



WORLD'S POULTRY SCIENCE ASSOCIATION

Guidelines for the Conduct of a World's Poultry Congress (WPC)

General

As stated in Article III of the WPSA By-Laws, the venue for a WPC will be decided by vote at the Council meeting held at the WPC eight years before the subject WPC. A letter of intent to host a WPC must be received from the Branch by the WPSA Secretary no later than twelve (12) months prior to this Council meeting, and the formal bid, which should include the host city, venue and proposed dates, must be received by the WPSA Secretary no later than eight (8) months prior to the above Council meeting.

It should be noted that to facilitate a reasonable global spread of Congresses, WPSA discourages bids from countries in the same region or continent as the preceding two WPCs; i.e. the Congress at which the venue for the subject WPC will be decided, and the one following this, four years before the subject WPC.

The stated willingness of a potential host nation to meet these "Guidelines for the conduct of World's Poultry Congresses" will be a major consideration in both the Board recommendation and the council's selection of a venue for the Congress.

The WPSA is not responsible for financing WPC's. The responsibility for organizing, financing and conducting Congresses is entirely that of the host country, usually through that country's WPSA branch. The By-laws of the WPSA Constitution require that a bid from a country to host a Congress is issued jointly by the branch and the government of that country. Although the government agency involved is not critical, this would normally be its Ministry of Agriculture. Bids not accompanied by a government invitation will not be considered.

Following receipt of the formal bids, the WPSA secretary will arrange site visits from a three-member site inspection team. Details of the composition and duties of this team are given in Article III of the WPSA By-Laws. No member of the site inspection team shall be from, or have an interest in, any of the countries that are bidding for the Congress. Costs of site inspection shall be borne by the relevant city, convention centre, or other civic body which stands to benefit, should the bid be successful. It should NOT be a cost to the WPSA Branch. Procedures to be followed after receipt of the report by the site inspection team and in subsequent voting at the Council meeting, are given in Article III of the WPSA By-Laws.

As a condition for holding the World's Poultry Congress, the organising committee in the host country shall include in the budget for the congress an amount equivalent to US\$ 50,000 as a contribution to WPSA. This amount, which is to be paid to WPSA following the congress, is to be added to the WPSA Travel fund. The primary purpose of the fund is to enable officers and other members, as deemed necessary, to travel to existing and new WPSA Branches in order to promote the affairs and objectives of WPSA.

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WORLD'S POULTRY SCIENCE ASSOCIATION

It is requested that the registration fees of all WPSA Board members be waived and that they be accommodated in the same hotel near or beside the Congress Centre. Accommodation costs will be met by WPSA.

Important elements of World's Poultry Congresses

1. World's Poultry Congresses provide a platform for dissemination of knowledge of all areas involved in the production of poultry. During the congresses oral and poster presentations will be scheduled.
 - (a) Where possible, the organisers should make arrangements with the country's immigration authorities to assist participants in obtaining a visa.
2. A poultry trade exhibition staged concurrently with the Congress is regarded as an integral part of each WPC.
 - (a) It is considered imperative that the venue chosen for the exhibition should be in one place only, preferably adjacent to, and under the same roof as, the technical sessions venue, or at the very least within a short shuttle bus distance.
 - (b) Where possible, arrangements should be made by the organisers with customs departments to facilitate ingress and export of exhibit material.
3. It is a requirement that a Youth Programme be conducted as an integral part of the Congress. The programme should be open to students and young scientists and industry personnel from developed and developing countries. A suggested cut-off age is 35 years, but this is at the discretion of the organisers. Depending on the number of applicants, participants should be selected on the basis of contribution to the Congress, geographical spread, and equal gender representation. Selected participants should be provided with free registration and accommodation during the Congress and be required to take part in a fully funded post-Congress poultry industry (and places of interest) bus tour of the region. Participants will be expected to obtain their travel costs to and from the Congress from sources such as the local WPSA branch, the WPSA Travel Grant scheme or their own personal funding. The notional number of participants is 50. During the Congress, a programme of activities should be developed for the participants and they should be accommodated at one location and provided with free daily transport to and from the Congress venue.
4. In keeping with past practice, it is also a requirement that a Young Scientist Programme be conducted as an integral part of the Congress. This programme should be open to young scientists from developing countries. A suggested cut-off age is 40 years, but again, this is at the discretion of the organisers. Participants should be selected on the basis of contribution to the Congress, geographical spread, and equal gender representation. Selected participants should be provided with free air travel to and from the Congress and free registration and accommodation during the Congress. The notional number of participants is 15, but this is at the discretion of the organisers. During the Congress, a programme of activities should be developed for the participants, and they should be accommodated at one location and provided with free daily transport to and from the Congress venue.



WORLD'S POULTRY SCIENCE ASSOCIATION

Before the Congress

1. The President, Senior Vice-President and Secretary of WPSA (or proxies selected from the Board) should be involved to the greatest extent possible in the planning of each Congress to make sure that minimum standards are met. (It is hoped that such involvement would be welcomed – rather than objected to – by the host nation's organizing committee.)
2. Acceptance of papers should be based on a written statement by each author agreeing to present the paper in person.
3. It is recommended that the Congress Organizing Committee should consult the Editor of the WPS Journal over the form and length of the published proceedings. It is recommended that abstracts of all papers be published as a hard copy WPSJ supplement, and that the full papers be included in a fully searchable CD-ROM. The WPSA logo should be displayed on all publications. One copy of the bound abstracts and of the CD-ROM proceedings should be sent to the Journal Editor and to the WPSA Secretary.
4. All authors should sign a “licence to publish” agreement with WPSA which grants the World's Poultry Science Association the exclusive right to reproduce and distribute the article (including the abstract) throughout the world in printed, electronic or any other medium.

During the Congress

1. Presentation of papers at the Congress must be in English. Organisers are encouraged to arrange for translation of presentations at plenary sessions, at least, into other languages (including the local language) to meet the expected specific needs of significant groupings within the audience.
2. Session chairpersons should be charged with the responsibility of ensuring that sessions run smoothly and that the presentation of each paper starts and is completed on time. No presentations should begin until the time stated in the programme. Co-chairpersons should be required to give a brief verbal or written report of their sessions to the session chairperson indicating attendance, missing speakers and general pertinent details. Before the end of the Congress each session chairperson should make a short written report to the WPSA Secretary.
3. Facilities for registration should be available no later than 24 hours before the start of the opening ceremony or first technical session, whichever comes first.
 - (a) To eliminate or minimize lengthy queues, it is imperative that copies of the proceedings, together with pertinent printed information and area maps, be issued from the same point and at the same time as registration is effected.
 - (b) The registration centre should be fully staffed over the above period and during the first full Congress day. The centre should be open for information or registration from 08.00 to 18.00 each day throughout the Congress.
4. Outside the entrance to each room – before and during each session – there should be a clear list of the titles of papers and authors making presentations.
5. An Information Centre should be set up near the registration area at which delegates can seek information related to Congress activities. This should be staffed at least from 08.00 to 18.00 each day prior to and throughout the days of the Congress. There should be adjacent facilities where delegates can leave and receive messages.
6. A room should be set aside for speakers to upload and check their presentations.



WORLD'S POULTRY SCIENCE ASSOCIATION

7. An office room should be set aside for the WPSA Secretariat with a computer with internet access, printer, copier and other usual office facilities.
8. Another room should be set aside for press interviews and photographs.
9. All lecture rooms and administration offices should be clearly sign-posted.
10. Organisers are encouraged to provide a reasonable number of computers for use by delegates requiring internet access.
11. To avoid delays during breaks and at lunch time, organisers are encouraged to use food and drink distribution systems that facilitate rapid flow through.
12. Depending upon privacy provisions in the country, the Organizing Committee should provide participants with a list of delegates, exhibitors and others attending the Congress.
13. Information, including biographical notes and photographs of leading WPSA personalities involved in the Congress, should be recorded and stored in the Association's archives for the interest of future members.