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THE INTERNATIONAL SOCIETY OF PEDIATRIC DERMATOLOGY

Guidelines for Organizing the *World Congress of Pediatric Dermatology*

FOREWORD

The World Congress of Pediatric Dermatology is organized under the auspices of The International Society of Pediatric Dermatology (ISPD).

The site of the congress is selected by a vote of the Board of Directors of the ISPD. Once the decision is made, the organization of the site, facilities, and the delivery of the scientific program decided on by the Scientific Program Committee of the Board of the ISPD are the responsibility of the host country elected to run the congress.

Every World Congress of Pediatric Dermatology is, and should be, a unique event. Each combines the best possible program reflective of the current practice and future of Pediatric Dermatology with opportunities to develop and strengthen relationships among colleagues throughout the world.

The following information is intended to provide the organizational basics that will assist an ISPD Member Society in determining first if it wishes to develop a proposal to the Board of Directors to host a future World Congress of Pediatric Dermatology, and, in the event that the proposal is accepted, to take the initial steps in developing a framework on which an Organizing Committee may begin to build a congress.

In addition to the following pages, the Presidents and Secretaries-General of recent World Congresses of Pediatric Dermatology are happy to provide advice to future congress organizers.

Note:

The successful Host Society will be required to sign a formal Agreement (Contract), governed by **English** Law, with the ISPD for the organization of the World Congress of Dermatology.

It is advisable that legal advice be sought to ensure that the contents of the Contract are fully understood.

I. The World Congress of Pediatric Dermatology

a. Purpose and Objectives

The principal objective of the World Congress of Pediatric Dermatology is to develop and advance pediatric dermatology through providing an opportunity for dermatologists from around the world to share their professional and personal experiences in Dermatology, to exchange and discuss their clinical and scientific ideas, and to form professional and personal associations in Dermatology. A secondary benefit is that it acts as a public relations activity for the ISPD, being an opportunity to inform dermatologists of our existence and our various roles.

b. Previous Congresses

S. No.	Location, Year	President	Secretary
1	Mexico City, 1973	R. Ruiz-Maldonado	H. Feulard
2	Chicago, 1976	L. Solomon	G. Riehl, Sr.
3	Monte Carlo, 1979	M. Larrègue	J.J. Pringle
4	Munich, 1983	R. Happle	G. Thiebierge
5	Milano, 1989	R. Caputo	C. Gelmetti
6	Toronto, 1992	S. Hurwitz	J. Fordyce
7	Buenos Aires, 1994	A.M. Pierini	A. Lavieri
8	Paris, 1998	Y. de Prost	S. Lomholt
9	Cancun, 2001	R. Ruiz-Maldonado	C. Duran
10	Rome, 2004	G. Fabrizi	C. Gelmetti
11	Bangkok, 2009	C. Pruksachatkun	G.B. Mitchell-Heggs
12	Madrid, 2013	A. Torrelo	A. Hernández-Martín
13	Chicago, 2017	A. Mancini	A. Yan A. Zaenglein
14	Edinburgh, 2021	V. Kinsler	--
15	Buenos Aires, 2025	M. Larralde	P. Boggio P. Luna

II. Organization of a World Congress

a. Scheduling

The Congress is held every four years. Neither the Memorandum and Articles of the ISPD dictate a specific month in which a Congress should be held. The length of the meeting and span of meeting days are at the discretion of the host country's Organizing Committee. The dates of the Congresses since 1994 are as follows:

Name, Location, Year	Date	Days
7 th International Congress, Buenos Aires	Sept 27-30, 1994	Tuesday - Friday
8 th International Congress, Paris	July 12-18, 1998	Friday - Thursday
9 th World Congress, Cancun	November 15-20, 2001	Sunday - Friday
10 th World Congress, Rome	July 1-5, 2004	Monday - Friday
11 st World Congress, Bangkok	October 1-5, 2009	Monday - Friday
12nd World Congress, Madrid	September 25-27, 2013	Wednesday - Friday
13 th World Congress, Chicago	July 6-9, 2017	Thursday - Sunday
14 th World Congress, Edinburgh	September 22-25, 2021	Wednesday - Saturday
15 th World Congress, Buenos Aires	April 8-11, 2025	Tuesday - Friday

b. Facilities

Although an Organizing Committee has considerable flexibility in planning a program that will match available facilities, the site should have a congress center with an auditorium that can accommodate a *minimum* of 1,000 registrants for a plenary session, plus multiple smaller rooms for as many as 4 (four) concurrent sessions, and an exhibit hall large enough for several exhibit stands (and poster boards if poster sessions would be planned).

The accommodation required depends on the city and country as well as many other factors. A convention bureau can provide assistance in gathering information about facilities and recommend professional congress organizing companies to assist with the logistical management of the meeting.

c. Proposals

By October 6, 2024 (six months before the next WCPD/April 7, 2025), the President of the International Society for Pediatric Dermatology should be informed by any Society hoping to host the next WCPD in 2029 of the intent to bid by submitting a Letter of Intent. This LOI is best sent by email addressed to the President at info@ispedderm.com. The LOI submission will be confirmed by the Secretariat. To be eligible to bid to host the WCPD, a bidding administration fee of US \$1000 will be charged to be paid with submission of the complete proposal within the following 3 months (by January 6, 2025) – and will cover all administrative fees until the WCPD bid decision is made.

The full proposal for the bid for the 2029 meeting will be due January 6, 2025 to the ISPD President by email (info@ispedderm.com). Confirmation of receipt of the full proposal will be sent within 3 days after receipt. Please get in touch with the ISPD at this address if you anticipate that your materials will require a means beyond email to send because of size.

Contents of the full proposal will include:

1. The proposed site (“Candidate City” and its congress facilities /accommodations expected to accommodate a minimum of 1000 people with at least 4 breakout rooms for smaller meetings)
2. The suggested dates and structure of the Organizing Committee
3. The names of the individuals who would serve as the President and Secretary-General of the Congress
4. Assurance that the Organizing Committee can adequately handle both the organizational and financial responsibilities for the Congress
5. A complete proposed budget must be included in the bid. Financial information must be included to explain tax requirements in the country in which the meeting is to be held, including those required for payment by the bidding society – and any required to be paid by the ISPD and revenues from the meeting (rate of tax on surplus, withholding tax, sales tax, etc). A professional accountant should provide a certified opinion attesting to the tax implication and how they affect the submitted budget. The Society providing the bid must attest to following the required rule for taxes and banking. The Society must have administrative help in holding the event with a qualified event planner – and have liability coverage for the event. There must be a plan for management of liability by the bidding organization in the unlikely event that the Congress runs a deficit.

Organizers of meetings are responsible for any deficit. Any surplus from the meeting is distributed as follows: 50% to the organizing society to benefit the field of pediatric dermatology, 25% to the organizing society for any use, and 25% to the ISPD to support its activities.

The ISPD Logo must appear on all materials related to the WCPD as co-sponsor of the meeting and must approve materials to be circulated or posted online (with rapid turnaround time). **No member of the ISPD Board may serve as President or Secretary-General of the proposed WCPD. ISPD Board Members (including in the transitional period at the WCPD) will excuse themselves from voting and review activities if involved in a proposal to host a meeting.** Bidders are expected to promote the current Congress wherever they travel.

Bid Presentations:

The presentations will be restricted to 12 minutes per bid. Support will be provided for a video or PowerPoint presentation with sound. Any additional requirements will need to be arranged well in advance (at least 45 days) with the ISPD.

The successful bidding Society will be required to sign and abide by a formal Agreement (Contract) with the ISPD to host the World Congress.

III. Congress Committees

a. Officers

At the Board meeting of the ISPD, which convenes immediately after the confirmation of the congress site, the Board formally elects the President and Secretary-General of the World Congress of Pediatric Dermatology. Additional congress officers may be named by the congress organizers as may be desired.

b. The Organizing Committee

The Organizing Committee is responsible for the arrangements required in presenting the scientific program, organizing the social program, and all editorial and financial aspects of the congress.

c. Relationship of the Organizing Committee to the ISPD Board

The Board has the power to amend or alter the decisions and arrangements of the Organizing Committee, and other committees and officers of the World Congress, when these appear to be in conflict with the aims of the ISPD. Regular progress reports are presented to the Board at each of its meetings prior to the World Congress.

d. Administration

The scope and complexity of the World Congress of Pediatric Dermatology requires the services of a professional congress organizer (PCO) to assist the Organizing Committee in contracting for facilities, managing receipts and disbursements of funds, handling the large volume of paperwork essential to production, programming and promotion of the meeting, and organizing all logistical elements. A representative of the local convention and tourism bureau, and/or the proposed congress center, can recommend appropriate companies.

IV. Finances of the World Congress

a. Financial Responsibilities

The host country Organizing Committee is responsible for the preparation of a preliminary budget, which is to be presented to the Board by the Secretary-General or other official charged with the financial management of the World Congress, for discussion and ratification.

b. Sources of Income

The major sources of congress income are: 1) sponsorship fees from industry; 2) the sale of exhibition space; and 3) registration fees paid by individuals. The amounts of these fees are set by the host group, although the Board must formally approve the congress registration fee for dermatologists and guests.

All dermatologists are expected to pay registration fees, except invited speakers /chairpersons even if they are dermatologists. Providing support for young graduate dermatologists and young dermatologists from developing countries is at the discretion of the host organizers of the World Congress. Invited speakers who are not dermatologists, e.g., scientists or other physicians, may be given financial assistance, including airfare, accommodations, living allowance and honorarium, depending on the level at which they are performing. These participants are not expected to pay registration fees.

c. Congress Expenses

Traditionally, the major organizing expenses include the following:

- Congress Centre rental
- Printing and mailing of promotional brochures and Call for Abstracts
- Audio-visual equipment and technicians
- Simultaneous interpretation equipment and interpreters, if required by large number of attendants of a given language
- Exhibition promotion and basic equipment
- Publication of Abstracts Book and Final Program
- Management (Professional Congress Organizer, Secretariat)
- Social Events (e.g., Opening Reception)
- Communications (telephone, fax)
- Shuttle busing
- Program expenses (e.g., speaker's travel and honoraria, if any)
- Committee expenses
- Supplies

d. Optional Expenses

The Board encourages the Organizing Committee to establish a scholarship fund to support or subsidize travel and subsistence costs for dermatologists from developing countries. Other anticipated expenses to consider are daily coffee breaks and breakfast service in the exhibit hall.

V. Program

a. World Congress Program Committee

The World Congress Program Committee is composed primarily of members of the Board and the Local Organizing Committee. The main criteria of selection is based upon scientific, linguistic and geographic representation. The goal is to provide balance on a worldwide basis. This committee is responsible for developing content, chairs or speaker suggestions for sessions.

b. Organizing Committee Programming

The Organizing Committee's programming group is tasked with extending invitations for faculty of structured sessions as outlined by the World Congress Program Committee, and for developing the rest of the program, i.e., abstracts sessions, case presentations and original contributions to clinical and therapeutic or laboratory investigation in oral and/or e-poster formats.

The Organizing Committee, through its appointed congress management team, is responsible for maintaining a database of topics and speakers, for extending invitations to all chairs and speakers, receiving acceptances and naming replacements when necessary, for receiving and programming of abstracts and notification to authors, and all other programming communications.

c. Social Program

A successful international congress combines excellence in educational programming with unique opportunities for social interaction. Customarily, the registration fee covers the Opening and Closing Ceremonies, which often include entertainment of some type, a Welcoming Reception to follow the Opening Ceremony, and perhaps one local tour although a special evening function has sometimes been substituted for the latter.

A closing dinner or dinner/dance is traditionally held. It is recommended that tickets for this dinner, whether to cover the full or partial cost, be offered for sale to registrants.

VI. Languages

The official language of the ISPD is English. Past World Congresses have included simultaneous translation of plenary sessions, including the opening and closing ceremonies, into the language of the host country. Continuing such a practice is encouraged, particularly where large numbers of the audience can be expected to speak the translated languages.

Some related societies or groups may choose to hold a pre-Congress meeting entirely in a language other than English, and that is to be encouraged if in the opinion of the Organizing Committee that will increase attendance to the Congress.

VII. Publications

There are two official congress publications: the Program and a volume of Abstracts, both distributed at the time of the congress. Both publications are to be published in English; electronic versions are encouraged.

Viii. Evaluation

At the first meeting of the ISPD Board of Directors after the WCPD, the President of the WCPD will present an evaluation report that includes data such as the number of registrants and abstracts, and a financial summary of the revenues and the share due to ISPD.

All sessions should have electronic evaluation of all speakers and the data should be tabulated by the Organiser and presented to the ISPD within three months of the WCPD. In addition, the PCO should perform a count of the number of attendees in each session, approximately 30 minutes after its start time.

For any further information, please contact the ISPD Secretariat at info@ispedderm.com