



## Overview of the WADEM Congress on Disaster and Emergency Medicine

### 1. Introduction

The World Association for Disaster and Emergency Medicine (WADEM) is a multidisciplinary professional association whose mission is the global improvement of prehospital and emergency health care, public health, and disaster health and preparedness.

The WADEM Congress on Disaster and Emergency Medicine is the association's showcase event and one of the principal sources of revenue for the association. The goals of the Congress are to provide an exceptional scientific program, increase membership in WADEM, and facilitate global networking opportunities. The Congress attracts between 600-800 global disaster preparedness and response professionals including: doctors, nurses, researchers, emergency managers, prehospital providers and other first responders, students, and representatives from government ministries and non-governmental organizations.

The Congress is typically co-hosted by a professional association, academic/research institution, or other non-governmental organization from within the host country.

### 2. Organizational Structure of the Congress

The organizational structure of the Congress is divided into five key roles:

- WADEM President
- WADEM Vice President for Congresses (VP Congresses)
- Local Organizing Committee (LOC)
- Congress Scientific Committee
- Professional Conference Organizer (PCO)

WADEM's President, in consultation with the WADEM Officers, has overall responsibility for the Congress. The Vice President for Congresses (VP Congresses) is responsible for daily oversight, working closely with the Local Organizing Committee (LOC). The LOC represents the host country's unique

planning and insight and collaborates closely with the VP Congresses and the Congress Scientific Committee to develop the scientific program. These activities are supported by WADEM's Professional Conference Organizer (PCO). The PCO implements the tasks associated with the overall coordination and management of the Congress (e.g. registration, abstract management, on-site logistics, etc.), working closely with the VP Congresses.

WADEM advises the LOC to develop a Social Program Committee for social events and tourist activities for Congress delegates. Convention and Visitors Bureaus (CVBs), Tourist Boards, or the equivalent typically can assist with this.

### **3. Frequency, Length, and Dates of the Congress**

The Congress is convened biennially and must take place between late-April and late-May. Potential conflicts with other national or international meetings and religious and national holidays should be considered before dates are chosen.

The length of the Congress requires access to the venue for five (5) days to all for setup and takedown of the exhibition and meeting spaces.

### **4. Location of the Congress**

The Congress rotates among major geographical areas. Prior Congresses have been convened in Mainz, Pittsburgh, Rome, Brighton, Rio de Janeiro, Hong Kong, Montreal, Stockholm, Jerusalem, Osaka, Lyon, Melbourne, Edinburgh, Amsterdam, Victoria (Canada), Beijing, [Manchester](#), [Cape Town](#), [Toronto \(2017\)](#), and Brisbane (2019).

### **5. Requirements for the Location and Venue**

The minimum requirements for the Congress location and venue include the following:

- a. An active professional association, academic/research institution, or other non-governmental organization involved in relevant disciplines with active members of WADEM who can coordinate with a small Local Organizing Committee (LOC).
- b. Sufficient international flight connections to the hosting city. Flight connections must be accessible from anywhere in the world, ideally with no or few layovers/transfers once a delegate arrives in the destination country. Based on previous congresses, delegates may travel from 55 countries.
- c. The proposed venue must be able to comfortably accommodate the expected attendance of 600-800 delegates and between 30-40 exhibition booths.
- d. Submitted proposals should include a venue price quote, according to **Table 1: Room Capacity** provided within this document. It should include one full-day for exhibitors to move in and one half-day to move out. These days should be complimentary or half price. The predicted yearly

cost increases should be provided in the quote, as well as what services are included (e.g., cleaning, security, extra cost for meeting room build-up, etc.)

- e. Adequate hotel facilities should be close to the venue, represent a range of price options, and include economical accommodations for students, such as university dormitories or other inexpensive options. These are necessary to encourage the participation of delegates on modest budgets and students. The main hotels should be within walking distance of the venue (less than a 10-15 minute walk).

## 6. Meeting Space Requirements

All meeting space should be in one location, 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 suggested:

**Table 1: Room Capacity**

Room	Number	Layout	Capacity	Specifications
Plenary Session	1	Theatre style	600-800	WiFi
Concurrent Sessions	3-4	Flexible Room	80-150	WiFi
Concurrent Sessions	3-4	Flexible Room	30-50	WiFi
Speaker Reader Room	1	Working stations, welcome desk	500-750 sq. ft.	Close to meeting rooms
WADEM Office	1	15 people, Boardroom table and some lounge seats	200-300 sq. ft.	Close to registration area and session rooms; available on a 24-hour basis, key lock, WiFi
PCO Office	1	6-8 people, Boardroom table	100-200 sq. ft.	Close to registration area and session rooms; available on a 24-hour basis, key lock, WiFi
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

## **7. Exhibition Hall Space Requirements**

Space is required for *approximately* 30 booths (10 x 10 foot; 3 x 3 meter) and 150 posters. Lounge areas with tables are also required, preferably within the exhibition area. The food and beverage service should take place in the exhibit space (i.e. lunch and coffee/tea breaks). Some outside space is desirable for display of vehicles, temporary tented facilities, or a simulation exercise. The exhibition space must have WiFi accessibility.

## **8. Scientific Program Structure**

The scientific program is the core substance of the Congress. A draft scientific program outlining the proposed general content of the Congress is a submission requirement. Previous Congress scientific programs will serve as sample program templates, but should be updated to reflect current-day topics and issues.

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

The scientific program should include potential 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 paper presentations and discussions, and poster discussions. The importance of poster presentations should be emphasized.

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

- A half or full-day, interactive program conducted by the WADEM Nursing Section
- French and Spanish sessions
- Sponsor and exhibitor discussion sessions
- WADEM Chapters and Section meetings
- WADEM General Assembly (member meeting)
- Pre-and Post-Congress Courses and Workshops

## **9. Social Events**

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

- Congress Dinner
- WADEM Member Networking Event

## **10. Social/Tourist Activities**

The LOC should help to identify a reputable local tour operator that can arrange excursions (city tours, half and full day tours) for delegates and accompanying persons before, during, and after the Congress.

## **11. Publication**

The LOC agrees to assign all rights to publish the abstracts and proceedings of the Congress to WADEM. The abstracts shall be published and accessible online, in the Congress app, or both. The abstracts may be published as a supplement to *Prehospital and Disaster Medicine*, WADEM's official publication.

## **12. Fundraising**

The LOC must be committed to raise (local) funds and sponsor revenue and apply for subvention funding (subsidies or grants), in consultation with WADEM. The LOC will keep WADEM informed of any co-sponsoring organizations with which it has agreements.

## **13. Presentation to Board of Directors**

Representatives of the remaining two or three finalist proposals are required to give an in-person presentation to the WADEM Board of Directors at the upcoming Congress.

## **14. Code of Conduct**

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

## **15. Definitions/Abbreviations**

*WADEM*: World Association for Disaster and Emergency Medicine

*Congress*: WADEM Congress for Disaster and Emergency Medicine

*VP Congresses*: WADEM Vice President for Congresses

*BoD*: Board of Directors

*LOC*: Local Organizing Committee

*PDM*: *Prehospital and Disaster Medicine* (Official Publication of WADEM)

*PCO*: Professional Congress Organizer (contracted by WADEM)