



Bid Guidelines for the 2020 World Congress of Veterinary Dermatology – WCVD9

	Comments and Requirements
Organization	
Organized by	World Congress of Veterinary Dermatology Executive Organizing Committee (WCVD EOC) chosen by and under the direction of the World Association for Veterinary Dermatology (WAVD). A Professional Congress Organizer (PCO) is chosen and employed for each Congress by the WCVD EOC.
Frequency	Every 4 years on a different continent: Europe 1989, North America 1992, Europe 1996, North America 2000, Europe 2004, Asia 2008, North America 2012, Europe 2016. For WCVD9 in 2020, preference will be given to locations outside of North America and Europe.
Congress Duration	Four days: Wednesday-Saturday, with registration commencing Tuesday PM. Commercial exhibition set-up takes place on Wednesday. Pre-congress activities such as board meetings and resident seminars for smaller numbers of delegates take place on Monday and Tuesday.
Delegates	1,300 - 1,500 delegates are expected for the 2020 Congress.
Destination	
Access by Air	Must be convenient for international air travel access from all continents and national destinations at competitive fares.
Weather	Should be held at a time of year when warm, dry weather is expected.
Time of Year	Preferably should be Spring or Fall, avoiding other major competing congresses.

Airport	Must be safe and easy to navigate for those not fluent in the local language.
Travel to the City Centre	Should be simple, safe and inexpensive with easy onward travel to hotels.
Geographic Location	Should offer interesting opportunities for pre- and post-congress tours.
The City	Should be safe, easy to find one's way around, attractive, friendly and receptive to all foreign visitors. Should offer ample opportunities for local tourism for accompanying people.
Hotels and Costs	There must be a wide range of hotels with close proximity and easy access to the congress centre, including some at lower cost. The availability of student-type accommodation for residents/students is an advantage.
Local Organization	It is important that there be one or two veterinarians locally who can actively assist with local organization of the congress.
Congress Centre	Should be a modern or updated facility with excellent audio-visual capabilities and easy, efficient movement for delegates from room-to-room. Ideally located near the city centre and in close proximity to a wide range of hotels.
	General room requirements include a main auditorium which would ideally accommodate all delegates, two CE rooms holding 300-500 delegates each, 10 rooms holding 75-150 delegates for workshops, 3-4 committee rooms holding 10-20 for Member Organization and Affiliate Organization meetings, speaker ready room with facilities for PCs and/or speakers laptops and basic audiovisual equipment.
	Facilities and equipment for simultaneous translation should be available.
	Commercial exhibition space should be > 12,000 m ² with facilities for food and beverage for lunches and coffee breaks.
Local Attendance	It is a significant advantage if we can strongly predict a high local and regional turnout for the congress such as from a

	national small animal association or veterinary dermatology interest group.
PCO	A competent PCO is essential, preferably one that has worked with the congress centre and veterinary and/or medical meetings.
Social Events	
Welcome Reception	Wednesday Evening: Should be a suitable venue for up to 2,000 delegates and accompanying people, preferably in a representative location offered by the local government.
Local Theme Evening	Friday Evening: Should be a suitable venue and opportunities to capture the true essence of the local culture and cuisine.
Gala Dinner	Saturday Evening: Type of event to be determined and generally for about 300-400 delegates.
Other Events	It is desirable to have venues for additional optional evening events during the congress.
Sponsorship and Support	
Sponsorship Possibilities	The Congress must be held in a region that is attractive to potential commercial sponsors and where they can be sure to derive benefit from being heavily involved.
Other Support	The support of local veterinary associations, convention bureaus, visitor organizations and governments is desirable.