



## **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):**

- 2025 Nagano, Japan
- 2024 Phoenix, Arizona, USA
- 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, USA
- 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
- visual timers for presenters

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
- Abstract/Poster Awards
  - The CWIG Scientific Committee will collaborate with the local organizers to adjudicate the awards for oral and poster abstracts.
  - Four awards will be presented: best oral abstract, runner-up oral abstract, best poster, and runner-up poster.
  - The physical awards for the best oral abstract and the best poster will be determined and funded by CWIG.