



WORLD FEDERATION
OF NEUROLOGY

World Federation of Neurology
BIENNIAL WCN GUIDELINES (*short version*)

Revision December 2019
Update August 2022

1. Definitions:

1.1. World Federation of Neurology:

The WFN is a UK based Charity. The WFN is managed by the Board of Trustees who are responsible for writing and maintaining these guidelines. The WFN holds the biennial World Congress of Neurology. The last conferences took place in 2017 Kyoto, Japan and 2019 Dubai, UAE. In 2021 the WCN was virtual: Italy, the 2023 congress will be in Montreal, Canada and in 2025, the congress will be in Seoul, Korea.

2. Biennial WCN Bidding Procedure

2.1. Applying to host a World Congress of Neurology

Applications to host a WCN should be submitted through the link on the WFN website at least four years prior to the year of the proposed meeting.

The preferred region for the respective WCN will be announced before the time the bids are to be submitted.

The proposed venue should be in a location with reasonably easy international access, i.e. airport/rail links and the various methods of travel to the conference should be outlined in the bid.

The bidding country should have an easy visa process and no member of a WFN-member country should be denied obtaining a visa.

There should be an outline of the accommodation facilities available, including ease of access and distance to conference site and the current costs per night given in the local currency and in US\$. Details of inexpensive accommodation together with 'up-market' hotels should be provided.

2.2 Process of determining the WCN venue.

These details are also contained in the Document "Guidelines for the Site Selection of a WCN"

In brief the Congress committee reviews the bid applications and advises the applicant member society if and when the site visit will occur.

Subsequent to the site visits the list of applicants to go forward is published and the applying member societies are informed.

The vote is conducted prior to the AGM of the Council of Delegates (COD) 4 yrs. before the WCN is to be held. The presentations and appreciation of them all (by the PCO) are sent out to member

societies in the lead up to the COD and with voting taking place by electronic ballot approximately two weeks before.

Presentations should focus on the provision of a suitable venue, including AV and local hotels and transport links, rather than the city itself.

Only member societies who have paid their dues for that year will be eligible to vote.

The results of the voting will be announced during the COD meeting.

The applicant society with the most votes will be awarded the WCN, four years later.

*Please note: It is common practice that member Societies intending to bid may be asked to make an announcement of this at the AGM of the COD a year ahead of the actual vote. This is not binding, nor does it limit other member Societies from lodging their application to host a WCN at a later time but before the announced deadline. The deadline for applications is usually announced by the WFN Office at the time of the site visits.

2.3. Role of the WFN Congress Committee (CC) in the decision

Applications received by the deadline are circulated to the WFN Congress Committee and to the Professional Congress Organizer (PCO), who will conduct an analysis on the suitability of the application and examine the commercial viability of the proposed venue.

The WFN CC will conduct site visits to the bidding venues. Further details of this are provided in the "Guidelines for the Site Selection of a WCN".

Bidding countries will be invited to ask and answer questions about the host city/centers and their role in the delivery of the WCN during the site visit. It is possible that after the site visit the bid of a society will not be further evaluated if it is deemed that the bid does not fulfill the requirements to host the WCN.

Following the site visit, each society still under consideration will be asked to create a 5-minute presentation to be sent to the member societies and delegates who will vote electronically two weeks before the COD.

2.4. Canvassing

All bidding societies will be provided with a booth at the WCN preceding where the vote will occur to promote their city and the facilities offered.

2.5. Announcement of the successful application

The society with the most votes received at the Council of Delegates Meeting during the determining WCN will be awarded the congress. Societies with fewer votes will be ranked second and third on the list.

However, depending on the financial, political, or other conditions of the successful bidding member, the WFN reserves the right to further negotiate with other bidders or seek alternate venues in which the WCN could be held if deemed necessary. The reasons for such action would be made transparent by the WFN.

2.6. Congress Organizing Committee (COC)

The WFN is a multidisciplinary society, and this should be reflected by the specialties of the individuals who will be involved in the promotion of the meeting.

The Congress Organizing Committee should consist of the following members:

Congress President	Local
WFN President	WFN
First Vice President	WFN
Secretary –General	WFN
Treasurer	WFN
Congress Committee Chair	WFN
Scientific Program Committee Chair	WFN
Teaching Course Committee Chair	WFN
Host Member Society President	Local
Regional Association President	Local
Host Member Society WFN Delegate	Local
Host Member Society Finance Committee Chair	Local
Host Member Society Scientific Program Committee Chair	Local
Host Member Society Education Program Committee Chair	Local
Host Member Society Social Program Arrangements Committee Chair	Local

2.7. Role and constituents of the Congress Committee (CC)

The CC has day to day responsibility of the WCN including oversight of all preparations and ensures the transference of knowledge from one WCN to another. This includes reviewing feedback from the plenary sessions and Educational Courses and making recommendations for future congresses. For full details see Clause III of the contract between the WFN and the Host member society.

The WFN-CC consists of up to 10 members five of whom are nominated by the WFN Trustees, on the recommendation of the President of the WFN, including the Chair and Vice Chair. In addition, the Secretary-General, and the Treasurer of the WFN are *ex-officio* members of the CC.

The President and the First Vice President of the WFN have the right to attend all meetings and hold voting rights in all proceedings of the CC.

Of the remaining four member positions, two will be offered to the WCN immediate past President and the next WCN president, the third will be the WFN Scientific Programme Committee chair and the fourth will be the WFN Teaching Committee chair (usually the Chair of the WFN Education Committee).

The total number of the CC shall therefore be up to ten members and usually comprise the following:

Chair
Vice Chair
WFN Secretary General (ex officio)
WFN Treasurer (ex officio)
WFN President
WFN First Vice President
WCN Immediate Past President/Chair
WCN Incoming President/Chair
WFN Scientific Programme Committee Chair
WFN Education Committee Chair

The CC will visit the selected venue (site) at least annually for the two years preceding the WCN

2.8 The Role of the Scientific Program Committee

The Scientific Program Committee consists of:

WFN Co-Chair	Local Co-Chair
10 WFN nominated committee members	10 Host society nominated committee members

For further details please see Clause IV of the contract between the WFN and the Host member society.

The Scientific Program Committee is responsible for working in cooperation with the PCO and the CC on all aspects of the meeting organization and the scientific program organization.

The Scientific Program Committee will be responsible for submitting a list of main and topic themes, the numbers of sessions and recommended conveners after canvassing members of the Global Neurological Alliance including the WFN Specialty Groups.

In reviewing potential speakers and conveners the SPC will have an awareness of younger age and geographical and gender diversity. These suggestions will be reviewed within the next CC meeting (usually jointly with the chairs of the SPC and TCC).

Other considerations for the SPC and TCC are that: suggested speakers should be from a wide range of disciplines, many of the speakers will represent the local region and included topics will be of particular interest to local participants.

The Scientific Program Committee is responsible for working in cooperation with the PCO and the CC on all aspects of the scientific program organization. TC speakers will be selected from SP speakers wherever possible.

The Co-Chairs will be expected to work within the defined budget and faculty number limits defined by the CC.

2.9 The Role of the Teaching Course Committee (TCC)

The Teaching Course Committee consists of:

WFN Co-Chair	Local Co-Chair
10 WFN nominated committee members	10 Host society nominated committee members

The Teaching Committee is responsible for working in cooperation with the PCO, the SPC and the CC on all aspects of the Teaching Course organization.

The TCC will be responsible for devising the themes and topic outlines for the Education and Teaching Courses. Wherever possible, speakers and conveners from the scientific program and local presenters should be used to deliver Teaching Courses to save costs.

The preliminary draft of the Scientific program should be developed in conjunction with the Teaching Course program during the first year of WCN preparation. Based on the draft of the scientific program, the Teaching Course committee can define courses and speakers in order to use the resource of invited speakers for the TC program.

The Co-Chairs will be expected to work within the defined budget and faculty number.

2.10 The Role of the Social Program Committee

The Social Program Committee is responsible for working in cooperation with PCO and the CC on all aspects of the social program organization.

The social program will usually consist of:

An Opening Ceremony

Featuring opening speeches and local entertainment, followed by the Welcome reception comprising canapés and beverages which are included within the delegate ticket price, and paid from the WCN budget. Usually held on the evening of day 1 of the Congress.

WFN President's Reception

Takes place on the second day of the congress, a networking reception for up to 300 persons invited by the WFN President with canapes and beverages at a local venue of note. This will be funded by the WFN and not the Congress budget.

or

WFN President's Dinner

Takes place on the second day of the congress, a networking dinner for up to 300 persons invited by the WFN President. The President's Dinner will be funded by the WFN and not the Congress budget.

Local themed networking event

On the third night of the congress a local entertainment option (themed party) for 500 – 1000 delegates may be held which will be funded by the WCN to the statutory amount. Attending delegates will pay any additional fee if the cost exceeds the statutory amount.

The local president's event

On the fourth night of the congress a gala dinner or congress party for 500 – 1000 delegates (with or without additional fee to attend) or preferably a reception, organized by the local congress president which is paid for by the host society.

The Social Program Committee is encouraged to submit social program ideas which reflect the local culture.

The social program ideas will be reviewed by the CC and feedback provided to the Social Program Committee.

The Chair will be expected to work within the defined budgets.

2.11 Committee Chairs and Co-Chairs

Committee Chairs and Co-Chairs are expected to work with the PCO on all aspects of the event. This includes, but is not limited to:

- Event promotion and provision of data
- Assistance enlisting sponsorship and provision of data
- Promotion of the social program

The Scientific Program Co-Chairs will also assist in the coordination of the full schedule of the meeting, including the Opening and Closing Ceremonies, along with the PCO.

2.12 Professional Congress Organizers (PCO)

WFN will employ a PCO who will be responsible for managing the World Congress of Neurology. They will be responsible for organizing the meeting for the successful application and will work with the committee chairs on all logistical matters.

There will be no requirement for the bidding society to hire a PCO. However, a local company may be employed by the host society with the agreement of the WFN's PCO to assist with local arrangements where required. No independent company will be appointed by the organizing committees.

The PCO is responsible for all organizational and logistical matters of the WCN.

The PCO will prepare a Division of Duties detailing who is responsible for all aspects of the congress to be approved by the CC.

The PCO presents a business plan for sponsorship, which must be approved by the trustees. This plan needs to be presented at latest one year before the congress. Additional help from the WFN in regard to industry contacts can be requested.

The PCO will prepare an agreed **timeline** for the preparation of the Congress.

The PCO will be responsible for creating and maintaining a database of all potential and past delegates.

The PCO is responsible for all the registration and accommodation requirements of the delegates of the WCN including pre-financing the congress and collecting all revenues. The PCO will work directly with the WFN Office to ensure that the WCN is advertised optimally to obtain maximum exposure.

The PCO is responsible for the abstract submission process.

Applicants for a WCN may contact the current PCO, presently Kenes International, for assistance in preparing their bid. Bids are to be submitted to the WFN and the PCO, via the online application form.

Once the successful bidding organization has been chosen, the PCO will negotiate prices and contracts utilizing the expertise and experience of the local committee.

3. Venue Requirements and Timings

The WCN will take place between Sunday and Thursday, with set-up taking place on the Saturday.

3.1. Plenary Hall

Seating for a minimum of 1,500 participants is required, preferably in an auditorium with tiered seating.

The plenary hall would be required from 6pm on Sunday for the opening ceremony and may be required each morning of the WCN

3.2. Parallel Halls (Meetings days 1 – 3)

6 halls with a capacity of 400 – 800 pax.

A total of 6 parallel halls inclusive of the plenary hall. Five of these will be used for parallel sessions, and one will be used for local activities, Tournament etc.

The parallel halls will be required from Sunday until Wednesday. On Thursday until lunchtime the number of parallel halls may be reduced. The closing ceremony will require one hall to seat up to 500 pax.

3.3. Course Halls

8 teaching course rooms with a capacity of 80 – 160 pax.

The daily early morning Teaching Courses will need a capacity of 200 pax. Standard equipment with AV will be necessary for 'hands-on' Teaching Courses (ultrasound, EMG, Botox etc.).

The course halls will be required from Sunday to Wednesday.

3.4. Offices/ Secretariat/ Meeting Rooms

10 – 15 small rooms (12 – 20 pax board room) for various committee meetings throughout the duration of the congress. AV may be required in some rooms along with working lunches. The following offices and meeting rooms will be required throughout the Congress:

A speaker ready room.

A VIP lounge

A press room

A Local Organizing Committee office

A WFN office

A PCO office

A PCO storage room

3.5. Poster, Exhibition and Catering Area(s)

More than 4000 sqm gross space for exhibition, poster, and catering space. The posters will be split in to four shifts and require approximately 120 double sided poster boards. The development of electronic posters may reduce the required physical space somewhat. A separate hall for up to 4 e-poster moderated sessions may be required.

The exhibition area would be required on Saturday for set-up, Sunday to Wednesday for the exhibition, and breakdown on Thursday afternoon.

3.6. Welcome Reception

A cocktail style reception for 2,000 people in the conference center. This is often accommodated within the Exhibition area.

This area would be required on Sunday evening only.

3.7. Council of Delegates

A room for 250 pax in classroom style will be required.

This room will be required on the Saturday or Sunday from 8.00am to midday OR midday to 5.00 pm.

3.8. Free Communications

Rooms (up to 8) will be required for free communications, for 80 pax each.

These rooms will be required from Sunday to Wednesday Inc.

3.9. Internet Facilities

Wireless and wired internet facilities should be available onsite to allow delegates to view and download the online App-based event program. The internet facilities should be able to support a high level of usage from delegates throughout the congress.

Internet facilities may be supported by industry.

3.10. Recording of Lectures

Should be considered and if possible, made available to the WCN whether the meeting is virtual, hybrid or in-person.

4. Finance

4.1. Budget

The PCO will present a detailed budget to the CC commencing 18 months prior to the WCN.

Registration fees will be agreed by the CC usually at the time of presentation of the budget.

For the 12 months prior to the meeting, the PCO will provide a monthly updated budget to the CC which will be shared with the Trustees, Congress Organizing Committee and Executive Office.

4.2. Congress Committee Expenses

Reasonable and agreed in advance expenses related to the WCN will be reimbursed after the meeting on production of an expenses claim supported by relevant receipts or invoices. These expenses will be included in the budget for the WCN.

4.3. Congress Committee Allowances

The Scientific Program Committee Chair, the Teaching Course Committee Chair who are not WFN Trustees will receive registration, accommodation (if not sponsored) and WCN social tickets free of charge.

The Local Congress Organizing Committee will also receive registration and social tickets free of charge. Accommodation should not be required because they should be local to the venue but may be if they are not local.

Scientific Program lecturers who are not Chairmen or Trustees of the WFN, will receive VIP status; their registration will be waived; and they will receive free accommodation (one night either side of their lecture) plus social event tickets provided free of charge. Travel support will be allocated by the CC and the Congress Organizing Committee depending on the travel distances. Plenary lecturers will receive 1.5 times the regular lecturer distance-based travel support. No support for accompanying persons is possible.

(More details in 'Section 13; Scientific Program)

4.4. Sponsorship/Exhibition

The PCO (in conjunction with the Congress Committee) will be responsible for managing all aspects of sponsorship and exhibition of the meeting. A sponsorship brochure detailing all packages and items for potential sponsorship including exhibition details will be available two years prior to the event. This will assist with future planning for companies and enable discussions with industry at the previous WCN. Deviations from the sponsorship packages can be allowed but only with reference to the Congress committee.

4.5. WCN Meeting Accounts

The PCO will be responsible for submitting final accounts to the Congress Committee no later than 6 months after the event.

4.6. Registration Fee

The registration fee should include all meeting facilities, requirements, and the Welcome Reception.

The registration fee should include the provision of a lunch and the provision of refreshments during coffee breaks.

Additional meetings or events such as workshops and social events may be charged separately from the main registration fee.

Fees will be determined in line with previous meetings and kept to a minimum.

Discounts for members from low and lower-middle income regions will be established.

Students will be allowed free access.

The WFN will announce bursaries for young neurologists and scientists from low and lower-middle income regions. A number of travel grants will be provided through the WFN's Junior Travelling Fellowship, and a number from the WCN. These will be specified in the WFN-Local host society contract.

4.7. Profits

Any profits made by the congress will be distributed as follows:

Local society:	40%
WFN:	60%

The local society may share its portion with a regional organization, and this is best formalized through a MOU between the two entities. (see "Guidelines for the selection of a WCN site" document).

5. Meeting Schedule

5.1. Schedule

Facilities should be available for an adequate number of days prior to the opening of the meeting to allow construction of the exhibition and the preparation of session halls

Pre-Meeting Day 1 (Saturday)

Set up of the exhibition halls and pre congress courses

Teaching courses will take place.

Committee meetings and the COD Annual General Meeting will take place. (See 3.7 above to define the time and place for each COD meeting – physical or virtual).

Meeting Day 1 (Sunday)

Set up of the exhibition and posters areas.

All day parallel sessions and teaching courses.

Exhibition and Poster area open.

Opening ceremony and welcome reception (evening).

Meeting Day 2 (Monday)

All day parallel sessions and teaching courses.

Exhibition and Poster area open

President's Reception/President's Dinner

Meeting Day 3 (Tuesday)

All day sessions and teaching courses.

Tournament of the minds (heats)

Exhibition and poster area open

Evening WCN networking event

Meeting Day 4 (Wednesday)

All day sessions and teaching courses.

Tournament of the minds (qualifying rounds)

Exhibition and Poster area open (until 4pm)

Local Host/WCN President's reception/event with faculty

Meeting Day 5 (Thursday)

Morning sessions and teaching courses (reduced parallel sessions and rooms)

Tournament of the minds (final)

Closing ceremony

Breakdown of the exhibition halls, posters and pre congress courses