



WORLD UNION OF WOUND HEALING SOCIETIES

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"World Union of Wound Healing Societies" Congress Bid Submission of Applications & Guidelines

Premise

The World Congress of WUWHS is organized under the aegis of WUWHS - World Union of Wound Healing Societies. The World Congress of WUWHS takes place every four years. The hosting country of the Congress is elected by the WUWHS Board based on the candidacy proposals and after regular voting procedure. The WUWHS Board is the Assembly of representatives of Supporting Societies and WUWHS Executive Board.

Applications must be submitted without exception within six months from the date of the previous Congress. Two WUWHS Supporting Societies, regularly accredited for WUWHS, are required to submit an application for any country; every Supporting Society can support just one bid. Within twelve months after each Congress, companies wishing to confirm their qualification as Supporting Societies must apply to the WUWHS Board and submit all the required documents. The application bid indicates the Convener of the conference: the Convener, if successful, will become the legal representative of the Local Organizing Committee (LOC) for all intents and purposes and, as such, will be asked to sign a formal agreement, with the WUWHS Executive Board regarding the task of organizing the World Congress. The formal agreement will contain basic information about the conference facilities, subscription fees, suggested dates, the rules for the publication of proceedings and a statement about LOC's ability to adequately bear both the organizational and the financial costs for the organization of the Congress.

The official language of the Congress is English.



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Deadline for Submission of Applications

The application bids must be sent to the WUWHS Congress Secretariat to the following e-mail address info@wuwhs2022.org
Applications must be submitted in digital format.

Congress date

WUWHS does not dictate a specific time for holding the World Congress, however, it would be advisable to propose dates from the last week of spring to the first weeks of autumn, taking into account the dates of major international conferences of disciplines relevant to Wound Care.

As with previous editions of the World Congress, it is required that all the Scientific Societies that support the candidacy formally renounce to organize their national congresses in the year of the World Congress. The duration of the World Congress and the days of the week are at the discretion of the Organiser.

Local Organizing Committee (LOC)

The WUWHS Board examines the composition of the LOC who, in agreement with the WUWHS Executive Board, is responsible for the Scientific Program, for the agreements related to the program development, the organization of the Social Program and of all the editorial and financial aspects of the World Congress.

The LOC is liable for any financial losses. WUWHS does not make contributions for the organization of the Congress.

Bid Evaluation Criteria

The WUWHS Board will assess the applications based on criteria such as:

- The composition of the LOC and the scientific activity of its members;
- The ability of the candidate country to successfully host the conference;



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- The number, size, activities and the ability to engage the Supporting Societies involved in the application;
- The credibility and soundness of the scientific and economic plan presented in the bid;
- Previous experience of the Convener and members of the LOC in organizing national and international congresses

The minimum composition of the LOC must include the President (the convener), the Vice President/Presidents, the General Secretary and the Treasurer.

Presentation by Bidding Country

During the WUWHS Congress each candidate will have a free promotional stand of minimum 2x2 meters in the Exhibit Hall. The stand will be provided with basic equipment such as panels and electrical outlets, tables and chairs.

Each candidate will have 15 minutes to present their candidacy during the Assembly of Supporting Societies of WUWHS. The WUWHS Board needs to receive presentations in .ppt format for peer review at least one month before the Congress date. At the end of all the presentations the Assembly will vote in order to announce the hosting country-city for the Congress .

The Convener and Hosting Society/Societies of the Congress shall attend the Closing Ceremony of the WUWHS Congress to invite the delegates of the World Union of Wound Healing Societies to the Congress.

Elements of Application

NB the information below are indicative of the minimum organizational structure that must be guaranteed for the organization of the World Congress.

1- The LOC Chairman

The President of the LOC (Convener) is responsible for the candidacy. The applicants are invited to list their previous experience of involvement in the organization of national and international conferences, the most relevant scientific activities, the affiliation and any other data useful for evaluation purposes.



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2- The Local Organizing Committee structure

Applicants are expected to announce the composition of the LOC. It shall consist of: Honorary President (not mandatory), President, Vice President/s, Secretary General, Treasurer, other Members (not mandatory).

LOC is entitled to host a site inspection from the WUWHS Board within one year from the congress assignment in order to visit the congress centre and other spaces.

3- The Bid (hosting country) Supporting Societies

Indicate the Supporting Societies who will participate in the bid as hosting and co-hosting Societies as well as other Supporting Societies supporting the candidacy, their characteristics, size and main activities. The Scientific Societies that support the candidacy as hosting or co-hosting shall formalize in the bid their commitment not to organize their own Congress.

Applicants are also requested to list other supporting organizations and sponsors that support the application.

4- The Congress Date

It is suggested to indicate two possible dates, specifying the reasons for the choice made, considering the following factors:

- 1) the absence of other predictable events, national or international, in the scientific domains or other domains, which may limit attendance of the Congress;
- 2) whether conditions favorable to reaching the hosting city during the Congress;
- 3) a good hotel availability and low season prices.

5- The Hosting Country

A brief description of the Hosting Country is required. It may include letters of support and offers of support to the candidacy by governmental and private bodies, of tourism promotion bodies and scientific societies of areas related to Wound Care.

A description of the policy for issuing entry visas is also required.



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6- The Hosting City

A detailed description of the hosting city is required, with the following information:

1) the total number of hotels and rooms, and their distribution in relation to the distance from the venue of the Congress. The host city must provide at least 5,000 rooms belonging to hotels of various categories; at least 1,000 rooms must be at a walking distance from the conference venue, while for the others public transport systems must be available. It would be preferable to have most rooms concentrated in a few large hotels. It will be helpful to indicate the average cost of the rooms, including breakfast, of 3-4-5 stars hotels;

2) international airport is required and available connections between airport and city centre, type of terminal and main international connections, the availability of high-speed rail connections, in order to show how the hosting city can be reached from all over the world;

3) existence of a National or Local Convention Bureau;

4) tourist attractions;

5) socio-political situation, in order to ensure the safety of participants.

The LOC is required to support the organization and the cost of a site inspection of the hosting city by the WUWHS Board at least two years before the Congress.

7- The Congress Venue

A detailed, analytical description of the proposed site should include the overall capacity, the number of rooms, spaces and services available for the various facilities and exhibitions. The hosting city must have a Conference Centre easily accessible from the hotels and possibly located not far from the city centre; the Conference Centre must be equipped with a room for the plenary session with a minimum capacity of 2,500 seats and several rooms for parallel sessions, at least 10, with a capacity of 200 to 500 seats. The Conference Centre must feature exhibition spaces close enough to the conference halls, and



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accommodate at least 2,500 sqm of stands, as well as available space for conference services such as secretariat, poster session (800 square meters), catering, wardrobe, storerooms and offices, calculated in about 5,000 square meters in total.

8- Organizational Model

Applicants are expected to submit an organizational model of the Congress, number of occupied rooms, possible number of sessions, both parallel and plenary, timing, number of speakers.

9- Congress Theme

Indicate the proposed theme and purpose.

10- Goals and Vision

Indicate the goals of the candidacy, both scientific and organizational ones as well as the long-term strategic objectives that the applicant intends to achieve



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Mandatory documents to be submitted for the bid applications:

- a)** Application Form (please, use the attached format)
- b)** Draft Agenda
- c)** Draft Budget
- d)** Draft Format
- e)** Technical documentation and plans of the Congress Centre
- f)** Draft of Critical Path for planning the event
- g)** Organization by-laws or statutes of hosting society/societies

For more information, please contact the WUWHS Congress Secretariat at the following e-mail address: info@wuwhs2022.org

a) World Union Congress Hosting Bid Application Form

- 1- Loc Chairman**
- 2- The LOC structure**
- 3- The Bid supporting Societies**
- 4- Congress dates**
- 5- Hosting Country**
- 6- Hosting City**
- 7- Congress Venue**
- 8- Organizational Model**
- 9- Congress Theme**
- 10- Goals and Vision**