



## Call for bids to host the XII<sup>th</sup> World Congress on Endometriosis: 2014

The World Endometriosis Society will be entertaining offers to host the XII<sup>th</sup> World Congress on Endometriosis (WCE2014).

Judging from the successes from past congresses the opportunity to host a WCE will allow local organisers an outstanding international forum to showcase their country and its national expertise.

WES is committed to work with the local organisers to develop the scientific programme, to promote the WCE (via its website, e-Journal and contact databases), and to assist in approaching potential sponsors. The WES will handle WCE delegate registration centrally.

### Requirements for a host bid:

- The WCE president must be a PhD or MD residing in the country, where the WCE will be held, and must be a regular member of the World Endometriosis Society.  
  
The WCE president should assume the responsibility for the organisation of the WCE supported by the local organising committee and the international scientific committee of WES.
- None of the delegates coming from various countries around the world should have problems obtaining a VISA in order to participate in the WCE.
- The WCE must have a separate fee structure for members and non-members of WES, and must include a provision to remit 20 percent of all income (registration and sponsorship) to WES.
- All financial risk is taken by the local organisers of the WCE.
- Combined meetings with another scientific society, national or international, will not be entertained; the meeting will be "The XII<sup>th</sup> World Congress on Endometriosis" only. The bidders must clearly indicate in their proposal if they propose to "co-host" the meeting with a national scientific society, and the local organisers are free to explore underwriting of the WCE by other organisations. Such organisations, however, will have no input to or influence over the scientific programme of the WCE.
- The dates of the WCE must not be within 40 days of either the ESHRE or the ASRM annual meeting in 2014.
- The WCE president will be required to sign a binding agreement with WES, assuming responsibility on behalf of all local organisers.

### The proposal must include:

- Full name of the proposed WCE president, accompanied by a complete CV and a list of publications.
- Details of the proposed independent local professional congress organiser (PCO), which must not be in the employ of any national or international scientific or medical society. Please include evidence/examples of their experience of handling large congresses.
- Proposed composition of the local organising committee, reflecting a broad representation of all those interested in endometriosis in the host country: scientists as well as clinicians.
- Proposed city. Please explain why this city is being proposed, and how accessible it is for an international congress (ie. direct international flights? If not, how to get there?). What kind of transportation is



available in the proposed city to get to/from the congress venue?

- Proposed dates and congress venue. Please explain which facilities the congress venue has available.
- Information about the main hotel(s), proximity to the congress venue, and assurance that there is sufficient availability during the proposed dates to accommodate the expected number of delegates. There should be accommodation available at variable rates to accommodate both the high and low end of the spectrum.
- A preliminary budget. Provision should be made within this budget for WES board members to have travel funds, registration and accommodation at the congress hotel enabling their participation in the congress.
- Proposed theme (ie. in 2005 it was "The patient as a partner"; in 2008 it was "ART and Science of Endometriosis"; and in 2011 it is "Towards Excellence").
- Information on whether the organisers will publish the proceedings of the WCE, and in which format.
- Suggestions for the congress dinner.
- Brief, preliminary action plan with a time line between January 2009 and congress dates in 2014.

**Agreement to the following must be clearly stated in the proposal:**

- To obtain approval by the WES board for all marketing collateral, including congress website, before it is published.
- That input to the development of the scientific programme will be provided by the local organisers, but that this will be finalised by the WES board.
- To coordinate the opening and closing ceremonies in conjunction with the WES president and secretary general.
- To provide a meeting room within the congress venue for the use of the WES board throughout WCE.
- To ensure the WES logo is included on all printed materials and on the congress website with links to WES.
- To provide complete transparency on all financial-related matters, including submission of final financial accounts within an agreed period of time (as per contract) after the WCE.
- To accommodate WES in working together to determine the nominees, and ultimate winner, of the Rodolphe Maheux Award 2014.

**Please submit a one document proposal in a "softcopy" format (WORD or PDF) to [wes@endometriosis.org](mailto:wes@endometriosis.org).**

Hard copies, CDs, and brochures will not be considered as part of the bid but may be sent separately as an illustration of the facilities.

**DEADLINE: 31 October 2008**



**For further information, please contact:**

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