



## Guidelines: How to organize a WASOG conference?

Before you can apply for organizing a WASOG conference you should read the instructions carefully.

### **Candidate information**

1. Provide the name of the chair of the organizing committee and her or his contact details including the email address.
2. Provide location, country and proposed dates at least 18 months before the conference will take place.
3. Prepare an announcement with pictures covering point 1 and 2 for the WASOG website.
4. The organizer should be a paying member of WASOG for at least 3 years
5. The organizer should have attended at least 1 of the last 2 (*or 2 of the last 3?*) WASOG conferences.
6. The organizer should cooperate with the local scientific respiratory society.
7. The organizer is responsible for gathering enough sponsorships.
8. WASOG itself has no financial responsibility for the conference and no means to support the conference financially.
9. The WASOG executive committee will decide which candidate is allowed to organize the conference.

### **Program**

#### **Language English**

10. The conferences should contain a high quality scientific program: a concept program with topics should be provided by the application. Individual speakers need not be indicated, but will be determined by the Conference Scientific Committee
11. After each presentation there needs to be room for at least 5 minutes discussion
12. Appropriate English speaking chair persons should be provided for each session
13. A poster session with discussion should be included in the program without overlap with any other session
14. Best posters will be selected, and room should be included in the program that the 2 best posters and oral presentation will be awarded with a certificate and a gift offered on behalf of WASOG. These best poster and oral presentation will be selected by an independent WASOG committee and not by the organizing committee
15. Abstracts can be published in the WASOG journal
16. The development of the scientific program should be ready at least 1 ½ year before the meeting
17. The speakers should be invited at least 1 year and 3 months ahead of the meeting
18. The progress of the organization and about how things are moving along should be reported to the WASOG president and Executive Committee on a regular basis, at least every six months. This would include information regarding the final program is ready and as soon as the speakers are invited
19. A meeting for patients (sort of meet the professor or expert for patients) is really appreciated and could be scheduled the day before the scientific program starts

### **Organization**

20. A social event for all conference participants (with or without a payment of a fee for this event) is strongly recommended.
21. There should be a reduced fee for WASOG members, as well as students and non-physicians.

Please send your application after you checked whether all points are covered to the president of WASOG. Please mail the requested appropriate information to: [wasogme@wasog.org](mailto:wasogme@wasog.org)