
Guidelines for preparing an official bid for organising World Poultry Congresses (WPCs)

General

World’s Poultry Congresses (WPCs) are organised every 4 years. WPCs provide a platform for dissemination of knowledge of all areas involved in the production of poultry. During the congresses oral and poster presentations will be scheduled. It is a requirement that a Youth Programme be conducted as an integral part of the congress. This programme should be open to students and young scientists and industry personnel from developed and developing countries. It is also a requirement that a Student Programme be conducted as an integral part of the congress. This programme should be open to young scientists from developing countries. A poultry trade exhibition staged concurrently with the Congress, is regarded as an integral part of each WPC as well. Publications, (printed, electronic or any other medium), should bear the WPSA logo and should follow the ‘Notes for Contributors’ as used for papers to be published in the World’s Poultry Science Journal. The WPSA has the exclusive right to reproduce and distribute the papers worldwide. For detailed information on the Constitution and By-Laws it is recommended to consult the WPSA website www.wpsa.com. The venue for a WPC will be decided by vote at the WPSA Council meeting at the WPC held four years before the subject WPC. Formal bids, which should include the host city, venue and proposed dates, to host a WPC must be received from the Branch by the WPSA Secretary General no later than twelve (12) months prior to this Council meeting. The stated willingness of a potential host nation to meet these ‘Guidelines for the conduct of World Poultry Congresses’ will be a major consideration in both the Board recommendation and the council’s selection of a venue for the Congress. The host country’s WPSA branch is responsible for organising, financing and conducting the WPC. For comparison of bids the following guidelines are produced. The requested information for comparing the bids should be concentrated, the number of pages of the information should not exceed 10 pages.
Guidelines for requested information

Organisation (scientific and administrative) (4 pages)
- presentation of the local branch of the WPSA
- previous expertise in organising meetings
- involvement of national scientific organisations
- involvement of the national branch of WPSA
- responsibility for administrative affairs
- organisation committee
- scientific committee
- draft scientific programme, scientific excursion and/or technical visits
- youth programme
- student programme
- social programme
- accompanying persons programme
- meals and drinks during the conference
- exhibition

Venue (2 pages)
- place and location of the conference venue
- date of the meeting
- accessibility by plane, train, public transport and car
- description of the conference venue, number and size of lecture and meeting rooms, equipment of lecture and meeting rooms, areas for poster presentation, areas for exhibition, possibilities for lunch, dinner and snacks

Accommodation (0,5 page)
- total capacity and categories of hotels/beds with easy connection to the conference venue

Finance (3 pages)
- expected number of participants
- draft registration fees
- expected support by sponsors
- costs for translation
- further costs
- expected financial results
- remittance to WPSA

Country (0,5 page)
- Visa information and policies