



CHEST WALL INTERNATIONAL GROUP CONFERENCE HOSTING REQUIREMENTS

1. CWIG

1.1 OVERVIEW

The Chest Wall International Group aims to advance the science and art of chest wall surgical and non-surgical procedures through research, education, and collaboration with our interdisciplinary and international experts.

To accomplish CWIG's mission, a Congress is held annually and usually attracts approximately 150-250 participants.

1.2 PREVIOUS CONGRESSES (FROM 2009):

2023 Istanbul, Turkey
2022 Barcelona, Spain
2021 Norfolk, Virginia
2020 Virtual
2019 Pretoria, South Africa
2018 Seoul, South Korea
2017 Florence, Italy
2016 Norfolk, Virginia
2015 Hong Kong
2014 Aarhus, Denmark
2013 Seoul, South Korea
2012 Istanbul, Turkey
2011 Buenos Aires, Argentina
2010 Izmir, Turkey
2009 Istanbul, Turkey

2. CONGRESS REQUIREMENTS

2.1 CONGRESS VENUE - FACILITIES

Minimum requirements

- 1 Auditorium or Lecture Hall for up to 200 participants
- 2 meeting rooms available one day during the conference for approximately two hours - Executive Board meeting and Past Presidents and Honorary Board Member annual meeting - up to 25 participants
- 1 room/space - CWIG Administrative Office
- Registration area
- Exhibition area - should be located adjacent to meeting lecture halls.
- Poster Exhibition area - should be located adjacent to meeting lecture halls.
- DRY LAB AREA
- Demonstrative Surgery - live surgery and/or cadaver lab, Breakout room/space - coffee breaks in between lectures

2.2 IT & AV

Audio Visual Requirements

The lecture hall needs to be equipped with basic technical equipment:

- Sound equipment
- microphones for people at the moderating table
- 1 lectern with fixed microphone
- minimum of 1 screen
- 1 data projector according to the room size
- 1 wireless microphone - podium at the aisle (number according to the size of the room)
- preferred table with microphones for session moderator/moderators

The meeting room needs to be equipped with the following:

- Wifi capability
- Monitor/TV/Projector
- AV connection capability from computers to monitor/TV/projector.

IT Requirements

The Conference venue needs to be equipped with the following:

- V-LAN/In-house network
- WiFi

2.3 CATERING OPTIONS

- Catered Breakfast/breakfast box
- Catered lunch/lunch box
- Coffee/Beverages - meeting breakouts

3. SOCIAL EVENTS

- Welcome Cocktail Party
- Gala Dinner

4. HOTELS

- Hotel availability for approximately 200 participants - one hotel or various hotels with cost range to accommodate variable budgets.
- Executive Board member and CWIG Executive Manager hotel rooms at the main hotel - approximately 21 rooms

5. WEBSITE

- Registration website - this website will be linked to the conference website, which CWIG will generate.

6. LOCAL CONFERENCE COORDINATOR

- A local point person for CWIG to communicate and coordinate meetings regarding conference details.

7. HOSPITAL AFFILIATION/FUNDING SOURCE

- The conference should have a hospital/organization affiliation to serve as the conference funding source.

8. COVERED COSTS BY CONFERENCE

- Executive Manager travel (roundtrip coach class airline ticket, local transportation to and from the conference site), accommodation, and meal expenses.
- Invited Speakers - gala dinner/registration fee.
- Executive Board Members partial hotel accommodation, gala dinner, and registration fee.
- Past President and Honorary Board Members registration fee and gala dinner.
- Provide transfer recommendations and/or discount transfer options.

9. CONFERENCE ACCOUNTING

- Within three months of the conference's completion, a conference accounting must be provided to the Executive Board for review.
- If the conference generates a profit, 50% of the profit will be paid to The Chest Wall International Group within six months of its completion.

10. OTHER

- Continuing Medical Education Credits (CME)
- Virtual Attendance