

## WMA ASSEMBLY PLANNING

The planning is required to begin functioning 1.5 to 2 years before the meeting. The logistical planning of the meeting varies slightly from year to year, to allow for variations of staffing within each host National Medical Association (NMA). For example, the WMA is responsible for organizing the scientific session with input from the host NMA. Pending each host NMA, a staff person may be appointed to liaise with the WMA. The degree to which the person liaises may vary from host NMA. Generally, the informal planning committee is composed of:

- **WMA Secretariat** Secretary General
- **Host NMA Staff** Representative from NMA secretariat or “professional affairs area” to liaise with WMA regarding documents, etc.
- **Scientific Program Contact** Representative(s) of the host NMA secretariat, Secretary General or their representative, other officials or staff as required.
- **Meeting Logistics** Option: Host NMA staff responsible for managing all the logistical aspects of the meeting including hotel liaison for hotel negotiations, liaison for room set up with WMA Secretary General. Staff person designated by the host NMA who serves as point of contact for information regarding many suppliers and to assist with logistics of host city and facility. Liaison with WMA Secretary General and host NMA senior staff.

The host NMA may appoint their meeting planner or other staff person to assist WMA with hotel negotiations and recommendations for tour companies. It is advised that the host NMA staff person attend a WMA meeting two years prior to hosting the Assembly to observe logistics.

Major Policy decisions relative to the Assembly are referred to the WMA Secretary General.

## THE WMA RESPONSIBILITIES

- The registration process for all persons attending the Assembly.
- The operation of its own housing bureau. Therefore all hotel requirements are coordinated by the WMA.
- Signing all contracts for which the WMA is fiscally responsible.
- The promotional mailings of the social program including the tour program.
- The organisation of the scientific program including all correspondence to speakers. (If not agreed by the host association to take this over and to organize it in close communication with the WMA secretariat.)
- All sponsorship issues in connection with the General Assembly. (If the responsibility for organizing the Scientific Session is taken over by the host NMA, acquiring sponsorship for the Scientific Session will be done by the host association in accordance with WMA operating policies.)

## EXPENSES

- WMA is responsible for the simultaneous interpretation equipment.
- WMA is responsible for securing interpreters and for payment for the interpreters' fees. (3 official languages: English, French and Spanish). The Japanese Delegation provides its own interpreters.
- WMA is responsible for transportation and hotel costs for the interpreters.
- WMA is responsible for any room rental fees for the Assembly and Council meetings and secretariat office if not totally gratuitous through arrangements with hotel.
- WMA is responsible for office equipment for the WMA office and press office.
- WMA is responsible for all expenses associated with WMA Secretariat Staff including travel.
- WMA is responsible for the meal for the **Assembly Dinner** and the cocktails before hand.
- WMA is responsible for fees associated with personnel: WMA Secretariat staff, and local hired people if necessary (i.e. translation services and on site staffing in WMA office).
- WMA is responsible for any costs associated with the registration function (with the exception of the delegate satchels). This can include tickets, badges.
- WMA is responsible for the costs associated with the provision of the tour program for the spouse/companion.

## THE HOST NMA RESPONSIBILITIES

- Where necessary the host NMA will ensure the availability of Visas for delegates from all Member Organizations.
- The function of the NMA is to provide advice. All contacts, contracts, budgeting and management are provided by the WMA.
- Where appropriate, the host NMA may receive direction from the WMA to provide contact and negotiations on behalf of the WMA for certain aspects, i.e. hotel negotiation, audio-visual bids, interpretation bids.
- Providing the WMA Secretary General with suggestions for plans for a one and a half day or a full day **tour program for all delegates** and a one half day **program for spouses**. Tours are subject to WMA approval and within the WMA budget.
- Providing recommendations for other pre and post tour programs.
- Providing designated persons to liaise with the WMA Secretary General on an ongoing basis for 8-12 months prior to the Assembly. Planning is completed by e-mail and/or through **teleconferences** scheduled by the WMA.
- Providing advice on **provincial or local governments** with respect to the political sensitivities, political invitations, financial sponsorships, tourist information, etc.
- Providing advice on local service companies for obtaining technical and offices equipment or services such as printing, catering, transportation etc.
- Promoting the Assembly at the previous year's Assembly.

## EXPENSES

- The host NMA covers all expenses incurred with provision of a **Welcome Reception** for all delegates on day one.
- The host NMA covers all expenses incurred with provision of a **Traditional and Informal Dinner** for all participants.
- The host NMA covers all expenses incurred with provision of a **Half day City Tour** for all participants.
- The host NMA covers all expenses incurred with the provision of delegate **Satchels** (bags) (Host NMA may wish to seek sponsorship).
- The host NMA covers all expenses incurred with the provision of **Registration Fees for host NMA registrants**. NMA is encouraged to speak with WMA regarding exceptions (i.e. staff persons (not delegates) who attend meetings only. Special fees for attending the Scientific Session only can be arranged.

- The host NMA covers all expenses incurred with provision of a **Cyber Café**. Computer equipment, printers, and broadband Internet access to provide delegates with opportunity to send and retrieve e-mails and to surf the Internet.
- The host NMA covers all expenses incurred with provision of a photographer and CD/DVD for official photos and give a copyright to the WMA.
- The host NMA is recommended to provide few helpers who can assist WMA staff before and during the meetings.
- The host NMA seconds 2 English speaking host member association personnel to the WMA conference office starting 2 days before the conference and 1 day after the conference to assist WMA staff.

The host NMA provides at least one physician trained and current in emergency medicine to attend all meetings and functions including necessary equipment for emergency treatment. If the venue is out of reach (>15 minutes) for the emergency medical service an ambulance car will be placed close to the venue.

Please note that no honorarium or maintenance rates are paid to planning committee members.

The host NMA is responsible for any travel expenses for all host NMA committee members associated with attending meetings. The host NMA is also responsible for their expenses with regards to phone/fax and/or teleconference calls. (For Council Members the ordinary WMA rules apply.)

### **Optional Expenses**

- The host NMA may wish to provide entertainment for the **Ceremonial Session** for when the delegates arrive (15 minutes prior to 11:00 am) and then for 1-2 songs at the end of the roll call.
- The host NMA may wish to provide **centrepieces for the Assembly Dinner**, if not supplied free by the hotel or venue.

### **SPOUSE/COMPANION TOUR PROGRAM**

The host NMA appoints a staff person to provide suggestions to the WMA Secretary General as to the content of the spouse/companion tour programs.

It is the responsibility of the host NMA to obtain quotes on tours and activities for the spouse/companion/delegate tour program.

Proposals are reviewed with the WMA Secretariat.

Tour Program is generally designated as follows:

The spouse/companion/delegate program is publicised by the WMA Secretariat in the WMA Registration documents; Reservations are accepted by the WMA staff. The tours are included in the registration fees.

Fees for all optional events and tours are set to recover actual costs.

The WMA staff will liaise with the host NMA staff on final numbers for guarantee.

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