



# **IUPHAR WORLD CONGRESS BIDDING GUIDELINES**



**INTERNATIONAL UNION OF BASIC AND CLINICAL PHARMACOLOGY**

## 1. ABOUT THIS DOCUMENT

This document is intended as a guide for IUPHAR member societies that have expressed an interest in submitting a formal bid to host a World Congress of Pharmacology (WCP) on behalf of IUPHAR. The document details the requirements for the organization of a WCP congress and the respective roles of IUPHAR and the host. It is essential that a potential congress host fully understand both the administrative and financial responsibilities so that time and effort are not wasted on the preparation of an unsuccessful bid. This document also outlines the voting procedures for determining the host society for World Congresses of Pharmacology. The procedures described in this document have been developed as best working practices from past WCP congresses and form the basis for the organization of future congresses.

## 2. MAKING A BID

**Basic requirements.** Bids to host a WCP can only be accepted from national pharmacological societies that are IUPHAR members and have no outstanding membership dues. Joint proposals from neighboring countries are welcome, provided the congress is held at a single site. It is understood that all member societies accept and uphold the mission of IUPHAR and are familiar with the structure, membership, and activities of the Union (see IUPHAR website [www.iuphar.org](http://www.iuphar.org)).

IUPHAR is an international organization and as such it has an obligation to rotate the locations of its congresses in a fair and appropriate manner. Potential hosts should therefore consult the list of past and planned congresses (Appendix A) before making a bid. A proposal from a country that has held a congress within the past eight years is not eligible to bid. IUPHAR fully supports bids from developing countries, but facilities and organizational capacity (eg PCO) must be sufficient to organize an international congress, and also to ensure full safety of delegates.

**Submission procedures and deadlines.** Interested host societies can submit a brief preliminary expression of interest to the Administrative Office one year before formal bids will be made. Bids from low- and middle-income societies are welcomed. Preliminary bids will be reviewed by the IUPHAR Executive Committee. To prevent expenditure of effort on bids unlikely to be successful, the Executive Committee will recommend which preliminary bids should be developed into formal bids. Formal bids are presented to the member societies on 30 June six years prior to the proposed congress, e.g.:

2024	bids for 2030 will be made
2028	bids for 2034 will be made

The potential host will be asked to submit up to five-page draft proposal six months prior to the election of the congress venue, together with a video presentation of 5 minutes. Proposals will be evaluated by the IUPHAR staff for completeness and accordance to guidelines.

It is strongly recommended that potential hosts do not incur any promotional costs at the bidding stage. Campaigning or advocating for a host bid to become accepted is prohibited. Potential hosts should concentrate on the detail and clarity of their presentation. Supporting documentation or materials (e.g., tourist office gift packages) may not be distributed to congress participants or to the leadership of members societies.

### **Presentation of the bid.**

The formal bid must:

- be made in English
- be made by a legal representative of the host society and who will be involved in the local organization
- confirm that no other major international (or regional pharmacology) events clash with the date of the congress
- confirm that an international congress center is already available for the proposed dates (venues that are under construction will not be acceptable)
- demonstrate that the host society has provisionally appointed a team of experienced local advisors (e.g. a PCO) who will be in place throughout the period of preparation
- confirm that there are no limitations on international access to the location, including visa restrictions or lack of airline flights.
- demonstrate that a wide range of accommodation is already available
- demonstrate that the society has the financial security to host a congress
- estimate attendance and revenue
- explain how geographical diversity will be achieved, e.g., a WCP should not take place on the same (sub)continent as before
- administrative reasons: e.g., show support is available to organize a strong, safe congress at the local country.
- how the congress will further increase the visibility and attractiveness of IUPHAR and pharmacology.
- general mode of scientific program: scientific excellence, consideration of geographic diversity, gender and minorities, inclusion of early career scientists and IUPHAR sections
- accessibility of the location: e.g., easy and affordable to reach, broad range of overnight-lodging opportunities, visa requirements.
- attractiveness of location
- information about congress venue: proof of pre-reservation, precise data on size, number of meeting rooms and places, accessibility for disabled, connection to public traffic services
  - a business model demonstrating profitability while considering various scenarios on attendance and digital formats should be made. The society taking responsibility for the finances of the conference must be stated.
  - a strategy for how Early Career Researchers will be welcomed to attend and participate in the Congress.
  - provisional contract with a professional congress organization
  - proof of support by national scientific society and local authorities
  - indication of plans for safety for delegates in the city of the Congress.

Bids should undergo a preselection on completeness according to the above criteria by IUPHAR staff. Bidders may revise their documents within 3 months. Complete documents will be judged by a simple scoring system based on the above (or other/further) items. Judging will be done by a subcommittee of the EC. The top four scoring proposals will be presented to the General Assembly.

### **Voting Procedures**

Societies will have a number of votes in relation to the number of members as prescribed in the statutes. The designated society voting representatives from each member society will vote on the proposals after the presentations through an electronic link provided by the IUPHAR Executive Office. The bid which receives 50% or more of the votes will be deemed the selected bid. However, if a venue does not receive 50% or more of the votes, a run-off will occur for the top two bids, unless there is a tie. Those not in attendance for virtual presentations will be given the opportunity to review the recorded presentations from bidding societies. The same electronic link will be provided to these representatives for voting purposes. These votes will be given a deadline for submission (determined by the IUPHAR Executive Office). The successful bid will be announced by the IUPHAR Executive Office via email and social media.

### **Formal contract**

It is understood that a potential host, in making a formal bid, has accepted the principles and

procedures outlined in this document and will start to work with the IUPHAR Executive Committee to develop a formal contract within six months of acceptance of the bid (see next section). (See Appendix B for sample contract.)

### **World Congress of Pharmacology (WCP) Meetings**

The World Congress of Pharmacology (WCP) meeting is held quadrennially in conjunction with an IUPHAR member society who serves as host.

#### International Advisory Board

To encourage and help in the organization of each World Congress of Pharmacology, the Executive Committee of IUPHAR shall appoint an International Advisory Board, the President of IUPHAR being Chair ex officio. Membership of the International Advisory Board shall include the President of the Congress Organizing Committee, current IUPHAR President, and others with relevant experience noting the need to achieve equitable geographical distribution and representation of the main fields of pharmacology. The International Advisory Board shall collaborate with the Congress Organizing Committee in determining the general form of the Congress, the number and topics of the symposia, the Congress lecturers, and other important scientific matters.

#### Congress task Force Committee

For each World Congress of Basic and Clinical Pharmacology, there shall be constituted a Finance Committee comprising the current IUPHAR Treasurer (who shall be Chair) and the President of IUPHAR, the Congress President and two other members of the Congress Organizing Committee. The IUPHAR Finance Committee shall, in advance of the Congress, determine financial circumstances and conditions relating to the making and repayment of loans and the distribution of any surplus or loss arising on the Congress taking due note of the risks and benefits shared by IUPHAR and the Congress Organizers and to resolve any other financial matters between IUPHAR and the Congress Organizer

### **Organization of the WCP**

The bidding process is outlined in Appendix B.

### **Selection of Venue/Bidding Standard Operating Procedures**

The process for selecting the venue is included in Appendix C.

### **Agreement with Organizers**

An agreement will be executed with the member society hosting the WCP. A draft Agreement is included as Appendix D.

## **3. INTERACTION BETWEEN IUPHAR AND THE HOST SOCIETY**

The congresses are seen as a partnership between IUPHAR and the host society, and the two parties work closely on the development of a specific contract that is appropriate to the location and the subsequent planning of the event. Past experience from the long series of IUPHAR and WCP congresses plays an important part in the organization.

Much of the regular interaction between IUPHAR and the host can be done by e-mail exchanges and circulation of minutes from local committee meetings (see below). Face-to-face meetings are only arranged at scheduled events in the run-up to the congress, as expensive international travel is to be avoided. The WCP congresses that take place prior to the congress being organized are ideal events for status review meetings, especially as the congresses will be promoted at the IUPHAR exhibition booths at these events (see 6. Promotional campaign) and all parties are likely to be present. IUPHAR will make arrangements to meet at these prior congresses.

Immediately after the bid has been accepted, the host society and congress president should

appoint appropriate scientists to the following four committees:

**Local Organizing Committee.** Scientists (chair and vice-chair) will be chosen by the organizers, who are knowledgeable about the congress city and who have experience of event organization, available time, and detailed local knowledge. These people should anticipate being in place throughout the five to six-years prior to the congress. This committee will interact with the Professional Congress Organizer (see 5. Routine procedures) and the IUPHAR Executive Committee (see below).

**Program Committee.** Scientists (a chair and a vice-chair) to be chosen by the organizers, who represent key areas of pharmacology and can suggest topics and potential speakers for plenary lectures, and chairs for symposia and workshops. This committee will interact with the International Scientific Advisory Board (see below) and will assess the suggestions from all the IUPHAR member societies (see 7. Scientific program). This committee will also exercise editorial control over acceptance of submitted abstracts.

#### **IUPHAR Committees:**

**IUPHAR Executive Committee.** The IUPHAR Executive Committee oversees the Congress planning and is responsible for contractual negotiations with the host. The Congress president will be invited to key meetings to review progress with the officers and the entire committee. It is expected that the registration fees will be waived for these committee members to attend the Congress. The IUPHAR Executive Committee shall, in advance of the Congress, negotiate financial circumstances and conditions relating to the making and repayment of loans and the distribution of any surplus arising from the Congress taking due note of the risks and benefits shared by IUPHAR and the Congress Organizers. The IUPHAR Executive Committee will also resolve any other financial matters between IUPHAR and the Congress Organizers.

#### **International Scientific Advisory Board (appointed by the IUPHAR Executive Committee).**

The International Advisory Board is composed of members from different countries, who have experience of organizing WCP congresses and are familiar with all aspects of IUPHAR's international mission. The membership is carefully selected to compliment the Program Committee. The purpose of this committee is to assist the Local Organizing Committee and the Program Committee, but also to advise the Executive Committee.

### **4. BASIC ORGANIZATIONAL SCHEDULE**

**Congress Date** - In the past, many world congresses have been held in July, after most international academic terms have finished. However, potential congress organizers should propose dates that best fit their particular situation, including local weather and the ability to attract the largest possible attendance. Historically, the schedule for a congress has been four to five days (Sunday to Friday). This allows delegates to travel on the two weekends, thus reducing disruption to the working week, and to obtain lower air fares for which a Saturday night stay is essential. Official satellites take place immediately before and after the congress.

### **5. ROUTINE PROCEDURES**

There are many aspects of congress organization that are routine procedures. It is IUPHAR's aim to ensure that information about these procedures is passed from host to host to reduce the time spent on decision making and to facilitate administration. The key to a successful

organization is standardized tasks and division of labor. This approach also vastly reduces the costs of a congress.

**Professional Congress Organizer.** Local agencies, with experience of organizing large international congresses, are asked to tender for the organization of the congress. It is wise to establish a contract with an agency, but a termination clause should be included in case the need to change agencies arises. The agency should be relied on - and paid - to provide expert local assistance; it should not be used for activities that can be handled by the Congress Committees or for which student assistance (see below) is sufficient. The core activities of the agency include:

- book all venues
- make block reservations and negotiate significant discounts at an early stage in the organization
- handle all general information enquiries from delegates and speakers
- liaise with the congress center to obtain floor plans, storage information, poster display boards, audio-visual materials, business facilities, seating, catering
- administer registration
- handle all hotel reservations
- administer the trade exhibition bookings
- source competitive professional exhibition equipment hiring companies, and shipping and storage agents
- liaise with the national tourist office, especially regarding the accompanying persons
- print the program, and provide maps and local information, etc.
- arrange insurance
- manage security

For these reasons it is essential that there are dedicated agency staff who are noted by name on all documentation and speak fluent English. It is essential that congress participants are able to contact agency staff with any problems/concerns about the Congress. Thus, a staff contact with a named e-mail address and telephone number must be listed in all promotional material. The agency must have the facility to accept credit cards.

**Student assistance.** The recruitment of local students to volunteer at the Congress is encouraged.

**Insurance.** It is the responsibility of the host to ensure that adequate insurance coverage has been secured. The local agency should have extensive experience in this area and be able to obtain competitive rates.

**Press.** It is the responsibility of the host to ensure that the local press is informed of the event and invited to a press meeting during the Congress to be organized by the President of the Program Committee. The President of the Program Committee will send a press release to the major international scientific news magazines, e.g., *Nature*, *Science* alerting them to key advances that feature in the program. A press room should be provided in the Congress Center for convenience of members of the Press.

**Civic representation.** It is a usual courtesy to invite any appropriate civic representation from the host city to the opening ceremony. It is not particularly suitable to have political speeches – as the speaker may use the occasion to make a political point(s) of no interest to an international audience. This needs careful nurturing by the local organizing committee especially if state government has made a substantial donation. These invitations are the responsibility of the Local Organizing Committee. There should not, however, be any formal representation (e.g., speeches) or any further involvement with local dignitaries once the congress is underway.

**Name of congress.** The correct name and number for the congress must be used in all references to the event. The name of the congress in 2030 will be:

21<sup>st</sup> IUPHAR World Congress of Basic and Clinical Pharmacology (WCP 2030)

The host may propose an appropriate scientific subtitle subject to input by the International Advisory Committee.

**Language.** The official language of all IUPHAR congresses is English. Irrespective of any other languages that may be spoken in the host society's nation, all congress materials should be produced in English.

**Logo.** The IUPHAR logo must appear on all congress materials. The electronic version of the official IUPHAR logo will be provided by the IUPHAR Secretary General. This is the only version of the logo that should be used. The logo should not be downloaded or copied from other materials.

**URLs and official websites.** A dedicated website should be launched no later than four years ahead of the congress. To assist delegates, and for consistency, the congress websites are now all registered under the same style of URL. For 2030, the official congress URL should be [www.wcp2030.org](http://www.wcp2030.org). The host society should only use one of these congress URLs. Information must also be sent, in a timely fashion, to the IUPHAR Secretary General so that a link can be established with the permanent IUPHAR website at [www.iuphar.org](http://www.iuphar.org).

**IUPHAR house style.** To make congress materials professional in appearance, it is recommended that official IUPHAR house colors - red with black and white - are used (red is the color allocated to IUPHAR by ICSU and distinguishes pharmacology from other Unions), together with an official congress color, which is selected by the local Organizing Committee. This color should be used as the predominant color in the Congress logo and on all printed materials.

In addition, it is essential that correct drug and receptor nomenclature is applied throughout all congress documentation, following the nomenclature set by the NC-IUPHAR Committee. Correct nomenclature is available on the Guide to Pharmacology website, accessible through the IUPHAR website.

## **6. PROMOTIONAL CAMPAIGN**

The promotional schedule and respective tasks are agreed between the host and IUPHAR, and the two parties divide the workload to maximize exposure and reduce costs. The congresses have an established reputation and attendance depends mainly on early provision of detailed information, rather than expensive visual campaigns.

Information shared from the organizers of previous congresses should form the starting point of any promotional campaign. In addition, the adhering societies are willing to assist with distribution of announcements and circulation of leaflets to their members, and this will almost always be free of charge (see below). Congress organizers can increasingly take advantage of electronic media but should carefully consider whether this is sufficient. Distribution of inexpensive printed leaflets and small posters can broaden the impact of a promotional campaign. Organizers might also make available a short power point presentation suitable for presentation at local scientific meetings. Hosts should avoid the tendency to begin promotional campaigns too soon when the focus of prospective delegates and exhibitors is on an earlier congress (see 4. Basic organizational schedule).

**IUPHAR marketing.** Immediately after the successful bid, IUPHAR will announce the dates, location and contact details of the congress on its website - **Error! Hyperlink reference not valid.** - and in its newsletter, *Pharmacology International*. This will be permanently posted information, updated as new information becomes available. *Pharmacology International* will routinely publish updates and advertising (see below) in the years leading up to the congress. The year prior to the congress (December issue), the provisional program and registration information are published in *IUPHAR NEWS*.

**Host marketing.** The host should also immediately circulate the above information through its own journal(s), newsletter, website and e-mail news lists.

**Member marketing.** The IUPHAR membership is happy to assist with promotion of the congresses. IUPHAR will take responsibility for contacting the adhering societies with a request for circulation of information to their members free of charge.

**Related organizations.** Related organizations, such as other bio-unions and major learned societies, should also be contacted by the organizers, especially in the hosting country. IUPHAR encourages joint symposia with IUTOX, IUPS, WHO, IUPAC and/or other related international organizations.

**Events listings.** There are a number of free events listings both in printed journals and on electronic databases. IUPHAR can advise the host on the circulation of information to these bodies. Organizations that charge for these services are not used.

**Mailing lists.** The electronic delegate list from the previous congress will be made available to the host and forms the basis of any promotional campaign. IUPHAR member societies will usually be willing to supply their lists or to include congress leaflets in their regular mailings (they may need to make a nominal charge to cover postage for the latter). Other commercial lists are not purchased. The host organization should provide the ability for opt-in to be in compliance with GDPR regulations.

**Exhibition booth.** IUPHAR will organize exhibition booths at the preceding congresses and the host will be allocated a dedicated section of the booth. Booths are usually double sections – the congress four years hence and the IUPHAR general information - positioned in the registration, or other highly visible, area of the Convention Center. Basic exhibition materials will be supplied by the Union and the hosts will only need to ship their materials (shipping details should be obtained from the meeting organizers).

In general, other exhibitions are not cost-effective. However, congress organizers can approach adhering societies for assistance with exhibitions at their major national events, especially when several national societies are holding joint meetings.

**Promotional materials.** Promotional materials - post-cards, leaflets, posters, display advertising, novelty items - all need to be budgeted appropriately. There is usually no need to produce more than two leaflets (see below). Specially produced posters are expensive to print and mail and should be avoided. High quality posters for exhibition purposes are usually obtainable by the host free of charge from its national tourist offices.

## **7. SCIENTIFIC PROGRAM**

**General structure.** All IUPHAR congresses make provision for:

- plenary lectures



- symposia
- workshops
- poster sessions
- satellites
- other - *i.e.*, hot topics, breaking news, debates

A preliminary scientific program is compiled by the specially convened Program Committee (see 3. Interaction between IUPHAR and the host) with an emphasis on providing appropriate content for basic, clinical, and translational pharmacologists. The Program Committee builds a framework from its own expertise and that of colleagues within the host society, ensuring that the themes are topical, and the speakers are the acknowledged experts in the field. Geographical fairness is essential, but it should not compromise scientific excellence. If one particular country has an accepted strength in a particular subject, then this should be reflected in the program. It is preferable to closely consult recent past programs from IUPHAR congresses. Interaction with the International Scientific Advisory Board ensures that the Program Committee is involved at all stages.

**Member societies.** One of the most important aspects of the program is to consult the IUPHAR member societies (see the list of IUPHAR Member Societies on IUPHAR.org) and ask for their suggestions for both topics and speakers/chairs from within their society. The purpose of this consultation is to ensure that the Program Committee has made the widest possible survey of the international pharmacologists who could contribute to the proceedings, and it is a key democratic process within IUPHAR. The suggestions often complement the draft program that has already been compiled by the local experts and in this sense the consultation is a valuable second opinion. There is however, no obligation to accept all suggestions from member societies.

**Committees and Sections.** The IUPHAR Sections and NC-IUPHAR (see IUPHAR.org) are also important to the consultation process, and the Program Committee needs to invite suggestions, particularly for symposia and satellites, from these specific scientific bodies within IUPHAR.

**Related organizations.** IUPHAR has official relations with several other international bodies and will inform the host if these learned societies need to be invited to make suggestions for the scientific program.

**International Scientific Advisory Board meeting.** The meeting of the host representatives - usually the chairs of all the local committees - and the International Scientific Advisory Board to consider the draft program and review status is a key item in the calendar. This meeting should take place at a time when it best serves the host, but no later than three years before the congress. The meeting should take place on a regular basis by video conferences. It may also be appropriate to invite a representative from the local agency.

**IUPHAR Prizes and Events.** IUPHAR has several specific events that always form part of the scientific program. The speakers for these events are chosen by IUPHAR but the Program Committee is always consulted prior to confirmation (usually about two years ahead of the congress) to avoid overlap with the main program. The IUPHAR events are:

- NC-IUPHAR Symposium: a half-day symposium
- The IUPHAR Young Investigator Awards: a half-day symposium
- Assemblies of IUPHAR Sections
- The IUPHAR Lecture in Analytical Pharmacology as a plenary lecture slot
- IUPHAR General Assembly
- IUPHAR Lifetime Achievement Award will be presented at the General Assembly

**Bursaries.** Bursaries for Early Career Researchers and scientists with limited funds should be provided.

**Abstracts.** The host is responsible for ensuring that all accepted abstracts conform to the international standards of experimentation, particularly regarding animal welfare and human subject research. Care should also be taken with conflict of interest and potentially newsworthy items (see 5. Routine procedures). This task is not trivial and is best carried out by dividing the workload between the members of the Program Committee and experienced members of the host society. IUPHAR will offer assistance in this task as required. Any inappropriate abstract submissions should be rejected as soon as possible and before the abstracts are published.

**Satellites.** Satellites are an important part of the congress in that they often make attendance at the congress even more valuable to a delegate who wishes to attend a specialist subject event in the same week. Satellites are organized by independent societies and scientific groups but must conform to general standards if they are to be associated with the congress. Satellites must take place either immediately before or after the congress and must be reasonably close to the main Congress site.

Organizers of satellites must apply to the Congress Organizers to be accepted as an official satellite. The conference is then entitled to use the official statement in its title:

'An official satellite of the 21<sup>st</sup> IUPHAR World Congress of Basic and Clinical Pharmacology'

Satellite meetings taking place before the beginning or after the main congress, should be advertised on the Congress website (including links to Satellite meeting websites) and listed in all Congress publicity materials. In turn, Satellite meeting websites should provide prominent links to the main Congress website. The Program Committee, in consultation with the International Advisory Committee, is responsible for ensuring that the satellites accepted do not compromise the main program (e.g. duplicating symposia) but that they should complement the congress. Numbers should be limited to not more than ten events and must be presented either pre- or post-congress. If two satellites have different themes but are likely to attract an overlapping audience, they should be scheduled on different weekends.

**Sponsored Symposia, Satellites and Workshops.** All sponsored events should be clearly marked as such by explicitly naming the Sponsor in order to procure transparency, especially in case of industrial sponsorship.

**Scientific presentations and declaration of conflict of interest.** All lecturers should be requested to provide for one slide declaring their general potential conflicts of interest especially with regard to the pharmaceutical industry, not only for the topic they are going to speak about. This slide should include sponsor names for lecture fees, scientific advice, clinical trials and research grants. A template may be provided by IUPHAR.

## **8. SOCIAL PROGRAM**

The social program at the congress is an essential part of the event: the most important aspect of social events is to provide opportunities for scientists from around the world to meet colleagues. Activities to attract early career participants are encouraged. These events need not be lavish entertainment spectacles. Traditionally, the World Congresses have scheduled:

- the opening reception
- the official dinner (an admission may be charged)

**Opening reception.** The opening reception should take place on the first day of the congress (usually the Sunday), immediately after registration and the opening ceremony. Ideally this event should be an early, informal, possibly outdoor event allowing delegates to relax after traveling and meet but leaving the evening free to prepare for the congress. The opening reception is always included in the delegate fee and should take place at the Convention Center or within short walking distance. Numbers for this event are not known, so catering should be simple and flexible.

**Official dinner.** The official dinner is open to all on a first come, first served basis and ticketed (*i.e.* the dinner is not included in the registration fee). The event should normally be semi-formal and the location and food typical to the host country. However, any variation should be discussed early with the International Advisory Committee.

**Other delegate meals.** If breakfast is not included in the hotel rate, it is a good idea to provide breakfast during the posters. The budget will determine whether this can be offered as part of the registration fee or as an additional delegate expense (in which case, the price should be lower than that charged by the hotels). Lunch need not be provided, but adequate catering outlets on site and a list of local eateries should be provided.

There may be one closed social event:

- General Assembly reception, if offered by IUPHAR

Other evening and lunch events may be organized by various independent groups, *e.g.*, editors, special interest groups, member societies. These will not receive any financial support from the congress budget and do not need to be featured in the program. However, a special section in the program can include a list of these events, especially those available to all.

**Accompanying persons program.** An accompanying person program should be offered on subscription. There is usually no need for the host to organize special events as the local tourist office will already have established programs. The agency will have responsibility for arranging formal activities - day trips, museum visits *etc.* for accompanying persons on at least three of the congress days (no requirement on the first or last day). Accompanying persons are likely to want some time free to explore the host city of their own accord. Information on days of the week and times of the day when local museums and shops are closed must be provided.

**Local events.** The tourist office will be able to provide the agency with details of any local events - such as theatre festivals, concerts, art exhibitions - that are taking place and this information should be featured in the registration package.

## 9. TRADE EXHIBITION

The trade exhibition at the IUPHAR congresses is of vital importance, and the service to trade exhibitors should be of the same high standard as to speakers and delegates. This is both an important delegate service and an essential source of revenue. A dedicated member of staff at the agency should be appointed to deal with all trade enquiries.

A trade exhibitor brochure, that follows the style of past brochures, must be prepared. The brochure should provide detailed information on:

- maps of exhibitor spaces and other facilities (registration, message center, catering, poster areas)
- exhibitor fees
- shipping addresses
- storage availability

- access for delivery
- equipment hire
- expected delegate numbers

Exhibitors fall into three categories:

- Commercial exhibitors (other than publishing houses)
- Non-commercial exhibitors
- Publishers' Row

**Commercial exhibitors.** Commercial exhibitors should be charged an exhibition fee that is compatible with other major congresses (see 14. Finance). A dedicated 'Publishers' Row' should be provided for the publishing houses.

**Non-commercial exhibitors.** Non-commercial exhibitors - such as charities and learned societies, should be charged a reduced fee and placed in a dedicated area. Some, such as non-profit publishers, may prefer to exhibit in the commercial area.

**IUPHAR exhibition booth.** IUPHAR exhibits at all IUPHAR congresses and usually takes a double section booth which incorporates a section for the next congress (*i.e.*, in 2018, there will be a booth for the 2022 congress and a booth for the IUPHAR office). The IUPHAR booth is always placed in a busy location - to be advised by the host - where maximal traffic will be received. IUPHAR requires the choice of a prominent position for its exhibition booth. There is no charge to IUPHAR for the exhibition space, although the Union will arrange and pay for any equipment hired.

**Corporate members.** Some exhibitors will be IUPHAR Corporate Members and they are offered preferential booking of exhibition space by the host. IUPHAR will supply the host with a list of its corporate members no later than two years prior to the congress.

**Other partners.** IUPHAR will notify the host if there are any other partners - for example, other Unions - with whom reciprocal exhibition arrangements or symposia have been made.

**Maps.** Maps of the exhibition area and location assignment must be made available to exhibitors well in advance of the congress.

**Shipping agents.** The agency (see 5. Routine procedures) is responsible for sourcing a reliable and competitive international shipper who can be used by exhibitors. However, many exhibitors will want to use their own agent and they must be able to ship directly to the congress center.

**Exhibition equipment hire.** The agency must recommend at least two - preferably three - companies that rent equipment for exhibitions. These companies must make brochures and price lists available to exhibitors well in advance of the Congress. They must also have an English-speaking member of staff who is named as the contact for the congress enquiries.

**Set-up and car parking.** Exhibitors will need to know exact times for set-up and provision for car parking during this time. If access is restricted and security high, exhibitors must be sent an entry pass well in advance of the event.

## 10. ADMINISTRATIVE ACTIVITIES

The congresses coincide with major changes of office and planning for the Union. IUPHAR has to carry out several administrative tasks during the event. Appropriate facilities therefore need to be provided for the duration of the congress, as well as immediately prior to and after the

event.

IUPHAR needs some privacy during administrative meetings and for the preparation of documentation for the General Assembly (see below). Office space (see below) and basic business facilities are needed. Publicly accessible Wi-Fi access to the Internet is required for all attendees. IUPHAR will liaise with the Local Organizing Committee to detail its exact administrative requirements at least six months prior to the congress. The items below are general requirements.

**IUPHAR Office.** Once the congress begins, a small secure office/meeting room in the Convention Center needs to be available for the Officers and for confidential IUPHAR meetings. The Administrative Office, in particular, needs storage space for the confidential documentation for the General Assembly. Ideally, this room should be close to the IUPHAR exhibition booth, although the arrangement of the congress center will determine this.

**IUPHAR Sections & Committees.** A second, larger room (to accommodate a maximum of 20 people) for use by the Sections should also be available. NC-IUPHAR usually holds a half-day scientific meeting, and its subcommittees will also be offered this room for any small scientific progress meetings they may wish to hold. The Sections usually hold administrative meetings and a General Assembly during the congresses. Booking of meetings in this room will be coordinated by IUPHAR. Again, this room should be in the congress center, preferably in the central area.

**General Assembly of the IUPHAR Council.** The major administrative event of the congresses is the General Assembly. The delegation will be between 150 and 200 people and an appropriate lecture theatre in the Convention Center is needed. The General Assembly is one of the most important events in the IUPHAR calendar as the member societies actively shape the future activities of the Union. The General Assembly needs to be scheduled so as to avoid major clashes with the scientific program (see 4. Basic organizational schedule).

The General Assembly is an event at which presentations for future congresses take place. An LCD projector and screen must be provided. IUPHAR takes responsibility for invitations, the distribution of voting cards, podium name cards and the management of the meeting. As this is a major event for the members, the cost of the room and audiovisual equipment for the General Assembly is carried by the congress budget. Sometimes a reception is held for the participants afterwards (see 8. Social program).

## 11. PUBLICATIONS

Decisions concerning publications will depend on local facilities and existing publishing arrangements of the host and will be part of the formal contract. The current approach to publications is detailed below.

**Program and Abstract Books.** Electronic access to a Program Book, including the schedule and location of all scientific and social events, should be made available to all registrants when they arrive at the Congress Center. This will include a listing of the presentation time and location for all abstracts, including titles and authors. A list of exhibitors may also be included. IUPHAR will require two full pages of the abstract book for announcements and acknowledgements. The full program should also be posted on the Congress website as soon as it is available before the meeting, as this will encourage participants to attend. Clear maps of the Convention Center and any other Congress venues should be included.

The provision of paper and electronic versions of the abstracts will be discussed by the host and

IUPHAR depending on the estimated needs of the delegates. As electronic publishing grows, the provision of paper copies of abstracts to all delegates may no longer be necessary, and it is preferable to distribute abstracts in electronic format. This should be discussed with the International Advisory Committee and an appropriate approach selected by mutual agreement.

It may be appropriate to provide paper copies on a request-only basis on the registration form, in which case only the required number of copies need be printed, and any waste will be avoided. Abstracts can also be published as stand-alone books or as supplements to a host society journal. In the latter, authors have a citation within the journal, and this may stimulate abstract submission. If desired, appropriate cover prices, agreed by both parties, should be attached to the paper abstract book for any individuals or institutions that may wish to purchase copies. A checkbox should therefore feature on the registration form for pre-congress sales.

It is essential for the Congress Program Committee to exercise editorial control over the abstract acceptance process (see 7. Scientific program).

The provision of electronic submission procedures is essential. It is recommended that Congress organizers consider contracting with an experienced organization that can provide adequate abstract submission support so that submitters are not discouraged by difficulty in access or ease of the process. Templates and past examples can be provided by previous Congress organizers. Abstracts must be available on the congress web page at least one month before the congress and remain there for a full year afterwards.

**Proceedings.** The current policy of IUPHAR discourages publication of proceedings as this is a lengthy, costly process that is of debatable value to delegates. Non-delegates are unlikely to purchase proceedings if the electronic abstracts are available free of charge. In the exceptional circumstances that IUPHAR and the host agree that proceedings are to be provided, details, including budgets and deadlines should be discussed with and agreed to by the International Advisory Committee. However, Congress Organizers can make arrangements for key aspects of the meeting to be presented in appropriate venues, for example, as review articles or meeting summaries in IUPHAR affiliated journals.

**Pharmacology News.** IUPHAR may decide that certain of its own sponsored lectures (see 7. Scientific program) should be covered in some form, perhaps as a transcript or as a summary. The appropriate vehicle will be decided jointly by IUPHAR and the host. These will be published by IUPHAR in its newsletter, IUPHAR News, in a host journal and/or on the official congress and IUPHAR websites.

## 12. DELEGATE MATERIALS

**Letters of invitation and visas.** It is critical that the host society contact local authorities in the host country to facilitate the visa process for delegates. However, neither IUPHAR nor the host society can assist with visas or other entry formalities. The registration desk should ensure that a list of telephone numbers and addresses for consulates is available (see 5. Routine procedures) for delegates who have immigration problems.

**Delegate Material.** Should the local organizers choose to provide a delegate bag, the IUPHAR colors are preferred: either black or red with white lettering - or the official congress color. The congress logo and the dates and venues of forthcoming congresses should be printed on the bag. This information will be provided by IUPHAR. The sponsor logo (see 14. Finance) should also appear. Proofs should be made available to both the sponsor and IUPHAR to avoid any

mistakes or misunderstandings. If bags are provided, they may contain a pen and a paper block, which can be supplied by sponsors. Other sponsor materials and paid inserts (see 14. Finance) will also be in the bags. Maps and tourist information, supplied by the national tourist office, may also be included. At past congresses, some hosts have also included travel materials and discount vouchers that have been provided free of charge by sponsors and/or local commerce. The host should not pay for any information provided in the bags.

IUPHAR may also wish to add some material to the delegate bags and will notify the Local Organizing Committee of its requirements no later than one month before the congress. Printed information concerning personal safety in the host city and in the congress center environs should be provided in the registration bag.

**Badges.** Badges must be double-sided and large enough to be easily read; the minimum recommended size is 95 mm by 60 mm. A common mistake is to add too many logos and congress information to the badges, so that the name of the individual is not clearly visible. Badges should carry only the congress logo and should print (in black ink) both fore- and surnames (minimum 26 point) of the delegate together with the institution and country (minimum 18 point). The academic title (Prof., Dr. etc.) and middle initials are not necessary. Sans serif fonts such as Helvetica are the most visible. Example of format and size of badge text:

[congress logo]

John Smith  
University of London, UK

Provision should be made for replacement badges in the event of loss or incorrect information. Recycling bins should be provided at the exits asking delegates to return their badges unless they wish to keep them. The expensive plastic badge holders can then be re-used.

**Certificates of attendance.** Certificates of attendance should be supplied on demand. The text for the certificates is fixed for all the congresses and the template can be supplied to the host by IUPHAR, if requested. Occasionally delegates have official papers that must be stamped to prove attendance at the congress. For security reasons, certificates or stamps should not be given to proxies.

### 13. GENERAL AMENITIES

**Signs and directions.** The host and the Professional Congress Organizer are responsible for ensuring that the congress is well signposted both outside the Convention Center and within. Large, clear signs should direct delegates to lecture theatres. Adequate maps of the Convention Center should also be posted on walls and at central points. These signs should not be printed in color.

**Car parking.** Details of car parking, which is often limited at Convention Centers, should be given in the registration documents so that delegates can decide beforehand about the feasibility of driving themselves. This is particularly important for trade exhibitors who often face access difficulties. The host is responsible for ensuring that safe loading is available. If secure parking is not available, delegates must be warned of this difficulty in the pre-registration details.

**Registration desk.** The registration desk must be open in permanence and at least 30 minutes before and after the sessions. All staff must be English speaking. It is preferable that agency

staff wear uniforms so that delegates can easily identify local organizers.

**Cloakroom.** A secure and efficient cloakroom must be provided in the main concourse, allowing delegates to quickly deposit and retrieve their luggage. Tickets should be given. Many delegates may wish to leave luggage in the cloakroom on departure day, and adequate provision should be made for this possible 'rush'.

**Seating.** One of the major activities of delegates will be meeting with international colleagues to discuss science. The provision of seating at congresses is often underestimated. Comfortable seating areas should be provided in the main concourse, amongst the posters, adjacent to refreshment areas and outdoors.

**Refreshments.** Efficient and cost-effective refreshment centers must be provided in the concourse and at appropriate locations. The rental of beverage machines to reduce costs and avoid queues should be investigated by the host.

**Message center.** A message center is essential and should be centrally located in the concourse (see 14. Finance). A business center should be provided to delegates at cost (see sponsorship).

**Local information.** A local information desk is always provided and should be conveniently located in the central concourse, near to the entrance/exit. Maps and directions, opening times, and information on public transport are the most usual requests. The desk can be staffed by an agency representative or competent students (see 5. Routine procedures). Staff should also give information about general safety. Information concerning personal safety in the host city and around the Convention Center should be provided to delegates.

#### **14. FINANCE**

It is essential that the congresses return a profit to both IUPHAR and the host. Both parties receive other benefits - international exposure, enhanced reputation, local trade - from the congresses, but a financial return is essential to support the general work of IUPHAR.

**Budget.** Accurate forecasts, budgets and accounting must be maintained throughout the entire period of organization and reviewed at regular (annual) stages. In setting the budget, basic congress expenses should be covered by the registration fees --the profit should arise from an active sponsorship drive and strong attendance by delegates.

##### *Main sources of income*

- Delegate registration fees
- Trade exhibitions
- Sponsorships
- Advertising
- Merchandising
- Commission charges

##### *Main expenses*

- Congress center
- Agency fee
- Speaker expenses
- Printed materials

**Sponsorships.** Sponsorships are a major source of income, and the host must actively pursue sponsorship immediately after the preceding congress. Vehicles for sponsorship include:

- independent symposia



- themed poster sessions
- screen savers
- message centers
- business centers
- sponsorship of delegate bags, delegate materials (paper, pens), USB flash drives, or any other aspects providing appropriate advertising opportunity

IUPHAR can provide information from past congresses on the level and types of sponsorship that can be expected and the fees that can be charged.

**Advertising.** The host must actively pursue advertising in all promotional material (paper and electronic) and publications, as well as the delegate bag. The type of advertising can be:

- paid advertising
- exchange advertising
- direct mail (loose inserts)

IUPHAR can assist with names of businesses that have advertised through IUPHAR in the past and are interested in our activities.

**Non- and low revenue activities.** A number of activities take place at the congress which are not expected to yield a significant profit. For example,

- official dinner
- photography and video recording
- catering

The dinner must be budgeted to ensure that a loss is not incurred and that the cost to delegates is reasonable. Where outside suppliers are offered a commercial opportunity, a reasonable commission charge may be made by the host.

**Delegate fees.** Registration fees need to be set at an amount that parallels other international congresses and allows the congress to budget for a reasonable profit. In setting the fee, the maximum level needs to be considered against other delegate costs: that is, if travel and accommodation are likely to be higher than average, setting a registration fee at an upper limit may deter delegates. Conversely, if the location offers lower than usual travel and accommodation costs, the host will be able to set a fee that is at the maximum of the reasonable levels. IUPHAR requires a two-tier registration fee for regular, student registrants and those from low- and middle-income countries. This system will make it possible for more delegates to attend the congress and will help IUPHAR fulfill its goal of strengthening the discipline of pharmacology around the world.

There are always early and late registration fees and reduced fees for students at IUPHAR congresses. There is also a firm policy that no supplements are added to fees for industrial delegates as the pharmaceutical industry has invested long-term support in the form of sponsorship of IUPHAR congresses.

It should be made clear to potential delegates what services are included in the registration fee.

- Items generally included in the registration fee:
  - admission to all scientific sessions
  - electronic access to program book
  - electronic access to abstract book
  - opening reception
- Items generally not included in the registration fee:
  - travel

hotel accommodation, breakfast, and lunches,  
official dinner  
evening meals other than the opening reception  
merchandising

**Profit-sharing.** For each paying registrant, a per capita amount is returned to IUPHAR. The per capita amount is agreed between the host and the IUPHAR Finance Committee when the contract is negotiated but is expected to be 50% of total profit. If the Congress has a loss, this is the responsibility of the host organization.

**Accounts.** A fully transparent detailed and audited final financial report will be made available to IUPHAR within six months of the congress. Monies should be transferred immediately after the accounts have been approved. The chair of the Finance Committee signs the initial contract and must see that the accounts are signed off at the conclusion of the congress to ensure accountability and best practice. A third-party external audit is required. This provision will be included in the contract between IUPHAR and the host society.

**Transfer of funds.** The currency for transfer of funds will be agreed between the host and IUPHAR. Upon mutual agreement electronic transfer can be arranged at a time that maximizes advantage for both parties from exchange rate fluctuations (if applicable).

## **15. SUBSEQUENT CONGRESS**

The success of the congresses depends on the goodwill of the organizers and the sharing of resources and information. Just as e.g. the congress in 2026 will benefit from templates, mailing lists and data transferred from the hosts in previous years, data from 2026 will be transferred to future hosts.

**Transfer of data.** All electronic templates for promotional materials, program, and abstract books, mailing databases, delegate lists, exhibitor details, on-line abstracts etc. must be transferred to the next congress organizer within 6 months of the congress.

**International Advisory Board.** It is usual for at least one member of the previous congress committee to sit on the International Advisory Board for the subsequent congress. This representation means that future hosts can be informed of any successful initiatives at the last congress and forewarned of any pitfalls that might have arisen.

## **APPENDIX A: Past IUPHAR World Congresses**

1961	Stockholm, Sweden
1963	Prague, Czechoslovakia
1966	São Paulo, Brazil
1969	Basel, Switzerland
1972	San Francisco, USA
1975	Helsinki, Finland
1978	Paris, France
1980	London, UK*
1981	Tokyo, Japan
1983	Washington DC, USA*
1984	London, UK
1986	Stockholm, Sweden*
1987	Sydney, Australia
1990	Amsterdam, The Netherlands
1992	Yokohama, Japan*
1994	Montréal, Canada
1996	Buenos Aires, Argentina *
1998	Munich, Germany
2000	Florence, Italy *
2002	San Francisco, USA
2004	Brisbane, Australia *
2006	Beijing, China
2008	Québec City, Canada *
2010	Copenhagen, Denmark
2014	Cape Town, South Africa
2018	Kyoto, Japan

\* Clinical Pharmacology

### **Forthcoming congresses**

2023	Glasgow, United Kingdom
2026	Melbourne, Australia

**APPENDIX B – Bidding Process Outline**  
**IUPHAR WCP Bid Proposal**

WCP will be held every four years and will not take place on the same continent as the previous congress. The Congress will last four to five (4 to 5) days to include a weekend to reduce travel costs. There will be a 50/50 profit split between IUPHAR and the congress host with no minimum amount required. There will be close auditing over expenditures. Any financial loss of the Congress will be the responsibility of the host organization.

The mode of the bidding process is outlined as follows:

- The call for proposals will be made 7 to 8 years before the Congress.
- The deadline will be 6 months after the announcement of the bidding process.
- Scoring by will be conducted by IUPHAR following the bidding deadline.
- Dissemination of eligible bids (incl. short digital presentations) to member societies.
- Voting by member societies after presentation at General Assembly.
- If no candidate reaches the absolute majority, a runoff will be made. The runoff will be between the top 2 bids receiving most votes unless there is a tie and there may be 3 bids for final voting.

**APPENDIX C – Selection/Bidding Criteria**

The following selection criteria will be required in the bid proposal:

<b>Proposal sent by</b>	<i>Name and organisation of Society member submitting proposal</i>
<b>Preferred locations for event</b>	<i>Venue, city</i>
<b>Bid Contact email and telephone number</b>	
<b>Proposed event date(s)</b>	
<b>Scientific Reasons</b>	
<b>Visibility for IUPHAR</b>	<i>Contribution of the Congress to IUPHAR mission and strategic objectives.</i>
<b>General Mode of Scientific Program</b>	<i>Scientific excellence, consideration of geographic diversity, gender and minorities, inclusion of early career scientists and IUPHAR sections</i>
<b>Accessibility</b>	<i>Easy to reach, lodging opportunities, visa requirements, affordability</i>
<b>Attractivity</b>	<i>Safety, pollution statistics required</i>
<b>Congress Venue</b>	<i>Proof of pre-reservation, size, number of meeting rooms and places, accessibility for disabled, connection to public transportation services</i>
<b>Profitability</b>	<i>A business model considering various scenarios on attendance and digital formats should be made. Who is taking responsibility?</i>
<b>Organization</b>	<i>Provisional contract with PCO to be provided</i>
<b>Support</b>	<i>Proof of support by national scientific society and local authorities</i>
<b>ECR Representation</b>	<i>Provisions for adequate Early Career Researcher representation and support.</i>
<b>Experience Organizing International Congresses</b>	