

WMA Council Session Planning

| | WMA | Constituent Member | Notes |
|-------------------------------------|--|--|---|
| | Administration related | | |
| Person in charge | Secretary General | Assign Senior staff | |
| Registration | Responsible for whole process | Being informed | |
| Promotion | Mailing social program (incl. tour) | Introduction DVD (host city & venue) and leaflet | At the General Assembly when the decision will be taken and if selected at the GA the year before. (Presentation must not exceed 5 min.) |
| Hotel | Signing contract - guest rooms - Council meeting room - secretariat office - press room - catering services | Providing advice | Need quotations from at least 2-3 hotels (for the details of requirements, see the last part of this document). Should be done about a year before (at least 10 month). |
| Hotel reservation | Responsible for whole process | Being informed | via either hotel reservation site or the WMA Secretariat |
| Interpreters | Contact interpreters | Providing advice | might need one or two local interpreters |
| Equipment for interpretation | Signing contract, if necessary | Providing advice | |
| Office equipment | Signing contract, if necessary | Providing advice | |
| Miscellaneous | - Bring table cloths/pop-up stands with WMA logo - Producing copies of official documents - Name badges - Seating arrangement for meeting and dinner - Table name plates for meeting and dinner | Providing assists | |
| Expenses related | | | |
| General principle | It has been agreed by the Council that the host medical association will cover all costs exceeding those of previous Council Sessions in Divonne. The principle when the Council decided that we have the Council meeting in other cities every two years, was that the cost should not be excessive from the cost that the WMA paid in Divonne, which was constantly around 125,000 Euros at that time. Therefore the host NMA will be asked to pay the excessive amount from the total expense of previous council meeting in Divonne, which is around 125,000 Euros. This amount has been adjusted upto 140,000 Euros in consideration of increased number of council members and inflations. | | |
| Registration | 200 Euros: Advisors, Associate Members, Observers 100 Euros: Accompanying persons Exempted: Council members, Officers, Officials, International guests (upon invitation) | | Registration fee can be adjusted by the WMA. |
| Interpreters | English, French, Spanish - travel costs - per diem | | * Japanese will be covered by JMA. |
| Equipment for interpretation | Rental Charge - booths - microphones - technician | | |
| Office equipment | Rental Charge - photocopier | Providing advice | |

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| | Purchase - stationery | | |
| Attending council members, officials, staff | - travel costs - hotel costs - per diem | | |
| Banquet, etc. | Welcome reception (1st day) | - Music, if wished - centrepieces (optional) Council dinner & cocktails (2nd day) Bankquet - Gala dinner (3rd day, optional) | |
| Tour | | City tour for all participants (post Council, optional) | |
| Others | Local hired personnel, if necessary | Extra manpower | |

updated 08.02.12
Sunny Park