



World Congress of Optometry Frequently Asked Questions

Definitions

- 1. WCO – World Council of Optometry**
- 2. Congress – World Congress of Optometry**
- 3. Local Partner Organization/s – Main Country Partner who will lead in the Congress organization. This may be an Optometry Organization, Optometry Membership Organization, Training Institution, Optometry Conference or Meeting Organization or similar body**
- 4. Local Partners – The main local partner organization or other organizations contracted or partnered with them to provide the Congress, in overall partnership with the WCO**

Financial Management

- 1. Question: Who manages the congress finances/budget – WCO or the Local Partner Organization?**
Answer: A budget is agreed on jointly but it is managed mostly by the Local Partner Organization with oversight by the WCO.
- 2. Question: Who takes the financial risk (underwriting) – WCO or the Local Partner Organization?**
Answer: This is taken on by the Local Partner Organization.
- 3. Question: Is there a hosting fee payable to WCO?**
Answer: In the past there has been profit sharing with the percentage or amounts determined in the planning and budgeting phase.
- 4. Question: Is there a profit-share or additional fee payable to WCO?**
Answer: Yes – see above and agreed during the planning and budgeting phase.

Congress Logistics and Organisation

- 1. Question: Who takes responsibility for the logistics and organisation of the congress – WCO or the Local Partner Organization?**
Answer: This has been a joint responsibility with specific tasks assigned to each group, with the local partner driving a lot of the processes.
- 2. Question: Does WCO use a meeting planner who will take responsibility for all arrangements?**
Answer: WCO will liaise with the Local Partner Organization who will use their normal planning and event's organizers or their own team. The local partner will take on most of the responsibility.
- 3. Question: Who develops and manages the scientific program – WCO or the Local Partner Organization?**
Answer: A Scientific Program Committee is formed with members from all participating partners. It is chaired by WCO representatives, with input from the local partners.
- 4. Question: As co-host, would we have any input into the scientific program?**
Answer: Yes. See above, essentially it is a collaborative effort, with input from the local partners.
- 5. Question: Does WCO takes full responsibility for the congress management, and what role will the Local Partner Organization play?**

Answer: The Local Partner Organization takes on a lot of the responsibility for the congress management. In the past, the congress has run in partnership with a national or regional meeting:

- The 1st Congress was held jointly with FEDOPTO in Medellin, Colombia
- The 2nd Congress in Hyderabad, India was a partnership with the Asia Pacific Council of Optometry (APCO) and the India Vision Institute (IVI)
- There is a local organizing committee that is led and run by the local host, and a global organizing committee which is a joint WCO and local association

6. Question: What is meant by providing a detailed description of your organization's event and conference co-hosting services plan for the WCO, including a list of deliverable services?

Answer: We are looking for a description of what you can provide to the WCO to include a co-hosting services plan and/or deliverable services. This can be an outline of how you envision the programming and logistics of the conference, and what you expect the local partners to take responsibility for and what the WCO would be responsible for. If you are co-hosting alongside a national or regional meeting this may include planning and arrangements you already make for your usual meeting.