



Approved 1990, Amended 1997, Amended 2002

## World Congress Application Form 2015

(Submit electronically in PDF format)

### GENERAL INFORMATION:

1. Names and addresses of host organizations:
2. Proposed site and date of conference:
3. Other national groups collaborating:
4. Has a submission for this meeting been made to any other international organization? If so, identify organization and date of submission.
5. What aspects of the Congress are to be handled by commercial conference organizers?
6. Local contacts:  
IFMBE Affiliate  
IOMP Affiliate



2009-01-03

**FINANCIAL:** (please give all estimates in US dollars)

1. It is agreed that an interim budget will be presented two years before the Congress.

Estimated total cost of Congress:	\$ _____
Proposed registration fee:	\$ _____
Estimate of registration revenues:	\$ _____
Other sources of revenue;	\$ _____
Estimated revenues of Congress:	\$ _____
Estimated net profit from Congress:	\$ _____

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Total: \$ \_\_\_\_\_

Estimate of Delegate numbers: \_\_\_\_\_

Full registrants: \_\_\_\_\_

Students: \_\_\_\_\_

Estimate of Geographic distribution of delegates:

National:

International (by region):

2. Who will assume responsibility for a deficit?
3. Will an advance be required beforehand?
4. What kind of insurance (liability, personal, third party) will you have?



2009-01-03

## **CONGRESS FACILITIES**

1. Proposed location

Show proposed site plan, room sizes for scientific sessions, for poster sessions & for social events

2. Number of parallel sessions that can be accommodated.

3. Identify rooms (size and capacity) that can accommodate the opening ceremony and the General Assemblies for IUPESM, IOMP and IFMBE.

4. Identify office space for IUPESM, IOMP and IFMBE with equipment for word processing, photocopying, email and telephone.

5. Provide a list of meetings, similar in size to the World Congress, together with names of organizations that have used the facility in the previous 2 years.

6. Does Congress have access for disabled attendees

7. Distance of Congress site to nearest major airport and mode and cost of transportation between airport and Congress site.



2009-01-03

**EXHIBITION PLANS:**

1. Who will manage commercial exhibition sales and management?
2. What is the estimated size (area) of the commercial exhibit and how many booths (size of booths)?
3. What area is provided for scientific exhibitions?
4. Show proposed site plan, giving location of commercial exhibit
5. Are the exhibition requirements compatible between your two national groups?

**VISA REQUIREMENTS:**

1. Will there be any access limitations for any Congress attendees?
2. What type of assistance will you give for obtaining visas if required?



2009-01-03

**ACCOMMODATION AND SERVICES:**

1. Hotels: Number of rooms:  
Distance from site:  
Range of costs per person:

Hotels: Number of rooms:  
Distance from site:  
Range of costs per person:

Hotels: Number of rooms:  
Distance from site:  
Range of costs per person:

*Note: Ten rooms are to be provided for designated persons (IUPESM, IFMBE, IOMP) and the IUPESM Merit Award winner.*

2. Hostels: Number of rooms:  
Distance from site:  
Range of costs per person:

Hostels: Number of rooms:  
Distance from site:  
Range of costs per person:

Hostels: Number of rooms:  
Distance from site:  
Range of costs per person:

3. Transportation facilities between accommodation and meeting site:

4, Meal service facilities at:  
Congress site:  
Hostels:

5. On-site provisions for currency exchange, travel agent, message center, photocopy and internet access



2009-01-03

### **CONFERENCE PLANNING:**

Language:

English is the official language of the World Congress.

1. Will it be necessary to provide translation services for local attendees? (simultaneous or post hoc script)

Scientific Sessions:

1. Will you schedule both medical engineering and physics sessions?
2. Will you have separate or combined program committees?
3. Comments on management of a combined meeting?
4. How many simultaneous sessions?
5. How many total sessions?
6. What special sessions, tutorials, workshops, etc.?
7. What amount has been budgeted for support of keynote speakers?





2009-01-03

### **CONFERENCE PUBLICATIONS:**

1. Preliminary mailings should include the title of the Congress together with the properly numbered ICMBE and ICMP.
  
2. You are expected to produce the following: (in English)
  - 1<sup>st</sup> Announcement
  - 2<sup>nd</sup> Announcement and Call for Papers
  - Author's Kit
  - Registration Bulletin
  - Preliminary Program
  - Final Program
  
3. Will conference Digest be available at the meeting?  
**Will the digest be distributed in "paper" or "CD" format ?**  
Will the digest include some full length tutorials or plenary lectures
  
4. Will it be free to registrants?
  
5. Estimate of Digest sale price after conference:
  
6. Will tutorials/workshops be published?
  
7. Will there be an exhibits catalogue?
  
8. Will you produce a list of delegates?



2009-01-03

**One Page information summary**

Please complete the enclosed summary page and submit it with the application