

GUIDELINES FOR HOSTING A WORLD CONGRESS OF BEHAVIOURAL AND COGNITIVE THERAPIES

Purpose

To exchange scientific information with colleagues worldwide; to learn about recent research and advances in broad and focused areas of behavioural and cognitive therapies; to discuss common problems, and to seek their solutions; and to make personal contacts both professionally and personally.

Frequency

Currently once every three years.

Congress Objectives

1. A sound scientific program of high quality with a balanced international representation of speakers and various type of sessions to permit both broad and subject review and concentrated discussion in specialized areas.
2. A social program that will introduce registrants to cultural aspects of the Host City and country and will also encourage meaningful opportunities for registrants to become personally acquainted.

Practical Considerations

1. A location that has international cultural appeal, airport facilities to accommodate international flights, good ground transportation to host city from airport, and adequate housing facilities for attendees and their families.
2. Adequate meeting facilities, preferably under one roof, which would include meeting rooms of adequate number and size with good audiovisuals and public address services available.
3. Sleeping rooms for registrants in or easily accessible to the meeting space.
4. Comfortable areas for informational scientific discussion near the meeting rooms.
5. Adequate space for exhibits, poster sessions, and registration area located near the meeting rooms.
6. Accessible eateries for breakfast and lunch in or near the meeting facilities.

Responsibilities of the Hosting Organization

A.

By July 1st, five years prior to the year of the congress for which proposals will be considered, organizations interested in hosting the congress must submit to the WCC (Chairman) a written proposal (in 20 copies) which includes the following information about the meeting site:

1. A list of meeting areas with numbers and seating capacities of session rooms in each.

2. A list of available hotels or dormitories (include low cost lodgings) indicating the type, number of sleeping rooms in each, and approximate sleeping room rate in each type of accommodation.
3. A map showing the locations of meeting facilities, hotels, and or dormitories.
4. Assurance that, if hotel and meeting facilities are scattered, rapid bus transportation will be provided.
5. A statement of the type and availability of audiovisuals and public address services.
6. Assurance that adequate eating facilities are available near or in the meeting facilities, especially for lunch.

B.

Those organizations who are interested in hosting a World Congress must also be able to demonstrate their ability to coordinate an international meeting by addressing the following items:

1. Description of the formation of the scientific committee to ensure the quality of the scientific program.
2. How the scientific committee plans to address the issue representing the diversity of scientific Issues, geographical and multicultural areas, and gender.
3. How the organizing committee plans to encourage participation of people from countries facing economical and/or political challenges.
4. The estimated participation fee for different categories (e.g., ordinary fee, student fee, fee for people from countries facing economical and/or political challenges).
5. Timeframe for preliminary announcement for submission of papers.
6. Timeframe for preparation of explicit and complete advance information to registrants about:
 - (a) congress activities and schedule of events
 - (b) payment of registration fees
 - (c) visa regulations for entry into the country
 - (d) transportation from airports and within the city
 - (e) exchange of currency
 - (f) housing reservations
 - (g) location and hours of registration at the congress
 - (h) other details that will prevent confusion among incoming participants
7. Assurance of adequate volunteers and/or staff to provide efficient operations during the actual congress.
8. Assurance of sufficient financial resources to fund pre-congress publicity and on-site services.
9. Assurance of local attendance from the host country with projected numbers.