



WCBIP HOST
APPLICATION FORM,
ORGANIZATION RULES & GUIDELINES,
and AGREEMENT

Please fill out this document electronically using a standard PDF reader, save file and send to

mmendoza@wabip.com by

Application Form

Overview

The *World Congress for Bronchology and Interventional Pulmonology* ("WCBIP") is a biennial event by the World Association for Bronchology and Interventional Pulmonology ("WABIP") with host sites rotating around the world.

The site for the WCBIP is determined after application submissions and on-site presentations to the WABIP Board of Regents, who after closed-door deliberation and by anonymous ballot, select the host site and President based on discussion of objective criteria pertaining to location, organization, fiscal solvency, support, and responses to a series of questions.

The budget for the proposed WCBIP should be developed to demonstrate that the WCBIP will generate a profit (after deducting any amounts loaned to the organizers by the WABIP). The profitability target should be strictly respected. Organizers must describe to the WABIP how they will assure that the WCBIP will generate a profit.

Selection Parameters (please describe each in detail):

- Name of top applicant (the proposed **WCBIP President**)
- Organizing bronchology and interventional society
- Proposed host city and country
- Proposed host venue (conference center, hotel, etc.)
- Ease of access, airport and city transportation
- Proposed scientific program
- Proposed scientific committee structure
- Proposed social program
- Commitment to the WABIP and acceptance of WABIP involvement
- Expected profitability
- Anticipated industry sponsorship

Specific Questions (please answer each in detail):

1. Will you have congress insurance so that money is not lost in case of cancellation?
2. What is your back-up plan in case you are unable to host the congress?
3. Will you request a loan (up to \$10,000 USD) from the WABIP?
4. Do you promise to repay this loan even if the WCBIP makes no profit?
5. Do you agree to give at least 50% of the profits to the WABIP in exchange for WABIP promoting this congress to all its members, and having WABIP members serve on the congress scientific advisory panel, organizing committee, and as speakers or chairmen of sessions?
6. Do you agree to conduct the WABIP Video Festival?
7. Do you agree with opening ceremony guidelines that include delivery of the WABIP awards, history of WABIP, and acknowledgement of officers and committee chairs?
8. Do you agree to follow guidelines regarding WABIP Board of Regents meetings, executive committee meetings, and committee meetings?
9. Do you agree to follow guidelines regarding travel expenses for WABIP officers and invited speakers (see below *Organization Rules & Guidelines*).
10. Will the program be solely devoted to bronchology/interventional or will there also be pharmaceutical industry representation?

11. How will you assure some attendance from WABIP members coming from underdeveloped or developing nations?
12. What is your expected attendance?
13. Will the WCBIP be conducted in relation to a large regional meeting of another society, and if so, how will you increase attendance at the WCBIP?
14. What is your expected profit, and how will you assure and guarantee this profit?
15. Will you have an online virtual program or have virtual streaming capabilities ("hybrid event")?
16. Which medical associations and organizations do you expect to officially endorse the WCBIP?
17. Which medical associations and organizations do you plan to approach to help cosponsor (by providing speakers, financial support, or space) the WCBIP?

Organization Rules & Guidelines

Approved applicants (hereafter, “organizers”) must comply with all of the following items:

A. Marketing

1. An appropriate timetable should be set up for the periodic marketing of the congress. Organization of the congress by a professional, 3rd party outfit that specializes in international congresses is recommended.
2. Marketing to members of professional organizations is important. Distribution of congress information during major meetings (ACCP, APSR, ATS, APSR, and national meetings) as well as medical journals is important.
3. If possible, consider contracting an agency that organizes other congresses such as ERS, APSR, etc.
4. “WCBIP.org” must be the sole internet domain name and address for the congress.

B. Scientific program

1. The scientific program committee of the congress will seek advice from the WABIP’s advisory committee in the selection of the topics and speakers. The WCBIP advisory committee will be appointed by the WABIP leaders.
2. The scientific program committee of the congress will include members of the WABIP advisory committee.
3. The WABIP’s advisory committee should receive the preliminary program at least 6 months before the date of the congress so that further suggestions can be sent to the organizers.
4. The final scientific program should be approved by the WABIP Board of regents.
5. The program should devote at least three (3) hours for the WABIP Board meeting, preferably a luncheon meeting on the day before the evening opening ceremony.
6. The invited speakers should be selected from a list of experts and lecturers as well as junior colleagues. No single speakers should be asked to give an inordinately large number of lectures.
7. Pre-congress workshop in interventional pulmonology for novices and intermediate skilled physicians is recommended.
8. All areas of interventional pulmonology should be included in the program. Other topics include lung cancer, lung and airway imaging, otorhinolaryngology, thoracic surgery, and esophageal diseases as they relate to the respiratory system.
9. Almost all congresses have had special honor lectures (up to 6) to honor those who have contributed their time and expertise to the field of interventional pulmonology and/or the growth of the WABIP. It is recommended that this practice be continued.
10. The abstracts of invited lectures, posters, and submitted abstracts should be published in the program book (hard copy or electronic) for distribution to the congress attendees.

C. Finances

1. The host organization is responsible for securing adequate financial assistance for the successful organization of the congress. Initial loan may be available from the WABIP and other professional organizations. If the loan is provided by the WABIP, it is understood that

it will be refunded to the WABIP within sixty (60) days after the congress regardless of the financial status of the congress.

2. If the final budget shows a positive balance, the organizers must agree to provide at least **50%** to the WABIP and can also decide whether to donate **any or all of** the remaining money to benefit the World Bronchology Foundation (WBF) or the WABIP's educational funds, or both.
3. It is understood that the WCBIP must be financially profitable. Organizers should agree that the WABIP Executive Board and Board of Regents (with inquiries by WABIP Treasurer) have input and information about all WCBIP financial issues.

D. Industry support and sponsorship

1. Adherence to the ethical issues surrounding the financial support from pharmaceuticals and equipment manufacturers ("industry") is crucial. The rules and regulations vary from country to country regarding this issue. Therefore, WABIP is not in a position to provide detailed guidelines. The organizers should follow the ethical guidelines recommended by the professional societies in their countries.
2. The representatives from the sponsoring industry should not be included in the organization of the scientific program. They should not be included as faculty in the scientific program except under special circumstances. Full disclosure is necessary.
3. A generous support from one industry should not be awarded with multiple symposia or lectures on the same topic. The final program should be approved by WABIP leadership. The industry should not be permitted to dictate the scientific program.
4. The industry sponsored satellite symposia (off campus or on campus) should not compete with any other scientific program.
5. All faculty members must be asked to declare if there is a conflict of interest regarding their lectures. This information should be included in the first or second slide of every lecture. If there is no conflict of interest, this also should be mentioned in the slides.

E. Travel and Lodging

1. The organizers are responsible for the travel expenses and lodging of the WABIP leadership (chair, immediate past-chair, vice-chair, treasurer, secretary, and one staff person of the WABIP), and the presidents of the preceding WCBIP and the next WCBIP. Altogether, eight persons will be provided travel and lodging at the expense of the congress.
2. Travel and lodging expenses for invited speakers and special guests should be applied uniformly and fairly. Ideally, funds can be delivered based on reimbursement for travel at a fixed amount OR, at a fixed rate depending on point of origin and proximity/distance from the conference location.

F. Miscellaneous

1. The WABIP should be provided a desk or booth at the congress in the exhibit area so that information about WABIP are available to congress attendees.
2. The WABIP flags should be hoisted in a well visible location at the congress, such as the main meeting room, location of the opening and closing ceremonies, etc.
3. The WABIP flag transfer should take place at the time of the closing ceremony.
4. The WABIP flag will be returned to WABIP central offices after the WCBIP.

5. There should be sufficient time allocated for a WABIP Board of Regents ("BOR") before the official start of the congress.
6. During the course of the congress time should also be allotted for Executive Board ("EB") meetings and separate standing committee meetings. There should be short EB and BOR business lunch-type meetings before the end of the congress.

G. Post-congress responsibilities

1. Within four (4) weeks of the conclusion of the congress, the president of the congress should send a detailed report to the WABIP General Manager, including industrial support secured and obstacles encountered. The report should also include the following: number of registrants, number of countries represented at the congress, types of lectures, panels, etc., names of honor lecturers and other honored persons, and the names of those who received WABIP awards. This information is for dissemination to the WABIP members through the WABIP Newsletter.
2. The president of the concluded congress should provide helpful hints to the president of the next WCBIP.
3. A detailed report on the budget of the concluded congress should be submitted to the WABIP General Manager within sixty (60) days of the conclusion of the congress. This information will be used to help organizers of future congresses.

Agreement

By providing my signature below, I, the applicant, hereby declare and confirm the following points:

- I have read and understood the entirety of this document (pages 1-8).
- Any and all information that I have submitted in this document are, to the best of my knowledge, true, accurate, and complete.
- I agree to comply with all items in the *Organization Rules & Guidelines* (pages 5-7) should my application be approved by the WABIP Board of Regents.
- I understand and agree that I must attend the WABIP Board of Regents meeting at the _____ in order to give a presentation on this bid.

Should I fail to attend, I understand and agree that the WABIP Board of Regents reserves the right to void this application.

Signature of applicant _____

Name of applicant _____

Email _____

Date _____

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