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# WAPR WORLD 2021 CONGRESS BID FORM

1. The WAPR Board is keen to consider most carefully each application to host the World Congress and to help make it a successful and memorable event.
2. Full information on all points in this document if therefore of greatest value, but, it is realised that many important items cannot be answered immediately or may not have been included, please feel free to supply additional information you consider relevant to your application.
3. This document should be signed on behalf of your Society(ies) by a qualified representative.
4. The deadline for submissions is March 30<sup>th</sup>, 2018.
5. The bids shall be sent to:
  - a. Ricardo Guinea; Chair, WAPR Congress Committee. [guinea@wapr.org](mailto:guinea@wapr.org)
  - b. Murali Thyloth; Co-chair, WAPR Congress Committee [muralithyloth@gmail.com](mailto:muralithyloth@gmail.com)

1. **Name of Country:**

2. **Congress City:**

3. **Proposed dates:** \_\_\_\_\_ To \_\_\_\_\_

Alternative dates: \_\_\_\_\_ To \_\_\_\_\_

4. **Host society(ies)**

- Is / are the above mentioned society(ies) a WAPR Branch?
- Has this organisation organised national scientific events previously?

If yes; List previous meetings and number of attendees.

- Scientific meetings you have held in the last five (5) years.
  
- A list of experts in your country who will be likely to contribute to your programme.

**5. Name and full contact data of main responsible officer (s):**

**6. Professional Organisers or Convention Bureau:**

Name & address and full contact data, including website:

Has this company had experience of successfully organising large international meetings?\*

\* Please request organisers to provide suitable information including dates, organisations, numbers of participants and financial solvency. This should be sent with this document as an attachment.

**7. Congress site facilities.**

- a. Name of proposed site:
- b. Distance from centre:
- c. Distance from airport:
- d. Is the proposed site a:

Convention Centre?  
University Medical Centre?  
Hotel?

(Please, add all available information about the site, including website if available)

- e. Is the scientific programme in one building?

If no, the distance between the buildings?

- f. Lecture halls (indicate number in appropriate box)

Large plenary sessions (up to 2,000 seats)  
Symposia Sat. Symposia (up to 400 – 800 seats)  
Panel discussions, Free Papers (up to 120-150 seats)  
Workshops, Tutorials, etc (up to 50 seats)

- g. Are the lecture halls on different levels?

If yes, is the access by stairs?

h. Can audio visual facilities be provided in each room as appropriate?:

Means for projection from computer (slides, media films)  
Microphones for speakers.  
Roving microphones  
Other (please specify)

i. Will extra signposting be permitted?

j. Can you provide ushers (within costs) as required?

k. Is there an alphanumeric generator?

Are other public address systems available? Please list.

l. Can several hundred people sit and meet formally in the Congress area?

m. Can coffee or other soft drinks be provided in or near this area throughout the scientific sessions?

n. Can light refreshments, including alcohol, be obtained in the Congress area?

o. Is tobacco smoking restricted in the Congress area?

If yes, where?

p. Will there be an Art Exhibition?

If yes, where?

q. Will there be an Information Stock-Exchange area?

If yes, where?

**8. Exhibition area(s) (for scientific posters and exhibitors and manufacturers products).**

a. Is there more than one exhibition site?

How are they related to the main lecture hall?

- b. How large is the exhibition area?

Number of standard sized booths that can be accommodated:

- c. Can refreshments be provided in the exhibition area to encourage visiting?
- d. Can you supply two (2) electrical power-points for each trade stand?
- e. Please enclosed information about customs regulations and the usual period of delay for the importation of exhibition material. Make sure that material you provide has been verified with the proper authorities.

Can your organisers help with problems? ( e.g. Provide a broker )

- f. Is security provided for exhibitors during non-congress hours, before and after the Congress?
- g. When will exhibitors be allowed access to the site before the Congress?
- h. When must exhibitors be allowed access to the site before the Congress?
- i. Will there be a Handbook of Exhibitors in the Congress programme?
- j. Will the stands be erected by a professional exhibition company?
- k. Will you allow Patron Members of WAPR certain privileges?  
e.g. Choice of booth?

**9. What simultaneous translation will you be able to provide?**

*The official languages of WAPR are English, French and Spanish.*

- a. Will your budget allow for simultaneous translation in plenary session main lecture halls during the day Congress?
- b. Will you provide simultaneous translation additional to plenary session?
- c. Will you provide extra language simultaneous translation?
- c. Are your organisers confidence in obtaining a sufficient number of professional interpreters who are familiar with medical terminology?

**10. Hotel accommodation.**

Please supply details of suitable hotel; (from deluxe to economy ) and distance from the Congress site ( Please give prices in US \$ )

			Prices	Prices	
HOTEL	H	ROOMS	SINGLE	DOUBLE	DISTANCE
	FIVE STAR DLX				
	FIVE STAR DLX				
	FIVE STAR				
	FIVE STAR				
	FOUR STAR				
	FOUR STAR				
	THREE STAR				
	THREE STAR				
	TWO STAR				
	TWO STAR				
	TWO STAR				
	TWO STAR				

Taxes & any escalation by the date of the Congress.

- a. Are other types of accommodation available?  
If yes, please specify:
- b. Will hotels accept block reservations at an agreed cost before the Congress?
- c. Will there be regular, frequent, schedule transport between the hotels and the congress site?

- d. What financial assistance, if any, might you provide for invited speakers for the WAPR Congress (Sub-speakers for Opening Ceremony, Plenary Meetings, etc).

What other convenient modes of transport are available to participants?

- e. Is there the possibility of a very inexpensive accommodation near the Congress site?  
e.g. University/hostel/bed and breakfast?

If yes, how many rooms? Prices of these rooms:

## 11. Finance.

- a. Please give your proposed budget as an addendum to this document. Please give an estimate of the break even number of participants and allowing for inflation, the estimated Registration fees:

Professionals:

WAPR Members US\$

WAPR Non-Members US\$

Non-Professionals:

WAPR Members US\$

WAPR Non-Members US\$

Families US\$

Consumers US\$

Accompanying Persons US\$

Will you provide reduction of registration fee for early registration?

- b. Is the constitutional provision that a donation of the profits of the Congress, as established by an independent auditor, be turned over to WAPR?
- c. Who would financially guarantee (underwrite) the Congress?
- d. Is there a strong possibility of additional assistance from official or industrial sources? e.g. finance, hospitality, facilities, refreshments, entertainment, etc?

If yes, please indicate.

- e. Are the scientific abstracts going to be issued free to all participants?

What is your proposal on funding publication of the Scientific Abstracts?

- f. What are the likely charges for Standard Unit of exhibition space?  
Please allow for inflation. Price US\$

- g. Will your proposed budget enable you to invite all WAPR Board Members to attend?  
  
(Reg + Economy class air fares + accommodation for President, President elect, Secretary General and Reg + Accommodation for board members for 3 nights)
- h. Financial donation to the central office at the end of the conference.
- i. Please give information on the following:
  - a. Who will be the Bankers of the Congress?
  - b. Which Credit Cards are generally accepted?
- j. Will your proposed Budget enable you to provide for travel grants waiving of registration fees and fellowship? (Specify).
- k. Would you assist the WAPR in collecting additional WAPR Members, as well as, promote the WAPR Membership?
- l. Will you be able to financially assist in organising the WAPR Board meetings during the Congress preparation? (Financial proposal excluding travel expenses).
- m. Will you be able to financially assist in organising (Financial proposal excluding WAPR Board Expenses).

**12. Access to Congress from abroad.**

- a. Is a visa necessary for all foreigners?  
If NO, do any foreigners require visa?
- b. Are any foreigners refused access to your country?  
If YES, please specify.
- c. if any restrictions exist, is there a possibility that they can be waived for the whole congress period, without exception, if Council requests this as a condition for considering your application to host the Congress?  
  
Can you provide an official letter on this matter?
- d. Are there any Custom regulations you wish to mention?
- e. Is luggage inspected by Customs before departure from your country?
- f. Do you have Entry and Exit taxes?
- g. Time between International Airport and Congress Site.

- h. Official Airlines(s).
  - a. Will official Airline(s) provide some free travel to promote the Congress?
  - b. Will official Airline(s) transport promotional material aboard free-of-charge?
  - c. Will support be given by airlines/convention bureau other business to provide advertising booths at major meetings.

**13. Scientific Programme \***

- a. What is the proposed duration of the scientific programme?
- b. Will you accept Council's suggestions and proposals?
- c. Will your Society(ies) facilitate active council participation in the planning and evaluation of submitted papers?
- d. How will your Programme Committee be constituted to ensure a proper balance and integration of international interest and those of professional and non-professional societies.
- e. How will your Programme Committee include professional, non professional and other allied health contributions into the Scientific programme?
- f. Will visits to social care units, communities, care agencies, etc, be possible?
- g. Please indicate any other support societies who might be interest in the Scientific Programme, and whose members might attend and participate:
- h. Will the proceedings of the Congress be published?
- i. Will there be Workshops, tutorials, Satellite Symposia?  
  
If yes, where?  
  
Who will contribute to this section of the Scientific Programme?
- j. Will additional events be organised (social, cultural, artistic...) Will these events involve users or carers organisations?

Date and Signatures.

(On behalf the WAPR branch proponents, by credited representatives).