

## Call for bids to host the 14th World Congress on Endometriosis in 2020

The World Endometriosis Society (WES) invites offers to host the 14th World Congress on Endometriosis in 2020 (WCE2020).

Judging from the successes from past congresses the opportunity to host a World Congress on Endometriosis will allow local organisers an outstanding international forum to showcase their country and its national expertise in the field of endometriosis.

WES is committed to working closely with the local organisers to develop the scientific programme, to promote WCE2020 (via its website, eJournal, Twitter, Facebook, and contact databases), and to assist in securing potential sponsors.

### Terms and conditions for hosting a bid

- The proposed WCE2020 president must be an MD or PhD residing in the country, where the congress will be held, and must be a regular member of the World Endometriosis Society;
- The WCE2020 president should assume the responsibility for the organisation of the congress supported by his/her appointed local organising committee (all of whom must be regular WES members) in conjunction with the international scientific committee of WES;
- Whereas the proposing WCE2020 president may choose to put forward a bid together with a local PCO, WES reserves the right to vet this PCO and, if deemed necessary, to engage in a tender process to determine the best suited PCO to deliver WCE2020, thus:
  - any proposed PCO should declare its proposed fees for managing WCE2020 in the proposal and agree to work under close direction of the WES board of directors and its branding as well as maintaining a very close relationship with the local organisation committee (LOC);
- The WCE2020 president must agree to a separate fee structure for members and non-members of WES, and must include a provision to remit 20 percent of all delegate and sponsorship income to WES;
- It must be possible for potential delegates from all countries to be able to obtain a VISA to enter the host country of WCE2020;
- Combining WCE2020 with another scientific society's meeting is not encouraged, unless it is clear that the main meeting will be "The 14th World Congress on Endometriosis". The bidders must therefore clearly indicate in their proposal if they suggest to "co-host", underwrite, and/or seek endorsement of WCE2020 with another scientific society and declare such society's proposed involvement. Such societies, however, will have to agree to having no influence over the main scientific programme of WCE2020;
- The dates of WCE2020 must not be within 40 days of either the ESHRE's or the ASRM's annual meeting in 2020;
- The WCE2020 president will be required to sign a binding agreement with WES, assuming responsibility on behalf of all local organisers.

## The proposal must include

- Acknowledgment of and agreement to the requirements set out on page 1 of this call for bids;
- Full name of the proposed WCE2020 president, accompanied by a complete CV and a list of his/her publications in endometriosis;
- Proposed composition of the local organising committee, reflecting a broad (clinical and scientific) representation of all of those involved in progressing the field of endometriosis in the host country;
- Proposed city. Please explain why this city is being proposed, and how accessible it is for an international congress (ie. direct international flights? If not, how to get there?). What kind of transportation is available in the proposed city to get to/from the congress venue?;
- Proposed dates and congress venue. Please explain which facilities the congress venue has available and how accessible it is;
- Information about the main hotels, proximity to the congress venue, and assurance that there is sufficient availability during the proposed dates to accommodate the expected number of delegates (there should be accommodation available at variable rates to accommodate both the high and low end of the delegate spectrum);
- Proposed theme (ie. in 2005 it was “The Patient as a Partner”; in 2008 it was “ART and the Science of Endometriosis”; in 2011 it was “Towards Excellence”; and in 2014 it is “Adding Pieces to the Puzzle”);
- Information on whether the organisers propose to publish the proceedings of the WCE, and in which journal;
- Very exact proposal of how the financial risk would be underwritten;
- Brief and preliminary action plan with a time line between June 2014 and the congress dates in 2020.

## Agreement to the following must be clearly stated in the proposal

- The development of the scientific programme will be carried out together with the WES board, which has final approval;
- Coordination of the opening and closing ceremonies will be carried out in conjunction with the current WES president and secretary general;
- Provision of a meeting room within the congress venue for the use of the WES board throughout WCE2020;
- Provision of a meeting room pre-congress for a full day “Clinical Consensus Meeting” for 50 people;
- Provision of a meeting room post-congress for a full day “Research Directions Workshop” for 50 people;
- Obtaining approval by the WES board for all marketing collateral before publication, including the inclusion of the WES logo on everything pertaining to WCE2020;
- Provision of complete transparency on all financial-related matters, including submission of final financial accounts within an agreed period of time (as per contract) after WCE2020;
- To work with WES to determine the nominees, and ultimate winners, of the Rodolphe Maheux and David Healy Awards 2020.

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### Bidding process

Bids should be submitted as one PDF file addressed to the World Endometriosis Society no later than 18.00GMT on Monday 24 March 2014. No hardcopies or additional files will be accepted, nor will links to additional information. *Any proposal submitted as multiple files and/or with links for further information will be disqualified upon receipt.*

Queries or clarifications may be directed to WES's Secretary General, Lone Hummelshoj, up to the closing date (see contact details below).

A decision will be made by 8 April 2014 to shortlist three bids. Representatives of these three bids will be invited to present their proposals to the WES Board on the afternoon of 29 April 2014 in Sao Paulo, where a final decision on the host venue for WCE2020 will be made.

Subsequently the WCE2020 host venue will be announced at the WES General Assembly on 30 April 2014 at 18.30 BRT

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