Congress / Regional Event Application Template

To propose a WFMH International Congress or a Regional event on behalf of WFMH, please complete the following taking into account that a congress should include the following plenary lectures:

* [Margaret Mead Memorial Lecture](https://wfmh.global/img/congress/the-mary-hemingway-rees-memorial-lecture.pdf)
* [George Albee Lecture on Prevention](https://wfmh.global/img/congress/george-albee.pdf)
* [Mary Hemmingway Rees Lecture](https://wfmh.global/img/congress/margaret-mead.pdf)

Please note the following points relate to all applications:

* All information and required documents must be provided before Board consideration and/or approval.
* WFMH will not be liable for any financial losses.
* Detailed costs and proposed budget including viability assessment must be provided.
* Information about what support will be available for WFMH members is requested.

**Complete the following information:**

|  |  |
| --- | --- |
| **Full name** *(The person who proposes the venue would be fully responsible for the Congress.)* |  |
| **Email** |  |
| **Mobile / WhatsApp** |  |
| **Relationship with WFMH** |  |
| **Supporters**  *(Full names of WFMH members that support this application)* |  |
| **Type of Congress** | Regional / Worldwide |
| **Country location for the Congress/Regional Event** |  |
| **City location for the Congress/Regional Event** |  |
| **Suggested dates for Congress /Regional Event**  *(Proposed date of the congress/regional event with date for beginning of planning work)* |  |
| **Possible venue/s** *(Identify the possible venue/s being considered)* |  |
| **Venue Capacity & Features** *(What are the venue’s capacity, accessibility, tech ability and related logistics)* |  |
| **Human Resources**  *(Staff and Volunteers needed for the event management, advertising and catering and their arrangements)* |  |
| **Interpretation/translation** *(Venue and Hybrid system capacities for simultaneous interpretation, and on site interpreter staff)* |  |
| **Transportation links**  *(Include airports, train stations, distance from public transport etc).* |  |
| **Accommodation options** *(Include information that could be of use for attendees)* |  |
| **Printing Logistics**  *(Estimated printing requirements and how they can be taken care of)* |  |
| **Funding proposals** *(Suggestions for possible funding of the Congress/Regional event)* |  |
| **Possible Local Partners** *(Include all suggestions for possible co-partnership of the Congress/Regional event)* |  |
| **Hybrid Congress Options** *(Include suggestions for the technology or company to use on a hybrid Congress/Regional event)* |  |
| **Gala dinner** *(Include, if possible, Congress gala dinner proposal)* |  |

## Description

In your own words, tell us why you believe your proposal should be considered and approved by the Board.

## Required supporting documents

Please provide for the Board as many of the following documents as possible including:

* Budget for the Congress/Regional Event must be provided.

It is to include costs for venue, human resources, event management, advertising, and publications, hybrid technology, catering, transportation and accommodation (for staff, if required).

* Relevant legal documents
* Information about Legality & Financial Obligation: In case of any legal and financial concern, what preventive measures / terms shall be kept in place for the Congress/Regional Event.
* Forms to be completed and presented in case of partnership with local authorities or sponsor
* Pictures from the city
* Pictures of the venue
* Location maps

This information can be provided using the website link, or a link to a drive in this document.