

# **GUIDEBOOK**

## **International Society of Developmental Origins of Health and Disease (DOHaD)**

### **World Congress**



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**General**

This handbook is intended to provide relevant information and guidelines for DOHaD Society members interested in hosting an International DOHaD Society World Congress.

Our goal is to select conference venues four years in advance. Included are general guidelines, answers to operational questions and suggested deadlines for scheduling the Congress. A Constitution and Governing body (DOHaD Society Council) sets the terms of the Congress, and the Scientific Program subcommittee is the governing agent that provides primary direction, advice and counsel to the Local Organising Committee (LOC) and Congress Chair. The Society Scientific Program Committee appoints four members to the International Scientific Committee (including one Trainee) that will help guide the LOC and Chair regarding the Congress program, speakers and themes. The Chair of the Society Scientific Program Committee will be an ex-officio member of the LOC.

Continuity between DOHaD Congresses is necessary and there are important rules to observe when organizing a World Congress. However, there is plenty of latitude for change, for updating and for new ideas. The Congress Chair(s) plans, schedules, arranges and implements the Congress, with the guidance of the Society's Scientific Program subcommittee. The Congress chair(s) must be available during the hours of the Congress and must be reachable to answer questions, handle emergencies and generally ensure the smooth operation of the Congress.

Although the Society has its own permanent website where the Congress is advertised, it is expected that the Local Organizing Committee and the Congress Chair will develop and maintain a distinct Congress website. All the Societies Associated Groups will also advertise the Congress on their regional websites. The Congress Chair(s) will communicate with these groups regarding advertising on regional websites.

**1.0 Background**

The International Society for Developmental Origins of Health and Disease is a registered Charity and over 15 years ago was established to promote research into the fetal and developmental origins of disease. The Society has a multidisciplinary membership.

*The aims of the DOHaD Society are:*

- To promote co-ordination of a research strategy in different countries, for the scientific exploration of early human development in relation to chronic disease in later life
- To promote the development and application of public health strategies to prevent chronic disease and promote health
- To advocate the need for funds from governmental and non-governmental sources for research in the area of developmental origins of health and disease
- To champion training opportunities for scientists, clinicians, allied health professionals and others interested in the field
- To foster regular meetings to discuss research findings and potential intervention strategies
- To promote the interchange of ideas, staff and expertise between institutions around the world

- To make representations to government, NGOs and other relevant agencies concerning the health implications of DOHaD

The Society has held biannual Congresses since 2001. Each Congress is held in a different global geographic area (see Appendix 1 at the end of the Guidebook). The Congress encompasses a broad health-based conference where health professionals, policy-makers, educators, students, scientists and researchers come together to present original data, to hear cutting edge research and to discuss research topics relative to a number of disciplines and areas of interest.

## 2.0 Congress Planning

Congress planning should begin at least 3 years prior to the date of the Congress. Society members seeking to host a World Congress will need to complete an Expression of Interest (EoI) first, (see Bid Package Guidelines and Requirements) and submit it to the Society Administrator. Expressions of Interest (Eols) for Congress in the next round (i.e. Eols in 2019 for the Congress in 2023), will be received and will be considered by the Society Scientific Program Chair in consultation with the Society Secretariat. Eols will be considered on an ongoing basis.

*Expressions of Interest should include:*

- details of the hosting city and venue
- draft composition of the Local Organizing Committee and Congress Chair(s)
- proposed dates
- 

Successful Eols will be notified within one week and invited to submit a full application by July 31 four years in advance of the next Congress (ie. In 2019 for 2023, in 2021 for 2025 etc).

**All full bid applications should include the Congress theme and outline and discuss the following three areas:**

- a. Congress venue and arrangements** — The time and place for the Congress must be proposed and shall not conflict with any secular or religious holidays. The Congress dates are preferentially set in the fall (September-November). A full description of the venue needs to be outlined. The application should include details of the organizational team (see below) and must identify a commercial conference organizer, why that organizer has been chosen in preference, and what they will do for the Local Organizing Committee.
- b. Congress Organizational Team** — Key members of the Local Organizing Committee including the Congress Chair(s) should be identified, and where appropriate outline of their experience with previous meeting/conference organization. Important members of the committee are the Conference Chair, Program Chair, Communications Chair, Social Chair, Finance Chair. If the Local Organizing Committee plans to solicit sponsors the application must include a strategy to identify potential sponsors in accordance with the Society's Sponsorship Guidelines ([Sponsorship guidelines](#)).
- c. Congress Financial Budget** — It is expected that the Congress Chair(s) will find an institution to underwrite the Congress.\*\* A draft financial budget must be submitted including proposed venue costs, proposed registration fees (outlined for DOHaD Society member, non-member,

\*\* NB. low-income country institutions wishing to host a World Congress, that find difficulty in gaining institutional commitment to under-write the Congress, may submit an alternative plan which must be agreed by Council.

trainee and LMIC country member), the expected number of registrations and anticipated income from other sources (academic/government institutions, sponsors). A budget of expenses must be provided. Any profit raised will be shared (50:50) with the Society.

## 2.1 Planning Schedule

Below is a guideline to aid in the development and implementation of the Congress. Each venue and geographical location will have its own hurdles and processes, but this should be used as a guide.

Time to Congress	Action
2.5 – 3 years	<ul style="list-style-type: none"> <li>• Decide and book venue. Ensure the venue can accommodate all the suitably sized parallel rooms required, has places for posters, meals, etc.</li> <li>• Establish Local Organising Committee and assign broad responsibilities. Biggest tasks are Program Chair, Sponsorship Chair, Communications Chair, Social Program Chair.</li> <li>• Start preparing a pre-Congress advertising flyer announcing conference dates and venue, for distribution on the DOHaD Society website, websites of DOHaD Society Affiliates and Chapters, and elsewhere</li> <li>• Start to prepare a video advertisement or presentation for the upcoming Congress where the Chair of the next Congress is expected to give a presentation on the next World Congress.</li> <li>• Liaise with the current Congress Chair to negotiate an exhibit booth to advertise the next Congress</li> <li>• Establish a close relationship with a commercial conference organiser.</li> <li>• Begin to establish the theme of the Congress and work with the Society SPC to form an ‘international programme committee’</li> <li>• Begin to canvass the membership for Symposia ideas to broaden the programme (any satellite symposia should be self-funded)</li> <li>• Begin to outline a detailed budget, and negotiate the conditions of underwriting</li> </ul>
By 2 years	<ul style="list-style-type: none"> <li>• Distribute the pre-Congress flyer and advertisement materials at the World Congress in that year.</li> <li>• Have a presentation prepared for that World Congress and begin to solicit interest the current World Congress from members that wish to organize symposia or participate in the organization of the Congress</li> <li>• Distribute ads – by e-mail and in hard copy - get all DOHaD members and Council members to take bundles of them to all the meetings they attend – get them put into conference bags for major conferences, etc.</li> <li>• Create a slide advertising the upcoming World Congress and distribute it to DOHaD Council and membership requesting that they assist in advertising</li> <li>• Ensure announcements are made in the DOHaD newsletter and J DOHaD.</li> <li>• Continue meetings with the Society Scientific Program Subcommittee to establish the Congress program, speakers, and symposia</li> <li>• Begin meetings with the Society Associated Groups, to ensure that DOHaD Society Affiliates and Chapters are part of the Congress program</li> </ul>
2 years – 18 months	<ul style="list-style-type: none"> <li>• Finalise scientific programme with the Scientific Program Subcommittee</li> <li>• Finalize the satellite symposia sessions</li> <li>• Send formal invitations to speakers and chairs, and information about the topic, speaking time, and what the Congress will pay for</li> </ul>

	<ul style="list-style-type: none"> <li>• Obtain sponsors as per the Society Sponsorship Guidelines, working with the Society Sponsorship subcommittee to ensure that Society conditions and guidelines are met</li> <li>• Identify travel fellowships, presentation awards etc</li> <li>• Set up a Congress website announcing conference dates and venue, into which further information can be added as time goes on.</li> <li>• Liaise with Cambridge University Press (CUP) and the J DOHaD Editor to arrange Congress program printing, and abstract publications</li> </ul>
<b>18 months- 1 year</b>	<ul style="list-style-type: none"> <li>• Full website should be final with draft scientific programme, deadlines for abstracts, registration deadlines and registration fees structure.</li> <li>• Prepare advertisements with full scientific programme, registration details, deadlines to be distributed widely</li> <li>• Liaise with Society Communications Subcommittee for distribution in newsletter, social media, website</li> <li>• Communicate conditions and requirements for speakers</li> </ul>
<b>By 1 year</b>	<ul style="list-style-type: none"> <li>• Full website in place: All sections fully populated and abstract formatting and submission details; registration system; details of fellowships/prizes offered; local accommodation options; sight-seeing/excursions options.</li> <li>• Finalise social programme (conference dinner etc).</li> <li>• Continue to distribute advertisements at every opportunity – use Society Communications Chair to assist</li> <li>• Establish a process for abstract review and award adjudication / announcements, working with the Society Scientific Program subcommittee</li> <li>• Consider a Late Breaking Abstract submission date – these abstracts will not qualify for any travel awards, but must be reviewed for appropriate research content.</li> </ul>
<b>1 year-6 months</b>	<ul style="list-style-type: none"> <li>• Set up submission, review and decision systems for abstracts on website.</li> <li>• Process abstracts through review, selection, programming and send file of selected abstracts and final programme to CUP for printing.</li> <li>• Detailed discussions with venue regarding catering arrangements, details of room allocations per session, visual aids, facilities for chairing, podia, banners, decorations, etc.</li> <li>• Make accommodation bookings for speakers/chairs.</li> <li>• Inquire with the Society Secretariat regarding the Barker and Hales awardees.</li> </ul>
<b>6 – 3 months</b>	<ul style="list-style-type: none"> <li>• Final letter to speakers with details of airport pick-ups, accommodation, final instructions re their session, etc.</li> </ul>
<b>4 months POST CONGRESS REPORT</b>	<ul style="list-style-type: none"> <li>• Finalize financial obligations, review budget expenditures and income</li> <li>• Prepare and submit a financial report to be submitted to the Society Council</li> <li>• Prepare and submit a final report on the Congress including registrations, delegates, list of awardees, and any other pertinent information to both report on the success and any difficulties experienced during the Congress.</li> </ul>

### 3.0 Congress Organizers

The following section outlines specific roles and responsibilities that are required for the delivery of a successful Congress. However, it is recognized that there is flexibility regarding specific roles for each member of the organizational team.

#### Roles and Responsibilities:

##### 1. Congress Chair

- a. advises on policy, organization and timing,

- b. acts as liaison between the Society Council, Scientific Program subcommittee and the Local Organizing Committee,
- c. maintains corporate/academic reporting files,
- d. advocates for support from academic institutions, foundations, government and non-government organizations;
- e. prepares and submits conference reports to the Society Scientific Program subcommittee and to Council as required,
- f. interfaces and handles negotiation and contracting with conference facility
- g. participates in development of conference theme, logo and support materials
- h. oversees the composition of the program and all the workings within the program and its satellite sessions,
- i. introduces the Congress on the day of the meeting, and is the figurehead of the Congress during the meeting,
- j. responsible for submitting a post Congress report (including a financial report) to the Council.

**NOTE: Co-Chair** – Shares all responsibilities of the Conference Chair and may provide background information and logistical support for selected speakers.

## 2. Program Chair

- a. establishes with the Congress Chair(s) and the Scientific Program subcommittee, an International Program Committee that will assist in preparation of the Congress scientific program,
- b. liaises with the Associated Societies subcommittee to ensure that DOHaD Society Affiliates and Chapters are well represented in the Congress program,
- c. develops and implements the Congress Program theme, plenary sessions, parallel sessions, and poster sessions,
- d. identifies speakers and participates in speaker invitations,
- e. develops and implements the distribution of call for abstracts working with the Commercial Conference organizers,
- f. works with the Commercial Conference organizers to manage the web-based abstract submission program, registrations and payments,
- g. works with the Commercial Conference organizers and with the Society Scientific Program subcommittee to assist with the abstract review process and to maintain a database of reviewer scores,
- h. solicits the membership for the development of Satellite sessions,
- i. identifies specific needs for session and poster rooms, banquet space, plenary hall, exhibits area, signs, committee meeting rooms.

## 3. Social Program Chair

- a. works with the Society Scientific Program subcommittee to ensure that all necessary social events are included in the program including trainee social events (also works with the Society Trainee subcommittee),
- b. works with the Commercial Conference organizer to select attendees bags, if any, and features of social events, including welcome reception, banquet/gala and companion tours.

#### **4. Sponsorship/Finance Chair**

- a. contacts the Society for seed money advance loans and handles return of seed money and payment of surplus prior to closing conference,
- b. assists in developing budget files, initial and interim, manages Congress bank account,
- c. reconciles account and handles receivables and payables, providing regular reports to the Congress Chair,
- d. obtains insurance coverage,
- e. participates in final financial reporting and prepares and submits materials for review at Council.

#### **5. Communications Chair**

- a. works with the Society Communication Chair to prepare and distribute news releases and advertisements in Society newsletters and social media
- b. contacts the Associated Groups subcommittee to ensure that the Congress is advertised on all the Associated groups websites throughout the world,
- c. develops and distributes local media materials as needed,
- d. assists in the distribution of call for papers and advance program via the web,
- e. helps coordinate any attendance promotion efforts,
- f. with the Commercial Conference organizer creates and maintains conference web site, and posts call for papers, abstracts received and advance program, author instructions, forms for conference registration and hotel reservation, information and attractions of the Congress city and venue and other relevant information.

The official name of the conference is the *N<sup>th</sup> World Congress on Developmental Origins of Health and Disease* and must be prominently displayed in all Congress materials. The DOHaD Society logo must appear on the cover and title page of the Congress proceedings, in the advanced program, final program, call for abstracts and on all Congress materials, banners and displays. Electronic copies of the logo are available from the Society Administrator.

#### **4.0 Congress Program**

The scientific program must be of the highest possible research quality and educational value to the membership and delegates. It must be comprehensive and balanced between clinical, basic and social sciences. The program must include both oral presentations and poster sessions. The program must adhere to the Society's Congress Program Template (Appendix 2) and must be approved by the Society's Scientific Program subcommittee before finalization.

#### **4.1 Program content**

The Congress program will consist of up to 6 parallel sessions and at least one poster session per day. The opening session of the conference is a single, or plenary session setting the theme of the Congress featuring an international expert that presents new cutting edge science of general interest.

##### *4.1.1 Satellite Sessions*

Workshop-oriented Satellite sessions are to occur on the day before the official Congress begins and may be included in the conference proceedings. Topics that complement and enhance the Congress are generally included in the Satellite workshops. The local organizing committee is responsible for

soliciting interested members in organizing Satellite sessions. Individuals organizing and running Satellite sessions are responsible for funding their Satellites (soliciting sponsorship and adhering to the Society Sponsorship guidelines, [Sponsorship guidelines](#)) and are to work with the Local Organizing Committee to ensure advertisement for Satellite registrations. Satellite organizers are responsible for selecting and inviting speakers to their Satellite session (if appropriate) and will link with the Local Organizing Committee to ensure that Satellite sessions are well attended, and organized. The topics and cost of registration for the Satellite sessions will be determined by the Local Organizing Committee in consultation with the Satellite session organizers and the Society Scientific Program subcommittee.

#### *4.1.2 Call for Abstracts*

The call for abstracts should emphasize the theme of the Congress and topic areas of the plenary and parallel sessions. The deadline for abstract submission should be sufficiently in advance of the Congress to allow time for review, award of travel scholarships, and notice to the delegate well before the early bird Congress registration deadline. Submissions should be acknowledged, and abstracts will be accepted or rejected by an Abstract review committee that is made up of (where appropriate) Local Organizing Committee members, members from the International Scientific Program Committee and the Society Scientific Program subcommittee. The Program Chair(s) must prepare a clear and realistic schedule to allow time for writing, review, corrections and printing. All authors must receive acceptance or rejection notifications no later than the date stated in the call for abstracts and must be before the Early Bird registration deadline for the Congress. Acceptance of abstracts will be based on a predetermined rubric that identifies originality and scientific quality. Submission of an abstract does not guarantee acceptance. The Local Organizing Committee must consider in their schedule a call for “late breaking abstracts” submission dates that is predetermined, and based on whether sufficient abstracts have been received by the deadline.

#### *4.1.3 Oral Presentations*

Ordinarily, when considering speakers (plenary and otherwise) organizers should avoid any one plenary speaker speaking more than once, avoid choosing the same moderators for more than one session and engage trainee members for moderating sessions when possible, limit presentations to one from any one research group in any one session, and no more than 2 coming from the same institution in any one session. The Local Organizing Committee must consult with a list of the current Society membership and invite Society members to moderate sessions. This list can be obtained from the Society Administrator at [dohad@mrc.soton.ac.uk](mailto:dohad@mrc.soton.ac.uk).

#### *4.1.4 Poster Sessions*

Posters must be displayed on poster boards and poster sessions must be of sufficient length to enable adequate discussion. Poster sessions carry the same technical weight as oral sessions and must not conflict with parallel oral sessions to maximise attendance at poster sessions. Information regarding size of poster board space must be included in the author kit on the web. Poster sessions may include mini-oral presentations by poster presenters where groups can be led through a set of posters that are presented, in addition to the traditional poster session format of a 2-hour informal session. A poster session chair is responsible for assuring the following rules are followed for their assigned session. Posters must be assigned clear numbers so that they can be easily found. Poster presenters must be available through the session to answer questions. If mini-oral presentations are utilized,



organizers must ensure that the room acoustics are appropriate and that delegates will be able to hear the presentations.

#### *4.1.5 Meetings*

The Congress serves as a biannual meeting of many groups within the governing body of the Society and also special interest groups. Special interest group meetings may occur the day before any Satellite sessions (2 days prior to the Congress). There are a number of meetings that must be contained within the Congress Program (refer to the Congress Program template also):

##### *a. Council meeting (Pre-Congress Day: -1)*

This meeting occurs the day before the Congress from 4pm-6pm and is followed by dinner. The Local Organizing Committee must arrange facilities for this meeting (~30 members attend the meeting) including video and/or teleconferencing facilities, audio-visual presentation capabilities and catering (tea, coffee, water). The Local Organizing Committee needs to liaise with the Society Secretary and Administrator to organize this meeting.

##### *b. Annual General Meeting (Congress Day: 2)*

The AGM is a mandatory meeting that occurs on Congress Day 2 between 4pm-6pm and usually precedes the Congress Banquet dinner. ONE HOUR is required. The Local Organizing Committee must arrange facilities for this meeting including audio-visual presentation capabilities. Adequate time to travel to the AGM must be allowed. The Local Organizing Committee needs to liaise with the Society Secretary and Administrator to organize this meeting.

##### *c. Trainees Meeting (Congress Day: 1 or 3)*

The Trainees meeting is to be organized in consultation with the Chair of the Trainee subcommittee and coincides with a Trainee social event.

The meetings below are mandatory and can be run in parallel with lunch workshops/sessions and can be scheduled on any day of the Congress. For each lunchtime meeting, lunch is provided.

##### *-DOHaD Associated Groups Meeting (1h):*

All associated groups (DOHaD Society Affiliates and Chapters) meet together. Attendance is approximately 20-30 people. The Local Organizing Committee needs to liaise with the Society Secretary and Administrator to organize this meeting.

##### *- Individual Associated Group Meetings (1h):*

Where the Individual Associate groups meet. This cannot overlap with the Associated Group meeting above. The Local Organizing Committee needs to liaise with the Presidents of each of the Associated Groups to organize this meeting, the Society Secretary and Administrator can facilitate this interaction.

##### *-DOHaD Journal Editorial Meeting (1h):*

Editorial meeting with Cambridge University Press and the Editorial members of the Journal. The Local Organizing Committee needs to liaise with the Journal Editor to organize this meeting.

*-DOHaD Program Committee Meeting (1h):* The Local Organizing Committee needs to liaise with the Scientific Program subcommittee Chair to organize this meeting.

## **4.2. Invited Speakers**

Plenary and session speakers are invited based upon their expertise in the field and ability to present their work to a generalized audience. However, the Local Organizing Committee must endeavour to

invite speakers from the Society's Associated Groups to ensure their representation at the Congress. Plenary speakers should only speak once, and speakers from one institution or organization should be limited to one invitation.

The Program Committee should endeavour to ensure that 50% of their speakers are Society members to reduce cost, as Society members will not receive any cost reimbursement for their invitation since it is expected that Society members will be attending the World Congress.

## **5.0 Awards**

The Society funds travel scholarships prior to the Congress, has Awards during the Congress as well as presentations awards that are based upon presentation performance of trainees throughout the Congress. The Local Organizing Committee should account for travel and presentation awards in their financial plan and also when soliciting sponsorship for the Congress.

### *5.1 Pre-Congress Travel Awards*

Pre-Congress travel awards are set to facilitate trainee travel to the Congress. Awards are distributed according to abstract score. The Local Organizing Committee must allow sufficient time between abstract submission deadline and acceptance for appropriate abstract review. The Local Organizing Committee must liaise with the Society Scientific Program subcommittee Chair to ensure that members of this subcommittee are available to review abstracts (in addition to others on the LOC). All Pre-Congress Travel awards must be distributed BEFORE the early bird registration deadline to enable trainees (particularly those from LMIC) to arrange their travel and registration at the lowest possible rate. The Society provides 20 x £500 travel awards to the top 20 scoring abstracts submitted to the Congress (additional travel awards may come from the Congress Organizers based upon their success in soliciting sponsorship funding). The Congress Chair(s) must send the top 50 scoring abstracts to the Society Scientific Program subcommittee Chair for adjudication. Society travel awards will be distributed based on 1) LMIC status and 2) early investigator status. The Local Organizing Committee is responsible for developing a certificate and for sending this travel award certificate to all travel award recipients. These travel award recipients must be announced at the Congress and also listed in the Congress Program Proceedings and

### *5.2 Barker Medal and Hales Award*

The David Barker Medal and Nick Hales Award are awarded biannually to coincide with the World Congress. The David Barker Medal is awarded to a senior scientist, who has made an outstanding contribution to the scientific development and broader leadership of the DOHaD field. The Nick Hales Award is given to a young and emerging investigator and DOHaD Society member who has made an outstanding contribution to the DOHaD field. Nominations for these awards are managed by the Society Secretariat and are processed 6-10 months prior to the Congress. Award recipients give special plenary lectures on Day 3 (last day) of the Congress (see Congress Program Appendix 2). The Local Organizing Committee must accommodate for these lectures in the Program.

### *5.3 Journal of DOHaD Award*

The Society's Journal, The Journal of DOHaD gives an award at each Congress for the most cited Journal article in the past two years. This award is organized by the Journal's editor. This award is presented after the Barker and Hales plenaries and award distribution on the last day of the Congress.

### 5.3 Presentation Awards

Congress organizers should endeavour to solicit funds for Presentation Awards for the top trainee presentations at the Congress. Typically, the Society does not fund these awards, however this can be negotiated with each Congress, as income and expenditures change from year to year. The Local Organizing Committee can work with the Society Fundraising subcommittee to raise funds for Presentation Awards. If the Congress has solicited funds for Presentation Awards, the Society expects that presentations are judged during the Congress in a transparent manner free of conflict of interest, and divided into Oral and Poster Presentations Awards. The training level of the presenter must be taken into account when judging. These awards (if at all) are to be given after the Journal of DOHaD award on the last day of the Congress.

## 6.0 Registration

Registration costs will be dependent upon the Congress site, venue and attendants. The Society accepts that the costs of registration will be somewhat variable, however, all attempts must be made to make registration costs as low as possible. Full registration must include admission to all sessions and exhibits, and if any, one copy of the Congress Proceedings and tickets for Congress-sponsored luncheons. Registration fees are to be set with consultation with the Society's Scientific Program subcommittee Chair, and must be approved by the DOHaD Council. The Local Organizing Committee cannot independently change rates or institute additional tiers of admission. Complementary registration may be granted by the Local Organizing Committee as allowed by the Council for LMIC invited speakers.

Full Congress registration for non-Society members must significantly exceed that of full members. Registration costs for Society member trainees and for delegates from LMIC must be significantly less (at least 50%) than full member registration. All trainees must submit proof of training status (letter from a supervisor or the equivalent).

## 7.0 Sponsorship

It is expected that the Congress Chair and the Local Organizing Committee find underwriting for the Congress, and will solicit all funds that will pay for the Congress. Limited seed money to aid in the reservation of the Congress venue etc is provided by the Society.

When soliciting sponsorship (especially from Industry) the Congress Chair(s) and Local Organizing Committee must adhere to the Society's Guidelines on Sponsorship ([Sponsorship guidelines](#)) and consult with the Society's Sponsorship subcommittee. All sponsors exhibiting at the World Congress must adhere to the Society's sponsorship guidelines. If guidelines are not adhered to, sponsors will not be accepted again in any future relationship with the Society.

*Please note that the Society requires at least 3 exhibitors booths:*

- Society Secretariat (please communicate with the Society Administrator for details)
- Society Journal (please communicate with the Society Journal Editor)
- Upcoming Congress (please communicate with the incoming Congress Chair)

**DOHaD WORLD CONGRESS AGREEMENT**

As DOHaD WORLD CONGRESS Chair(s) I agree to follow the guidelines set out in this GUIDEBOOK and agree to follow the advice and guidance of the Council of the Society.

According to the GUIDEBOOK:

- The services of a Commercial Conference Organizer must be employed.
- Congress registration rates are set in consultation with the Council and may not be unilaterally set by the Congress Chair or Local Organizing Committee.
- The Society Scientific Program subcommittee must review the Congress Program and present it to the Council of the Society for final approval.
- The Society Scientific Program subcommittee will adjudicate Society Travel Awards and have final approval of Society Travel Award decisions.
- All sponsorship relationship must follow the Society’s Guidelines and Conditions.
- The Congress operates as a profit sharing event with the Society, where 50% of the profits will be donated to the Charity.

By accepting the position of DOHaD CONGRESS Chair(s), I agree to abide by these requirements and bring all conflicts to the attention of the Council of the Society.

Name\_\_\_\_\_Signature\_\_\_\_\_Date\_\_\_\_\_

Name\_\_\_\_\_Signature\_\_\_\_\_Date\_\_\_\_\_

*Society Approval*

Name\_\_\_\_\_Signature\_\_\_\_\_Date\_\_\_\_\_

*Society President*

**Appendix 1**

**List of previous World Congress Venues**

2001	Mumbai, India
2003	Brighton, UK
2005	Toronto, Canada
2006	Utrecht, The Netherlands
2007	Perth Australia
2009	Santiago, Chile
2011	Portland, USA
2013	Singapore
2015	Cape Town, South Africa
2017	Rotterdam, The Netherlands
2019	Melbourne, Australia

**Appendix 2 DOHaD Congress Template**

<b>Pre-Congress Meetings Day -2</b>	
9:00 am to 5:00 pm	Special Interest Groups (space organized by congress, content by individual groups)
<b>Pre-Congress Meetings Day -1</b>	
9:00 am to 4:00 pm	Satellite Workshops (content organized by congress organizers)
4:00 pm to 6:00 pm	DOHaD Council Meeting
6:00 pm to 7:30 pm	Congress Welcome Ceremony / Reception
7:30 pm	Council Dinner
<b>Congress Day 1</b>	
8:30 am to 10:15 am	Welcome and Plenary Talks
10:15 am to 10:45 am	Coffee/Tea Break
10:45 am to 12:15 pm	Parallel Talks*
12:15 pm to 1:15 pm	Lunch and Workshops+
1:15 pm to 2:45 pm	Parallel Talks*
2:45 pm to 4:45 pm	Posters and Coffee/Tea #
4:45 pm to 6:00 pm	Plenary Talks
7:00pm	Evening Events and Trainees Special Interests
<b>Congress Days 2</b>	
8:30 am to 10:30 am	Plenary Talks
10:30 am to 12:30 pm	Posters and Coffee/Tea #
12:30 pm to 1:30 pm	Lunch and Workshops+
1:30 pm to 3:00 pm	Parallel Talks*
3:00 pm to 3:30 pm	Coffee/Tea Break
3:30 pm to 5:00 pm	Plenary Talks
5:00 pm to 6:00 pm	AGM
7:30 pm	Congress Banquet
<b>Congress Day 3</b>	
8:30 am to 10:00 am	Plenary Talks
10:00 am to 10:30am	Coffee/Tea
10:30 am to 12:00 pm	Parallel Talks*
12:00 pm to 1:00 pm	Lunch and Workshops+
1:00 pm to 2:30 pm	Parallel Talks*
2:30 pm to 4:30 pm	Posters and Coffee/Tea
4:30 pm to 5:30 pm	Plenary Talks and Closing Remarks

+The meetings below are mandatory and can be run in parallel with the lunch workshops. Lunch is usually provided

-DOHaD Associated Group Meeting (1h): All associated groups meet together

-DOHaD Individual Associated Group Meetings (1h): Individual groups meet. This should not overlap with the group meeting above.

# These meetings are mandatory but can run in parallel with Poster Session (Day 1 or 2)

-DOHaD Journal Editorial Meeting

-DOHaD Program Committee Meeting

\*Up to 6 Parallel Sessions. Parallel Talks Format Options:

	Option A	Option B	Option C
15 min	Short Communication 1	Invited Speaker	Invited Speaker 1
15 min	Short Communication 2		
15 min	Short Communication 3	Short Communication 2	Invited Speaker 2
15 min	Short Communication 4	Short Communication 3	
15 min	Short Communication 5	Short Communication 4	Invited Speaker 3
15 min	Short Communication 6	Short Communication 5	