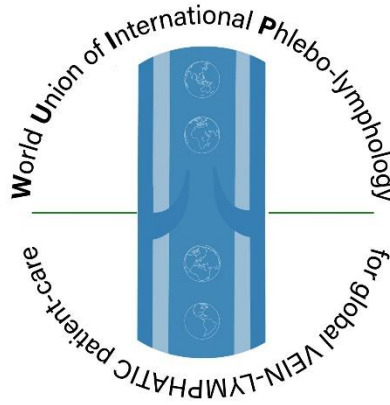




MANUAL FOR SELECTION OF FUTURE WUIP CONGRESS SITES

1. INTRODUCTION

1.1 World Congress Aims

The top three aims of the International World Union of International Phlebology (WUIP) World Congresses are:

1. to deliver evidence-based science and education in the vein & lymphatic field while encouraging the development of professionals in underserved regions.
2. to foster international synergy among vein & lymphatic scientific societies.
3. to disseminate WUIP values, services and opportunities for the vein-lymphatic community.

1.2 Eligibility of Bidders

Bids to hold the Congresses may be received only from society members of the WUIP who have fully paid up their membership dues. A World Congress is held every 2 years.

1.3 Congress Chairs

The following figures are identified as Congress Chairs:

- a) WUIP President
- b) WUIP Congress Committee Chair (CCC)
- c) WUIP Scientific Committee Chair (SCC)
- d) WUIP Educational Committee Chair (ECC)
- e) WUIP Vice-President of the hosting region or Vice-Presidents if more than one in the region.
- f) Hosting Society (HS) identified representative. In case of more Societies hosting the Congress, up to 5 Chairs can be identified, therefore forming a Hosting Societies Committee (HSC).

The WUIP chairs co-work with the HS in the program drafting. Decisions are taken by an absolute majority vote of the figures described in point 1.3, with the WUIP President having only a decisional power in case of tie. The HS has one single vote.

The WUIP SCC and the WUIP ECC together with one representative among the HSC are in charge of the abstract selection regulation, as well as of the judges identification. Such regulations must be approved by a majority vote of the WUIP Executive Committee (EC).

For each and every World Congress, three independent observers must be identified by the WUIP and HS chairs, respectively, with the task of monitoring morality and unbiased industry visibility throughout the event development. The observers report to the WUIP EC on such instances.

1.4 Event Professional Congress Organizer (PCO)

The PCO is proposed by the HSC to the WUIP EC who must approve it by absolute majority. The PCO must be of significant expertise with global reach-out skills. At least 2 different PCOs must be proposed to the EC, with related detailed offers. The HSC can express its preference in favor of one specific PCO by providing a detailed written explanation of the PROs leading to that choice. The EC should try to accommodate such preference, but it's free to choose for another option by providing a written justification of the choice that must be founded on the WUIP benefits protection.

2. PRACTICAL REQUIREMENTS

2.1 Congress Centre

Invitations will be considered only from medium to large cities serviced by an international airport. There should be liberty for all WUIP members to enter the country. Coffee breaks and lunches must be fully included in the registration rate.

2.2 Suggested even if not mandatory halls and facilities features

Halls and Facilities Required	World Congress
Ceremony or Main Hall	Minimum 800 seats
Satellite rooms (max 3)	Minimum 100 seats each
Speakers lounge	1
WUIP EC lounge	room in board meetings set up for 30 seats
Exhibition area	a) Suitable for minimum 30 booths 5x2 sqm each. b) Adjacent to the main hall
General Council	120 seats in "O" shape/council style, equipped for video-conference
Posters area	In the exhibition area, preferably on monitors, suitable for 100 posters per day

2.3 Social Events

- Opening Ceremony
- Welcome Reception
- Gala Dinner
- Closing Ceremony

2.4 Hotel Rooms

The bidding city should have at least 500 hotel rooms of various categories (3* to 5*) easily accessible to the Congress Centre and available to be allocated to the congress participants at a discounted price. The congress venue must be walking distance from the main faculty hotel.

2.5 Registration rate

- a) The registration rate must be kept as low as possible, not exceeding 900 USD in the 2024-2031 term. EC will eventually update this value from time to time.
- b) A 24% discount to all WUIP member societies (in honor of 24, 1959) is suggested.
- c) at least 20 free registrations must be provided to tier 3 countries.

2.6 General Council and Organizing Committee members rights

- a) Free registration for two members per WUIP society, including WUIP emeritus presidents.
- b) Free registration, accommodation for all days of the event plus one before and one after and economy flight ticket for the WUIP EC and HSC members.

2.7 Content requirements

- a) 15 hours at least must be dedicated to inter-society interaction, offering the chance to each and every WUIP society the possibility of pro-actively participating identifying delegates in the role of moderators, discussants or speakers.
- b) 1 hour must be dedicated to each and every WUIP Working Group activity.
- c) A high level scientific track must be included.
- d) A high educational and inclusive track must be included.
- e) Non member organizations that signed a Memorandum of Understanding must enjoy the related benefits including eventual joint sessions.

3. TIMETABLE

3.1 Dates:

Proposed dates should consider climate, regional and religious holidays, and conflict with other Congresses or meetings

3.2 Bid timeline (before the GC vote):

- bids opening (12 months)
- bids closing (6 months)
- EC assessment and approval for submission to the GC (4 months)

3.3 Suggested Minimum Program Schedule

0. Pre-Congress Day

- a) WUIP EC
- b) Pre-congress symposia
- c) Registration
- d) Welcome Cocktail

1. Congress Day 1

- a) Registration
- b) General Council
- c) Scientific Sessions
- d) Opening Ceremony

2. Congress Day 2

- a) Scientific Sessions
- b) General Council Meeting
- c) Gala Dinner

3. Congress Day 3

- a) Scientific Sessions
- b) Closing Ceremony

4. FINANCES AND PROFIT DISTRIBUTION

WUIP has full executive responsibility for the financial aspects of the Congress, budget management, solicitation of sponsorship and financial administration. The HSC must proactively co-work with the WUIP in the funding, designing and promotion of the event. WUIP Congress & Events Committee Chair, together with the WUIP Treasurer, WUIP vice-president for the region and the WUIP president, are responsible for the budget plan submission to the EC approval. The HSC must vote for approval of the same budget plan. Any profit made by the Congress will go back to the WUIP. WUIP will distribute 30% of the net profit back to the local organizing society. In case of net loss from the event, the HS will not be considered responsible for any sharing.

5. BID CONTENTS

5.1 Bid content

The bid should contain the details which appear below:

1. HS budget proposal including expected Sponsorship contacts and Exhibition opportunities.
2. Financial support of local municipal authorities and/or national bodies.
3. Track record of the local society in organizing scientific congresses.
4. Basic information about the proposed city and country Visa requirements, population, airports.
5. Suggested congress venue (floor plan, price list, reserved dates, contact details).
6. Suggested Hotels (list, capacities, price range, distance from the hotel, contact details).
7. Suggested social events.
8. Eventual special features for the opening and closing ceremony.
9. Contact details of the Convention Bureau (if applicable).
10. Signed Memorandum of agreement to abide by the Operational Manual for future WUIP Congress. This will be countersigned by the WUIP General Secretary, by the Congress and Events Chair and President and a copy returned to the HS.

The WUIP reserves the right to conduct a risk assessment for each bid in terms of bid eligibility, country/city safety and venue feasibility. Bids that qualify will be progressed for a vote of the general council. The WUIP will at all times promote each bid equally, without preference or bias in order to avoid any potential influence on the General Council decision.

5.2 Information Sheet on the Congress venue

This section is a mandatory part of a complete bid. Without the 'Information Sheet' a bid cannot be taken into consideration.

5.3 Further recommendations

- a) The WUIP Congress Committee Chair, the WUIP President and the WUIP Executive Director assist the interested associations to put together a bid as part of their duties.

National Organisations in arrears with annual dues payments to WUIP are not permitted to submit a bid.

- b) The selected PCO will be required to perform at least the following tasks:

i. Analysis and Organization:

- Feasibility of the Congress, and comparative quali-quantitative of the different venues. Income feasibility and cost calculation. Deadline of the different stages of the congress.
- It will offer a free virtual platform for the realization of a hybrid congress (face-to-face-virtual).
- Study and preparation of the contract (with legal advice) of the final venue approved by the WUIP.

ii. Marketing

- Preparation of commercial proposal. Design of Commercial Planimetry. Sending and follow-up to potential Sponsors. Creation of content, dissemination and revenue generation strategies.
- Assistance for auspices requests. Declaration of National & Touristic Interest of the Congress.
- Periodic update to the WUIP of congress income.

iii. Contracting and Execution

- To have two or more suppliers for services needed to carry out the event and to present 2 or more supplier budgets for each service to be contracted.
- Management system for central themes of the event. Free sending of invitations to speakers.

iv. Free Graphic Design

- Website development, comprehensive image of the Congress, poster design.
- Creation of digital communication pieces
- Creation of institutional video scripts

- c) The **fee for PCO services** cannot exceed 9% of the total amount of the congress proceeds.

6. BID PROCESS

6.1 Complete bid

The complete bid including the completed 'Information Sheet' must be submitted to the WUIP Administrative Office (email: wuip@wuipmail.org in cc with president@wuipmail.org and the Congress and Events Chair) before deadlines set by the EC. **Applications received after the set deadline will not be considered.**

6.2 Presentation of bid and vote

- a) All bidding societies will be given the opportunity to give a 5-minute audio-visual presentation about the highlights of their bid immediately before the intended vote at the WUIP Council meeting.
- b) No items/gadgets/even small treats can be offered to the general council members during the bidding time in order to avoid eventual disparities.

6.3 Voting Process

Once a bid has progressed to the WUIP Council, voting will be conducted based upon article 130 of the constitution of the WUIP, stating:

Questions arising at any meeting will be decided by a majority of votes.

Failing a successful bid being determined by a majority of votes, further voting will take place and the decision taken on a relative majority. The WUIP constitution (Schedule 3) defines a relative majority as:

A vote of relative majority requires a meeting quorum and the highest number of votes present cast in favour of the motion.

6.4 Site inspection

If the EC finds it necessary, a site inspection can be set prior to the Congress and will be funded from the congress budget.

7. CONTACTS

For more info, contact the WUIP Chief Administrator (wuip@wuipmail.org), Congress and Events Chair and the WUIP President (president@wuipmail.org).