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PREFACE

This Bidding Manual will indicate the requirements for any Member Society (referred to herein as the “Local Host”) of the World Gastroenterology Organisation (WGO), which intends to submit a proposal to host the biyearly World Congress of Gastroenterology.

It describes in detail the general history and required time schedule for the invitations to host a World Congress. Furthermore it contains the various requirements and policies governing this event in order to offer clear guidelines and distribution of tasks and responsibilities. This program of obligations furthermore will be the basis for the financial management and commitment by the Local Host.

This revised Bidding Manual comes into effect from the date of its issuance and is based on the organization of the most recent World Congresses of Gastroenterology. The WGO Executive Secretariat will provide supplementary and/or additional information upon request.

ORGANIZATIONAL VISION, MISSION AND OBJECTIVES


Digestive disorders are preeminent among healthcare issues globally, a significant burden to national healthcare budgets and the single greatest cause of cancer death. While an increasing awareness of causative factors, coupled with dramatic advances in diagnostic and therapeutic approaches, have led to improvements in the prevention, diagnosis and treatment of digestive disorders, these benefits have not been transmitted equally across the world and, especially, to those regions and populations in greatest need.

As the global representative for gastroenterology, the role of the WGO is to:

- increase global public awareness of digestive disorders
- provide independent and high quality educational opportunities to medical, nursing and other healthcare professionals in digestive disorders throughout the world, regardless of location
- support healthcare professionals who care for those with digestive disorders throughout the world

MISSION:

To promote, to the general public and healthcare professionals alike, an awareness of the worldwide prevalence and optimal care of digestive disorders through the provision of high quality, accessible and independent education and training.

OBJECTIVES:

- To promote public awareness of digestive disorders worldwide
- To provide the highest standards in education and training in gastroenterology throughout the world and objectively assess the outcomes thereof
- To create an education and training network readily accessible and relevant to gastroenterologists in emerging societies to support their local professional development
- To promote multidisciplinary approaches to primary prevention, screening, early detection and optimal care of digestive cancers
- To develop and disseminate global guidelines on important global issues in the clinical practice of gastroenterology
- To promote an ethical approach to all aspects of the practice of gastroenterology
• To promote the formation of national gastroenterological organizations
• To support and collaborate closely with all organizations interested in digestive disorders, including nursing, other healthcare workers and patient advocacy groups
• To solicit financial support for the purpose of undertaking WGO’s global and emerging societal programs and activities
• To regularly communicate WGO’s strategic plan, activities and outcomes to its constituents
• To organise the World Congress of Gastroenterology
BIDDING MANUAL

The purpose of the World Congress of Gastroenterology (WCOG) is to:

- Disseminate and exchange clinical, practical and scientific knowledge and information
- Educate gastroenterologists, as well as physicians and other allied health professionals in related disciplines, worldwide
- Provide opportunities for networking among professionals for the exchange of experience and ideas
- Realize sufficient finances to support the vision, mission and objectives of WGO

1. HISTORY OF THE WORLD CONGRESS OF GASTROENTEROLOGY

WGO is a federation of over 100 member societies of gastroenterology representing more than 50,000 individual members. WGO originated largely due to the initiative of Georges Brohée (1887-1957), a Belgian surgeon and radiologist who promoted modern gastroenterology, in particular, by founding the Belgian Society of Gastroenterology in 1928 and by organizing the first International Congress of Gastroenterology in Brussels in 1935. His continuing efforts culminated in the constitution of the “Organisation Mondiale de Gastroentérologie” (OMGE) on 29 May 1958 in Washington, DC, where the first World Congress of Gastroenterology was held.

The first President was Dr. H.L. Bockus whose vision was to enhance standards of education and training in gastroenterology. Initially focused on developed nations, the WGO today embraces a global approach with a special emphasis on developing regions.

The organization was officially renamed the World Gastroenterology Organisation (WGO) in May 2007. Below please find a listing of past World Congresses:

- Washington, 25-31 May 1958
- Munich, 13-19 May 1962
- Tokyo, 18-24 September 1966
- Copenhagen, 12-18 July 1970
- Mexico City, 13-19 October 1974
- Madrid, 5-9 June 1978
- Stockholm, 14-19 June 1982
- Sao Paulo, 7-12 September 1986
- Sydney, August 1990
- Los Angeles, 2-7 October 1994
- Vienna, 6-11 September 1998
- Bangkok, 24 February-1 March 2002
- Montreal, 10-14 September 2005
- London, 21-25 November 2009
- Shanghai, 21-24 September 2013

2. DEFINITION OF THE WORLD CONGRESS OF GASTROENTEROLOGY

The World Congress of Gastroenterology (WCOG) is presented every two years by WGO in collaboration with other interested organizations in accordance with the WGO Statutes and By-Laws and the Congress Bidding Manual.
The WCOG is organized in partnership with a Local Host, when the WCOG takes place in one of the following regions:

- Africa/Middle East
- Americas
- Asia/Pacific
- Europe

WGO reserves the right to organize the WCOG itself in the event that no satisfactory Bid is forthcoming.

3. ORGANIZATIONAL STRUCTURE

During the preparation for and the conduct of the WCOG, the following principle committees will be active:

3.1 WGO Governing Council

It is the duty of WGO to centrally oversee control and take responsibility for execution of all aspects of the organization of the World Congress with the exception of those activities which are the primary responsibility of the Local Host and/or are defined through formal agreement. WGO will support the Local Host with advice and retains the right to approve the activities of the Local Host for the items set out below, unless otherwise defined through formal agreement.

Final decisions related to the planning and organization rest with the World Congress Steering Committee, unless otherwise defined through formal agreement.

3.2 World Congress Steering Committee

The Steering Committee is responsible for the monitoring and supervision of the essential coordination and organization of the WCOG. It is responsible for the financial planning, budget development and the accounting of the World Congress.

This committee will consist of the following representation unless otherwise agreed by the organizing partners:

- Chairpersons (usually the President of each partner serves equally as co-chairpersons)
- 3 Representatives of the Local Host
- 3 Representatives of WGO (one of which is the WGO Treasurer)
- 2 Co-Chairs of the Scientific Program Committee – 1 Representative from WGO and 1 from the Local Host (ex-officio and non-voting)
- 2 Representatives of Local Organizing Committee (ex-officio and non-voting)
- Professional Congress Organizer (PCO) (ex-officio and non-voting; not listed in formal publication of membership)
- A senior staff representative from each of the organizational partner Executive Secretariats (ex-officio and non-voting; not listed in formal publication of membership)

3.3 Local Organizing Committee (LOC)

This committee is primarily responsible for the coordination of the World Congress operations and logistics locally and onsite, the Exhibition and the Social Program, subject to the approval of the Steering Committee.
This committee will consist of the following representation unless otherwise agreed by the organizing partners:

- Local senior representative (Chairperson)
- 1 Representative each from WGO and the Local Host
- Professional Congress Organizer (PCO) (ex-officio and non-voting; not listed in formal publication of membership)
- A senior staff representative from each of the organizational partner Executive Secretariats (ex-officio and non-voting; not listed in formal publication of membership)
- Additional members as proposed by the Chairperson of the LOC

3.4 Scientific Program Committee

This Committee is responsible for the development, selection and implementation of the Scientific Program. It will report to the World Congress Steering Committee.

The committee will include WGO and Local Host representatives, as well as further broad international representation. It will consist of:

- 2 Co-Chairs (1 from WGO and 1 from the Local Host)
- 2 Representatives of the Local Host
- 2 Representatives of WGO
- 1 Representative of the LOC (ex-officio and non-voting)
- Professional Congress Organizer (PCO) (ex-officio and non-voting; not listed in formal publication of membership)
- A senior staff representative from each of the organizational partner Executive Secretariats (ex-officio and non-voting; not listed in formal publication of membership)

3.5 Abstract Selection Committee

The selection of abstracts is the responsibility of a Scientific Program subcommittee. There is one specialist subcommittee for each category or group of abstracts. Each subcommittee will consist of 3-5 members who are experts in their respective fields. The members of the specialist subcommittees will be nominated by the Scientific Program Committee with approval of the Steering Committee.

Submission of Abstracts. All abstracts will be submitted electronically using an abstract management system as recommended to and approved by the Steering Committee.

Scoring. The subcommittees typically score or grade the abstracts from 1 to 5; 1 being the highest grade and 5 the lowest. The grading is currently based on the following:

1. Outstanding - new frontiers
2. Interesting good quality work
3. Should be presented
4. Questionable
5. Should be rejected

After the submission deadline, the subcommittees will have two weeks to review and grade the abstracts.
**Originality.** Abstracts should contain original material that has neither been published nor presented at another International meeting at the time of submission. In addition, abstracts should not be submitted to international meetings which take place before the WCOG. However, abstracts submitted to, or presented at, local and national meetings may be considered. Whenever applicable, the abstract should state: "This research has been approved by an ethics committee".

**Deadline for selection of abstracts.** The abstract selection procedure should be completed at least 16 weeks before the WCOG.

**Publication of abstracts.** All abstracts accepted for oral or poster presentation will be published in a supplement of a peer-reviewed journal in the field, to be determined by the Steering Committee, and if the presenting authors have paid their registration fees in full.

### 3.6 Supporting Bodies:

- WGO and Local Host Association Executive Secretariats
- Professional Congress Organizer (PCO)

**NOTE:** An organizational chart can be found in Annex 1 of this manual.

### 4. WORLD CONGRESS STRUCTURE

The Congress will typically consist of 3 core-meeting days of Scientific Sessions. Preconference programming and the Postgraduate Course(s) may be organized before or after the core program, usually before, but not both, with the total time allocated for these offerings not to exceed two days. The meeting is generally scheduled Saturday-Sunday (preconference offerings and Postgraduate Course(s)) and Monday-Wednesday (core program).

#### 4.1 Meeting Program

The Meeting Program is determined through the combined efforts and consideration of the needs of all organizing partners. The World Congress may contain the following sessions according to what has been determined by the organizing partners and available budget:

- **4.1.1 Opening Ceremony/Welcome Reception.** The Opening Ceremony takes place the evening before the Scientific Sessions (core meeting) begin. It is an opportunity for the Local Host to welcome delegates to the venue and location and can be held at the Congress Venue or offsite. It is followed by a welcome reception. Entertainment is optional during the ceremony or reception.

- **4.1.2 Opening Plenary Session.** This session takes place on the first day of the core meeting as the official opening of Scientific Sessions. It includes a mixture of invited speakers and presentations of the best submitted abstracts. No parallel sessions are to be scheduled at this time. Duration: 120 minutes (total)

- **4.1.3 Postgraduate Course.** A one to two-day program (typically one day in duration only) incorporating multiple diagnostic modalities. Participants typically purchase one registration in order to move around according to their needs and interests. Other pre-Congress meetings and postgraduate offerings running in parallel may be organized at the discretion of the Scientific Program Committee and approval of the Steering Committee. Note: Full registration for the Congress is not required to participate in the Postgraduate Course. Duration: 1-2 days (total)
4.1.4 **Symposia/Parallel Sessions.** Interdisciplinary symposia, which may be offered in track format, covering new approaches to diagnosis and treatment. State-of-the-Art and Named Lectures are given during Symposia/Parallel Session slots. Duration: 90 minutes

4.1.5 **Free Paper Sessions.** All submitted abstracts are reviewed by a panel of experts. If an abstract is selected as an oral presentation, it is allocated to a Free Paper or Oral Presentation Session. Duration: 90 minutes

4.1.6 **Clinical Case Sessions.** The aim of these sessions will be to promote discussion on clinical management problems that fall outside standard clinical guidelines. Clinical cases will be presented and illustrated by high-quality endoscopic, radiological and pathological images. The audience will be invited to comment and vote on diagnostic and treatment options. Duration: 90 minutes

4.1.7 **Guidelines and Other Research Reports.** All member societies and organizing partners may be invited to submit proposals for consideration in new or late breaking areas of research and strategies and/or to present Guidelines. Duration: 90 minutes

4.1.8 **Video Case Sessions.** Video Case Sessions are an excellent platform for the provision of succinct information on current issues in the field. Duration: 90 minutes

4.1.9 **Poster Sessions.** Poster sessions take place during the lunch period. Posters are displayed during all days of the core meeting and are changed daily. Experts will visit groups of posters, and the presenter is expected to give a 1-2 minute summary of the major findings described on the poster. The experts will lead the discussions with other members attending the poster session. It is the responsibility of the presenter to ensure that at least one of the authors is present during the lunch session to take part in the poster discussion. Historically, a selection of the best posters (usually 12) are awarded a prize on the basis of scientific merit using the evaluation process of the Scientific Program Committee. Duration: 90 minutes for presentations; 15 minutes for award ceremony

4.1.10 **Basic Science Workshops.** Daily during the core meeting, there may be basic science workshops offered. These workshops are typically aimed at young investigators and focus on research methodologies, study design, data analysis, etc. Duration: 90 minutes

4.1.11 **Named Lectures.** Traditionally, 2 Named Lectures presented by WGO are scheduled during the World Congress: the Bockus and Brohée Lectures. These lectures generally take place during symposia time slots. Additional named lectures may be added according to the needs of the organizing partners. Duration: 30 minutes each

4.1.12 **Closing Ceremony.** The format and duration of the Closing Ceremony is to be determined by the Local Organizing Committee, in consultation with the Scientific Program and Steering Committees.

4.1.13 Additional programs and session types may be organized as proposed by the Scientific Program Committee and approved by the Steering Committee.

4.2 **Satellite Symposia**

Satellite Symposia may be organised during the World Congress by the Scientific Program Committee in consultation with the Steering Committee.
4.3 Participants

Participants are defined as all persons including official registered delegates in all categories, press, guests, sponsoring bodies as indicated by the Steering Committee and accompanying persons who have registered for the event.

4.4 Social Program

The Local Organizing Committee is responsible for the arrangements of the various entertainment elements during the World Congress, including meal functions and coffee breaks, receptions and excursions as well as evening entertainment. These activities must be open to all participants. Entertainment should be moderate and in good taste. All social functions must be approved by the Steering Committee.

4.5 Program for Accompanying Persons

Arrangements should be anticipated for program functions for the accompanying persons. Accompanying persons may participate in the official Opening Ceremony and Reception, the Exhibition, and the official Closing Ceremony. Accompanying persons will also be able to register for all other activities that are part of the non-scientific part of the Congress Program and/or activities offered on the registration form.

4.6 Industrial Exhibition

Facilities will be provided for industrial exhibitions.

4.7 Promotion and Publication Schedule

The following promotion and publication schedule may be modified as needed by the organizing partners and in accordance with available budget, and approved by the Steering Committee:

- First Announcement
- Second Announcement and Call for Abstracts (including Abstract, Registration and Hotel reservation forms)
- Preliminary Program (including Abstract, Registration and Hotel reservation forms)
- Final Program
- Promotional Posters and Advertisements
- Sponsorship Packages/Prospectus
- Exhibition Information Brochure/Prospectus
- Exhibition Guide/Manual
- Press Releases and Press documentation
- Daily Newspapers
- List of Participants
- Additional publications as determined by the Steering Committee

4.8 Exhibitors

Exhibitors are defined as those in charge of an exhibition booth and are as such not considered to be full Congress participants. As part of the exhibition package, admission rules for full participation and registration will be included.
4.9 Faculty

Once the budget has been established and approved, the number of speakers is determined by the Scientific Program Committee, with final approval of the Steering Committee. It is reasonable to assume 100-130 speakers for planning purposes.

The allocation of speakers should be divided by regions: Regional/Local and International. It is recommended that the allocation is split 70% Regional and 30% International; however, this allocation should be determined by the Scientific Program Committee in accordance with the approved budget and decision of the Steering Committee.

4.10 Faculty Reimbursement Policy

It is suggested that faculty receive the following:

- Free conference registration, including the Postgraduate Program
- Flights and ground transportation reimbursed according to a schedule as determined by the Steering Committee.

The 2013 and 2015 Reimbursement Schedules are included for reference in Annex 2.

5. CONSIDERATIONS AND REQUIREMENTS TO HOST A WCOG

WGO Member Societies wishing to host the WCOG shall submit a written bid to the WGO Governing Council. This will contain information concerning the following (please refer to Annex 3, “Requirements to Host a World Congress of Gastroenterology”, for further details):

5.1 A proposed budget that references the items listed on pages 11-13 of this manual.

5.2 Availability of a suitable Congress meeting venue, using as a general guide the requirements as listed in Annex 3, together with appropriate costs.

5.3 The assurance that hotel accommodation is available in the host city and has ideally been placed on hold as per enclosed description in Annex 3. Hotel accommodation must be reserved well in advance of the World Congress at various price levels.

5.4 Exhibition space as listed in Annex 3, together with appropriate costs.

5.5 The invitation must be accompanied by supporting letters from appropriate federal, provincial, state and/or municipal authorities. The letter from the federal authority shall include a signed statement that all registered participants and guests, from all countries, are eligible to be granted visas and admission to the World Congress.

5.6 The bid should list the composition of the proposed future Local Organizing Committee, in particular the name of the local senior representative who will sit as its chairman, and the other proposed members of the committee.

6. ROLE OF THE LOCAL HOST

6.1 Role of the Local Host

The role of the Local Host may include, but may not be limited to:
• Provide assurance that the city inviting the World Congress is secure and politically stable.
• Supply all such information as required to WGO relating to the successful organization of the World Congress.
• Negotiate for the best prices and conditions with third parties, such as congress venue, hotels, air carrier, local travel and tourist partners on the new destination of the World Congress.
• Support the Steering Committee and its support mechanisms in the provision of text relevant for the announcements, final Program and all other printed matters as well as the website for the preparation of the World Congress.
• Attract as many local and international participants as possible to attend the World Congress.
• Support WGO in all other activities to promote the World Congress (i.e. local press).

6.2 Additional Requirements

The bid will contain a statement that the Local Host will provide the following services:

• Organize the Opening Ceremony, followed by a Welcome Reception for all participants and accompanying persons. This is done in close cooperation with the PCO appointed by the Steering Committee.
• Seek provision of funds and subsidies from local governmental bodies and or other applicable bodies and institutions.
• Generate income from local biomedical industries and other interested bodies.
• Arrange for sign posting in the host city in close cooperation with the Steering Committee.
• Understand that all promotional materials must conform to the guidelines and requirements established by the Steering Committee.

7. RULES AND REGULATIONS FOR THE BIDDING PROCESS

7.1 The bidding organization may not itself, in conjunction with industry, or with any other third parties such as local travel services, reimburse for or provide transportation and/or accommodations for individuals, family members, guests or companions who may in any way influence the Congress site selection voting process.

7.2 The bidding organization may not itself, in conjunction with industry, or with any other third parties such as local travel services, conclude agreements, transactions or any other contracts with individuals, family members, guests or companions who may in any way influence the Congress site selection voting process.

7.3 Gifts, or any other direct or indirect benefits given to any individuals on behalf of the bidding organization, may not exceed USD $100 in value per person.

7.4 The bidding organization will provide for transportation and accommodations for site visit(s) associated with the bidding process. Participation will include representation from the WGO Executive Committee, WGO Executive Secretariat, PCO if already in place, representation from the Local Host, and other organizational partners.

7.5 On receiving the award to hold the next World Congress, the host organization will provide transportation, accommodations, and logistical arrangements for the Initial Congress Formation Meeting in the host city. The participants at this meeting will be mutually determined by the host organization and the WGO.
7.6 The WGO Governing Council will consider bids from WGO Member Societies up to the time of the next scheduled World Congress. The provisional acceptance of such invitation by the WGO Governing Council is subject to written consent by the Local Organizing Committee Chairperson that they will abide by conditions and regulations stipulated in this Bidding Manual or otherwise by formal agreement between the organizing hosts.

7.7 Only those Bids approved by the Governing Council of WGO, will be forwarded to the General Assembly for voting during the preceding World Congress.

7.8 The WGO Governing Council will only forward the bid to the General Assembly after a preliminary site inspection and approval of the Bid. Site inspection will be preformed by one member of WGO Governing Council, the WGO Executive Secretariat, and one representative of the Local Host. All costs including travel and stay are to be borne by the bidding Local Host. The WGO Governing Council will time and conduct site visits as it determines necessary.

7.9 The Local Host Organization/Committees of those countries whose bids have been approved by WGO will be invited to present their bids orally during a 15-minute presentation at the WGO General Assembly at the time of selection. There the final decision will take place by a voting of all recognized delegates at the General Assembly to the rules laid out in the Statutes and By-Laws of WGO.

8. COMPETING EVENTS

The bidding Local Host should endeavor to ensure that there are no major competing congresses in their region within 3 months preceding or following the proposed dates of the World Congress.

9. TIME SCHEDULE

All efforts will be made to act in accordance with the following time schedule in the bidding and organization process for the World Congress wherever feasible:

No fewer than four years prior to the proposed Congress year, distribution of the Call for Bids and Bidding Manual will be made to the WGO Member Societies. Societies will have no less than sixty days to prepare and submit their bid.

Site inspections will be scheduled as determined necessary by the WGO Governing Council and conducted by a site selection group representing WGO.

Final selection of the next World Congress venue will be made by the General Assembly at the next available opportunity following the deadline for submission of bids.

10. FINANCES

The major issues related to finances of the World Congress of Gastroenterology are:

Income derived from, but not necessarily limited to:

- Registration
- Support from local governmental and semi-governmental bodies
- Support from biomedical industry
- Rental fees for exhibition space
- Other sponsorship for related activities
• Such finances as can be made available from the participating organizations

Expenditure involving, but not necessarily limited to:

• Facilities
• Technical equipment
• Printed materials
• Postage, handling and communication
• Site visits
• Committee meetings and Working Parties
• Scientific program
• Registration materials
• Promotion and press
• Abstract management
• Decoration and signs
• Staff
• Transportation
• Social activities
• Exhibition
• PCO
• Photography onsite
• Miscellaneous

The above will be based on a budget approved by the Steering Committee.

A final accounting will be completed within six months of the conclusion of the World Congress. It must be audited by a Certified Public Accountant and be available for inspection.

11. BUDGET

A full budget will be created by the Steering Committee. Budget line items to be considered should include, but not be limited to, the following:

Income:
• Registration fees
• Pre-Congress course fees
• Cancellation fees
• Accompanying persons
• Tours
• Sponsorship
• Advertising
• Exhibition
• Social Events
• VAT or other tax reimbursement
• Seed money
• Other sources to be identified

Expenses:
• Venue rental fees
• Venue inspection/site visits
• Program planning committee meetings
• Conference calls/phone/fax
• Insurance
• Mailings and mail house fees
• Printing
• Signage
• Promotions
• Abstract management posters
• Office supplies
• Travel grants
• Awards
• Exhibition services/set up
• Audio-visual
• Audio-video recording
• Syllabus/abstract supplement
• General postage/shipping/freight
• Registration bags
• Opening ceremony
• Welcome reception
• Social events
• Coffee breaks
• Catering
• Hostesses
• Translation
• Speaker travel/honorarium/reimbursement
• Photography onsite
• Secretariat management fees
• Staff/secretariat travel
• PCO management fees
• PCO travel
• Website development and maintenance
• Onsite staffing

• Continuing Medical Education (CME)
• Bank fees
• Miscellaneous
• Other sources to be identified

12. FINANCIAL SURPLUS

Any surplus revenue to the running of the World Congress identified in the final audited account will be allocated on the basis of a predetermined split between WGO and its organizing partners as determined by legal contract between the parties. In keeping with the mission and vision of the participating organizations it is agreed that all parties hereto will, in accordance with their own organizational charters and documents, dedicate any proceeds from the Congress to supporting training and education programs in gastroenterology and hepatology in areas of greatest need or to contribute to the advancement of science and education in gastroenterology and hepatology in their respective regions.

13. SUBMISSION OF BIDS

Bids must be submitted electronically to:

WGO Governing Council
c/o Caley Mutrie, Executive Director
555 East Wells Street, Suite 1100
Milwaukee, Wisconsin 53202 USA
Email: cmutrie@worldgastroenterology.org

PLEASE NOTE: The bid may also be submitted in printed format, but this must be accompanied by a complete electronic copy.
ANNEX 1

ORGANIZATIONAL CHART FOR THE WORLD CONGRESS OF GASTROENTEROLOGY (WCOG)

Steering Committee

Executive Secretariat

PCO

Scientific Program Committee

Local PCO (if needed)

Local Organizing Committee

Social Programs

Functional Subcommittees, as needed, eg. Exhibitors, Sponsorship, Promotions, Press and Media, etc.

Abstract Review Subcommittee
ANNEX 2

SAMPLE:

GASTRO 2013 APDW/WCOG SHANGHAI
REIMBURSEMENT POLICY

The Gastro 2013 Reimbursement Policy applies only to those expenses that are outlined within this document. Any other expenses not covered by this policy may or may not be covered by the representative’s participating organization, that is, the APDWF, CSDD, WEO or WGO, according to their respective organizational policies governing reimbursement of expenses. All requests for reimbursement are subject to review and approval by the Congress Treasurers as prescribed by agreement between the host organizations. Additional proposed expenditures not covered by this policy, but are related to the types of reimbursable activities outlined below, may be submitted to the Congress Treasurers for consideration PRIOR to implementation, as approval cannot be guaranteed.

Reimbursement is contingent upon the provision of original receipts for ALL eligible expenses. Reimbursement will not be made for those expenses for which a receipt is not provided.

I. Site Visits
A site visit will not be scheduled without the prior approval of the Steering Committee. With regard to site visits of the venue, reimbursement of eligible expenses from the Congress budget will be managed as follows:

Host organization:
- Costs associated with any meeting room rentals, catering, and other necessary and reasonable operational and logistical costs associated with the site visit will be reimbursed to that organization up to $2,500 USD.

Participants
- Flights, ground transportation and meals will be reimbursed according to the following schedule:
  1. Maximum travel reimbursement for East/West Coast Americas – $5,500 USD
  2. Maximum travel reimbursement for Europe, Africa, Asian Pacific region and Australia, with flight time that exceeds 5 hours continuous for at least one of the flight segments – $4,000 USD
  3. Maximum travel reimbursement for immediate Asian Pacific region, or other regions of origin with flight times of less than 5 hours continuous for all flight segments – $1,000 USD
- Up to 3 nights of hotel accommodations (arrival one day prior to the site visit, and the nights of each of up to two additional days associated with the site visit.)

II. In-Person Committee and Other Approved Planning Meetings
Reimbursement will be provided only to those individuals who travel specially to attend a Steering or Scientific Programme Committee meeting. Committee meetings will take place only at DDW in the USA or at APDW in the Asian Pacific region, unless otherwise established and approved by the Steering Committee.

With regard to both in-person Steering Committee and Scientific Programme Committee meetings, reimbursement of eligible expenses from the Congress budget will be managed as follows:
Host organization:
- Costs associated with any meeting room rentals, catering, and other necessary and reasonable operational and logistical costs associated with the site visit will be reimbursed to that organization up to $2,500 USD.

Participants
- Flights, ground transportation and meals will be reimbursed according to the following schedule:

1. When the meeting takes place at DDW in the USA:
   a. Maximum travel reimbursement for Europe, Africa, Asian Pacific region and Australia - $5,500 USD
   b. Maximum travel reimbursement for Central and South America, with flight time that exceeds 5 hours continuous for at least one of the flight segments – $4,000 USD
   c. Maximum travel reimbursement for East/West Coast Americas, or other regions of origin with flight times of less than 5 hours continuous for all flight segments – $1,000 USD

2. When the meeting takes place at APDW in the Asian Pacific region:
   a. Maximum travel reimbursement for East/West Coast Americas – $5,500 USD
   b. Maximum travel reimbursement for Europe, Africa, Asian Pacific region and Australia, with flight time that exceeds 5 hours continuous for at least one of the flight segments - $4,000 USD
   c. Maximum travel reimbursement for Asian Pacific region, or other regions of origin with flight times of less than 5 hours continuous for all flight segments – $1,000 USD

- Up to 2 nights of hotel accommodations (arrival one day prior to the day of the meeting, and the night of the day on which the meeting takes place.) Should the meeting be held over two days, the eligible allowance for reimbursement of hotel accommodations will be increased to up to three nights.

III. Faculty
It is agreed that every effort will be made to select faculty such that 75% will be ideally from the Asian Pacific region and the remaining 25% to be ideally drawn from all other geographic regions globally.

A full conference reimbursement package will be offered to faculty. In addition to Gastro 2013 faculty, the members of the organizing committees of Gastro 2013 (Steering and Scientific Programme Committees) will receive the full conference reimbursement package.

The conference reimbursement package is set forth as follows:

- Free conference registration, including the postgraduate program and the young clinicians’ program
- Flights and ground transportation will be reimbursed according to the following schedule:
a. Maximum travel reimbursement for all regions for which the flight time from the place of origin exceeds 5 hours continuous for at least one of the flight segments - $4,000 USD  
b. Maximum travel reimbursement for all regions for which the flight time from the place of origin, primarily the immediate Asian Pacific region, with flight times of less than 5 hours continuous for all flight segments – $1,000 USD  

- Up to 5 nights of hotel accommodations (assuming arrival one day prior to the first day of the meeting, that is, arrival on 20 September.)

GASTRO 2015 GESA/AGW-WGO INTERNATIONAL CONGRESS REIMBURSEMENT POLICY

International Speakers would be provided with a maximum of US$6,000 each. Speakers would be required to book flights three months prior to the Congress and submit receipts for reimbursement.

Other Expenses

- Accommodation expenses for a single room at the selected Faculty Hotel to cover the night before speaking engagements commence until and including the night after they have finished (maximum 5 nights).
- Airport transfers on arrival in Australia
- Registration for the days of participation in the meeting.

There will be no support for Board or committee members from participating organisations to attend this meeting.
ANNEX 3

REQUIREMENTS TO HOST A WORLD CONGRESS OF GASTROENTEROLOGY (WCOG)

1. VENUE REQUIREMENTS

The requirements given below are based upon the average structure of the World Congress in the previous years and can therefore be subject to approved adaptations. All proposed modifications must be included in a special appendix to the bid or must be included in a new edition of these Venue Requirements.

PLEASE NOTE: Bids must be accompanied by a full description of the venue with floor plans, seating capacities and associated costs.

1.1 Meeting Requirement Space Guidelines

1.1.1 PLENARY SESSION HALL (Theatre set-up)
1 room of 3,500 pax

1.1.2 PARALLEL SESSION ROOMS (Theatre set-up; please indicate classroom set-up capacity)
5 session rooms of 1,000 pax
4 session rooms of 500 pax
3 session rooms of 250 pax
3 session rooms of 150 pax
*Please indicate which rooms are connected and could be adapted to smaller or larger capacity.

1.1.3 BUSINESS MEETING ROOMS
2 meeting rooms of 100 pax
2 meeting rooms of 30 pax
20 meeting rooms of 20 pax

1.1.4 OFFICES
3 offices (approx. 20m² each) with options to set as boardroom.

1.1.5 HOSPITALITY ROOMS
20 hospitality rooms for exhibitors (approx. 50m² each)

1.1.6 PRESS OFFICE AND CONFERENCE ROOM
Minimum 1 room, with conference table and seating for 30 pax minimum

1.1.7 SPEAKER READY ROOM
2 rooms, set for (3) computer systems, work space for (10) persons, or 1 room with stated capacity.

1.1.8 GENERAL GUIDELINES FOR EXHIBITION, POSTERS & LEARNING CENTER
For the poster presentations approximately 3,000 m² (net) exhibition space is required.
For the learning centre approximately 1,500 m² (net) exhibition space is required.
For the commercial exhibition approximately 8,000 m² (net) exhibition space is required.
NOTE: It is strongly preferred to have one area for exhibition, posters and learning center.
1.1.9 REGISTRATION, INFORMATION, TOUR AND MESSAGE CENTRE
Approximately 10-15 desks, depending on projections and functions, with chairs for 2-3 pax per desk.
Large area needed for assembling kits and congress bags.

1.1.10 STORAGE SPACE
Minimum 1 50m² locking storage area.

1.1.11 GENERAL
- Seven days before the start of the World Congress, the PCO needs to have access to the Centre in order to prepare and build up.
- All meeting requirements will have to be operational at least 1 hour before start of the sessions and will have to be duly checked by the PCO.
- The meeting venue should be available two days after the World Congress has ended for closing and break down of exhibition.
- All meeting halls and rooms to be well ventilated offering working temperatures of 20-24 degrees Celsius/68-72 degrees Fahrenheit.

1.1.13 RECOMMENDED ROOM AVAILABILITY REQUIREMENTS PER DAY

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X - Postgraduate/preconference program; typically only one day of pre-congress programming is organized
X – Core Congress program
2. **HOTEL REQUIREMENTS**

The Congress City should be able to provide up to the following number of hotel accommodations in the following categories:

- Luxury/ 5 & 4 star hotels: 7,500
- 3 star hotels: 2,000
- 2 star and student accommodation: 500

3. **INVolVEMENT OF AIR CARRIERS**

The submitted Bid Proposal will ideally include a written statement from the official Airline that the World Congress will receive discount or a barter agreement to be used by the Steering Committee.

4. **LOCAL TRANSPORT**

The Congress centre should be easy to reach by public transportation. The Congress venue should have adequate parking facilities.

5. **ADDITIONAL ONSITE REQUIREMENTS**

5.1 A hospitality desk in the airport (1-2) days prior to the opening day.

5.2 Registration desk in the Congress venue to be open from (1) day before through the last Congress. It should have the capacity to accommodate up to at least 7,000 participants.

5.3 Pre/Post Congress Tours and Tourist Information Desk will be open every day starting (1) day before the Congress.

5.4 Re-confirmation desk for flights to be open the (3) final days of the World Congress.

5.5 Business centre for participants with photocopy, phone, fax and telex facilities to be identified (services to be paid by participants).

5.9 First Aid Services.

6. **SOCIAL PROGRAM**

6.1 The venue should be able to offer space for up to 7,000 persons for the Opening Ceremony and the Welcome Reception.

6.2 The venue for an additional Congress gala or party, if one is held, usually requires a minimum space for at least 3,500 persons.

6.3 The venue for the Faculty Dinner, if one is held, usually requires a minimum space for at least 550 participants.

7. **PROGRAM OF ACCOMPANYING PERSONS**

7.1 A separate program should be organised for the accompanying persons.
8. GUIDELINES FOR PRE/POST CONGRESS TOURS

8.1 The organization and its financial matters of the Pre/Post Congress Tours will be the responsibility of the Local Organizing Committee together with the PCO, and as approved by the Steering Committee.

8.2 The regulations for cancellations is recommended to be identical to those for the World Congress.

8.3 The Pre/Post Congress Tours will be planned in such a way that its participants will arrive at least 2 hours before the Opening Ceremony and will not depart within 3 hours after the Closing Session.

9. COMMUNICATION WITH PARTICIPANTS/PROMOTION DISPLAY

BEFORE THE WORLD CONGRESS

9.1 Production and mailing of a First Announcement containing, but not limited to, main elements as Congress venue, hotels, theme etc. to be distributed at major gastroenterology meetings throughout the world and to be mailed to the members of WGO and other organizational partners.

9.2 Production and mailing of a Second Announcement containing, but not limited to:

- World Congress and Social Program
- Program of Accompanying Persons
- Flight arrangements
- Pre/Post Congress Tours
- Registration Fees
- Abstract and Registration forms

This announcement should be ready at least 1.5 years prior to the World Congress. This allows time to distribute the Second Announcement during the major DDW meeting in the USA, the major gastroenterology meeting in the Asia Pacific, the United European Gastroenterology Week in Europe and future meetings of the African Middle East Association of Gastroenterology.

9.3 Preliminary Program

9.4 Sponsorship Opportunities and Packages

9.5 Exhibitor Prospectus

9.6 Dissemination of any further information as necessary prior to the World Congress (including confirmation of Registrations, Exhibitor Service Manuals, etc.).

9.7 Supplementary information can be included in hosts’ organizational publications, with the approval of the Steering Committee.

DURING THE WORLD CONGRESS

9.5 Distribution of the Final Program, containing all details of the conference program. Distribution of the List of Participants and latest updates of the Program.

9.6 Outdoor promotional display at Congress venue and hotel(s).

9.7 Indoor promotional display at lecterns.
9.8 Sign posting in Congress venue, and also related space as required (eg. Hotels, etc.)

9.9 Publication of a Daily Newsletter; to be coordinated with the Steering Committee, Scientific Program Committee and Local Organizing Committee. The Local Organizing Committee has the right to obtain sponsors/advertisers for this publication, but this must be approved by the Steering Committee.

9.9 Production of badges.

9.10 All graphics must be produced according to the established WCOG policy.

10. PRESS PROVISIONS

10.1 It is essential that national and international press coverage is promoted with appropriate interviews, statements by the President(s) of the World Congress, and the host organizations.

10.2 The contacts with the international press before and during the World Congress will be coordinated by the Steering Committee; those with the domestic media by the Local Organizing Committee.

10.3 Any special registration rates or fees for the international press will have to be covered in the budget and approved by the Steering Committee.

10.4 The production of press photographs of the main program elements should be ready within one day after shooting. The Local Organizing Committee is advised to include the financial arrangements of these press photographs in the contract for the taking and production of photographs during the World Congress.

10.5 Press room and press conference facilities will have to be covered in the budget.