



Pre-conferences at WCPH 2020

Pre-conferences are held on Monday 12 October afternoon and Tuesday 13 October morning preceding the opening of the 16th World Congress of Public Health. They can be held for half a day (3 hrs) or from lunch to lunch (2 x 3 hrs).

Key requirements

Pre-conferences:

- Can be organized by health associations (Sections, Working Groups), NGOs, and international health organizations, but not by individuals. **Joint application of several organizations is recommended.**
- Should assure **geographical representation** from across world regions with at least one third of speakers from low-middle income countries.
- Should assure **gender and age balance** with appropriate representation of young professional and women speakers. If applicable, one speaker from indigenous or minority group is recommended.

Financial requirements

There are two organizational options to consider: (1) organizers covering all expenses related to the session including the registration of speakers and delegates, making it free of charge for delegates, or (2) delegates paying registration fees to cover the costs of organizing the session.

Option 1, organizers taking over the full costs, will be charged for:

- Administrative fee covering registration of delegates: € 1,000 (half day) and € 1,500 (lunch-to-lunch);
- Room rental and AV equipment depending on the size of the room: €4,000 to €10,000 for a lunch-to-lunch, €2,000 to €5,000 for a half day. For example, the costs for a 50 persons room is estimated at €5,000 (lunch-to-lunch) or €2,500 (half day).
- Catering is invoiced after the pre-conference based on number of registered delegates (coffee, tea, buffet lunch). Catering costs are estimated at €40 per person
- All charges listed excluding 22% Italian VAT.

Option 2, delegates paying registration fees:

- For a full day pre-conference the fee is € 150 per participant, half day pre-conference €75. For both coffee, tea, basic network lunch included.

- Registration fees listed including Italian VAT.

Financial details are provisional, depending on final quotations from the conference venue and catering company.

Benefits for organizers include: announcements in WCPH website, Conference App, Programme Book, two waivers of registration fees for the pre-conference.

Guidelines to assist preparing a Pre-conference proposal:

- The time allotted for each Pre-conference is 3 hours (Monday afternoon, Tuesday morning) or 2 times 3 hours (lunch-to-lunch).
- The emphasis is to be on a workshop or skills-building format rather than on lectures and mini-plenary session.
- Alternative formats, such as a debate or an extended Q&A between the audience and all speakers, may also be considered.
- Speakers should understand that no honorarium or complimentary registration is given for participation.
- Proposals should be submitted in English. Graphics or tables cannot be accepted. Use standard abbreviations.
- The call for Pre-conference proposals is open until 1 March 2020.
- The Congress Management Committee (CMC) is in charge of selecting the Pre-conferences. Organizers will be notified about acceptance of their proposal by 1 April 2020.

Template Pre-conference proposal

Complete your Pre-conference proposal in an empty Word document following the template below and send the document by email to abstract@wcpH2020.com. Limit your proposal to 1-2 pages A4 size. Do not include resumes of speakers/panellists.

Title of the Pre-conference[Calibri, 14pt, Bold]

No more than 100 characters Title should be brief and clearly indicate the contents

Organiser [Calibri, 11pt]

Indicate the organiser(s) of the Pre-conference.

E-mail contact

E-mail contact of submitter/organiser.

Background

Explain the relevance of the Pre-conference. What is the added value of organising the Pre-conference? Describe the format of the Pre-conference. What is the coherence between the presentations in relation to the topic of the pre-conference?

Maximum number of words: 400.

Objectives

Describe the objectives of the Pre-conference. What should be achieved by organising the Pre-conference. What will participants have learned?

Main messages

Two short (200 characters maximum) messages which summarise the main impact of the proposed Pre-conference.

Presentations

If applicable, include the titles and short description of the presentations in the Pre-conference. The maximum number of presentations is five. The maximum number of words per presentation: 100.

Speakers/Panellists

If applicable, include the names, affiliations, countries of work of speakers/panellists.

Financial requirements

Indicate your preferred cost option 1 or 2.

Time

Indicate your preferred duration and day of your pre-conference.