.3 Take on the role of organizing symposia and main theme sessions.

5.4 Oversee teaching activities by devising rules for the educational program and reviewing the program's content.

5.5 Supply information about past World Stroke Congress main themes. Keep a record of past themes to ensure repetition does not occur.

- 5.6 Ensure that all major themes related to Stroke research will be represented at the next 3 World Stroke Congresses that take place during term of the committee.

6. Timetable for meetings of Executive Managing Committee and Scientific Program Committee

- 6.1 At European Stroke Congress / International Stroke Congress 3 years prior to World Stroke Congress: General layout, main themes, keynote and lectures of excellence.
- 6.2 At previous World Stroke Congress 2 years prior: First draft and invitation to chairpersons.
- 6.3 At European Stroke Congress / International Stroke Congress the year prior to the World Stroke Congress: Final meeting.

7. Format of upcoming WSO Congresses

- 7.1 Frequency
Since 2006 the World Stroke Congresses have been scheduled to take place biennially. Prior to 2006 the Congresses were held every four years.
- 7.2 Sequence
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 1992 – Washington, USA
WSC 1996 – Munich, Germany
WSC 2000 – Melbourne, Australia
WSC 2004 – Vancouver, Canada
WSC 2006 – Cape Town, South Africa
WSC 2008 – Vienna, Austria
WSC 2010 – Seoul, South Korea

The region that should therefore be hosting the World Stroke Congress in 2014 is the Africa and Middle East/Arabic, preferably Middle East/Arabic.

7.3 Selection Process

The call for applications from the Americas to host the 2014 World Stroke Congress will be made after the International Stroke Congress that will take place in San Antonio in February 2010.

Applications will be reviewed and presentations of candidacies will be made at the World Stroke Congress in Seoul in 2010.

The final selection of the hosting venue will be made in May 2011.