

WMA Council Session Planning

	WMA	Constituent Member	Notes
<b>Administration related</b>			
<b>Person in charge</b>	Secretary General	Assign Senior staff	
<b>Registration</b>	Responsible for whole process	Being informed	
<b>Promotion</b>	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. (Persentation must not exceed 5 min.)
<b>Hotel</b>	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).
<b>Hotel reservation</b>	Responsible for whole process	Being informed	via either hotel reservation site or the WMA Secretariat
<b>Interpreters</b>	Contact interpreters	Providing advice	might need one or two local interpreters
<b>Equipment for interpretation</b>	Signing contract, if necessary	Providing advice	
<b>Office equipment</b>	Signing contract, if necessary	Providing advice	
<b>Miscellaneous</b>	- 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	
<b>Expenses related</b>			
<b>General principle</b>	It has been agreed by the Council that the host medical association will cover all costs exceeding those of previous Council Sessions in Divonne-les-Bains, France. 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 toal expense of pervious council meeting in Divonne, which is around 125,000 Euros. This amount has been adjusted upto 150,000 Euros in consideration of increased number of council members and inflations.		
<b>Registration</b>	600 Euros: Advisors, Associate Members, Observers 300 Euros: Accompanying persons Exempted: Council members, Officers, Officials, International guests (upon invitation)		Amounts in this table are for the council session since April 2015. Registration fee will be adjusted by the budget estimation six months prior to the meeting.

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<b>Interpreters</b>	English, French, Spanish - travel costs - per diem		* Japanese will be covered by JMA.
<b>Equipment for interpretation</b>	Rental Charge - booths - microphones - technician		
<b>Office equipment</b>	Rental Charge - photocopier Purchase - stationery	Providing advice	
<b>Attending council members, officials, staff</b>	- travel costs - hotel costs - per diem		
<b>Banquet, etc.</b>	Welcome reception (1st day)	- Music, if wished - centrepieces (optional) Council dinner & cocktails (2nd day) Bankquet - Gala dinner (3rd day, optional)	
<b>Tour</b>		City tour for all participants (post Council, optional)	
<b>Others</b>	Local hired personnel, if necessary	Extra manpower	

updated 05.05.17  
Sunny Park