



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

### 1. Introduction

The mission of the World Association for Disaster and Emergency Medicine (WADEM) is the evidence-based improvement, education, and advocacy of emergency and disaster health care and disaster risk reduction.

The WADEM Congress on Disaster and Emergency Medicine (Congress) 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 and innovative scientific program, increase membership in WADEM, and facilitate global collaboration networking opportunities. It attracts doctors, nurses, disaster researchers, emergency managers, first responders, and students from around the world.

The Congress is co-hosted by a professional association, academic/research institution, or other non-governmental organization from within the host country. The Congress typically attracts 600-800 delegates from around the world with more than two-thirds coming from outside the host country.

### 2. Organizational Structure of the Congress

The President of WADEM and the Congress Organizing Committee (COC) have the overall responsibility for the Congress. The Executive Officer of WADEM is responsible for the daily oversight of the planning and is the main point of contact for any contracted Professional Conference Organizer (PCO). The PCO is primarily responsible for onsite management and coordination and the overall logistics of the event. WADEM will oversee tasks such as registration, abstracts management, email and social media marketing, accreditation, etc. through its in-house capacity.

Representatives from WADEM and the co-hosting organization's Local Committee will form the Congress Organizing Committee. The COC develops the scientific program such as selecting keynote and invited speakers, abstract submission categories, special sessions, and themes; recruits people to chair sessions, review abstracts, and/or conduct workshops and other Congress scientific content-related

activities; and proposes the social and networking events. Additionally, the COC will work with the PCO to manage the event's budget and make financial decisions.

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

The Congress is convened biennially in the odd years. 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. The Congress typically occurs between **mid-April** and **mid-May**.

*The current scientific program design requires the length of the Congress to be approximately 3.5 days.*

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

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 Board of Directors decides to make an exception to this approach.

Congresses have been convened in Mainz, Pittsburgh (USA), Rome, Brighton (UK), Rio de Janeiro, Hong Kong, Montreal, Stockholm, Jerusalem, Osaka, Lyon, Melbourne, Edinburgh, Amsterdam, Victoria (Canada), Beijing, Manchester (UK), Cape Town, Toronto, and Brisbane. The 2021 Congress has been postponed until 2022 due to SARS-CoV-2. The 2023 and 2025 Congresses have been awarded to Dublin and Paris respectively.

### **5. Decision on the Location and Venue for the Congress**

A "Request for Proposals" is issued by WADEM approximately four years in advance from potential co-hosts. Interested parties will be asked to first submit a brief Expression of Interest (EOI). The Selection Committee will review the submissions and invite the full proposals from the qualified parties who submitted EOIs.

Proposals will be examined by the WADEM Selection Committee. The WADEM Board of Directors will select the winning bid based on the recommendations of the Selection Committee. The short-listed destinations will be asked to give a live presentation online using a platform such as WebEx, Zoom, or GoToMeeting. Site visits will be conducted for the two finalist destinations.

### **6. Requirements for the WADEM Congress Location and Venue**

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

- a. A professional association, academic/research institution, or other non-governmental organization involved in relevant disciplines with active members of WADEM who can co-host the event and coordinate with the COC.
- a. There should be sufficient international flight connections to the chosen 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 come from in excess of 50 countries.

- b. The meeting must take place in a location with adequate facilities to comfortably accommodate the expected attendance at the Congress which will be 600-800 or more global delegates. Conference/convention centers and hotels with meeting space are suitable options.
- c. Proposals for the venue should be submitted to WADEM and should include a price quote, according to **Table 1: Room Capacity** provided within 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, extra cost for meeting room build-up, etc.).
- d. Adequate hotel facilities should be close to the venue, representing a range of price options, including economical accommodation for students, such as university dormitories or other inexpensive options. These are necessary to encourage the participation of delegates on modest budgets and students. Ideally, the hotels will be within walking distance of the venue (less than a 10-15 minute walk). Hotels with public transportation options nearby are preferred.

**7. Meeting Space Requirements (see Table 1: Room Capacity)**

It is preferred that all meeting space is under one roof; including all offices, scientific and general sessions, catering, and exhibition/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	Theater Style	300-350 ppl.	*Ideally the plenary hall partitioned or modified to be used for other sessions in addition to the keynote addresses
Breakout Session**	3-4	Flexible Room	75-100 ppl.	
Breakout Session	3-4	Flexible Room	50 ppl.	
Speaker Ready Room	1	Working stations, welcome desk	At least 5 workstations	** Preference that larger rooms can be partitioned if needed
PCO/WADEM/COC Office***	1	6-8 people, Boardroom table	100-200 sq. ft.	***Available after normal business hours, key lock
Volunteers Room****	1	20 people	200-300 sq. ft.	****Available after normal business hours, preferably with lockers, key lock

Exhibition Space	<p>Exhibition space is required for <i>approximately 20-30 tables and exhibition booths</i> (10 x 10 feet; 3 x 3 meters), some tables and chairs, and up to 100 <b>posters</b> to be displayed at a time. Lounge areas with tables are also preferred, ideally within the exhibition area or a nearby foyer.</p> <p>The catering service (i.e. lunch and coffee/tea breaks) should mostly take place in the exhibit space. Some outside space is also helpful if vehicles or temporary tent facilities need to be displayed.</p>
------------------	--

## 8. Scientific Program Structure

A draft scientific program outlining the proposed content is a submission requirement within the bid process documents. Previous Congress scientific programs will serve as sample program templates but should be updated to reflect current-day topics, to form the basis for the bidder's draft scientific program.

The Congress 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 networks, and advance the development of emergency and disaster health. 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 plenary sessions; any proposed interactive sessions, workshops, panel discussions, and debates; oral paper presentations; and discussions of the posters. The importance of poster presentations should be emphasized.

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

- French and Spanish sessions (*depending on locations*)
- Sponsor and exhibitor discussion sessions
- WADEM Chapters and Special Interest meetings
- WADEM General Assembly (member meeting)
- Pre-and Post-Congress Courses and Workshops

## 9. Social Events

The co-hosting organization should provide suggestions for locations for the following events:

- Congress Reception/Dinner
- Delegate Networking Events (ex. Happy Hours, Wine Tastings, Cultural Tours, etc.)

*These may be separately ticketed social events.*

## 10. Social/Tourist Activities

The local members of the COC should help to identify a reputable local tour operator/company 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 co-hosting organization 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 are typically published as an electronic supplement to *Prehospital and Disaster Medicine* (PDM) and available on PDM's webpage on Cambridge Core, Cambridge University Press's academic platform.

### **12. Fundraising (Sponsorship, Exhibition Sales, Donations, and Other Funding)**

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

### **13. Financial Liability**

WADEM will prefinance the Congress and assume the financial responsibility for the event. WADEM is a party to any service agreements with vendors, technology providers, and the venue. As such, the net revenues generated by the Congress will go to WADEM.

### **14. Code of Conduct**

The host organization and COC shall demonstrate political, racial, and religious sensitivity in all materials and program preparations. Such sensitivity shall not limit the Congress to raise health controversial 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**

- WADEM: World Association for Disaster and Emergency Medicine
- Congress: WADEM Congress for Disaster and Emergency Medicine
- COC: Congress Organizing Committee
- EOI: Expression of Interest
- PDM: *Prehospital and Disaster Medicine* (Official Publication of WADEM)
- PCO: Professional Congress Organizer