



WORLD GASTROENTEROLOGY ORGANISATION

BIDDING MANUAL

FOR THE

WORLD CONGRESS OF GASTROENTEROLOGY

VERSION: March 2017

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PREFACE

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

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 will be the basis for the financial management and commitment by the Host Society.

The WGO Executive Secretariat will provide supplementary and/or additional information upon request.

ORGANIZATIONAL VISION, MISSION AND OBJECTIVES

VISION: ‘Global Guardian of Digestive Health. Serving the World.’

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 organization was officially renamed the World Gastroenterology Organisation (WGO) in May 2007.

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.

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 this manual. The WCOG transitioned from a four-year to a two-year cycle in 2013 as amended in the WGO Statutes and By-Laws.

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 committees will be active:

3.1 Joint Steering Committee

The Joint 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 WCOG. Final decisions related to all aspects of the planning and organization rest with the Joint Steering Committee, unless otherwise defined through formal agreement.

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)
- 2 additional representatives of the Local Host (one of which is usually the Treasurer)
- 2 additional representatives of WGO (one of which is usually the WGO Treasurer)
- 2 Co-Chairs of the Joint Scientific Program Committee – 1 Representative from WGO and 1 from the Local Host (ex-officio and non-voting)
- Chair of the 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)

3.2 Joint Scientific Program Committee

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

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

- 2 chairpersons (usually the President of each partner serves equally as co-chairpersons)
- 2 additional representatives of the Local Host
- 2 additional representatives of WGO (the Chair of the WGO Scientific Programs Committee and one additional WGO representative)
- 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)

3.3 Local Organizing Committee (LOC)

This committee is primarily responsible for the coordination of the World Congress operations and logistics locally and onsite, as defined by and subject to the approval of the Joint 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 Abstract Selection Committee

The selection of abstracts is the responsibility of a component group of the Joint Scientific Program Committee. There is typically one specialist subcommittee for each category or group of abstracts. Each subcommittee usually consists of 3-5 members who are experts in their respective fields. The members of the specialist subcommittees are typically appointed by the Joint Scientific Program Committee.

Topics: Abstract topics are identified by the Joint Scientific Program Committee.

Submission of Abstracts. All abstracts will be submitted electronically using an abstract management system as recommended to and approved by the Joint 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 typically 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. The timeline for submission and selection of abstracts will be determined by the Joint Steering Committee in consultation with the Joint Scientific Program Committee.

Publication of abstracts. All abstracts accepted for oral or poster presentation may be published in a peer-reviewed journal in the field, to be determined by the Joint Steering Committee. All submitters of accepted abstracts will be required to have paid their registration fees in full in order for their abstracts to be published.

3.5 Supporting Bodies:

- WGO and Local Host 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 usually one-two days. The meeting is typically scheduled Saturday-Sunday (preconference offerings and Postgraduate Course(s)) and Monday-Wednesday (core program).

4.1 Meeting Program

The Meeting Program is established by the Joint Steering Committee as determined through the combined efforts and consideration of the needs of all organizing partners and available budget. The WCOG typically includes, but is not limited to, the following session types:

- 4.1.1. Opening Ceremony/Welcome Reception.** The Opening Ceremony is usually located in or near the WCOG venue and is often combined with a Welcome Reception. The Opening Ceremony typically includes brief speeches from the organizing societies' leadership and local dignitaries. A Welcome Reception may immediately follow the Opening Ceremony. The Welcome Reception typically will have local entertainment with cocktails and hors d'oeuvres. These events are an opportunity for the Local Host and WGO to welcome delegates to the venue and location. Entertainment is optional during the ceremony or reception.
- 4.1.2 Postgraduate Course(s).** A one to two-day program (typically one day in duration) 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 Joint Scientific Program Committee and approval of the Joint Steering Committee. Note: Full registration for the congress may or may not be required to participate in the Postgraduate Course. Duration: 1-2 days
- 4.1.3 Opening Plenary Session.** This session takes place on the first day of the core meeting as the official opening of Scientific Sessions. In the past it has included Presidential addresses, a mixture of other invited speakers and/or presentations of the best submitted abstracts. No parallel sessions are to be scheduled at this time. Duration: usually 60-120 minutes
- 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: usually 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: usually 60-90 minutes
- 4.1.6 Interactive/Breakout/Case Sessions.** The aim of these sessions will be to promote discussion on clinical management problems and other current issues that fall outside standard clinical guidelines. Clinical cases and other topics are presented and often accompanied by high-quality endoscopic, radiological and pathological images. The audience is typically invited to comment on diagnostic and treatment options and/or the issues being covered. Duration: usually 60 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. These talks may also be integrated into other session types. Duration: usually 60-90 minutes
- 4.1.8 Video Case Sessions.** Sometimes included but not required are video case sessions. If included in the congress program, they are typically offered as an excellent platform for the provision of succinct information on current issues in the field. Duration: usually 60-90 minutes
- 4.1.9 Poster Sessions.** Poster sessions typically 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 assigned presentation time to take part in the poster discussion. Historically, a selection of the best posters (number to be proposed by the Joint Scientific Program Committee and approved by the Joint Steering Committee) are awarded a prize on the basis of scientific merit during the abstract review and selection period and are presented during special free paper session(s).

4.1.10 Basic Science and/or Hands-on Workshops. Sometimes included but not required are basic science and/or hands-on workshops. If included in the congress program, they are typically offered daily during the core meeting. Duration: usually 60 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, but may also be allocated to plenary sessions. Additional named lectures are added according to the needs of the Local Host and other organizing partners. Duration: usually 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 and approved by the Joint Steering Committee.

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

4.2 Satellite Symposia

Satellite Symposia may be organised during the WCOG as approved by the Joint 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 Joint 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 WCOG, including receptions and excursions and tours, as well as any other day or evening entertainment. All social functions must be proposed to and approved by the Joint Steering Committee. These activities must be open to all participants.

4.5 Program for Accompanying Persons

Arrangements should be anticipated for program functions for the accompanying persons. Accompanying persons usually are permitted to participate in the official Opening Ceremony and Welcome 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 Joint Steering Committee:

- WCOG Website
- 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
- Social Media
- Additional promotions and publications as determined by the Joint 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 and opportunities for full participation and registration will be included.

4.9 Faculty

Once the budget has been established and approved by the Joint Steering Committee, the number of speakers is proposed by the Joint Scientific Program Committee, with final approval of the Joint 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. The typical allocation is split 70% Regional/Local and 30% International; however, this allocation should be determined by the Joint Scientific Program Committee in accordance with the approved budget and decision of the Joint Steering Committee.

4.10 Faculty Reimbursement Policy

It is suggested that faculty receive the following:

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

The 2013 and 2017 Reimbursement Schedules are included for reference in **Annex 2**.

5. ROLE OF THE ORGANIZING BODIES

5.1 Role of the Local Host

The role of the Local Host includes but is not be limited to:

- Provide all 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.
- Work to attract as many local and international participants as possible to attend the World Congress and support WGO in all other activities to promote the World Congress (i.e. local press).
- Seek provision of funds and subsidies from local governmental bodies and or other applicable bodies and institutions.
- Generate income from biomedical industries and other interested bodies.
- Arrange for sign posting in the host city in close cooperation with the Joint Steering Committee.
- Understand that all promotional materials must conform to the guidelines and requirements established by the Joint Steering Committee and in accordance with WGO policies.

5.2 Role of WGO

The role of WGO includes but is not limited to:

- To provide official endorsement of the WCOG.

- To participate actively and maintain an equal role in the oversight of the meeting planning and organization of the congress and development of the scientific program.
- To present WGO programs within the framework of the scientific program (e.g., Training Centers, Train the Trainers, Guidelines and Cascades, World Digestive Health Day, and work of the committees and interest groups, etc.)
- To play a key role in the promotion of the activity via the communication mechanisms available (website, WGO publications, mailings to WGO members, social media, etc.)
- To provide administrative support where needed and as formally agreed between WGO and the Local Host, including the type of support that will be offered, the cost of this support, and who will bear the financial responsibility of such costs.

6. HOW TO PREPARE YOUR BID: GENERAL CONSIDERATIONS AND REQUIREMENTS

WGO Member Societies wishing to host the WCOG shall submit a written bid to the WGO Governing Council.

Bids must be submitted in electronic format and contain the following information:

Section 1: General Correspondence/Documents

Provide include the following correspondence and general documentation with the submitted bid:

- Letter from the host WGO member society confirming that it endorses the bid.
- Indicate other organizational partners, if any, being proposed.
- Names and positions of the key local members heading the bid.
- The composition of the proposed future Local Organizing Committee, in particular the name of the local senior representative who will sit as its chairperson, and the other proposed members of that committee.
- Supporting letters from appropriate federal and local governmental authorities and other groups such as local convention and visitors bureaus, etc. are encouraged.

****Please DO NOT include letters of support from other WGO Member Societies or Regional Affiliate Organizations as these WILL NOT be considered in the evaluation of bids to host a WCOG.*

Section 2: Dates

Propose available dates in the target year in which the WCOG will be held. Date proposals should reference:

- (1) Day(s) required for Setup;
- (2) Days on which the Postgraduate Course(s) and Core Congress Program will take place; and,
- (3) Day(s) required for dismantlement.
- (4) A listing of any competing major congresses taking place in the region during the target year for the WCOG bid within 3 months before or following the proposed dates.

Bidding societies are encouraged to hold only one meeting in the congress year in lieu of their regular annual society meeting.

Section 3: Name

Include a proposed name for the jointly organized World Congress. Official names proposed for the meeting are to include "World Congress of Gastroenterology". Proposals may also include an accompanying label using "Gastro <year>, for more abbreviated usages in promoting the meeting. Ultimately, the name of the meeting will be selected and approved by the Joint Steering Committee.

Section 4: Proposed City Background

Provide a general history and description of the city.

Section 5: Venue

Submit a detailed description of the convention space including floor plans, meeting room and exhibit hall capacities, layouts, availability of built-in audio-visual, and rental fees. Appropriate venues will be able to accommodate the following requirements, acknowledging that requirements will fluctuate based on

anticipated attendance for the region and historical congress attendance data. **Suggested capacities are provided as a guideline only for preparing the proposal in order to assess total capacity of the proposed meeting venue.** If it is helpful in making the proposal, assume registration numbers at each of the following scenario levels of 2,500, 5,000, 7,500 and 10,000 participants.

- 1 large general session meeting room (suggested capacity up to 3,000-3,500, theatre style)
- 3 large general session meeting rooms (suggested capacity up to 750-1,000, theatre or classroom style)
- 10-15 small to medium session meeting rooms (suggested capacity up to 250-500, theatre or classroom style)
- Exhibition and Poster Hall, measuring at least 4,650 square meters (approximately 50,000 square feet)
- Rooms, stating capacities, for:
 - o Faculty
 - o Press/media
 - o Audio-visual services
 - o Storage space
 - o Hospitality rooms for exhibitors
- 2 society business meeting rooms for the Local Host and WGO, with suggested capacity of up to 120, theatre style
- 2 committee meeting rooms with capacity up to 25 u-shaped or conference style
- 2 secretariat staff offices for the Local Host and WGO with the option to set as a boardroom for leadership meetings with capacity up to 20 u-shaped or conference style
- Registration, Information, Tour and Message Area, including approximately 10-15 desks, depending on projections and functions
- Catering: Indicate whether facility offers catering services
- Indicate whether facility offers business center services, first aid, rest areas for attendees and restaurant or other food options nearby

Section 6: Hotels

Provide a description of hotels, preferably within walking distance to the congress venue. Include:

- The category of hotel (5-star, 4-star, 3-star and 2-star/economy)
- The maximum number of rooms available to be secured within the congress block
- Approximate rates to be offered per night at each hotel including local taxes and fees
- Recommended hotel for the following:
 - o **Leadership and Faculty Hotel Block:** WCOG usually chooses one hotel to serve as the headquarters hotel where Local Host and WGO leadership and staff and faculty will stay. This hotel should be close to the venue and the equivalent of a USA based rating of 4 or 5 stars.

Section 7: Social Events

Provide descriptions of appropriate-sized venues to host the following events, assuming registration numbers at each of the following scenario levels of 2,500, 5,000, 7,500 and 10,000 participants:

- Opening Ceremony/Welcome Reception
- Gala Event, if one is held
- Faculty Dinner
- Program for Accompanying Persons
- Pre/Post Congress Tours

Section 8: Excess Revenue Allocation

Any surplus revenue identified in the final audited account (to be provided to all partners within 6 months of the conclusion of the congress) will be allocated to the Host Society and WGO on the basis of a predetermined split between them as determined by a legal contract between the organizations. Please provide a recommendation as to how excess revenues might be split after all expenses are paid.

Section 9: Budget

Submit a preliminary budget based on three scenarios of 2,500, 5,000, 7500 and 10,000 participants, and highlighting:

Income derived from, but not necessarily limited to:

- Registration
- Support from local governmental entities
- Support from the biomedical industry
- Exhibition revenue
- Other sponsorships for related activities
- Advertising
- Social events
- VAT or other tax reimbursement
- Seed money
- Other sources to be identified

Expenses from, but not necessarily limited to:

- Venue rental fees
- Venue inspection/site visits
- Exhibition
- Steering and Scientific Program Committee planning meetings
- Scientific program and faculty
- Continuing medical education
- Abstract management
- Audio-visual and technical equipment
- Registration
- Transportation
- Social activities
- Grants/awards
- Promotions, marketing, press
- Website development and maintenance
- Printed materials
- Signage and decoration
- Insurances
- Photography
- PCO fees
- Local Host and WGO staff fees
- Onsite staffing/hosts/security
- Conference calls/phone/fax
- Mailings and mail house fees
- Office supplies
- Bank fees
- Variable costs (catering, delegate kits, etc.)
- Other sources to be identified

Section 10: Attendance

Please include the total number of attendees that typically participate in the Local Host's annual conference and the targeted number of attendees for the proposed WCOG.

Section 11: Transportation and Air Travel

Provide information about international accessibility to the city and average flight times from various regions of the world and passport/VISA requirements. Please also provide transportation options that exist within the city and between the congress venue and recommended hotels.

Section 12: Marketing and Promotions Plan

Provide information on how the Local Host will endeavour to promote and market the WCOG. National and international press coverage is to be promoted with appropriate interviews, statements by the Presidents of the Local Host and WGO, and the host organizations.

Section 13: Safety and Security

Provide information about the security and political stability of the host country.

Section 14: Weather and Other Local Conditions

Provide information about the weather and other local conditions for the dates proposed.

7. RULES AND REGULATIONS FOR THE BIDDING PROCESS

- 7.1 Bids will only be accepted from WGO Member Societies whose membership dues are in good standing.
- 7.2 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 process.
- 7.3 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 process.
- 7.4 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.
- 7.5 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 Governing Council, WGO Executive Secretariat, PCO if already in place, representation from the Local Host, and other organizational partners, if any.
- 7.6 On receiving the award to hold the next WCOG, the Local Host 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 Local Host and WGO.
- 7.7 The WGO Governing Council will consider bids from WGO Member Societies up to the established deadline for submission of bids.
- 7.8 Only a bid approved by the Governing Council of WGO will be forwarded to the General Assembly for voting during the WGO General Assembly at its next meeting.
- 7.9 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 performed by one member of the 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 will time and conduct site visits as it determines necessary.
- 7.10 The Local Host whose bid has been approved by the WGO Governing Council will be invited to present its bid orally during the WGO General Assembly at the time of selection. There the final decision will take place by a voting of all delegates eligible to vote at the General Assembly to the rules laid out in the Statutes and By-Laws of WGO.

8. TIME SCHEDULE

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

Ideally, 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 nor more than 90 days to prepare and submit their bid. Bids will only be considered from WGO Member Societies whose membership dues are in good standing.

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 WCOG venue will be made by the General Assembly at the next available opportunity following the deadline for submission of bids.

9. ASSESSMENT CRITERIA

Criteria for considering submitted bids include, but are not limited to:

- Financial viability
 - o In terms of fixed costs according to estimates as provided in each bid submitted (eg, venue rental, audio-visual, etc.)
 - o In terms of proposed registration fees at each of the suggested budget levels of 2,500, 5,000, 7,500 and 10,000 participants
- Timing of the meetings (available and flexibility of dates)
- Overall structure of the meeting (eg, will the meeting combine the World Congress with the Host Society's annual meeting?)
- Proximity of other major GI meetings in terms of timing and location
- Ability of the city proposed to maximize the number of participants

10. SUBMISSION OF BIDS

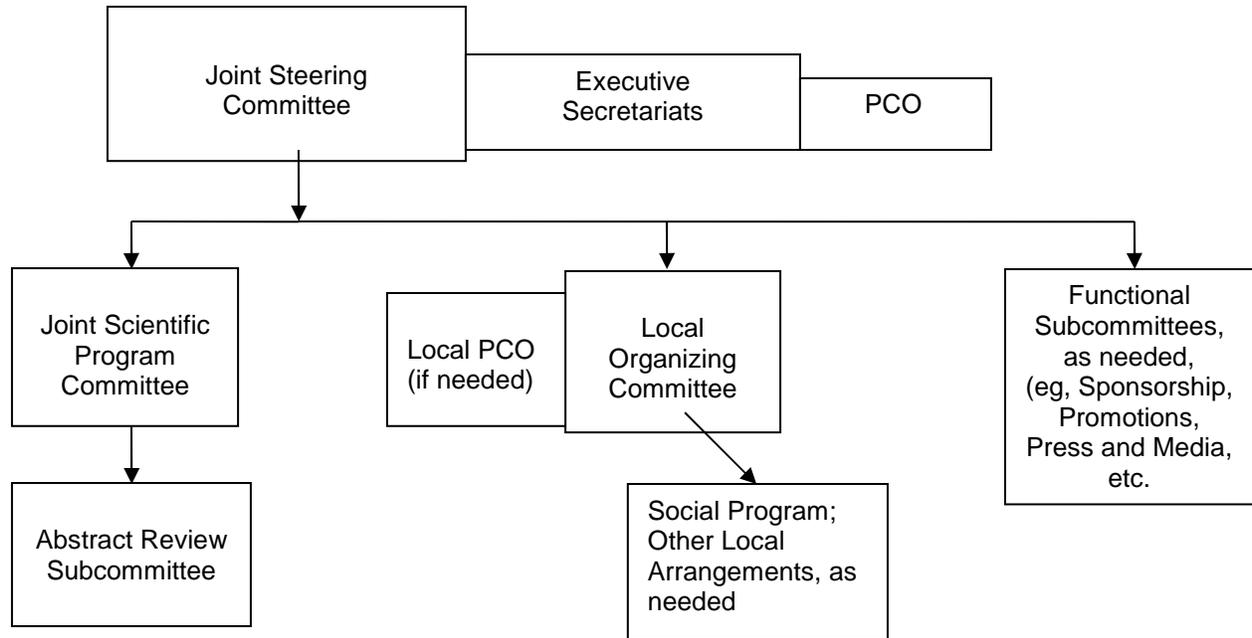
Bids must be submitted electronically to:

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 it **must** be accompanied by a complete electronic copy.

ANNEX 1

ORGANIZATIONAL CHART FOR THE WORLD CONGRESS OF GASTROENTEROLOGY (WCOG)



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.)

World Congress of Gastroenterology (WCOG) at ACG 2017

FACULTY REIMBURSEMENT POLICY

International speakers who are non-ACG members will be provided with a maximum of \$5,000 USD each upon the submission of eligible receipts for international airfare with one leg exceeding six (6) hours. Speakers are required to book flights three months prior the joint congress. In the event the program includes domestic speakers who are non-ACG members, their travel will be covered in accordance with ACG's standard faculty travel reimbursement policies for non-members. Speakers shall also receive accommodation expenses for a single room beginning with the night before their first presentation until the day following their last presentation exclusive of sessions where acting solely as a moderator; airport transfers on arrival and departure to and from the faculty hotel in Orlando, USA, and registration for the meeting in which they are speaking.

STEERING COMMITTEE AND SCIENTIFIC PROGRAM COMMITTEE MEETINGS REIMBURSEMENT POLICY

Adopted by the Joint ACG/WGO Steering Committee, 19 December 2016

The WCOG at ACG 2017 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 ACG and 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 that are related to the type 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.

Reimbursement for members of the Joint Steering Committee and Scientific Program Committee to attend in-person Joint Steering Committee and Scientific Program Committee meetings will be reimbursed from the Congress budget as follows:

- All travel and hotel accommodation arrangements will be made through and managed by the ACG.
- Flights of less than 6 hours total flight time will be reimbursed for economy airfare.
- Flights that include at least one leg exceeding 6 hours of flight time will be reimbursed to a maximum of \$5,000 USD.
- Hotel accommodations and ground transportation between the airport and the hotel reserved for attendees will be covered by the Congress budget.

Faculty reimbursement is defined separately in the joint meeting agreement between the ACG and WGO.