

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	WMA needs onsite support from the NMA staff a day before (and during) the meeting.
Promotion	Mailing social program (incl. tour)	Introduction Video (host city & venue) and leaflet	At the Council Session when the decision will be taken and if selected at the Council Session a year before. (Presentation must not exceed 5 min.)
Hotel	Signing contract - guest rooms - Council meeting room - 2 secretariat offices - Workgroup pre-meeting 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 two years before ideally (at least a year before). If necessary, the WMA will proceed the site inspection and needs the NMA's support.
Hotel reservation	Responsible for whole process	Being informed	via hotel reservation link with group code
Interpreters	Contact interpreters	Providing advice	For the meetings in Latin America, the WMA needs the NMA's advice to find the simultaneous interpreters for three WMA official languages. In the other regions, the WMA brings the team from Geneva, but 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 small pop-up stands with WMA logo - Name badges - Seating arrangement for meeting and dinner - Table name plates for meeting and dinner		
Expenses related			
General principle	It has been agreed by the Council that the host medical association will cover all costs exceeding the cap amount which is set at 180,000 Euros at the moment. (Increased due to the inflation and the increased number of council members and ASCMs)		

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Registration	600-800 Euros: Advisors, Associate Members, Observers 300-400 Euros: Accompanying persons Exempted: Council members, Officers, Officials, International guests (upon invitation)		Registration fee will be adjusted by the budget estimation six months prior to the meeting.
Interpreters	English, French, Spanish - service fee - travel costs - per diem		* Japanese and Chinese will be covered by JMA and ChMA respectively.
Equipment for interpretation	Rental Charge - booths - microphones - technician		
Office equipment	Purchase or rental - stationery - 2 printers	Providing advice	
Attending council members, officials, staff	- travel costs - hotel costs - per diem		Per diem rate will be decided by Secretary General.
Banquet and tour	Council dinner & cocktails (2nd day)	Welcome reception (1st day) - Music, if wished - centrepieces (optional) Half day tour and informal dinner (3rd day, optional)	
Others	Local hired personnel, if necessary	- Extra manpower - Meeting banner (hanging banner of pop-up stands) - Photographer	

updated 24.10.24
Sunny Park