



## **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. Hojaj
- **2009** Paris (France)  
9<sup>th</sup> World Congress of Biological Psychiatry  
Congress President: S. Kasper
- **2011** Prague, Czech Republic  
10<sup>th</sup> World Congress of Biological Psychiatry  
Congress President: Florence Thibaut
- **2013** Evaluation of applications in process.  
11<sup>th</sup> World Congress of Biological Psychiatry  
Congress President: Florence Thibaut

2.3 Year open to applications: 2015 and 2017

2.4 The congress usually attracts approx. 4.000 – 5.000 scientists.



### 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. 1.800 delegates
- 2 office rooms of approximately 50 m<sup>2</sup>

4 Days

- 2 meeting rooms for 650 - 800 delegates
- 3 meeting rooms for 250 - 300 delegates
- 3 meeting rooms for 150 - 200 delegates
- 1 Congress Office
- 1 Association Office
- 1 Registration Area with approximately 1.000 m<sup>2</sup> net.
  
- 1.000 m<sup>2</sup> exhibition space net for exhibition,  
1000m<sup>2</sup> 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 finger food/sandwich style buffet with water during lunches on different stations (3-4).



### Time schedule for the exhibition:

Set-up on Saturday and Sunday. The exhibitions will take place from Monday to Wednesday. Opening of the exhibition in combination with the opening ceremony and the welcome reception on Sunday evening. Dismantling on Wednesday afternoon and Thursday morning.

Congress time: 4 Congress days (Mo –Thu)

### 3.2 Social Events

There are two major social events during the congress: Opening ceremony for approx. 1.800 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 The call for bids will be announced on time on the WFSBP website <http://www.wfsbp.org>
- 4.2 Applications should be received by 10<sup>th</sup> January 2010. 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:

Prof Florence Thibaut, M.D., Ph.D.  
Psychiatry  
University Hospital Ch Nicolle/ INSERM U 614  
University of Medicine, Rouen, France  
Email: [wfsbp.president@gmail.com](mailto: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](mailto:info@wfsbp.org)

The receipt will be acknowledged in writing.

- 4.3 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.
- 4.4 If it is clear from the initial application that the criteria in the technical specification cannot be met, the applicant will be informed by 15<sup>th</sup> February 2010.
- 4.5 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.
- 4.6 If, subsequent to this meeting, an application does not meet the technical specification, the applicant will be informed as soon as possible and no later 4 weeks after the site visit has taken place.
- 4.7 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. 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. 3.500 rooms in 3 to 5 star category, mainly 4 star hotels and the prices
- 5.6 costs of the congress venue

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.

WFSBP Global Headquarters