



Congress of the World Federation of Societies of Biological Psychiatry (WFSBP) Hosting Requirements

1. General

- 1.1 The World Federation of Societies of Biological Psychiatry (WFSBP) is a not-for-profit, multidisciplinary, academic and scientific organisation dedicated to biological psychiatry.
- 1.2 Founded in 1974 in Buenos Aires, Argentina, the World Federation of Societies of Biological Psychiatry is now composed of over 63 national societies of biological psychiatry, representing over 4.000 professionals. As a world authority on biological psychiatry, WFSBP is also highly committed to pioneering and promoting the highest levels of education and dissemination within the field.

2. Congress Information and History

- 2.1 From 2009 onwards, World Congresses are held every two years, preferably in the second quarter of the year.
- 2.2 Congress history and future congresses:
 - **1974** Buenos Aires (Argentina)
1st Congress of Biological Psychiatry
Congress President: E. Fisher
 - **1978** Barcelona (Spain)
2nd World Congress of Biological Psychiatry
Congress President: J. Obiols
 - **1981** Stockholm (Sweden)
3rd World Congress of Biological Psychiatry
Congress President: C. Perris
 - **1985** Philadelphia (USA)
4th World Congress of Biological Psychiatry
Congress President: C. Shaggas
 - **1991** Firenze (Italy)
5th World Congress of Biological Psychiatry
Congress President: G. Racagni



- **1997** Nice (France)
6th World Congress of Biological Psychiatry
Congress President: J. Ciprian Ollivier
- **2001** Berlin (Germany)
7th World Congress of Biological Psychiatry
Congress President: H.J. Moeller
- **2005** Vienna (Austria)
8th World Congress of Biological Psychiatry
Congress President: C.R. Hojajj
- **2009** Paris (France)
9th World Congress of Biological Psychiatry
Congress President: S. Kasper
- **2011** Prague, Czech Republic
10th World Congress of Biological Psychiatry
Congress President: F. Thibaut
- **2013** Kyoto (Japan)
11th World Congress of Biological Psychiatry
Congress President: F. Thibaut
- **2015** Athens (Greece)
12th World Congress of Biological Psychiatry
- **2017** Copenhagen (Denmark)
13th World Congress of Biological Psychiatry

2.3 Year open to applications: 2019

2.4 The congress usually attracts approx. 3.500 participants.



3. Congress Requirements

3.1 Congress Venue

Following space will have to be allocated at the congress centre. Do not submit a proposal unless all space is available on a first-option basis:

Congress period:

May / June (from Sunday afternoon – Thursday afternoon)

5 Days

- 1 Auditorium for max. 1.500 delegates
- 1 Congress Office of approximately 50 m²
- 1 Association Office of approximately 50 m²
- 1 Registration Area with approximately 800 m² net.

4 Days

- 2 meeting rooms for 650 - 800 delegates
- 3 meeting rooms for 250 - 300 delegates
- 3 meeting rooms for 150 - 200 delegates
- 500 m² exhibition space net for exhibition,
800m² for the poster exhibition plus catering space
(lunch and coffee breaks).

Exhibition requirements

Please note, that the exhibition area shall be located close to the meeting rooms to make it easier for participants to visit the exhibition and to offer attractive exhibition space to the industry.

The poster exhibition shall be placed within/near the exhibition area and the catering if possible within the exhibition to attract more visitors and to increase the communication.

The catering shall be coffee and tea in the morning and afternoon and different food stations for lunch on a self-service basis (3-4).



Time schedule for the exhibition:

Set-up on Saturday and Sunday. Opening of the exhibition in combination with the opening ceremony and the welcome reception on Sunday evening.

Exhibitions will take place from Monday to Wednesday.
Dismantling on Wednesday afternoon and Thursday morning.

Please indicate all prices by using the attached spread sheet.

Congress time: 4 Congress days (Mo –Thu)

3.2 Audiovisual Requirements in the meeting rooms:

Each lecture hall needs to be equipped with basic technical equipment:

- Podium (on small stage, if applicable) with 1 table and 2 chairs (exception: Auditorium: 2 tables, 4 chairs)
- 1 lectern with fixed microphone and 1 tie clip or similar
- 1 screen
- 1 data projector according to the room size
- 1 table microphone per podium table
- 1 wireless microphones (2 in Auditorium)
- adequate number of aisle microphones
- Laser pointer

Please quote the costs for technicians (sound, light, video/data projection) in lecture halls and technical equipment if not already included. Please use the attached spreadsheet to indicate all costs by room, by item and by day.

3.3 IT / Telecommunication

Please quote

- Wireless LAN
- V-LAN / In-house network
- Phone lines
- Internet connections



3.4 Mandatory Costs / Staff (if applicable)

Please quote additional costs that need to be considered, such as

- Electricity/power supplies
- Waste disposal
- Mandatory cleaning staff (listed per day and person)
- Mandatory first aid staff (listed by day and person)
- Staff for various other positions, if applicable/necessary
- Others

3.5 Catering Requirement

Please provide an offer based on the following requirements:

- Coffee break: only coffee and tea, no water or biscuits
- Lunch break: e.g. 1 slice of pizza, 1 sandwich, 1 glass of water / bottle 033 l per person, or similar
- Welcome Reception: finger food, wine, softs, water for 1,5 hours

3.6 Social Events

There are two major social events during the congress:

- Opening ceremony for approx. 1.000 participants followed by a get-together at the congress centre
- Presidential dinner for approx. 150 guests

The space for the opening ceremony and get-together shall be blocked at the congress venue. During the bid procedure no pre-bookings etc. need to be made for the presidential dinner, however, you may include suggestions of possible locations.

4. Planning Process / Bidding Procedures

- 4.1 An application should be submitted by a WFSBP affiliated National Society.
- 4.2 The call for bids will be announced on time on the WFSBP website <http://www.wfsbp.org>
- 4.3 Applications should be received by 1st March 2012. They shall be send electronically and also by mail with each one copy to the WFSBP President's office and to WFSBP Global Headquarters at following address:



President's Office

Prof Florence Thibaut, M.D., Ph.D.
Psychiatry
University Hospital Ch Nicolle,
1 rue de Germont
76031 Rouen
France
Email: wfsbp.president@gmail.com

WFSBP Global Headquarters

Zum Ehrenhain 34
22885 Barsbuettel
Germany

Telephone: +49-40-670 882 90
Telefax: +49-40-670 882 91
E-Mail: info@wfsbp.org

The receipt will be acknowledged in writing.

- 4.4 Any requests from WFSBP or the core professional congress organiser to the applicant for additional information will be made within 30 days of receipt of the application.
- 4.5 If it is clear from the initial application that the criteria in the technical specification cannot be met, the applicant will be informed accordingly.
- 4.6 If the initial application is satisfactory, a representative of WFSBP and our core professional congress organiser will communicate with the applicant or their representative and review their application in detail; this may involve a site visit to the proposed venue.
- 4.7 If, subsequent to this meeting, an application does not meet the technical specification, the applicant will be informed as soon as possible.
- 4.8 The WFSBP board makes a pre-selection of the bidding cities according to the feasibility of the requirements and will invite the pre-selected bidders to make a presentation of their bids to the WFSBP board, probably in Istanbul, mid of May 2012. The WFSBP board will then make a decision.



5. Bid Book Content

- 5.1 a description of the host organisation
- 5.2 proposed dates (please check bank holidays)
- 5.3 detailed description of the congress venue
- 5.4 overview of the host city and its flight connections, infrastructure, leisure attractions, climate, visa restrictions, security aspects and also information about any possible restrictions for the pharmaceutical industry to present their products/to exhibit or to invite delegates
- 5.5 hotel room capacity for approx. 4.000 rooms in 3 to 5 star category, mainly 4 star hotels
- 5.6 detailed cost calculation of the congress venue including cost for technical equipment, AV, mandatory staff costs and catering, as per attached spreadsheet

We kindly ask to present the venue in a detailed written report based on the above numbered items 5.1 to 5.6.

Should you have any questions, please contact the WFSBP Global Headquarters.

Thanks in advance.

WFSBP Headquarters