



I P A

**International
Pediatric
Association**

Every Child • Every Age • Everywhere

**Manual For Future Sites
For
International Congresses of
Pediatrics**

I- INTRODUCTION

1. The International Pediatric Association holds a Biennial congress.
2. IPA's Core PCO (Professional Congress Organizer) is MCI/AFEA
3. The applicants will be only national societies, not PCO
4. The national pediatric congress of the national society holding the IPA Congress should be combined with IPA Congress
5. Bids to hold the Congress are presented 4-5 years in advance
6. Bids should be submitted to:

International Pediatric Association – Secretariat
418 Webster Forest drive
Webster Groves, Mo
63119, USA.

Email: adminoffice@ipa-world.org

Copy to: membersupport@ipa-world.org

7. According to the usual rotation of geographic sites, the site for the 2023, Congress must not come from a country in a region in which the two previous congresses have been held (2019 Panama and 2021 UK).

IPA Regions: 1-USA and Canada, 2-Latin America (including Mexico), 3-Sub Saharan Africa, 4-Middle-East and North Africa, 5-Central Asia, 6- Europe, 7-Asia-Pacific.

8. The site or the proposed Congress should be a medium to large city serviced by an international airport and having at least sufficient hotel rooms in 4-3stars categories and lower categories for accommodation of participants with varying financial resources.

II- MAIN STEPS/TIME TABLE FOR THE SITE SELECTION PROCEDURE

Step 1

A detailed bid must be received atleast 6months prior to the next scheduled meeting of the Council of Delegates which is usually held in conjunction with the triennial congress. The bid should include the following details (DEADLINE September 1, 2018).

- A letter from the President of the bidding IPA Member Society endorsing the bid.
- A completed“ information sheet” as described in this document.

- A letter of endorsement from the government of the bidding society which endorses the bid and assures that members of all IPA Societies will be welcomed to enter the country to attend the Congress.
- The proposed Venue (layout, pricing lists and contact details).
- The proposed Hotels (listing, capacities, price range and contact details).
- Support that will be available from local authorities (including sponsoring of receptions, sponsorship of air travel , support for in-country transportation, etc.)
- Activities that will develop an active exhibit hall.
- Contact details of the Convention Bureau in the bidding country (if applicable).
- Information on public transportation availability (metro, subway, etc.)
- Any additional information you may need appropriate.

NOTE: We request that the country submitting a bid for ICP Congress includes the sponsoring code of ethics for the country

Bidding Societies may enlist the assistance of a convention bureau from their country or city in preparing bids. However, the IPA and its PCO are not committed to use these services should they be too expensive or deemed not to be appropriate.

The IPA Administrative Office will be pleased to provide any needed additional help in preparing the bid document, or answering any questions that arise.

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Step 2

The IPA Secretariat will review all bids carefully. The PCO designated by the IPA will do a Site Selection Report (SSR) to ensure that the suggested venues are suitable and the IPA Executive Director will submit completed and satisfactory bid applications to the IPA Executive Committee for review and for submission to the Council of Delegates.

Step 3

The IPA Council of Delegates will select the site of the Congress by secret ballot, ideally four or five years in advance. Each candidate will be given 2 opportunities to promote its project:

- **Before the Congress:**

The Member Society is allowed to promote its selected venue on the IPA Website three months before the Council of Delegates.

Information requested: a one-page document to present the venue (city, congress facilities...) +2or3 pictures.

- **During the Council of Delegates:**

A representative of the Member Society is invited to address the Council briefly (approx.15 minutes) about the proposed Congress site, its facilities, and its attractions.

For this presentation, videos, slides, power point presentations, etc. can be used (please advise in advance).

III–GENERAL INFORMATION ON INTERNATIONAL CONGRESS OF PEDIATRICS

The Congress will follow the standard format of the International Congresses of Pediatrics described hereafter:

- **Congress length:** a maximum of five days
- **Congress dates:** Depending on local circumstances, August-September might be most desirable. Dates will be determined by the President of the Congress after consultation with the President of the IPA, the IPA Executive Committee and Standing Committee and the IPA Professional Congress Organizer (PCO), considering climate and conflict with other congress (es) or meeting(s).
- **Congress expected number of participants:** 3,000 to 8,000

Congress required halls and facilities:

- 1 large plenary hall of 2500-3000
 - 1 large plenary hall of 1000-1500
 - 2 large halls of 600-800
 - 4 halls 250-450
 - 5 offices: 3 for IPA, 2 for the PCO (office can be a room of 40-70 sqm)
 - Poster / exhibition / F&B: Between 10,000m²-14,000m²
 - Poster and exhibition space must be appropriate for topics, for display of as many as 1,000 posters and with ample room for the anticipated audience to view them.
- Social events: Opening Ceremony and Welcome Reception, Closing Ceremony, and 2 optional evening activities
 - Pre- and post- meetings: 2 days of IPA Administrative Meetings before the Congress and up to 2 days IPA Administrative Meetings after the Congress. Should be held in an adjacent hotel. Room capacity 40, with computer and projection capacity.
 - Council of Delegates: 2 meetings during the Congress: Room capacity 150 with computer and projection capacity
 - The president of the Congress cover the air ticket (economy class) and hotels, transfers for EC only, not for the SC

IV- DISTRIBUTION OF ASSIGNMENTS

Distribution of assignments among IPA, the host society (HS) and MCI/AFEA (the core PCO) is attached.

V- FINANCES AND PROFIT DISTRIBUTION

The PCO will prepare a budget for the Congress and will be responsible for all funds administration.

Any profits made by the Congress will be distributed as follows:

90% to IPA

10% to the hosting National Society

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Enclosures:

- Future Sites for International Congress of Pediatrics - Information Sheet.
- IPA Constitution

**FUTURE SITES FOR INTERNATIONAL CONGRESSES OF PEDIATRICS
INFORMATION SHEET**

(Please fill in this form and return it to IPA Administrative Office)

1. Congress Center

Larger Session Halls

	PLENARY	PLENARY 2	HALLA	HALLB	HALLC	HALLD
Size(sq.m)						
Paxcapacity						
Costperday						

Smaller Session Halls

	HALLE	HALLF	HALLG	HALLH
Size(sq.m)				
Paxcapacity (Theatrestyle)				
Cost per day				

Meeting Rooms

	1	2	3	4	5	6
Size(sq.m)						
Paxcapacity (Board/ U-shape)						
Cost per day						

Offices / Secretariat

	1	2	3	4	5	6
Size(sq.m)						
Paxcapacity						
Cost per day						

Public Space

	EXHIBITION	POSTERSPACE
Size(sqm)		
Cost per day		
Cost for setup / Dismantling		

2. Accommodation And Travel

Hotels

CATEGORY	NUMBER OF HOTELS	NUMBER OF	AVERAGE COST	BREAKFAST INCLUDE	TAXES RATES INCLUDE
4star				Yes No	Yes No
3star				Yes No	Yes No
2star				Yes No	Yes No
Students/cheap Residence				Yes No	Yes No

Average distance from Congress Center: _____

Public Transportation to Congress center:

Bus	<input type="checkbox"/> yes	<input type="checkbox"/> no	Average cost of public transportation: €/ \$	
Metro	<input type="checkbox"/> yes	<input type="checkbox"/> no	Average cost of public transportation: €/ \$	
Tram	<input type="checkbox"/> yes	<input type="checkbox"/> no	Average cost of public transportation: €/ \$	

Airport

International airport: yes no

Average distance from City Center: _____

Means of transportation: _____

Average cost airport to city: €/ \$ ____

3. Support From The Hosting City

e.g.: Get-Together reception, Public transportation tickets, entrance to museums:

4. Possible Dates

DATE	COMMENTS

5. References

- Name 3 large scientific / medical events that took place in the city within the last 3 years: (Please include a contact person for each event)

- National society’s experience in organizing Congress and number of Pediatricians – members of National Society

International Congress of Pediatrics

DISTRIBUTION OF ASSIGNMENTS

IPA	Host Society (HS)	PCO
<ul style="list-style-type: none"> • 50% of the Scientific Program Committee • Business and Scientific Meetings (with PCO) • Approval of the First Announcement, Preliminary Program, Final Program (with the HS and PCO) • Administration of Satellite Symposia (with PCO) 	<ul style="list-style-type: none"> • Local Promotion • President of Congress and Chair of the Scientific Program Committee • 50% of the Scientific Program Committee • Social Events (PCO) • Local Exhibition (with PCO) • Local Auspices • Approval of the First Announcement, Preliminary Program, Final Program (with IPA and PCO) 	<ul style="list-style-type: none"> • Promotion • Graphic Design (overall graphic concept of the meeting, logo, stationary, etc.) • Printing of the First Announcement, Preliminary Program, Final Program • Registration Processing • Abstract Processing and Technical Assistance in Building the Scientific Program (with IPA and HS) • Sponsorship Solicitation (with HS) • Finance and Budget Management • Selection of Local DMC (in full coordination and approval of the HS) • Social Events (with HS) • Exhibition management • Administration of satellite Symposia (with HS) • Technical Arrangements • Negotiations with Local Airline • Accommodation and Tours • On Site Management, Staff



Every Child · Every Age · Everywhere

INTERNATIONAL PEDIATRIC ASSOCIATION

CONSTITUTION

CONTENTS

Articles	Page
Name	2
Objectives	2
Membership	3
Governing Bodies	4
Officers	8
Site of the Administrative Office	9
International Congress	9
Amendments	9
First Schedule: Presidency...	10
Second Schedule: Dues	10
Third Schedule: Termination of Membership	10
Fourth Schedule: Meetings	11
Fifth Schedule: Language	12
Sixth Schedule: Voting	12
Seventh Schedule: Reports	12

CONSTITUTION OF THE INTERNATIONAL PEDIATRIC ASSOCIATION (IPA)

Adopted by the Council of Delegates on October 8, 1974 and amended on
September 9, 1980
November 8, 1983
September 6 and 9, 1992
September 12 and 14, 1995
August 11, 1998
August 18, 2004 and
August 26, 2007
August 19, 2016 (Vancouver)

Article 1-NAME

1.1. The name of the Association shall be 'The International Pediatric Association' (IPA).

Article 2-OBJECTIVES

The objective of the IPA shall be to promote the highest attainable standards of child health throughout the world through the establishment of a professional organization representing pediatricians of all countries.

To achieve this objective, IPA will:

- i. promote friendship and collaboration of the world's pediatricians in order to improve the health and well-being, the protection, and the support of every child from birth through adolescence;
- ii. under take programmatic actions which address major global child health issues;
- iii. promote education on child health issues through support of an international congress, regional forums, and other activities;
- iv. encourage training and research in all aspects pediatrics;
- v. advocate for the universal rights of children;

- vi. collaborate and cooperate with national, regional and international bodies with similar interests in promoting the health and rights of children.

Article3-MEMBERSHIP

Membership shall include: 1) National Pediatric Societies representing a whole nation, with each nation having only one vote; 2)Regional Pediatric Societies defined as multinational pediatric societies established on the basis of geography, according to guidelines determined by the governance of the IPA and approved by the Council of Delegates (CD), with each recognized IPA geographic region having only one vote and 3)International Societies of Pediatric Medical and Surgical Specialists and other societies defined by criteria developed by the governance of the IPA and approved by the CD. Each Member Society shall be represented by a Delegate who will serve on the CD, subject to the above.

Applications for the status of Member Societies shall be submitted to the Executive Director in a timely fashion so that they may be presented to the CD of the IPA at least 6months in advance of the next meeting of the CD, and be voted on at that meeting.

Member Societies shall pay dues according to the guidelines established by the governance of the IPA, and approved by the CD.

The Secretary of each Member Society shall furnish the Executive Director of the IPA with a list of the officers and the number of members of his/ her respective society immediately following each election.

Article4- GOVERNING BODIES

4.1 Council of Delegates (CD): The control of the policies of the IPA shall be vested in a CD, consisting of one delegate from each Member Society.

Each Member Society shall have process for designation of a delegate to the IPA CD which conforms to IPA principles of representative and democratic governance. The officially designated delegate from each Member Society will duly represent that Society in all discussions and votes. Each Member Society shall communicate the name of its official voting delegate to the IPA Executive Director and Administrative Office at least 2months prior to any CD meeting, and each country with more than one National Society shall communicate the name of the one voting delegate from that nation.

When a country has no Member Society, it may be permitted to send an official non-voting delegate to the CD upon the approval of the Executive Committee (EC) and Standing Committee (SC). This delegate may take part in discussions of the CD but may not vote.

Members of the EC and members of the SC shall serve as non-voting members of the CD.

The President of the IPA shall preside over all meetings of the CD. The CD shall meet at the time of each International Congress.

The functions of the CD shall be:

- (i) To review the policies and strategic plans of the IPA and provide input regarding such matters to the SC and EC.
- (ii) To elect the President-Elect;
- (iii) To receive, review, and approve new IPA membership applications for National, Regional and International Pediatric Medical and Surgical Specialty Societies;
- (iv) To approve the joint report of the President and the Executive Director;
- (v) To receive, review, and approve the financial report and audit covering the period since the previous International Congress;
- (vi) To elect the members of the IPA Standing Committee from the slate of candidates generated by the process defined in Section 4.9 below;
- (vii) To determine the location of the future International Congress;
- (viii) To elect the President of the next International Congress based on the recommendation of the hosting national pediatric society;
- (ix) To deal with any matter properly brought before the CD by a member National, Regional, or International Specialty Society, the Standing Committee, or the Executive Committee.

The Standing Committee (SC): The SC of the IPA shall consist of 21 members in addition to the IPA Officers. Six of the Seven Regions shall include the President plus one duly-elected representative to represent Member National Pediatric Societies within their geographic region; however, acknowledging size and population, the Asia-Pacific region has 2 additional representatives elected by the CD.

Therefore, regional representation accounts for 16 total seats on the SC. The remaining five seats are duly elected representatives of the Member International Pediatric Specialty Societies.

The Seven geographic regions noted above are defined as: 1.) USA and Canada; 2.) Latin America (including Mexico); 3.) Sub-Saharan Africa; 4.) Middle East and North Africa; 5.) Central Asia; 6.) Europe; and 7.) Asia-Pacific.

It should be noted that, for procedural matters, each Member National Society must declare itself as a member of one of the defined regions.

In additions, the SC may invite representatives of other pediatric organizations as non-voting members of the SC. These shall include representatives of the World Federation of Pediatric Surgeons and the International Pediatric Chairs Association if representatives of these Member International Pediatric Specialty Societies are not elected to the SC

Mechanism of election of members to the Standing Committee: each of the seven IPA geographic regions will be represented on the SC by its President, and in addition will present a list of candidates proposed by Member National Pediatric Societies of that region with due consideration of rotation of areas within the region .Each of the Member International Pediatric Medical and Surgical Specialty Societies will present one duly elected candidate.

At least six months prior to the International Congress, curriculum vitae of all candidates will be sent to the Administrative Office .At the time of the International Congress, the CD will endorse the regional Presidents as members of the SC and elect the allotted representatives from each of the seven geographic regions, voting on the candidates presented by each region, and five members from the list of candidates presented by Member International Pediatric Medical and Surgical Specialty Societies.

Voting for Standing Committee members from a particular region will be done by Council of Delegates representatives from within the same region.

Transitional Procedure: Elections in 2004 for committees and officers will take place under the terms of the current constitution. The new election process will be enacted for the 2007 Congress if ratified at the 2004 Congress. The policies of the new constitution will be in effect upon ratification.

No elected individual can serve as a regular member of the SC for more than two successive 2-year terms. This does not include persons nominated for future elections as Officers. Members of the EC shall be voting members of the Standing Committee.

The functions of the Standing Committee shall be:

- (i) To develop the programs and strategic plan of the IPA and to make decisions on behalf of the CD between its regularly scheduled meetings in case of necessity;
- (ii) To establish policies in accordance with the objectives of IPA, subject to ratification by the CD at its following meeting;
- (iii) To appoint advisors and advisory committees;
- (iv) To approve of the IPA budgets and operations on the recommendation of the President, Treasurer and the Executive Director;
- (v) To elect an Executive Director, Coordinator of Development, and Treasurer from a list of candidates nominated by the EC;
- (vi) To elect two members of the EC from the newly constituted SC who shall serve on both SC and EC to maximize integration and coordination;

The Executive Committee (EC): The EC shall consist of the President of the IPA, the President-Elect, the Executive Director, the Coordinator of Development, the Treasurer, the President of the forth coming International Congress, and 2 members of the SC in accordance with provision of Article4.13(vi).

Candidates for the Executive Director, Coordinator of Development, and Treasurer will be nominated by the EC and elected by the SC. In addition a representative of the Professional Congress Organizer (PCO) contracted by the IPA may attend EC meetings as a staff member and consultant.

The functions of the EC shall be:

- (i) To carry out the programs and policies of the IPA including those developed and/or delegated by the SC;
- (ii) to nominate and present to the SC a list of candidates for the offices of Executive Director, Treasurer, and Coordinator of Development,
- (iii) To assist the President of the forth coming international congress with its preparation;
- (iv) To recommend the budget of the IPA to the SC for approval;
- (v) To refer applications from prospective new Member Societies to the CD;
- (vi) To exercise such authority as may be delegated by the CD or the SC.

Article5-OFFICERS

The Officers of IPA shall be the President and the President-Elect. Both Officers must be Pediatricians in good standing with their National Member Societies, and their National Societies must be in good standing with the IPA.

The President of the IPA shall preside at the meetings of the CD, SC and EC and may convene emergency meetings of the EC or SC as indicated.

Following a- 2 years term (after 2019), the President shall continue in an on-voting advisory capacity to the SC and EC for one - 2 years term.

The President-Elect, after one- 2 years term (after 2019), shall take office as the President for one - 2 years (term).

In the event of the President's temporary *or* permanent in capacity, the President- Elect shall serve as Acting President for the remaining duration of the period of in capacity. This time shall not be counted in the one - 2 year (after 2019) tenure period as the President.

The EC shall nominate candidates as Executive Director, Coordinator of Development, and Treasurer who, following election by the SC shall be the executives of the IPA. These executives will be in charge of technical, administrative and financial affairs of the IPA in consultation with the EC and SC.

5.7 Executives (which do not include the President or President-Elect) can serve up to 2 terms, except for Executive Director who may serve up to 3 terms.

The Executive Director, along with the President, shall be responsible to the CD and to the SC for carrying out their policies and decisions.

The EC and the SC may delegate such authority to the Executive Director as may be needed for efficient functioning of the IPA.

The IPA Treasurer shall receive a half-yearly statement of accounts from the IPA Administrative Office which will be analyzed and then recommended, or not, for approval to the EC and SC. These financial statements of accounts must be validated by external audit prior to the Treasurer's evaluation.

The Treasurer will preside over a Finance and Development Committee that consists of the IPA President, the Executive Director, and the Coordinator of Development, other members from the EC and SC and external consultants whenever found necessary.

Article6- SITE OF THE ADMINISTRATIVE OFFICE

6.1. The EC shall decide where the Administrative office and staff of the IPA is to be located following consultation with the SC.

Article7-INTERNATIONAL CONGRESS

The Council of Delegates (CD) shall determine the location of the International Congress. The location should be consistent with the overall philosophy of the IPA regarding global rotation of Congress sites. The dates of the International Congress shall be determined by the President of the Congress after consultation with the President of the IPA, the IPA Professional Congress Organizer (PCO), and the IPA EC and SC.

The President of the Congress shall be from the host country and shall be nominated by the host National Pediatric Society (NPS) and be elected by the CD in accordance with Article4.7.

If there should be an irreconcilable division between the Congress President and the host NPS, it shall be open to the NPS to ask the SC to consider replacing the Congress President with another person. This individual shall be proposed by the NPS up to the time of the interim meeting of the SC between Congresses, provided it is not less than one and a half years before the next Congress.

All aspects of each Congress will be coordinated by the IPA, the IPA PCO and the President of the Congress, with all details dictated by the specific contractual arrangements developed. The ultimate responsibility for the Congress and its organization resides with the IPA.

Article8-AMENDMENTS

Any proposal to amend the Constitution or Schedules shall be sent to the Executive Director in a timely fashion to permit the Executive Director to send this to the CD not later than six months prior to the next meeting and shall appear on the agenda in the form of a motion by a Member Society or by the SC.

At the meeting of the CD, a proposed amendment may be accepted without change or may be further amended by proposal of the delegates by a vote of at least two-thirds of the Member Societies present at the meeting.

First Schedule (Article 5.3.)

A. Presidency: A.1. Nominations for candidates for President-Elect must be made by at least three National Member Societies in good standing and approved by the individuals' own National Pediatric Society. Proposals must be received by the Executive Director at least six months before the next scheduled meeting of the CD.

A.2. In election of the President-Elect of the IPA, there must be rotation of geographic representation. Therefore, for any Presidential candidate to be eligible for election, he/she must represent a region from which there has been no President-Elect for the two preceding 2 year terms.

Second Schedule

B. Dues:

Dues for Member Societies shall be established by guidelines developed by the EC and SC and approved by the CD.

If under exceptional circumstances a Member Society has difficulties with the transfer of dues to the IPA; they may be deposited in a bank in their respective country in the local currency and be placed at the disposal of the Executive Director of the IPA.

Third Schedule

C. Termination of Rights:

Non-payment of dues by a Member Society for 2 years (after 2019). Shall automatically suspend voting rights until a final decision of the CD is taken at its next meeting.

Membership may be terminated by the decision of the CD for documented violation of IPA Principles. Such decisions must be documented in writing.

Fourth Schedule (Article 4)

D. Meetings:

The EC and SC shall hold meetings at the site and time of the International Congress, and other annual meetings shall be held at other sites as decided upon by the EC and SC.

In addition to the annual meetings, special meetings of the EC and SC may be called at the discretion of the President and the EC of the IPA.

The presence of a majority of EC and SC Members shall comprise a quorum for each of the meetings. In case a quorum is not possible due to unforeseen emergency, the meeting may be adjourned and reconvened. Discussions can proceed but no binding decisions can be made.

Ordinarily, meetings of EC and SC must be convened and provisional agenda sent to Members at least one month in advance.

The CD shall meet at the time of each International Congress.

Reports of the President and the Executive Director and the recommendations of the EC and of the SC shall be presented to each Delegate at least one month prior to the meeting of the CD.

The presence of the delegates of more than half of the Member Societies at a session of the CD shall comprise a quorum.

Sites of the succeeding International Congresses must be proposed by representatives of National Member Societies and must be endorsed by the government of the respective country. Under normal circumstances there will be a regular rotation of geographic sites of International Congresses.

To be eligible for hosting a congress, a country must be from a region in which no congress has been held during the two preceding 2 years (after 2019) periods.

Proposals for Congresses must reach the Executive Director at least six months before the upcoming meeting of the Council and be circulated to the CD.

Fifth Schedule

E. Languages:

The official languages of IPA shall be English, Spanish and French.

Contributions may be made and published in any of these languages.

The International Congress shall use these languages and the language of the host country as far as means and facilities will allow.

Provisions shall be made for simultaneous translations during meetings of the CD.

Sixth Schedule

F. Voting:

F.1.A simple majority of Members present and voting at meetings of the EC and the SC shall be valid as long as a quorum is present. Proxy voting shall not be allowed. In special circumstances, postal voting (including paper copies of emails and faxes) may be utilized.

F.2.A simple majority of the Member Societies present and voting at the meetings of the CD shall be valid so long as a quorum is present.

A two-thirds majority of Member Societies present and voting at meetings of the CD shall be required for changing the Constitution so long as a quorum is present.

In the event that the vote is tied, the President shall cast the deciding vote.

Seventh Schedule

G.1.The reports of the President and Executive Director of the IPA, the list of candidates for the President Elect of the IPA and the SC of the IPA, the curricula vitae of all candidates, and the proposed sites for the next International Congress shall be sent to each Member Society at least one month before the next scheduled meeting of the CD.