



INVITATION TO HOST THE 2022 WFCCN WORLD CONGRESS

Applications are invited from WFCCN Full Member critical care nursing organizations to host the 2022 World Congress of the World Federation of Critical Care Nurses (WFCCN).

1. Introduction

One of the main goals of WFCCN is to assist critical care nursing organizations and nurses throughout the world, to strengthen their influence and contribution to health care globally and to be a collective voice and advocate for critical care nurses and patients at an international level.

In order to accomplish these goals, WFCCN develops position statements relevant to critical care practice, promotes research exchanges and publications, publishes a journal (CONNECT) and supports WFCCN scientific meetings and education events.

Every even year e.g. 2016, 2018, 2020 WFCCN co-hosts a World Congress with a WFCCN Member organization. (In the intervening years e.g. 2017, WFCCN collaborates with WFSICCM and WFPICCS to host the WFSICCM World Congress.)

2. Aims

The aims of co-hosting the WFCCN World Congress are to promote WFCCN worldwide, facilitate the WFCCN Annual General Meeting (Council meeting), and generate income to support WFCCN.

3. Objectives

The objectives of the WFCCN World Congress are to:

- Increase the profile of the host WFCCN Member organization nationally and internationally
- Increase the exchange of scientific information relevant to critical care nursing and nurses from all geographical regions of the world
- Promote educational activities across the world by providing up-to-date scientific information

- Boost collaborative research by bringing together investigators from various parts of the world
- Strengthen links between WFCCN Member organizations
- Make critical care nursing more visible on the national and the international scenes.

4. Structure

The WFCCN World Congress is a scientific event, which takes place every two years. It is organized by a host WFCCN Member organization in conjunction with WFCCN.

The Host Organization will:

- Normally manage all aspects of the Congress, including the budget
- Provide a meeting venue and associated costs for the one-day WFCCN Annual General Meeting (Council Meeting)
- Contribute financially to WFCCN by:
 - Supporting attendance (conference fee and accommodation) of at least 10 international speakers nominated by WFCCN (normally, speakers will be drawn from WFCCN Board and Council members)
 - Donating a specified percentage share of the WFCCN Congress profit to WFCCN (this is negotiable, but must be specified within the host organization proposal).

WFCCN will:

- Provide its name and logo for use to promote the Congress
- Assist with the Congress program development
- Provide international speakers for the Congress
- Provide session chairs for the Congress, as required
- Advertise the Congress via its website, journal, newsletter, and e-mails to associates.
- Assist in other ways, as required, to support the Congress.

5. Application Process

Normally, the WFCCN Secretary will call for proposals from WFCCN Member organizations at least two years before the proposed Congress is due to take place.

A written application is required, which must be submitted initially to the WFCCN Secretary for review by WFCCN Board of Directors. See Appendix 1: Application Guidelines.

The WFCCN Board will shortlist applications.

Normally, shortlisted applicants will be invited to present their bid to host the WFCCN World Congress at the next available WFCCN Annual General Meeting (Council Meeting). The format and style of the proposal presentation may be determined by the applicant, however sufficient detail must be provided in accordance with the information provided within this document and the Guidelines (Appendix 1).

The final selection of the host organization for the WFCCN World Congress of WFCCN will be determined by a majority vote of WFCCN members present at the Annual General Meeting.

The WFCCN Secretary will notify formally all applicants of the outcome in writing within 2 weeks of the Annual General Meeting.

Acceptance of Host Organization of the WFCCN World Congress includes acceptance of all responsibilities outlined in this document and the Guidelines (Appendix 1) and any additional conditions provided by the WFCCN Board in writing at the time of appointing the Host Organization.

6. Successful applicants

Appointment of the WFCCN Congress Host Organization will be conditional upon the details provided within the successful applicant's proposal, and any additional conditions specified in writing by the WFCCN Board.

Acceptance of WFCCN Congress Host Organization must be provided in writing to the WFCCN Secretary.

The Host Organization may appoint a Professional Congress Organizer (PCO) of its choice.

The President of the WFCCN Member Host Organization will formally identify the Chair of the Congress Management Committee, and the WFCCN President (or designate) will Co-Chair this Committee.

The Host Organization and the PCO (if appointed) must ensure adequate financial backing for the Congress. (This information should be provided within the application proposal).

Responsibilities

The Host Organization will:

- Inform WFCCN Board of any concerns with meeting any aspect of the WFCCN Congress proposal or WFCCN guidelines, and obtain written approval from WFCCN Board for any agreed variations to the original proposal or WFCCN guidelines

WFCCN Guideline_Hosting World Congress

- Provide regular Congress written reports to WFCCN Board, as requested by WFCCN Board
- Establish Congress Management and Scientific Committees that must include at least one representative appointed by the WFCCN Board
- Select the theme and topics to be the focus of the Congress
- If possible, offer continuing education credits for delegates from a recognized educational organization
- Develop and implement an evaluation mechanism to assess the processes and outcomes of the Congress
- Consider operating a WFCCN Fellowship Program to support attendance of delegates from disadvantaged countries
- Prepare, print and distribute all advertising materials e.g. preliminary flyers, posters and website announcements (with call for abstracts, symposia, workshops, etc.)
- Provide all WFCCN Members attending the conference as participants or observers with written details of their travel arrangements within the host country, accommodation and conference participation expectations and any other relevant information to facilitate their participation
- Provide copies of all abstracts (invited and free papers) in electronic *Word* document format for publication in the WFCCN journal *Connect: The World of Critical Care Nursing*. This condition must be specified to all Congress presenters
- Provide written conference reports and photos for WFCCN, as requested, that may be used in various WFCCN media outlets e.g. journal, press releases, website, Facebook
- The Congress Management Committee may wish to arrange for publication of the WFCCN World Congress proceedings. The copyright of any such publication belongs jointly to WFCCN and the Host Organization. Publication of the Congress proceedings must be approved in advance in writing by the WFCCN Board.

Payments to WFCCN

As detailed in the Host Organization proposal, the percentage profit share due to WFCCN must be paid in full within 6 months of the Congress conclusion.

7. WFCCN Responsibilities

WFCCN will:

- Provide the Host Organization with a copy of the official WFCCN Logo, and access to the WFCCN website and other WFCCN media outlets to promote the Congress

- Provide the Host Organization with contact details of WFCCN international speakers
- Liaise with and provide information to the Host Organization concerning the WFCCN Annual General Meeting (Council Meeting)
- Provide advice and support as required.

8. Other administrative matters

- The WFCCN logo must appear on the Congress program and/or proceedings book, stationery, and all other official documents connected with the WFCCN World Congress.
- WFCCN may wish to announce and/or bestow special awards to member organizations and individuals as part of the proceedings of the conference and/or social events. The organizing committee and WFCCN will make mutually agreed arrangements to accommodate these needs.
- Media enquiries and/or presence may be requested. Whilst this is encouraged, the WFCCN Board must be involved in any planning of media activity that will expose the name, logo or activities of WFCCN prior to such activity. WFCCN will do all in its ability to assist and support the Host Organization in any media campaign to promote those activities that are consistent with the objectives and purpose of WFCCN.
- In addition to the WFCCN Annual General Meeting (Council Meeting), it is usual for several other smaller WFCCN-related meetings to take place during the Congress. The Host Organization will liaise with WFCCN to accommodate these meetings.

Appendix 1: WFCCN Congress Host Organization Application Guidelines

ELIGIBILITY

Only WFCCN Full Member critical care nursing organizations may apply to host the WFCCN World Congress.

APPLICATION PROCESS

1. A written proposal must be prepared and submitted to the WFCCN Secretary.
2. Applications will be short-listed by the WFCCN Board.
3. Short-listed applicants will be invited to present their proposal at the next WFCCN Annual General Meeting (Council Meeting).
4. The successful applicant will be determined by a majority vote of WFCCN Full Members present at the Annual General Meeting.

INFORMATION REQUIRED

The written proposal should be prepared using the following headings:

1. CONGRESS ORGANIZERS

1.1 Application contact person details

- Normally, this will be the WFCCN Member organization's WFCCN Council representative.
- Provide name, position in organization, email address, and phone number.

1.2 WFCCN Member details

- Organization name, address, website.
- A separate letter, signed by the President of the WFCCN Member organization should be included, confirming that the organization has approved the application and all details contained within the proposal.
- The letter, signed by the President, should include a statement of full and sole legal and vicarious responsibility and legal liability for any possible financial loss, legal claim or liability associated with the preparation and conduct of the WFCCN World Congress.

1.3 Other partnering organizations

- Provide details of other organizations that will be involved and summarise their involvement.

- A separate letter, signed by the President of each partnering organization should be included, confirming that the organization has approved the application and all details contained within the proposal.

1.4 Professional Conference Organizer (PCO) details

- If relevant, provide the name and contact details of the PCO

1.5 Conference management experience

- Provide information about the proposed Host Organization and partnering organization(s) history of successful management of national and international conferences.

1.6 Congress committees

Provide information about key personnel that will manage the Congress Management and Scientific Committees, including their names, qualifications and summary of their relevant experience.

2. PROPOSED CONGRESS VENUE

2.1 Proposed dates

- Provide information about the Congress proposed dates. Explain why these dates were chosen. Offer alternative dates if possible.

2.2 Proposed Congress title

- Provide a Congress title
- Provide summary information about Congress themes

2.2 Congress venue

- Provide venue name, address, and website
- Provide a plan of the venue showing which facilities would be used
- Location: describe the tourist, aesthetic, natural, historical and professional significance of the location.
- Provide information regarding the venue, size, flexibilities, ease of access, transportation, benefits, concerns, ability to meet all activities of the congress.
- Describe what technology services are available, e.g. power point, video, roving microphone, WiFi etc.
- Transportation: explain type, access, cost, security and plans made to assist participants with transportation from ports and between accommodation and conference venues?

- Security: Identify any security risks to participants and arrangements made to limit these.

2.3 Accommodation and subsistence

- Provide details about the range, including cost, and number of accommodation facilities available in the vicinity of the Congress venue.
- Clarify whether accommodation will be managed by the Congress Secretariat.
- Clarify whether or not accommodation will be included with Congress registration fees.
- Clarify what food and beverages will be included in the Congress registration fee.

3. CONGRESS PROGRAM

3.1 Scientific program

- Language: The meeting should be conducted in English if possible. If a different language is used, concurrent English translation should be made available for conference main sessions and meetings if necessary. Describe how this will be managed. Provide information about the proportion of sessions that will use English translation compared to those using the host organization's native language only.
- Describe the main themes and focus topics of the scientific program.
- Identify how WFCCN international speakers will be incorporated into the program.
- Identify whether free papers will be included in the program. Describe how the abstract management process will be conducted.
- Outline the program structure: plenary, concurrent, poster, other sessions.

3.2 Social program

- Provide information about the proposed social program, including cost estimations for delegates (and partners). Clarify what will be included in the Congress registration fee, and what will cost extra.

3.3 WFCCN meetings

- Provide information about what facilities, including food and beverages, will be provided to WFCCN for its Annual General Meeting and other (smaller) associated meetings during the Congress.

3.4 WFCCN international speakers and Council Members

- Provide information about what will be provided for WFCCN international speakers i.e. accommodation and Congress fee waiver.

- Provide information about the level of support (financial or in-kind) that will be provided to WFCCN Council members (who are not international speakers) who will be attending the WFCCN Annual General Meeting (Council Meeting) and Congress.

4. BUDGET

- Provide a detailed budget, outlining projected costs, income and expected surplus/profit.
- The proposed Congress registration fees should be specified. Applications that include a variable registration fee structure, based on countries' national income levels, and ability to pay, will be considered favourably.
- Specify how the profit will be distributed and what percentage will be apportioned to WFCCN.
- Trade sponsorship: provide the sponsorship plan and identify any confirmed or probable sponsors and their likely contribution.
- N.B. Administration of the budget is the sole responsibility of the Host Organization.

5. MARKETING PLAN

- Provide an outline marketing plan for the Congress.

6. ADDITIONAL INFORMATION

- Applicants are encouraged to provide any other information, detail or material that will strengthen their bid.