

INTERNATIONAL SOCIETY FOR THE PREVENTION OF CHILD ABUSE AND NEGLECT



International Congress Manual

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Congress Leadership

ISPCAN Executive Director and Congress Committee Chair

Congress bidding, awarding, planning and execution, finances, and follow-up are managed by the ISPCAN Executive Director, in consultation with the ISPCAN Congress Committee. Final approval by the ISPCAN Executive Director is required for all contracts, designs, and expenditures.

Congress Co-Chairs

The two Congress Co-Chairs work closely with the Executive Director throughout the process. One Congress Co-Chair is appointed by ISPCAN, and one Congress Co-Chair is appointed by the Local Partner. Congress Co-Chairs are advocates and ambassadors of the Congress and serve as Press Liaisons.

Planning Committee

The Congress Planning Committee consists of several Subcommittees which complete the planning tasks. Subcommittee Co-Chairs are nominated by the Congress Co-Chairs, one representing ISPCAN and one representing the local region. It is strongly encouraged that all Local Co-Chairs attend the site visit and all Congress and Subcommittee Co-Chairs attend the Congress Kickoff Planning Meeting. Subcommittee Co-Chairs invite members to join the Subcommittee. Subcommittee Co-Chairs and members represent other key local organizations supporting the Congress and are assigned by the local child protection partner to Subcommittees based on their expertise, experience, influence, and relationships within the region. We encourage representatives from multiple local organizations (hospitals, universities, NGOs, Government ministries, etc.) to populate the various local committees to ensure maximum support and marketing for the congress.

RESPONSIBILITIES OVERVIEW:

- Attend Planning Committee Meetings/Calls
- Develop, Plan, and Execute a Successful Congress
- Oversee the Congress Budget
- Decide Program Model and Inclusions
- Coordinate Subcommittee Work
- Co-Chairs Serve as Press Liaisons
- Oversee Abstract Request, Submission, Review, Selection, and Assignment Processes
- Oversee Congress timelines, assist with challenges, and brainstorm solutions
- Oversee Registration
- Identify Regional Sponsors, Grants, Exhibitors, VIPs, Business and City Government Support
- Distribute “Thank You” letters within 30 days of the conclusion of the Congress

Subcommittees

Each Subcommittee is managed by two Co-Chairs, one local and one ISPCAN Councilor or Staff Member.

- Finance
- Legacy
- Marketing
- Scholarship
- Scientific Program

- Social Subcommittee
- Working Group(s)
- Youth Forum

Planning and Communication

The ISPCAN Executive Director and Congress Co-Chairs remain in close consultation and communication throughout the planning, execution, and follow-up of the Congress.

Kickoff Planning Meeting

A Congress “Kickoff Planning Meeting” will be arranged to officially begin the Subcommittee Planning Process. Ideally, the Kickoff Planning Meeting is scheduled for approximately 10 months prior to the Congress. This meeting is strongly encouraged for all Congress and Subcommittee Co-Chairs to Attend.

Monthly Meetings

Congress Co-Chairs and “active” Subcommittee Co-Chairs meet monthly with the ISPCAN Executive Director on a GoToMeeting conference call to discuss progress, challenges, and questions for each active Subcommittee. “Active” Subcommittees are those which have action items, tasks, or deliverables due during that month. Active subcommittees are required to have at least one Co-Chair (or deputy) in attendance during the monthly calls to share progress, challenges and questions.

Subcommittee Meetings

Subcommittees coordinate, communicate, and meet independently as needed between monthly Planning Committee meetings to complete assigned action items.

Communication Methods

ISPCAN will create and distribute a Congress Co-Chair Directory including the position, title, name, country of residence, email address and phone number for the Congress and Subcommittee Co-Chairs, ISPCAN Staff and PCO. Monthly Planning committee meetings are conducted via GoToMeeting, which allows audio, visual, screen sharing, and onscreen chats during meetings. Meetings will be recorded. Agendas, meeting minutes, call recordings and Congress documents are stored and shared in Congress Dropbox folders. All Planning Committee members are required to utilize Dropbox to share, view, edit, and add files to the Congress Dropbox folders. WhatsApp is utilized as instant messaging between Planning Committee members. WhatsApp groups will be created and managed by ISPCAN.

High Level View of 12 Month Plan - Agenda for Monthly Planning Calls

Month BEFORE Congress	Tasks
11	<ul style="list-style-type: none"> • Finalize Budget • Finalize Logo and Brand and create website shell • Sign Local Partner Contract with tasks outlined • Sign PCO Contract including Deliverable/Quality/Payment Schedule
10	<ul style="list-style-type: none"> • Send Welcome Email to Planning Committee with Expectations, Tasks, Timelines, Dropbox Login • Start Committee Planning calls • Create Dropbox Directory with Samples • Recommend and Invite Keynote Speakers • Recommend and Invite Patrons, Dignitaries and VIPs • Finalize Program Overview- Themes and Elements
9	<ul style="list-style-type: none"> • Finalize Press Kit • Apply for CME/ CEU credits for congress through local university • Complete Website including Dates, Location, Logo, Theme and Topics • Research Cultural Dinner Venue, Menu and Entertainment Options • Open Awards Nominations • Prepare Congress Declaration • Plan Congress Legacy • Open Abstracts
8	<ul style="list-style-type: none"> • Finalize Registration Pricing • Finalize Keynote Speakers • Finalize Patrons, Ministers, Dignitaries and VIPs • Book Cultural Dinner Venue and Entertainment • Send 1st Press Releases • Finalize Congress Legacy • Invite speakers for Core competency courses and working group plan / invitations
7	<ul style="list-style-type: none"> • Post Keynote Speakers to Website/ must commit • Post Working Group Programs to Website • Post Youth Forum Program to Website • Post Cultural Dinner to Website • Invite reviewers for abstracts • Close Abstracts • Send Welcome Email to Reviewers with Login Instructions • Assign Abstracts to Reviewers • Review Abstracts • Finalize program shell / Elements
6	<ul style="list-style-type: none"> • Reviews completed. Authors notified • Open Author/Early Bird Registration • Complete PC/Councilor/Staff Registration, Travel and Hotel Booking

5	<ul style="list-style-type: none"> • Complete Keynote Speaker Registration, Travel and Hotel Booking • Complete Patron, Minister, Dignitary and VIP Registration, Travel and Hotel Booking • Purchase Flights • Finalize Award Winners & Post to Website • Send 2nd Press Releases
	<ul style="list-style-type: none"> • Send Patron, Minister, Dignitary and VIP Welcome Email • Send Keynote Speaker Welcome Email • End Author Registration to Reserve Spot in Program • Invite Waitlisted Authors (2 weeks to confirm) • End Waitlisted Author Registration to Reserve Spot in Program • Finalize Program & Post Final Program
4	<ul style="list-style-type: none"> • Early bird/ author rates end • Regular online pricing begins • Post Draft Program for Authors to Review • Invite Volunteers • Finalize and Assign Volunteers • Send 3rd Press Releases
3	<ul style="list-style-type: none"> • Send Exhibitor Welcome Email and Instructions • Finalize the mobile app and upload program, sponsor info, maps, etc. • Finalize designs for banners • Finalize program design • Finalize badges
2	<ul style="list-style-type: none"> • Send Program to Print • Send Printed Materials to Press • Purchase Items for Booth, Keynote Speakers, VIPs, Awards and Volunteers • Send Author Welcome Email • Send Volunteer Welcome Email and Instructions • Send Delegate Welcome Email • Send 4th Press Releases • Arrange transportation and airport banners • VIP arrangements finalize (greeter, gift+ welcome letter for hotel, transport) and communicate this to VIP
1	<ul style="list-style-type: none"> • Close On-Line Registration • Assemble Delegate Bags • Write Notes for Speakers and VIPs
Congress dates	<ul style="list-style-type: none"> • Open On-Site Registration • Train Volunteers • Deliver Speaker and VIP Gifts • Send Pre and Post Congress Press Releases / press conferences

Congress Planning Timeline Overview

The timeline below illustrates when each Subcommittee is active during the 10-month Congress planning. The detailed Planning Timeline is available [HERE](#).

COMMITTEES	Month 10				Month 9				Month 8				Month 7				Month 6				Month 5				Month 4				Month 3				Month 2				Month 1			
	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4
Congress Co-Chairs																																								
Finance																																								
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Marketing																																								
Scientific																																								
Social																																								
Sponsorship																																								
Working Groups																																								
Youth Forum																																								
CONGRESS LEADERSHIP	Month 10				Month 9				Month 8				Month 7				Month 6				Month 5				Month 4				Month 3				Month 2				Month 1			
	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4
ISPCAN																																								
PCO																																								
Convention Bureau																																								

Responsibilities and Tasks by Committee

CONGRESS CO-CHAIRS

Congress Co-Chairs are responsible for helping nominate and invite Keynote Speakers, selecting Scientific Subcommittee Co-Chairs and negotiating the Congress contract including leadership roles, responsibilities and tasks. Congress Co-Chairs are responsible for determining desired Congress short term impact and long-term Legacy changes in child protection within the region and methods for measuring, documenting and communicating the Congress Legacy to stakeholders. Congress Co-Chairs draft and finalize the Congress Legacy Declaration Document to be signed during the Congress and published to the ISPCAN website.

The Legacy builds commitment, excitement, community awareness and involvement in the Congress. The goal is to foster partnerships with the community to continue to improve public health awareness of child abuse and neglect and spark systems change= improving treatment, prevention and policy long after the conclusion of the Congress.

RESPONSIBILITIES:

The Legacy Subcommittee is responsible for designing methods for measuring (antidotal evidence, measurable data, storytelling, etc.) documenting (video, interviews, public health data collection, multimedia presentations, photos etc.) and communicating the short-term impact and long-term Legacy improvements in regional child protection as a result of the Congress. The Legacy Subcommittee plans Community Outreach events and Adjunct Training for before, during and after the Congress. The Subcommittee plans and executes scholarship submissions and selection for delegates from the region and/or developing countries, develops the Awards program and ensures the Congress legacy is captured in the signed Congress Declaration.

GENERAL TASK TIMELINE:

This is a general Congress task timeline for the Legacy Subcommittee. A detailed, Congress specific task timeline will be provided for each Congress.

Month 12

- Community Outreach – Research options
- Adjunct Training – Research options
- Contracts: Congress Partners – Negotiate roles and responsibilities
- Keynote Speakers: Invited International Speaker – List
- Legacy: Outcomes, Measures – Discuss ST/LT
- Scientific: Co-Chairs – Select

Site Visit

- Meet Key Government Officials
- Contracts: Congress Partner – Sign
- Keynote Speakers: Invited International – Shortlist
- Legacy: Outcomes – Select ST/LT

Post Site Visit

- Adjunct Training – Select
- Keynote Speakers: Invited International Speakers – Invite
- Keynote Speakers: Regional – List

	<ul style="list-style-type: none"> • Legacy: Measures – Select for ST/LT Outcomes
<i>Month 10</i>	<ul style="list-style-type: none"> • Adjunct Training – Concept Overview • Community Outreach – Concept Overview • Scholarships: Plan • Legacy: Outcomes, Measures – Final
<i>Month 9</i>	<ul style="list-style-type: none"> • Awards: Plan
<i>Month 8</i>	<ul style="list-style-type: none"> • Scholarships: Applications • Evaluations: Types, Recipients, Questions
<i>Month 7</i>	<ul style="list-style-type: none"> • Awards: Nominations • Scholarships: Selection
<i>Month 6</i>	<ul style="list-style-type: none"> • Awards: Selection • Awards: Notification • Scholarship: Notification • Legacy: Declaration Document – Draft
<i>Month 5</i>	<ul style="list-style-type: none"> • Community Outreach – Final Plan • Scholarship: Award and Apply
<i>Month 4</i>	<ul style="list-style-type: none"> • Adjunct Training – Final Plan
<i>Month 2</i>	<ul style="list-style-type: none"> • Assign hosts for Award Recipients and Adjunct Training Speakers
<i>Congress</i>	<ul style="list-style-type: none"> • Community Outreach Events • Legacy: Declaration Document – Final
<i>Post Congress</i>	<ul style="list-style-type: none"> • Adjunct Training

FINANCE SUBCOMMITTEE

ROLE:

The role of the Finance Subcommittee is to oversee all financial, legal and business matters for the Congress, including registration.

RESPONSIBILITIES:

The Finance Subcommittee responsibilities include preparing regular financial and budget reports, ensuring payments are made and income is secured promptly, monitoring PCO financial and business responsibilities, reconciling bank accounts and statements, submitting business activity statements, recommending regional registration fees and reviewing Congress sponsorship.

GENERAL TASK TIMELINE:

This is a general Congress task timeline for the Finance Subcommittee. A detailed, Congress specific task timeline will be provided for each Congress.

<i>Month 12</i>	<ul style="list-style-type: none"> • Registration: Ticket Pricing – Research typical for region
<i>Site Visit</i>	<ul style="list-style-type: none"> • Budget: Review • Sponsorship: Funding for Congress – Review
<i>Post Site Visit</i>	<ul style="list-style-type: none"> • Registration: Ticket Pricing – Finalize
<i>Month 10</i>	<ul style="list-style-type: none"> • Contracts: Suppliers • Accounting: VAT/Tax: Plan • Accounting: Payment Process: Local
<i>Month 9 to 1 Post Congress</i>	<ul style="list-style-type: none"> • Reports: Budget • Budget – Review • Accounting: Collections • Accounting: Payments • Reports: Budget • Reports: Final Budget

MARKETING SUBCOMMITTEE**ROLE:**

The role of the Marketing Subcommittee is to create Congress logo/branding and promote the Congress through all regional and international press, social media and ISPCAN/local partner professional networks to ensure the strongest abstract submissions, highest attendance rates and widespread public awareness regarding child and neglect prevention.

RESPONSIBILITIES:

This Subcommittee is responsible for identifying target delegates, expected attendance, potential attendance challenges/solutions, virtual attendance options, translation needs and potential Congress partners. This committee works closely with the Congress Professional Congress Organizer/Destination Management Company/Local Logistics Team to review and edit the Congress marketing plan (press, email and social media), press kit, press releases and conferences, airport/city/venue promotions and Cultural Dinner venue funding/public health messaging. Subcommittee members post to social media, support press conferences and assist with VIP care and gifts during the Congress.

GENERAL TASK TIMELINE:

This is a general Congress task timeline for the Marketing Subcommittee. A detailed, Congress specific task timeline will be provided for each Congress.

<i>Month 12</i>	<ul style="list-style-type: none"> • Marketing: Target Partners – List • Marketing: Virtual Attendance and Translation – Assess needs • Marketing: Target Delegates – List
<i>Site Visit</i>	<ul style="list-style-type: none"> • Marketing: Analyze Regional Pricing – (move to finance) • Marketing: Attendance, Challenges Expected – Identify • Marketing: Virtual Attendance –Final Plan
<i>Post Site Visit</i>	<ul style="list-style-type: none"> • Marketing: Plan – Create • Marketing: Translation – Finalize Needs • Marketing: Virtual Attendance – Finalize
<i>Month 10</i>	<ul style="list-style-type: none"> • Press: Kit • Translation: Plan • Virtual Attendance: Plan
<i>Month 9</i>	<ul style="list-style-type: none"> • Press: Press Release 1 • Social Media: Campaign (Crowd funding?)
<i>Month 6</i>	<ul style="list-style-type: none"> • Press: Press Release 2 • Social Media: Campaign (Crowd funding?)
<i>Month 4</i>	<ul style="list-style-type: none"> • Press: Press Release 3 • Design: all print materials and order awards, giveaways, bags
<i>Month 2</i>	<ul style="list-style-type: none"> • Printing: program, badges, banners, cultural dinner tickets, lanyards, giveaways, speaker gifts, airport welcome banner, signage
<i>Month 1</i>	<ul style="list-style-type: none"> • Social Media: On-Site Final Plan
<i>Congress</i>	<ul style="list-style-type: none"> • Gifts: Deliver • Press: Press Conference • Social Media: Posts
<i>Post Congress</i>	<ul style="list-style-type: none"> • Press: Press Conference

SCIENTIFIC PROGRAM SUBCOMMITTEE

ROLE:

The role of the Scientific Program Subcommittee is to plan and execute a scientifically rigorous Congress Program including Keynote Speakers and concurrent sessions offering the appropriate balance of academic presentations of data-based research/findings and application-based workshops and courses.

RESPONSIBILITIES:

The Scientific Program Subcommittee is responsible for recommending the theme and subthemes of the Congress, finalizing the Program Model, nominating, selecting, inviting and confirming Keynote Speakers, finalizing Core Competency Courses, Masterclasses and/or Workshops (Working Groups, International Partners etc.), confirming abstract review logistics, enlisting abstract reviewers to complete the double-blind peer review process, reviewing/selecting abstracts, finalizing the Congress Program and approving the design and content of the on-line, printed and mobile app Congress Program. The Scientific Program Subcommittee is also tasked to obtain CEU certification and assign session chairs. The Scientific Program Subcommittee finalizes the IGNITE Poster Presentation Plan and Poster Awards. Subcommittee members nominate, select and present Poster Awards during the Congress. The Scientific Program Subcommittee is responsible to report expenses and anticipated income to the Finance and Sponsorship Subcommittees.

GENERAL TASK TIMELINE:

This is a general Congress task timeline for the Scientific Subcommittee. A detailed, Congress specific task timeline will be provided for each Congress.

<i>Month 12</i>	<ul style="list-style-type: none"> Scientific: Co-Chairs – Select
<i>Site Visit</i>	<ul style="list-style-type: none"> Abstracts: Logistics – Finalize Program: Model – Discuss options Program: Theme and Topic – Finalize
<i>Post Site Visit</i>	<ul style="list-style-type: none"> Keynote Speakers: Regional – Shortlist Program: Model – Finalize
<i>Month 10</i>	<ul style="list-style-type: none"> Abstracts: Reviewers – Provide list Abstracts: Submissions Keynote Speakers: Regional – Invite
<i>Month 9</i>	<ul style="list-style-type: none"> Abstracts: Review
<i>Month 8</i>	<ul style="list-style-type: none"> Core Competency Courses: Concept Overview

Month 7

- Core Competency Courses: Final Programs
- Program: Draft – Review

Month 6

- Posters: Awards – Process
- Posters: Ignite – Plan

Month 5

- CEUs: Certification - Final Plan
- Program: Final – Review

Month 4

- Session Chairs: Assign

Month 3

- Volunteers: Select

Month 2

- Posters: Awards – Reviewers

Congress

- Posters: Awards – Nomination
- Posters: Awards – Select
- Posters: Awards – Presentation
- Posters: Ignite – Presentations

SOCIAL SUBCOMMITTEE

ROLE:

The role of the Social Subcommittee is to provide opportunities to enhance participants' Congress experience. The Social and Cultural Subcommittee imagines the participants' journey arriving, attending and departing the Congress and seeks to delight participants by anticipating their needs. The Social and Cultural Subcommittee selects, plans and provides events, activities and services for delegates to connect, network, partner, relax, and refresh.

RESPONSIBILITIES:

The Social and Cultural Subcommittee is first to understand the expectations for Congress catering, delegate interactions and cultural experiences and then select and plan appropriate and rewarding social and cultural events. The Social Subcommittee creates the arrival and departure plans and plans the welcome reception, cultural dinner, ceremonies and optional pre and post congress events. The Social and Cultural Subcommittee selects, plans and then collaborates with the PCO to execute interactive, networking, wellness, tours and/or gaming options.

GENERAL TASK TIMELINE:

This is a general Congress task timeline for the Social Subcommittee. A detailed, Congress specific task timeline will be provided for each Congress.

Month 12

- Cultural Dinner: Budget – Final
- Reception: Budget – final

<i>Site Visit</i>	<ul style="list-style-type: none"> • Catering: Regional Expectations • Cultural Dinner: Logistics – Tour venue • Reception: Logistics – Tour venue • Social Programs: Options – Select
<i>Month 10</i>	<ul style="list-style-type: none"> • Cultural Dinner: Draft Program – Review • Reception: Draft Program – Review
<i>Month 9</i>	<ul style="list-style-type: none"> • Cultural Dinner: Final Program • Reception: Final Program
<i>Month 8</i>	<ul style="list-style-type: none"> • Wellness: Final Program
<i>Month 7</i>	<ul style="list-style-type: none"> • Gaming: Final Program • Interactive Hubs: Final Program
<i>Month 3</i>	<ul style="list-style-type: none"> • Networking Events: Final Programs
<i>Month 2</i>	<ul style="list-style-type: none"> • Ceremonies: Award, Declaration Signing – Final programs • Ceremonies: Open, Closing – Final programs • Cultural Dinner: onsite sales at registration desk, printing tickets, transportation logistics for delegates
<i>Congress</i>	<ul style="list-style-type: none"> • Arrival Plan: Greeting • Social Programs: Attendance

SPONSORSHIP SUBCOMMITTEE

ROLE:

The role of the Sponsorship Subcommittee is to build partnerships, procure funding, donations and in-kind services and ensure all negotiated Sponsor, Exhibitor and Partner benefits are provided.

RESPONSIBILITIES:

The Sponsorship Subcommittee is responsible for securing donations and financial support for the Congress and special programs (working groups, youth forum, core competency courses, scholarships, etc.), subvention funding and travel discounts through sponsors, regional and global partners, local businesses, foundations, international partnerships, individual donors, etc. The Sponsorship Subcommittee works with the PCO to create the Congress Sponsor Prospectus, Sponsor and Exhibitor Care Packages, and to recruit Exhibitors. The Subcommittee is responsible for forwarding Sponsor and Exhibitor information for inclusion in the printed, on-line and Mobile App Congress Program. The Sponsorship Subcommittee manages participation and provides on-site care for local Dignitaries, Partners and Sponsors, delivers Sponsor/Exhibitor Packages and schedules/attends meetings with Sponsors, Partners, Patrons, Foundations, etc. before, during and after the Congress.

GENERAL TASK TIMELINE:

This is a general Congress task timeline for the Sponsorship Subcommittee. A detailed, Congress specific task timeline will be provided for each Congress.

<i>Month 12</i>	<ul style="list-style-type: none"> Local Sponsors – List
<i>Site Visit</i>	<ul style="list-style-type: none"> Exhibit Plan International Partnerships Local Businesses
<i>Post Site Visit</i>	<ul style="list-style-type: none"> Funding for Special Programs (WG, YF, Scholarships) Prospectus – Finalize
<i>Month 10</i>	<ul style="list-style-type: none"> Funding for Congress Funding for Special Programs
<i>Month 7</i>	<ul style="list-style-type: none"> Exhibition: Recruit Partner Meetings – Schedule
<i>Month 4</i>	<ul style="list-style-type: none"> Program Book: Exhibitor – Submit book info Program Book: Sponsors – Submit book info Sponsors – Logo and info for program book
<i>Month 3</i>	<ul style="list-style-type: none"> Packages: Exhibitors – Send Packages: Sponsors – Send
<i>Congress</i>	<ul style="list-style-type: none"> Sponsors, VIPs, Dignitaries – Care

WORKING GROUP SUBCOMMITTEES**ROLE:**

The role of the Working Group Subcommittees is to plan and execute a full or half day interactive workshop and/or meeting, based on regional needs, to share key methodological approaches and findings, explore areas of difference and comparability and further develop a network of professional researchers in this specific discipline.

RESPONSIBILITIES:

The responsibilities of Working Group Subcommittees are to assess regional needs, draft and finalize the Concept Overview and Final Program. The Subcommittee works together to draft and execute the local participant recruiting plan, on-site global involvement/virtual participation plan and social media plan. Members are responsible to post to social media before, during and after the Congress. Co-Chairs nominate, invite and communicate with Speakers and attendees. The Working Group Subcommittees are responsible for uploading all planning documents to the Congress Dropbox files, uploading all workshop content to the website within one week of the Congress and all follow up with speakers and participants. Co-Chairs attend the Congress to facilitate, host

speakers and:

- Asses regional needs, draft and finalize the Concept Overview and Final Program for your WG session
- Track workshop attendance
- Know your space, AV requirements, and logistical arrangements to email your speakers and attendees appropriate information in a timely way
- Greet speakers and end with presenting them a small gift on behalf of the Congress
- Take photos and upload to Dropbox within 2 days
- Post to social media before, during and after the Working Group

WORKING GROUPS

- The Working Group conveners may request to facilitate a workshop or host a meeting before, during or after the Congress.
- The Working Groups may be requested by the Planning Committee to be included in the scientific program, or to host a workshop or meeting in conjunction with the Congress.
- This meeting or workshop is an interactive.
- Full or half day workshop include coffee/tea breaks and lunch.
- Expected attendances is around 50 and the meeting space typically accommodates 50 theater or classroom style seating.
- If the Working Group on Data Collection Workshop is to be held outside the dates and times of the Scientific Program:
 - Costs are not included in the Congress budget and will require sponsorship or donations for the meeting space, catering, A/V, materials, internet and any IT support.
 - Co-Chairs are responsible for communicating with the Sponsorship and Finance Subcommittees to secure sponsorship to cover all costs for meeting space, catering, materials, A/V, logistics, internet and technical support.
 - Historically, it has been very manageable to confirm sponsorship from local child abuse and neglect prevention organizations eager to showcase their location.

GENERAL TASK TIMELINE:

This is a general Congress task timeline for the Sponsorship Subcommittee. A detailed, Congress specific task timeline will be provided for each Congress.

<i>Month 12</i>	<ul style="list-style-type: none"> • Participation – Determine which will meet
<i>Site Visit</i>	<ul style="list-style-type: none"> • Scheduling – Impact review • Scheduling – Options review
<i>Post Site Visit</i>	<ul style="list-style-type: none"> • Co-Chair – Select • Objectives and Deliverables • Scheduling
<i>Month 10</i>	<ul style="list-style-type: none"> • Concept Overview
<i>Month 6</i>	<ul style="list-style-type: none"> • Final Programs
<i>Month 5</i>	<ul style="list-style-type: none"> • Social Media-Plan
<i>Congress</i>	<ul style="list-style-type: none"> • Speaker Care: Logistics and Time Line • Social Media – Posts, Video, Photos

YOUTH FORUM SUBCOMMITTEE

ROLE

The role of the Youth Forum Subcommittee is to assist Youth Leaders in planning a full day, interactive event for young people 18-25 years of age to address a child abuse and neglect topic of particular interest to young people and based on regional needs. The Youth Forum Subcommittee includes 2 Co-Chairs, (one ISPCAN Councilor and one Local Representative) and regional Youth Leaders nominated and invited by the Co-Chairs play active roles in the planning, execution and follow up of the Youth Forum.

RESPONSIBILITIES

Co-Chairs are responsible for assessing regional needs, nominating Youth Leaders, circulating Youth Participant Guidelines to all Youth Forum Subcommittee members and Youth Forum participants. Co-Chairs assist Youth Leaders in the creation of the concept overview, final program, T-shirts, participation certificates and list of material, A/V and logistic requirements.

The **Youth Forum Subcommittee** is responsible for creating and executing the local participant recruiting plan and the on-site global involvement/virtual participation plan. The Subcommittee creates the social media plan and posts to social media before, during and after the Congress. Co-Chairs and Youth Leaders attend the Congress to facilitate Youth Forum and

- Track workshop attendance
- Know your space, AV requirements, and logistical arrangements to email your speakers and attendees appropriate information in a timely way
- Greet your speakers and end with presenting them a small gift on behalf of the Congress
- Take photos and upload these to Dropbox within 2 days
- Post to social media about the Working Group on Data Collection Workshop

During the Congress, Co-Chairs and Youth Leaders assist with the design of outcomes/action plans, and design/deliver the Youth Forum Plenary Presentation. The Youth Forum Subcommittee is responsible for uploading all planning documents to the Congress Dropbox files and uploading all Youth Forum content to the website within one week of the Congress and all Youth Forum follow up with participants.

YOUTH FORUM

- The Youth Forum agenda may incorporate music, art, visual displays, photography and other creative avenues for expression and communication. Youth Forum is held
- Participants prepare action plans to apply what they have learned in their communities.
- Participants prepare and deliver a Congress Plenary Presentation to share their learning, outcomes and action plans.
- The Youth Forum is held at a donated meeting space at the Congress venue or with easy access to the Congress venue.
- Youth Forum Co-Chairs consult with Finance and Congress Co-Chairs to ensure costs for Youth Forum are included in the Congress budget. Budget must account for costs for the meeting space, catering, t-shirts, A/V, materials and logistic costs.
- Donations and sponsorship are often provided by local child abuse and neglect prevention organizations, services, community and youth centers, schools

GENERAL TASK TIMELINE:

This is a general Congress task timeline for Youth Forum. A detailed, Congress specific task timeline will be provided for each Congress Youth Forum Subcommittee.

Month 12

- Co-Chair – Select

<i>Site Visit</i>	<ul style="list-style-type: none"> • Guidelines – Distribute • Regional Needs - Assess
<i>Post Site Visit</i>	<ul style="list-style-type: none"> • Youth Leaders – Nominate and Invite
<i>Month 10</i>	<ul style="list-style-type: none"> • Concept Overview – Finalize and Post to Website
<i>Month 6</i>	<ul style="list-style-type: none"> • Program – Finalize and Post to Website • Requirements – Forward to local Logistics Team • Sponsorship – Forward Sponsorship and Finance Subcommittees
<i>Month 5</i>	<ul style="list-style-type: none"> • T-shirts, Certificates – Design and Forward to Logistics Team • Social Media – Finalize Plan and Execute • Recruit Participants – local participants and global virtual participants • Sponsorship – Confirm for meeting space, materials, A/V, logistics and IT support
<i>Congress</i>	<ul style="list-style-type: none"> • Participate and Facilitate • Social Media – Posts • Plenary Presentation – Design and Deliver
<i>Post Congress</i>	<ul style="list-style-type: none"> • Social Media Posts

TERMS OF REFERENCE

This guide gives an alphabetical list of all areas of work for the Congress and detailed descriptions of what that work includes.

ABSTRACTS

LOGISTICS

- ISPCAN manages the abstract system via exordo.com
- ISPCAN markets the call for abstracts via the ISPCAN international network
- Scientific Subcommittee promotes Call for Abstracts locally
- Double blind peer review process is employed for Abstract reviews
- Presentation formats include Oral Presentations (15 minutes + 3-5 minutes for questions) Poster Presentations, Multimedia Presentations (60 minute) and Symposia (four to five 15 minutes presentations + 3-5 minutes for questions on a related topic) and Workshop (core competence courses/master classes) (60 minutes) formats

TECHNOLOGY

- ISPCAN selects the abstract management system and contracts with the vendor
- The abstract submission system is accessible via a link on the Congress website hosted within the ISPCAN website

SUBMISSIONS

- Target 200-500 global abstract submissions depending on the program plan
- 150-300 abstracts to be included in the final scientific program

SAMPLE PROGRAM FORMAT (Elements and scheduling have flexibility)

Time	Day 1		Day 2		Day 3	
9-10:30 AM	Opening Ceremony and Award Presentations 2 Keynote Speakers: International Kempe Lecturer + Regional Expert)		2 Keynote Speakers (WHO partner + regional expert) Youth Forum Presentation		2 Keynote Speakers (Regional expert + Survivor/ Inspirational) + Youth performance	
11-5	5-10 Scientific Sessions +Youth Forum	Core Competency Courses and/or Master Class	Scientific Program Working Groups	Core Competency Courses / Master Class	Scientific Program	Core Competency Courses and/or Master Class
5PM	Membership Meeting & Welcome Reception				Closing Ceremony (Country partner award ceremony)	
6PM			Cultural Dinner & Show			

+Coffee breaks (2) and Lunch break are daily

REVIEWERS AND REVIEW

- Scientific Subcommittee recommends 20-40 abstract reviewers
- ISPCAN recommends 20-30 reviewers

- Abstracts may be reviewed on a rolling basis

ASSIGNMENT

- Scientific Subcommittee and ISPCAN determine selection criteria and standards.
- Scientific Subcommittee and ISPCAN determine final accepted/rejected/waitlisted abstracts.
- Scientific Subcommittee and ISPCAN assemble the scientific program
- A minimum of one presenting author must register and pay in full for the Congress by the published deadline for the abstract to be included in the final program.
- For symposium, a minimum of 1 presenting author for each abstract must register and pay in full for the Congress by the published deadline for the abstract to be included in the final program.
- Scientific Subcommittee and ISPCAN will review abstract submissions for potential sponsors, partners, speakers, special program presenters, exhibitors, etc.

ACCOMMODATIONS

A range of pricing options for delegates in a reasonable transportation or walking distance is required. Negotiate a discounted group rate and provide a convenient booking link. No room blocks, please. Any commissions must be shared revenue.

ACCOUNTING

The Congress Finance Subcommittee is responsible for Congress accounting, including collections, payments and reporting. All invoices must be approved by the Executive Director prior to receiving goods or services.

ARRIVAL PLAN

The Arrival Plan include the placement of banners, reception areas and desks, and personnel and processes to greet delegates, VIPs and Speakers upon their arrival and departure from the Congress. The goal of these plans is to ensure the arrival to and departure from the airport, venue, hotels and city is warm, welcoming and communicates gratitude for their participation.

AUDIO/VISUAL

REQUIREMENTS

- Free, continuous WIFI for delegates
- Laptop, screen, sound, recording capability, lighting for plenary room for 3 mornings
- Laptop, screen, sound, recording capability and high speed internet for up to 10 concurrent session rooms for 3 days
- IT Technician for plenary room and available for concurrent session rooms
- High speed internet access and all cabling and connections for ISPCAN Management Office and registration booth
- All Congress Presentation materials must be accessible by ISPCAN prior to departure on the final day of the Congress.
- All Congress Presentation materials must be provided via Dropbox to ISPCAN within one week of the conclusion of the Congress.
- All Congress video materials (keynote speakers, presenters' videos, multimedia presentations, interviews, video taken on-site, etc.,) must be provided via Dropbox to ISPCAN within two weeks of the conclusion of the Congress.

BIDS

- Audio/Visual provider bids will be provided to and reviewed by ISPCAN and/or the PCO.
- The Audio/Visual provider will be selected by ISPCAN in consultation with the Local Partner and PCO.

SPEAKER READINESS

- Speaker Readiness must include a Speaker Readiness Center or room.
- Technology, IT support and Personnel must be provided to assist Speakers with uploading, editing and rehearsing their presentations.

PRESENTATION FILE COLLECTION

- All Congress presentation materials are to be collected prior to the Congress.
- A contingency plan is required for collecting electronic versions of presentation materials on-site
- Presentation materials are to be prepared and loaded to be run from the laptop provided in each session room.

PRESENTATION FILE MANAGEMENT

- All Congress presentation materials are to be stored in an organized manner and provided to ISPCAN.
- ISPCAN recommends using Dropbox to store, organize and share presentation materials with ISPCAN.
- Presentation materials must be labeled and organized into files and folders which are searchable by presentation date, time, session, room, format type, subtheme, title and author.

VIDEO

- Congress leadership will determine the extent of video taping of plenary sessions, speakers, workshops, sessions, etc. based on need and budget.
- Congress leadership will determine whether A/V providers will assist with the collection of on-site delegate and speaker interviews or other on-site video collection.

PHOTOGRAPHY

- Congress leadership will determine whether A/V providers will assist with on-site photography of plenary sessions, speakers, workshops, sessions, etc. based on need and budget.

AWARDS

Award options, descriptions, nomination requirements and process, selection criteria and notification will be managed by the ISPCAN Executive Director. The Legacy Subcommittee, in collaboration with the Congress Co-Chairs, ISPCAN Executive Director and Scientific Program Subcommittee Co-Chairs will select the ISPCAN awards to be presented at the Congress. Awards are presented at the Awards Ceremony (45 minutes in length) held during the Opening or Closing Ceremonies. Awards are presented at the Awards Ceremony (45 minutes in length) held during the Opening or Closing Ceremonies. The Legacy Subcommittee plans the Awards Ceremony in collaboration with the PCO.

BADGES



INCLUSIONS (REQUIRED)

- English as the primary language
- Congress Logo
- Delegate Name
- Delegate Organization
- Delegate Country
- ISPCAN Logo
- Local child protection partner Logo
- QC Code for Scanning

DESIGN

- Badge design draft for review and final approval is completed during month 7 prior to the Congress
- ISPCAN must approve the final badge design
- Delegate name and country must be legible from a distance of 5 feet minimum
- “Green” or environmentally responsible badges are preferred:
- Badges are printed onto recyclable material, then hole-punched for attachment to lanyards
- Badges may be printed onto recyclable materials, then inserted into plastic pouches. Pouches may be expected/preferred in some regions to hold additional items such as tickets, hotel room keys, business cards, pens, cell phones, etc. Plastic pouches must be recyclable
- Lanyards are printed with sponsor(s) name(s) and logo(s)

PRINTING

- The PCO is responsible for badge printing and assembly prior and on-site
- Badges are to be printed and add assembled 1 month prior to the Congress
- Accommodations must be made for badge correction and reprinting on site
- On-site printing and badge assembly is on-site is required

BANNERS

Banners are designed through collaboration of the Marketing Subcommittee and PCO. Drafts are reviewed by the Planning Committee. Banners are to be displayed at airports, venues, hotels, meeting rooms and throughout the city. Costs are to be reported to the Finance and Sponsorship Subcommittees.

BUDGET

- The Local Partnership determines the preferred financial model for the ISPCAN Congress.
- The Congress budget is created by completing the fillable [Budget Template](#), which contains built in formulas to extrapolate registration patterns based on past attendance.
- The Congress Budget goal is to achieve a breakeven budget at 60% of projected low number of delegates. This ensures all parties minimize financial risk due to normal fluctuations in attendance and expected costs.
- Required budget elements are listed and described in detail in the ISPCAN Request for Proposal.

REVIEW

- Budget is reviewed monthly
- Budget updates are reported to the Planning Committee a minimum of every two months
- Budget is updated and saved in Dropbox by date to reflect actuals

CATERING

REGIONAL EXPECTATIONS

- Consider regional custom and delegate expectations to determine whether lunch catering shall be provided for purchase or costs included in the registration ticket price.
- Lunch for purchase must be provided by a variety of local vendors on-site or near and fully handicap accessible to the Congress venue
- Lunch provided must be catered on-site or near and fully handicap accessible to the Congress venue
- If lunch is included in the registration ticket price, all costs must be included in the Congress budget.

VENDOR SELECTION

- ISPCAN final approval is required for all vendor selection
- ISPCAN must approve and sign all vendor contracts

REQUIREMENTS

- All food, beverages and refreshments selections are to take into consideration local customs and fare
- Meals, coffee/tea and refreshments must accommodate delegates' various religious, cultural and health related dietary restrictions.
- Kosher options and meat, pork, beef, gluten, peanut and/or dairy free options must be provided.
- Buffets with various food stations and restaurants with set menus work well
- Continental breakfast for 20 in the ISPCAN office each day of the Congress
- Vendors providing a variety of breakfast options for purchase in, or near the Congress venue and designated public areas with no minimum catering guarantee
- Vendors providing a variety of lunch options in or near the Congress venue and/or designated public areas with no minimum catering guarantee
- Coffee/Tea break beverage and refreshments for 100% of delegates, served each morning and afternoon of the Congress
- Coffee/tea breaks are to be served in, or immediately adjacent to the exhibit/poster hall
- Fully stocked bar in Presidential Suite, refreshed daily
- Bartenders and/or servers and cashiers for all Congress events at which alcohol is served
- Indoor and/or outdoor (weather permitting) seating for 100% of delegates for lunch
- Coffee/tea/refreshments twice daily for 80% of delegates
- Water in, near or at the entry of all rooms
- Welcome reception full-service bar(s) and bartenders, stationed and passed hors d'oeuvres and miniature desserts for 40% of delegates.
- Coffee/Tea and refreshments and lunch available in ISPCAN office/meeting space throughout the Congress.
- Council meeting catering for 2.5 days for 30 attendees

FINAL NUMBERS

- ISPCAN final approval is required for all menu selections
- ISPCAN final approval is required for all final catering number estimates
- Estimate 80% of delegates for coffee breaks
- Estimate 100% of delegates for lunch
- Estimate 40% of delegates for Cultural Dinner, if tickets are an additional purchase at registration
- Estimate 80% of delegates for the Cultural Dinner if tickets are included in the registration ticket price
- Estimate 60% of delegates for the Reception

CEREMONIES

OPENING CEREMONY – 2 Hours

- Congress Co-Chair Welcome –10 minutes (5 minutes each)
- VIP Welcome – 5 minutes
- Award Presentations – 45 minutes
- Keynote Speaker 1 – 30 minutes
- Executive Director serves as Master of Ceremonies
- Executive Director and/or Congress Co-Chairs introduce Keynote Speakers
- Timekeeper will signal 5-minute, 1 minute and STOP for Keynote Speakers
- Videotaped and Photographed

CLOSING CEREMONY – 1 Hour

- Congress Co-Chair Closing Remarks –20 minutes (10 minutes each)
- VIP Closing Address – 30 minutes
- Delegate Exit and Councilor Receiving Line – 10 minutes
- Executive Director serves as Master of Ceremonies

AWARD PRESENTATION CEREMONY – 45 Minutes

DECLARATION SIGNING

The Congress Legacy Declaration Signing Ceremony plan and agenda is determined by the Congress Co-Chairs in collaboration with the Legacy Subcommittee. The ceremony plan is to include video recording, photos and a press conference and may be conducted during the closing ceremony. The Declaration Document is in draft form and finalized post Congress for posting to the Congress website.

CERTIFICATES



DESIGN

Certificates of Attendance and CEU/CME Certificates must include:

- Title "Certificate of ____"
- Delegate name
- Congress title, location and date
- ISPCAN Congress Co-Chair name, title and signature
- ISPCAN Executive Director name, title and signature
- Congress logo
- ISPCAN logo

PREPARE

- Electronic versions of certificates are designed, reviewed and approved in month 7 prior to the Congress
- Delegates receive instructions on how they will receive their certificates in Delegate Message 3 emailed during month 2 prior to Congress
- Electronic versions of certificates are prepared for distribution during month 1 prior to the Congress

ISSUE

- Attendance at continuing education credit certified sessions/workshops/courses must be tracked and reported.
- Electronic versions of certificates are issued or available for Delegates to download on the final day of the Congress
- Printed versions of certificates must be available for printing for Delegates on the final day of the Congress, post the final session

CEUs

Continuing Education Units may be awarded for general Congress participation and/or attending certified Congress Core Competency Courses, Workshops and/or Adjunct Training.

CERTIFICATION PROCESS

The CEU Certification process varies from region to region and must be researched by the Scientific Program Subcommittee. The steps, requirements, delegate tracking/reporting requirements and certification timeframes must be reviewed by the Congress Co-Chairs and ISPCAN Executive Director as soon as possible post site visit. Certification timeframes may impact the Congress timeline.

PREPARE AND ISSUE

Delegate completion of CEUs requirements must be tracked and CEU credit must be issued electronically and managed by the PCO.

CONGRESS CONTENT

PRESENTATION FILE COLLECTION

- All Congress presentation materials will be collected, organized, stored and shared by the Congress A/V provider.

UPLOAD TO WEBSITE

- All presentation materials will be available to delegates within one month of the conclusion of the Congress.
- All presentation materials will be uploaded to the Congress website by ISPCAN.

CONTRACTS

All contracts require final review and approval by ISPCAN. All contracts will be signed by all participating parties and by ISPCAN.

- Abstract Management Vendor
- Congress Partners
- Mobile Application
- PCO
- Suppliers
- VIPs
- Keynote Speakers

- Exhibitors
- Sponsors
- Catering
- Venue
- A/V

CORE COMPETENCY COURSES

CONCEPT OVERVIEW

The concept overview is due for review and approval in month 8 prior to the Congress and includes:

- Draft Topics
- Learning Objectives
- Draft Program Agenda
- Participant Recruiting Plan
- Global Involvement and Virtual Participation Options (If Desired)

FINAL PROGRAM

The final program is due for review, approval and publication to the Congress website (to promote the Congress and increase interest and registration) in month 7 prior to the Congress and includes:

- Date, times, location
- Overview
- Topics
- Learning objectives
- Program agenda
- Speakers
 - Bios
 - Headshots
- Material and A/V requirements
- Participant Recruiting Plan
- Global Involvement and Virtual Participation Options (If Desired)

COUNCIL MEETING

The ISPCAN Executive Council Meeting is held for 2.5 days, beginning the day immediately following the final day of the Congress. Costs are either sponsored or included in the Congress budget.

VENUE

- The Executive Council Meeting is held either at the Congress venue or an alternate location

- The PCO arranges the meeting venue, as well as meeting room furnishing, arrangement, catering, A/V and materials

ACCOMMODATIONS

- PCO to arrange accommodations for 2-3 nights for ISPCAN Councilors and Staff. The ISPCAN Executive Director will include the number of nights for accommodations and number of Councilors and Staff attending in the Congress Budget.

CATERING

- Breakfast for 3 days
- Lunch for 2 days
- Morning coffee break beverages and refreshments for 3 days
- Afternoon coffee break beverages and refreshments for 2 days

AGENDA

- The agenda is to be finalized by the ISPCAN Executive Director in the month prior to Congress.

CULTURAL DINNER

The purpose of the Cultural Dinner is to provide an informal, relaxing, entertaining networking opportunity to showcase the culture, cuisine, beauty and arts of the region.

LOGISTICS

- Held 2nd evening of the Congress at the conclusion of the scientific program.
- Showcase regional cuisine, history, arts and entertainment
- On-site or off-site venue options
- Tour venue options during site visit
- Transportation must be available or provided to off-site venues

BUDGET

- Tickets are purchased in addition to registration
- 40% of delegates expected to attend
- Ticket must be affordable for delegates from developing countries
- Breakeven budget required

CATERING

- Regional cuisine
- Provide food options to meet all religious, cultural and health dietary needs and preferences (vegetarian, vegan, gluten free, dairy free, pork free, Kosher, etc.)
- Buffets or self-serve stations or set menus preferred
- Provide non-alcoholic beverages throughout the cultural dinner
- Alcoholic beverages may be provided if culturally appropriate
- Alcoholic beverage must be limited by time or tickets

ENTERTAINMENT

- Entertainment is scheduled pre or post meal (not during the meal or between courses)
- Displays or strolling performers are welcome during the meal or between courses
- Include local children's groups or performances whenever possible

AGENDA

- The PCO is to recommend and ISPCAN to review the proposed agenda.
- ISPCAN must approve the final agenda.

TICKETS

- Presale in registration system
- Onsite sale at registration desk
- Tickets must be printed and transportation information on the back

DEBRIEF

The ISPCAN Secretariat and Congress Co-Chairs are responsible for planning the Congress Debrief, held after the Congress closing ceremony. ISPCAN will determine the agenda.

DÉCOR

REQUIREMENTS

- Foliage or fresh flowers in each meeting room, plenary stage and reception space
- Backdrops and/or banners for all large meeting rooms containing stages

FINALIZE WITH VENUE

- Décor plans and costs must be finalized with the venue during month 3 prior to the Congress
- ISPCAN must approve final plans and costs for Décor

DEPARTURE PLAN

Departure plans include the celebratory exit of delegates from the Congress. The departure plan includes the placement of banners, personnel and processes to wish delegates, VIPs and Speakers well upon their departure from the Congress. The goal of these plans is to ensure the departure from the airport, venue, hotels and city is memorable, inspiring and communicates gratitude for their participation.

EVALUATIONS

The Congress Co-Chairs, in collaboration with the ISPCAN Executive Director develop the Congress Evaluation Plan. This plan includes the types of evaluations desired, the target recipients, questions, analysis, reporting and follow up processes.

TYPES

Evaluations may be collected via attendance numbers, mobile app forms or voting, email, written surveys, electronic voting, interactive (show of hands, moving to designated areas of the meeting room, etc.) Evaluations may be requested for Keynote Address, Sessions, Catering, Workshops, Venue, Accommodations, Staff, Scientific Program etc. Be aware that too many requests for evaluations are frustrating to recipients and optional evaluations may elicit only the strongest responses.

RECIPIENTS

Recipients of the survey may be delegates, venue staff, speakers, community leaders or any Congress participant, service provider or Stakeholder.

QUESTIONS

Evaluation questions must be carefully constructed with the analysis, reporting and intent to use the results in mind. Questions must be phrased so they are non-leading and results are valid and actionable.

ANALYSIS

Consider how the data will be analyzed, utilized and reported before constructing the evaluation or writing questions.

EXHIBITION

LAYOUT

- 10-25 exhibits are expected
- Booth includes a table, two chairs, trash can
- ISPCAN is guaranteed 3 complimentary exhibits
- Placement of Exhibition in high traffic area is required
- Exhibits are co-located with poster presentations and coffee/tea break service
- Reserve space for 1-2 vendors or local artists to sell crafts and souvenirs
- Provide a space for Keynote Speaker book signings, held in Exhibition hall
- Sponsorship Committee Co-Chairs are to prepare an exhibition plan

LOGOS AND INFORMATION FOR PROGRAM BOOK

- Sponsorship Committee is to finalize and submit Exhibitor names, logos and information to PCO for printing in program book in month 4 prior to the Congress.

RECRUITING

- Exhibitors purchase a booth online
- Congress registration is purchased separately
- A minimum of one publisher is to exhibit – Springer Publishing is often willing to attend.

COMMUNICATION

ISPCAN will maintain communication with Exhibitors, including:

- Confirmation of Purchase
- Exhibitor Messaging:

- Registration totals
- Location of exhibit area
- Items provided in their set up
- When to set up
- Timing for breaks
- What is included in their set-up
- Timing of breaks
- Traffic expectations
- Information on how, when and where to ship materials

GAMING

Gaming may include individual, group or team activities or challenges incentivized by rewards and/or recognition. Gaming types may mobile app challenges, voting, ping-pong, foosball and/or billiards tables available for play, teams set by region or country to complete in challenges throughout the Congress, etc.

GIFTS

PREPARE

- Local, non-breakable, packable or edible gifts are to be purchased and wrapped by the PCO for VIPs and Dignitaries. These gifts are to be available to present on-state or delivered to the hotel rooms.
- Gifts are to be provided by ISPCAN, wrapped by the PCO and available on stage to present to Keynote Speakers and Award Winners.

DELIVER

The PCO is to arrange for delivery of welcome gift baskets, including hand written welcome notes, written by the Social Subcommittee to the hotel rooms of:

- Dignitaries
- VIPs
- Keynote Speakers
- Award Recipients
- Congress Co-Chairs
- Youth Forum, Working Group and Masterclass Speakers

INTERACTIVE HUBS

Interactive hubs are spaces with seating or activities that promote networking. Examples include conversation corners, swing sets, walls to post responses to questions, art stations, maps for delegates to place push pins representing the location of their communities, etc.

KEYNOTE SPEAKERS

- A minimum of 6 Keynote Speakers are included in each Congress.
- The Kemp Lecturer Award Winner must be scheduled for a Keynote Presentation.
- The Congress Planning Committee recommends Keynote Speakers
- ISPCAN reserves the right to recommend additional Keynote Speakers

- Scientific Subcommittee reviews and forwards Keynote Speaker recommendations to PC to vet and select
- ISPCAN corresponds with Keynote Speakers, including post event thank you letters.
- All Keynote Speakers (except WHO, GPeV and funded speakers) are provided the following to be included in the Congress budget: (if not able to self-fund or if provided by their organization):
 - Economy roundtrip airfare
 - Roundtrip airport transfer
 - 2-night accommodation
 - Complimentary registration
 - One-year ISPCAN membership
 - Two ticket to the Cultural Dinner
 - Token gifts which are unbreakable and easy to transport (provided by ISPCAN)
- Keynote Speakers will:
 - Obtain all required travel visas
 - Arrange their own travel to the region
 - Provide ISPCAN their travel schedule and information
 - provide receipts for air or train fares to ISPCAN for reimbursement after the Congress
 - Submit their photo, title, biography, topic, title and abstract to ISPCAN for publication on the Congress website
 - Submit their presentation a minimum of 3 days prior to the Congress
- Keynote Speaker are assigned a Host/Hostess from the Planning Committee whom will:
 - Greet at the airport
 - Assist to the hotel
 - Introduce to other delegates
 - Accompany during meals and Cultural Dinner
 - Guide through the Congress venue
- Keynote speakers will be provided with a stage, podium, laptop, screen(s), audio and visual projection systems and recording capabilities.

INVITED INTERNATIONAL

A minimum of 2 Invited International Speakers are to be included in each Congress:

- 1 World Health Organization Keynote Speaker – travel funded by WHO
- 1 Global Partners to End Violence Keynote Speaker – travel funded by GPeV
- Invited International Nobel Laureate, Dignitary or Patron are recommended additional Keynote Speakers

REGIONAL

- A minimum of 4 local based, regional speakers are to be included in each Congress. These speakers are a blend of scientific and inspirational speakers
- Inspirational speakers may, but are not required to be associated with the field of child abuse and neglect prevention. Inspirational speakers may include survivor stories
- Regional ministers, royalty, celebrities, patrons, ISPCAN ambassadors etc. are encouraged to speak briefly during the opening and closing ceremonies

POST TO WEBSITE

- Presentations are recorded and may be shared via live streaming
- Keynote Address videos and presentations are made available on the website post Congress

LEGACY

Congress Legacy begins with establishing a long-term relationship between ISPCAN and the child abuse and neglect professionals in the region. The Congress Legacy includes both intentional and non-intentional short-term community impact and long-term changes in child protection in the region as a result of the Congress.

PLAN

The Legacy Plan identifies desired short-term impact and long-term changes in child protection within the region, based on regional needs. The Legacy Plan includes action plans to methods to measure and communicate Congress outcomes to ISPCAN and regional stakeholders before during and long-term post Congress. Promotions, public health campaigns, fundraising, events, Country Partners, Regional Resource Centers etc. are planned and partnerships are developed to implement these changes. Outreach events and adjunct training are two options for inclusion in the Legacy Plan.

OUTREACH EVENTS

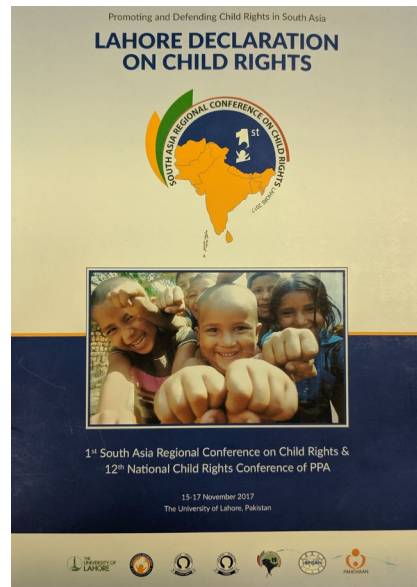
Outreach events are opportunities for delegates to connect, interact and impact the community hosting the Congress. These events are designed to raise awareness, address child maltreatment public health issues, provide services to children in need, provide scholarship funding for at-need professionals to attend the Congress.

ADJUNCT TRAINING

Adjunct training workshops, courses, mini-conferences or skill building training held in conjunction with the Congress. Training is provided pro-bono by ISPCAN Councilors already attending the Congress. Therefore, the training may be offered for little or no cost to local delegates, especially when the venue, catering, materials, logistics and A/V are sponsored.

DECLARATION

The Congress Declaration includes a description of Congress accomplishments including goals, theme, subthemes, declaration affirming commitments resulting from the Congress and accomplishments of the Congress proceedings including knowledge and skill transfer, increased awareness, public health campaigns, community services. Please click [HERE](#) to download the example below.



IMPLEMENT

The local Convention and Visitors' Bureau and Local Partners continue to work together after the Congress to implement the agreed upon post Congress Legacy initiatives. ISPCAN provides consultative support of the Legacy action plans, facilitates communication of action plan progress and supports presentation of results at subsequent Congresses.

MARKETING

ANALYZE REGIONAL PRICING

Marketing and Finance Subcommittees collaborate to research and recommend typical regional Congress pricing, based on comparisons with similar events held recently.

ATTENDANCE

The Marketing Subcommittee is responsible for researching expected attendance and potential attendance challenges (visas, travel, etc.,) based on Local Partner input and research of similar size regional multidisciplinary and like-minded organizations or sister/partner association events held recently.

LOGO AND COLOR SCHEME

The Congress logo and color scheme are to be designed by the Local Partner and reviewed and approved by the ISPCAN Executive Director prior to publication.



TRANSLATION SERVICES

ISPCAN Congresses are conducted in English, therefore translation services may be required in non-English speaking regions to encourage local delegate attendance and full participation. It is an option to provide a non-English speaking session or track of sessions and providing English translation.

VIRTUAL ATTENDANCE

Virtual attendance is the ability to view and/or participate in the Congress from a remote location. Virtual delegates may remotely view, or possibly view and interact in select Keynote Addresses, workshops, sessions or events, or entire Congresses. Virtual attendance also allows for Dignitary, Ministers, Politicians Keynote Speakers etc., to deliver live presentations with optional interactive capabilities.

The continuous improvement in device, software and internet capabilities makes it increasingly viable to offer virtual attendance options. Costs must be balanced with the advantages of including child abuse and neglect professionals located where travel and/or travel costs are prohibitive or whom lack the funding or have limited financial resources to connect, network, learn and share best practices with their peers.

The Marketing Subcommittee assesses the need and costs for virtual attendance options for the Congress and collaborates with the Sponsorship Subcommittee to secure sponsors and donors.

TARGET DELEGATES

Congress leadership in collaboration with the Marketing Subcommittee identifies the target audience for the Congress. This assessment is key to developing the best plans for marketing, communicating and promoting the Congress, abstract submissions, registration and attendance.

MEETINGS

Meetings are arranged before, during and after the Congress by the ISPCAN Executive Director, Councilors and/or Congress Local Partner. Meetings may be held with Congress Patrons, Foundations, Associations, Sponsors, Exhibitors, potential partners, etc.

MEMBERSHIP

Membership meetings are not required and are optional at every Congress. These informal gatherings of members may take a variety of format and do not require a specific agenda.

MEMBERS

Members meetings require formal agendas and must occur a minimum of once every three years according to ISPCAN by-laws.

- Optional for every Congress
- ISPCAN will arrange agenda and speakers
- PCO will arrange meeting room, logistics and catering
- Meeting room and catering costs are to be included in the Congress budget

PARTNERS

- ISPCAN plans and facilitates optional:
 - Country Partner Reception and meetings
 - Regional Resource Center Reception and meetings
 - Sponsor Events
- ISPCAN will manage correspondence with Partners
- ISPCAN will plan the agenda
- PCO will arrange meeting room, logistics and catering
- Meeting room and catering costs are to be included in the Congress budget

MESSAGING

Messaging to various groups and regarding various topics is required. The Congress Leadership responsible for each type of messaging is determined for each Congress. The ISPCAN Secretariat typically manages official Congress email and social media communications with sponsors, exhibitors, Keynote Speakers, authors, reviewers, delegates, scholarship applicants, poster presenters, volunteers and session chairs. The PCO typically manages messaging and communications with VIPs and Dignitaries.

Messaging campaigns are managed by the ISPCAN Secretariat. Recommended campaigns are included on the Congress timeline for Save the Date, Scholarships, Abstracts, Keynote Speakers, Session Chairs and Volunteer communications.

All Congress stakeholders are highly encouraged to post regular messages to social media promoting the Congress and congress events.

MOBILE APP

LOAD

Utilizing a Mobile Application to communicate before during and after the Congress is optional. The Congress Co-Chairs, Scientific Program Subcommittee Co-Chairs and the ISPCAN Executive Director will collaborate to decide the regional need for a Congress mobile application.

ISPCAN manages the Congress mobile application. ISPCAN will select the provider, load the program, test, pre-set notifications and deploy the mobile app to Congress delegates. Congress Co-Chairs collaborate with the Legacy Subcommittee and ISPCAN Team to develop the plan for the use of the mobile app in Congress evaluations.

NETWORKING EVENTS

Networking events may include breaks with specific meeting locations for delegates interested in various topics, from similar regions, working in the same discipline, in the same profession, etc. They could also include delegates gathering by favorite pastime or cultural tour interests. Networking events may also include activities such as conversation areas, tables, lunches or dinners for new members, first time delegates, or delegates of a similar region. Networking events are open to the creativity of the Subcommittee and the needs of the region and participants.

ON-SITE LOGISTICS

STAFF ROLES

REGISTRATION BOOTH: (bags, badges, check in, onsite registration, volunteer management, speaker uploads, cultural dinner tickets)

MASTER OF CEREMONIES

MINUTE BY MINUTE SCHEDULE

DELEGATE WELCOME

ISPCAN BOOTH

COMMUNICATION PLAN

CONGRESS LEADERSHIP

HEADSETS? PHONES? PRIMARY CHANNEL?

DELEGATE MESSAGING

PROGRAM/ROOM CHANGES

EMERGENCY

WALK THROUGH

PACKAGES

Gift packages will be provided for Sponsors, Exhibitors and Delegates. Sponsor and Exhibitor packages will be designed, created, assembled and delivered by the Sponsorship Subcommittee in collaboration with the PCO.

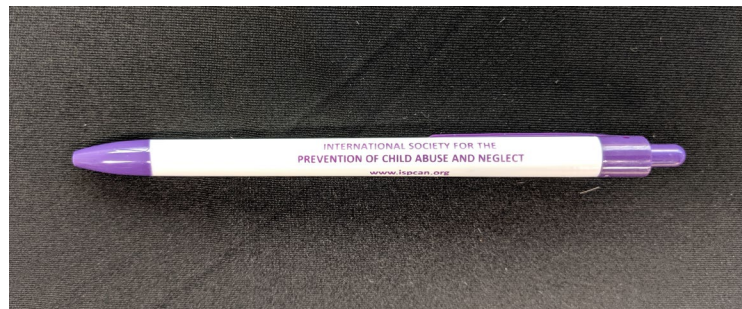
Delegate packages are to be sponsored or donated by the local Convention and Visitors' Bureau or other sponsor as designated in the Congress Contract. Delegate packages include a Congress tote bag and contents outlined below.

DELEGATE

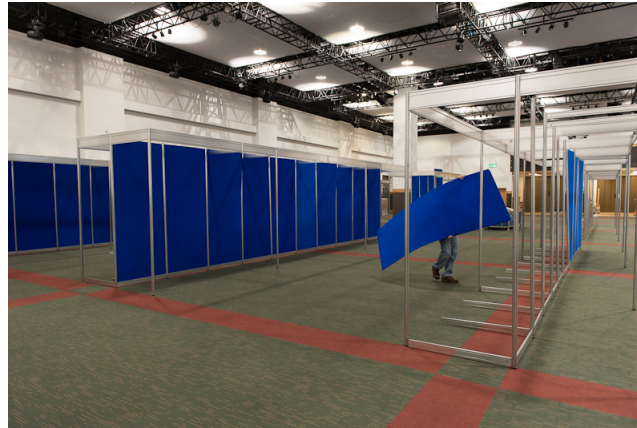


- Tote bag
 - Sponsored and/or provided by/through the Convention and Visitor's Bureau
 - Cover design includes the ISPCAN logo, identifies the Congress and may include any additional sponsor logos.
 - Cover design and purchase order must be approved by the Executive Director
- Tote bag contents
 - Required
 - Gift(s)
 - Notepads and pen
 - Local child protection partner materials (if provided)
 - Sponsor materials (if provided)
 - Exhibitor materials (if provided)
 - Optional
 - Special reports
 - Vendor and restaurant list
 - Flash drive with Book of Abstracts
- Tickets
 - Cultural Dinner - Delegate
 - Cultural Dinner - Guest
 - Member Welcome Reception – Guest (Delegate ticket included in registration)
- Book of Abstracts provided via flash drive, mobile app and/or Congress Website link





POSTERS



AWARDS

- Poster are judged for awards during Ignite Poster Presentations
- Poster Award reviewers, nominations, selection criteria and process and award ceremony will be determined by the Scientific Program Subcommittee.
- Poster awards will be presented during the closing ceremony by the Scientific Program Subcommittee Co-Chairs.

IGNITE PRESENTATIONS

- Ignite Poster Presentations of 3 minutes each will be held during breaks and lunch.
- The Scientific committee will plan the rotation of Ignite Poster Presentations

LAYOUT

- The PCO will determine whether delegates can print their posters locally/on-site
- The PCO will determine the posters display method, system, equipment, technology options and associated costs
- PCO to determine whether posters are displayed horizontally and/or vertically
- Posters remain on display throughout the Congress
- Exhibits and coffee/tea breaks are held in or near the same space as posters whenever possible.

PRESS

The press kit, press releases and press conference plan will be drafted by the PCO in collaboration with the Sponsorship and Marketing Subcommittees, and reviewed by the ISPCAN Executive Director prior to review by the Congress Planning Committee. The ISPCAN Executive Director must provide final approval prior to printing, distributing, releasing and scheduling press items or events. The Congress Co-Chairs and Executive Director serve as press liaisons. Press conferences may include Subcommittee Co-Chairs, subject to approval of the ISPCAN Executive Director and Congress Co-Chairs.

PRINTING

All printing of Congress materials, including banners, signage, tickets, program book, etc. is managed by the PCO and completed locally. The Congress timeline specifies dates to send printed materials to print. All printed materials must be approved by the ISPCAN Executive Director prior to printing.

PROGRAM BOOK

- Program books are printed locally for ISPCAN, ISPCAN Staff, Councilors, Planning Committee members, Keynote Speakers, VIPs, Sponsors and Exhibitors
- Printed program books are offered as an optional purchase during registration
- Printed program books are offered for purchase for a small percentage of delegates on-site check

PROGRAM

THEME AND TOPICS

- The Local child protection partner determine the Congress Theme, with regards to regional needs and desired Congress Legacy outcomes
- The Local child protection partner decides the Congress topics with consultation from ISPCAN Councilors and Congress Co-Chairs

FORMAT AND LENGTH

- Scientific sessions are held during 3 times per day, 7-10 sessions per time slot, each session held in a room for 50 delegates seated theater style.
- Each room is supported by a Session Chair and IT Technician.
- Session chairs provide 5-minute, 1 minute and stop time cues.
- There are 4 types of concurrent sessions, Oral Presentations, Symposium, Interactive Workshops and Multimedia Presentations

Type	Minutes per Speaker	Speakers per Session	Length of Session (min)	% of Scientific Program
Oral Presentation	Total – 20: Presentation 15 Questions 5	3	60	50
Symposium	Total – 18: Presentation – 15 Questions - 3	5	90	10
Interactive Workshop	60	1	60	20
Multimedia Presentations	60	1	60	20

PROGRAM BOOK

DESIGN

- The PCO designs the program book.
- Printed Congress programs are book bound.
- The program book must be finalized in versions suitable for printing and posting to website in a searchable, downloadable and printable format.

CONTENT

The program book must include the following sections:

- Cover designed to include the Congress logo, ISPCAN logo and Local child protection partner logo.

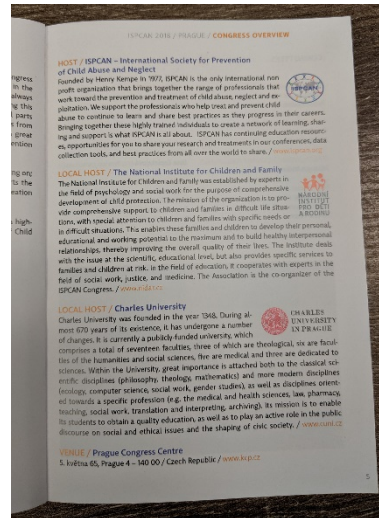


- Inside Cover: Congress sponsors



- Welcome Letter from Congress Co-Chairs including Co-Chairs' photo, title and organization
- Welcome letter from Dignitaries
- Congress overview
- ISPCAN overview
 - Mission
 - Councilors – photos, names, titles and organizations

- Partners - Country Partners, Regional Resource Centers, Patrons and Sponsors
- Working Groups
- Local child protection Partner Organization overview



- Congress Planning Committee Members' photo, names, title and organization



- Map of the meeting venue
- Pre and Post Congress Events
- Youth Forum and Working Group events
- Social Events (including Cultural Dinner and tours)

- Member and Partner events
- Community Outreach opportunities during the Congress
- Keynote Speaker information photos, bios and presentation titles.
- List of Poster Presentations
- Program Schedule Overview
- Scientific Program details by date and session
- Sessions are to be listed by date, time and location, session format, topic, length and session chair
- Presentations listed within each session include start time, title of presentation(s), presenting author(s) and additional authors.
- Congress program must either list or provide a link to authors' title and organization.
- List of poster presentations
- List of exhibitors
- Local Delegate / Visitor Guidebook, including:
 - Cultural Event and Tour Information
 - Registration desk hours.
 - Check in process and other information for presenters.
 - Location of ATM machines or banks in the area.
 - Internet and WIFI access information.
 - What to do in case of emergency.
 - Location of lost and found.
 - Photography and recording restrictions.
 - Smoking policies.
 - Tipping policies.
 - Liability statement.
 - Ads for future ISPCAN events.
 - Advertisements sold to local business or other agencies.



ASSEMBLE

- ISPCAN provides the final scientific program files to the PCO
- The PCO formats the scientific program file in the design of the program book
- PCO creates all other sections and compiles into the final program draft for printing and posting

EXHIBITORS

- Exhibitor Lists must be forwarded to the PCO for inclusion in the program book by the published date
- Exhibitors are listed in the program book
- Exhibitors receive a copy of the program book

SPONSORS

- Sponsor names, logos and descriptions must be forwarded to the PCO for inclusion in the program book by the published date.
- Sponsors are listed in the program book
- Sponsors receive a copy of the program book

REVIEW

- ISPCAN publishes a draft of the scientific program to the Congress website for Author review
- The PCO sends the final draft to the ISPCAN Executive Director for review. Allow a minimum of 10 business days for cycles of review and edits.
- Final written approval by the ISPCAN Executive Director of the Congress Program and all invoices is required prior to printing and publishing to the Congress website

PROGRAM MODEL

Elements and schedule are flexible

Time	Day 1		Day 2		Day 3	
9-10:30 AM	Opening Ceremony and Award Presentations 2 Keynote Speakers		Keynote Speakers (WHO partner + regional expert) Youth Forum Presentation		2 Keynote Speakers (Regional expert + Survivor/ Inspirational) + Youth performance	
11-5	5-10 Scientific Sessions Youth Forum Partner Meetings	Core Competency Courses and/or Master Class	5-10 Scientific Sessions Working Groups Partner Meetings	Core Competency Courses / Master Class	10 Scientific Sessions Partner Meetings	Core Competency Courses and/or Master Class
5PM	Member Meeting Welcome Reception				Award Ceremony Closing Ceremony	
6PM			Cultural Dinner & Show			

+Coffee breaks (2) and Lunch break are daily

KEY ELEMENTS

- Local child protection partner identifies the Congress theme and 5-7 child abuse and neglect prevention topics of focus
- 5-10 scientific session tracks (based on attendance projections)
- 3 full days and optional additional days which may include working groups, tours of local child abuse treatment and research centers, community events, training and/or workshops. Congress is typically held Monday-Wednesday, days are flexible depending on Local Partner's recommendations
- Continuing Education Credits offered for professional learning via a local university
- Core Competency Courses (entry and master levels)
- Youth Forum
- Keynote Speakers including 1 international speaker, 1 World Health Organization expert and 4 regional speakers
- Awards ceremony to honor top child abuse and neglect prevention experts in the region
- Cultural dinner and performance
- Scientific, corporate and local artist exhibitor booths
- Posters and ignite presentations
- Congress Mobile App & printed program

- Public Press coverage & community awareness
- Optional language specific track and virtual Congress attendance
- ISPCAN Member meeting & reception

OPTIONAL ELEMENTS

- Poster Presentations
- Core Competency Courses
- Working Groups
- Youth Forum

LEGACY ELEMENTS

- Community outreach events and adjunct training that would supplement the congress
- Public relations, press and social media marketing plan to promote the congress
- Sharing of Youth Forum key objectives and learning via social media
- Announced and published formal Congress Declaration to drive policy change within the region
- Local Partners become ISPCAN Country Partners for ongoing collaboration for change with region'
- Optional special Congress issue of the ISPCAN Child Abuse and Neglect Prevention International Journal to publish the work of regional authors

PURCHASING

- The Congress PCO is responsible for the following purchases:
 - Gifts for VIPS, Keynote Speakers and Delegates
 - Awards
 - Lanyards
 - Badges
 - ISPCAN Booth give away items
 - Volunteer T-shirts
 - Office Supplies for Registration and ISPCAN Booths
- Designs must be approved by the ISPCAN Executive Director prior to purchase
- Purchases must be approved by the ISPCAN Executive Director prior to ordering

RECEPTION

BUDGET

- Plan for 80% of delegates
- The cost of the reception is included in the registration ticket price.

PROGRAM

- ISPCAN to determine agenda, speakers and whether entertainment (other than recorded background music) will be included.

LOGISTICS

- Scheduled on the evening of the opening ceremonies immediately following the scientific program
- Located at the Congress venue

CATERING

- Catering final numbers provide for 80% of delegates.
- PCO to arrange full-service bar, stationed and passed hors d'oeuvres and petite desserts
- Provide food options to meet all religious, cultural and health dietary needs and preferences (vegetarian, vegan, gluten free, dairy free, pork free, Kosher, etc.)
- Provide non-alcoholic beverages throughout
- Menus and final costs must be approved by ISPCAN.

ENTERTAINMENT

- Entertainment is optional and decided by ISPCAN in conjunction with the program and speaker agenda

REGISTRATION

SAMPLE REGISTRATION FEES BY TICKET TYPE

Delegate Country of Residence*	category**	Author Early Registration	Late Registration	On-Site Registration
Developed	Member	500	550	600
	Non-Member (Incl. \$165 ISPCAN Membership.)	665	715	765
Developing (or student)	Member	300	350	400
	Non-Member (Incl. \$65 ISPCAN Membership.)	365	415	465
* As determined by World Bank Classification. ** Membership must be current through Congress dates to receive Member pricing.				

- ISPCAN Secretariat manages registration in concert with member database
- ISPCAN Membership, current through the conclusion of the Congress is required for Congress registration
- Registration must include ISPCAN membership for non-members or members requiring renewal
- Required registration information includes title and organization, as well as all ISPCAN membership profile information fields.
- Non-member registration will be imported to ISPCAN membership profiles directory
- Discounted fees are available for developing country delegates, students and ISPCAN members
- The following events require additional ticket purchase:
 - Member Reception Guest Ticket (free for Congress delegates)
 - Cultural Dinner Ticket

- Cultural Dinner Guest Ticket
- Exhibitor Registration Ticket
- Bank accounts and processes must be established to receive payments on-site via local currency, check and credit cards.
- Payment by wire transfer must be requested to be provided by ISPCAN.
- Payment for registration is required in full. Exceptions to this must be approved by ISPCAN's Executive Director.

VISA LETTER

Visa letters are provided automatically once registration is completed and paid in full. Information needed for Visa Letters is required and provided by registrants during the registration process.

EARLY/AUTHOR REGISTRATION

The early registration period offers a “discounted” registration rate. The Early/Author Registration timeframe must be inclusive of Author selection and notification to allow Authors to register at the lowest possible rate.

LATE

Late registration may begin after all Authors and notified waitlisted authors have had a reasonable amount of time to register and pay in full. Late registration rates are historically US\$50 - US\$100 higher than Early/Author rates.

ON-SITE

- On-site tickets are provided if the Congress is not sold out.
- Rates are historically US\$50 – US\$ higher than Late Registration Rates
- High speed internet access must be available at the registration desk to process payments

DAILY

- Day passes tickets are offered if the Congress is not sold out.
- Daily tickets are announced as late as possible, usually in the last month to week prior to the Congress
- Rates are historically 2/3 the price of the on-site ticket price.
- High speed internet access must be available at the registration desk to process payments

VIP, KEYNOTE SPEAKERS AND SPONSORS

- Complimentary registration is provided for a minimum of 6 Keynote Speakers and VIPs as approved by ISPCAN
- Complimentary registration is provided for Sponsors.

STAFF

Complimentary registration is provided for 5 ISPCAN Secretariat Staff and 5 ISPCAN Councilors

CO-CHAIRS

Complimentary registration is provided for 4 Local Planning Committee Co-Chairs

AUTHORS

Authors must pay for registration in full by the published Author deadline in order to be scheduled into the scientific program

REPORTS

The following reports are required:

- Budget – provided regularly by the Finance Subcommittee
- Congress Declaration – designed by the Congress Co-Chairs
- Congress Evaluations – planned by the Congress Co-Chairs, administered, analyzed and reported by the PCO. Evaluations via the mobile app are managed by ISPCAN.
- Congress Summary – provided by the PCO within one-month post congress
- Final Budget – provided by the Finance Subcommittee within one-month post congress
- Post Congress Newsletter – send by the ISPCAN Secretariat to the ISPCAN International Network within one month of the conclusion of the Congress.

SCHOLARSHIPS

The Legacy Subcommittee, in collaboration with the Congress Co-Chairs, ISPCAN Executive Director, Finance and Sponsorship Subcommittees will determine whether scholarships will be provided, the number of scholarships available and the amount of funding per scholarship. Nomination requirements and process, selection criteria and notification processes will be recommended in the Scholarship Plan prepared by the Legacy Subcommittee. The Scholarship Plan is reviewed by the Planning Committee and must receive final approval by the ISPCAN Executive Director prior to promotion or publication on the Congress Website.

SESSION CHAIRS

Session Chairs are recommended by Congress Co-Chairs, Scientific Program Subcommittee Co-Chairs, ISPCAN Councilors and the ISPCAN Executive Director.

ASSIGN

The Scientific Program Subcommittee Co-Chairs assign session chairs.

TRAINING

Session Chair training is conducted primarily via email messaging campaign. On-site coaching is provided as needed.

SIGNAGE

DESIGN

The PCO is to design the following signage:

- Podium or floor standing banners in each meeting room.
- Banners on plenary stage
- Indoor and outdoor signage to direct delegates
- Indoor and outdoor signage advertising the Congress

Signage must include:

- Congress name and logo legible from a distance
- ISPCAN logo
- Local Partner logo

REVIEW

The PCO is submit all signage design and the printing order with costs during month 7 prior to the Congress

FINAL APPROVAL

ISPCAN must approval the final design, costs and final invoices regarding signage.

SITE VISIT

DATES

- Once the bid is awarded, the ISPCAN Executive Director and Congress Co-Chair will attend a site visit.
- The site visit dates are determined by the Local Partnership
- Travel is arranged by the Local Partnership
- Travel and accommodation must be hosted and funded by the Convention Bureau

AGENDA

The site visit agenda is determined by the Local child protection partner and is to include the following:

- Keynote Speakers: Invited International - Shortlist
- Keynote Speakers: Regional - List
- Legacy: Outcomes – Select desired short term and long-term changes desired for the region
- Finance: Budget Review
- Sponsorship: Review of funding for Congress
- Legacy: Meet Key Government Officials
- Marketing: Attendance Projections and Identify Potential Attendance Challenges
- Marketing: Analyze Regional Pricing
- Marketing: Virtual Attendance - Finalize Needs
- Program: Finalize Congress Theme and Topics
- Program: Model - Discuss Options
- Abstracts: Finalize Logistics
- Cultural Dinner and Reception: Discuss Logistics and Tour Venue
- Social Programs: Review Options and Select
- Catering: Discuss Regional Expectations
- Sponsorship: List and Discuss International Partnerships
- Sponsorship: List and Discuss Local Businesses
- Sponsorship: Discuss Exhibit Plan
- Working Group: Review Options for Scheduling and Impact on the Program
- Youth Forum: Distribute and Discuss Guidelines
- Youth Forum: Assess Regional Needs
- PCO: Bidding PCOs Present and Interview
- Explain ISPCAN Planning Process
- Contract: Complete and Sign Congress Partner Contract
- Accounting: Finalize Payment Options and Processes (wire, credit card, PayPal)
- Tour City, Venues, etc.
- Press: Press Release and/or Host Press Conference
- Visas: Discuss Restrictions, Assistance, Delegate Information Requirements and Embassy Communication Plan
- Arrival Plan: Discuss Plan for Airport, City, Hotel and Venue Greeting, Banners and Transfers

- Provide Overview of Regional Child Protection Systems
- Local Partner is to arrange for all Local Committee Co-Chairs to attend
- Program Model: Discuss Requirements and Optional Elements

TOURS

The Social and Cultural Subcommittee may choose to provide optional tours for purchase for delegates and family members.

The following tours are to be included in the Site Visit:

- Tour the suggested destination city.
- Tour recommended venues.
- Tour of suggested hotels and lodging, including sleeping rooms.
- Tour the suggested social event location.
- Visit to sightseeing option(s).
- Experience local transportation

SOCIAL MEDIA

CAMPAIGNS

ISPCAN social media campaigns will be managed by the ISPCAN Secretariat. CAMPAIGN

CROWD FUNDING

Social media crowd funding campaigns are to be researched as a funding option by the Marketing Subcommittee.

POSTS

Social media postings about the Congress are required on a regular of all Congress Planning Committee members.

ON-SITE PLAN

The PCO drafts the Social Media On-Site Plan, which is reviewed by the Planning Committee. Final approval is required by the ISPCAN Executive Director. This detailed plan is to provide for content acquisition (attendance at sessions, photography, video recording, interviewing etc.) the consistent and appropriate frequency, variety of content as well as whom will provide the postings, to which social media, how often and when.

SPONSORSHIP

SPONSORS

Congress **Sponsors** provide donations or funding for the Congress in general, or for specific needs or programs. Sponsors may include local, regional and international businesses, associations, NGOs, government ministries, foundations, patrons, travel industry corporations (airlines, ground transportation, hotels, tours, etc.), restaurants, catering providers, technology providers, etc.

Sponsorship may include donated venues, meeting space, catering, services, materials, travel discounts, transportation, Congress promotion, advertising, messaging, technology costs, etc. Sponsorship may be provided for the Congress in general, or special programs such as Youth Forum, Working Group Workshops/Meetings, Masterclasses, Core Competency Courses, Scientific Tracks, etc. Sponsors may request or require benefits such as inclusion of their logo on the Congress website, program, banners, signage, logos and advertisements on floor and wall space and/or delegate materials. Sponsor printed materials may be included in delegate packages. The terms, conditions and benefits of Sponsorship, may be outlined in the Congress Sponsorship Prospectus and/or negotiated as

custom contracts and arrangements. When considering sponsor benefit opportunities, review all possible areas to place logos and sponsor information such as email tags, website pages, host city and airport billboards and signage, venue walls, floors, staircase steps, windows, doors, ceilings, hallways, meeting rooms, coffee/tea stations, lunch tables, etc.

SUBVENTION FUNDING

The Local Convention and Visitor's Bureau (CBV) is a Congress partner which provides sponsorship and funding as outlined in their Congress agreement, which may include subvention funding. Subvention funding and donations are procured and provided through the CVB to ISPCAN to cover Congress expenses and may include city/government general Congress grants, venue, hotel and catering discounts or donations, airport transfers, public transportation passes, delegate discount cards, passes and coupons for local restaurants and attractions, delegate tote bags and package items, etc.

ISPCAN PROSPECTUS

The purpose of the ISPCAN Prospectus is to maximize Congress sponsorship and funding by providing information regarding ISPCAN, ISPCAN's mission and a clear call to action in a format which may be modified for each Congress' specific customs and needs. The Congress Local Partner collaborates with ISPCAN to customize the Prospectus and add sponsorship details (packages, options, benefits, etc.) to maximize appeal to local, regional and international sponsors for the Congress.

GLOBAL, REGIONAL AND LOCAL PARTNERS

Congress global, regional and local partners may include ISPCAN Country Partners, members, NGOs affiliated with ISPCAN Councilors, or any organization that has worked closely on projects with ISPCAN in the field of child protection. These partners may provide Scientific Sponsorship and/or funding, speakers or donations.

TRAVEL INDUSTRY DISCOUNTS AND DONATIONS

These discounts may apply for airline flights, car rentals, airport transfers, city public transportation, cultural or sightseeing tours, restaurants, entertainment, events, invitation only parties etc. Donations may include travel aids, gifts, vouchers, etc.

INTERNATIONAL PARTNERSHIPS

Global Child Rights Organizations represent the leaders in child abuse and neglect throughout the world and are those in which ISPCAN has worked jointly on regional and global initiatives, including World Health Organization, UNICEF and the Global Partnership to End Violence. ISPCAN International Partnerships may specify Congress involvement such as sponsoring Keynote Speakers, facilitating workshops, providing Core Competency Courses etc. as specified in the terms and conditions of their partnership agreements.

TRAVEL

REQUIRED VACCINATIONS

VIP

KEYNOTE SPEAKER

STAFF

CO-CHAIRS

VOLUNTEER

BOOKING

LOGISTICS

TRANSFERS

ARRIVAL GREETING

DISCOUNTS

VISAS

APPLICATION FACILITATION

RESTRICTIONS

VENUE

REQUIREMENTS

- Location
 - Local traffic during delegate arrival and departure times
 - Availability of public transit
 - Availability of public parking
 - Safety and beauty of area and neighborhoods surrounding the venue
 - Nearby attractions and tours
 - Ease of travel to the venue.
- Accessibility
 - Accessibility to all meeting rooms, exhibits, catering, restrooms and services for people with disabilities
 - Coffee/Tea and refreshment breaks areas are to be located within the venue, close or within the exhibit hall and fully handicap accessible
 - The venue must be within a 15-minute walk of hotels representing a variety of price options
- Green Meeting Initiatives
 - Documentation of environmental initiatives that have been undertaken or a green meetings program that is in place.
 - Paperless check-in and check-out options.
 - Recycling program to include paper, plastic, glass, aluminum cans, and cardboard.
 - Condiments provided in serving containers, and not individual packets

REQUIRED SPACES AND FURNISHINGS

- 1 Plenary hall for three half days
 - Banquet, classroom or theater seating for 100% of delegates
 - Raised stage
 - Podium
 - Draped table, seating and water service for 4 speakers
 - Backdrops
 - Banners
 - Foliage or fresh flower arrangement(s)
 - Water service
 - Time keeper cue cards/paddles for 5-minute, 1-minute warnings and STOP.
- Welcome Member Reception space for one evening
 - Banquet seating and/or cocktail tables for 40% of delegates
 - Stage or Podium
 - Foliage or fresh flower arrangements
 - ISPCAN banners

- Water service
- Catering and bar service equipment and furnishings
- Cultural Evening banquet room for one evening (or may be held off-site)
 - Banquet seating and/or cocktail tables for 40% of delegates
 - Stage or Podium
 - Foliage or fresh flower arrangements
 - ISPCAN banners
 - Water service
 - Catering and bar service equipment and furnishings
 - 7 to 10 concurrent session meeting rooms for three full days
 - Theater or classroom seating for 50 delegates
 - Podium
 - Table and 2 chairs in front
 - Foliage or fresh flower arrangements
 - Water service
 - Time keeper cue cards/paddles - 5-minute, 1-minute warnings and STOP.
- Exhibit Hall for 10-20 booths and up to 100 A1 size poster displays
- Registration booth for three full days
- ISPCAN management office for 4 days
 - Conference seating for 25
 - Water service
 - Coffee/Tea and refreshments daily
- Meeting room for Congress Debrief Meeting for 2.5 days following the Congress (at Congress venue or off-site)
 - Conference seating for 30
 - Screen and laptop projection capabilities
 - Water service and catering

VIPs

VIPS refers to Very Important Persons attending the Congress whom may require additional support, security, travel itineraries, visas or other accommodations.

TYPES

There are several types of Very Important Persons attending ISPCAN Congresses, including

- Dignitaries (Government, Royalty)
- Foundation Leaders and Members
- Patrons of the Congress
- Sponsors
- Invited International Speakers
- Kempe Lecturer
- Keynote Speakers

HOSTS

VIPs will be assigned hosts to greet, escort and accompany their distinguished guest during the Congress. The role of the host is to know their travel schedule, special needs, background and role at the Congress. The host adds value and enjoyment to the VIPs Congress experience by anticipate major needs an assisting when needed.

ITINERARIES

VIP travel itineraries are to be established, managed and reported by the PCO.

NOTES

Welcome and thank you notes are to be hand written for VIPs by the various Subcommittees.

SECURITY

Security requirements and costs are to be verified by the PCO. Any security expenses are to be reported to the Finance Subcommittee as soon as possible.

CHECKLIST AND PROFILE

The PCO is to complete a profile for each Congress VIP and included all the information below. A checklist indicating which information has been collected/verified is to be created and updated by the PCO and uploaded to Dropbox with the following information. This information is to be compiled into a VIP report available on Dropbox to all Planning Committee members and VIP hosts.

- Name
- Title
- Travel Itinerary
- Security Requirements and Costs
- Other Requirements
- Presentation Date, Time, Location, Topic
- Biography
- Signed Contract

VOLUNTEERS

The Scientific Program Subcommittee is responsible determining if volunteers will be needed and if so, how volunteers will be selected. The Finance Subcommittee will determine what perks are available for volunteers, ISPCAN will message volunteers massaging and the PCO manages the assignment and training of volunteers on sight. Volunteer T-Shirts or other identifying methods will be drafted by the PCO, reviewed by the Planning Committee and subject for final approval by the ISPCAN Executive Director.

WEBSITE

The Congress website is housed within the ISPCAN website, created and managed by the ISPCAN Secretariat. The Marketing Subcommittee is responsible for monthly

checks of the website for any changes and updates needed.

WELLNESS

Wellness options address the physical, emotional, spiritual and health needs of participants and may include 5K runs, biking tours, options and spaces for nursing mothers, meditation rooms, opportunities and space for worship, spiritual and/or religious observances, massage and spa services, etc.

WORKING GROUPS

ISPCAN Working Groups are a collective of ISPCAN Councilors, members and staff, led by the Working Group Convener. The Working Groups interact throughout the year via the ISPCAN website, meetings and/or Congress workshops. ISPCAN's Working Groups address a wide spectrum of child abuse and neglect topics. They aim to increase awareness, promote prevention strategies, clarify issues related to definitions, and facilitate consistency in data collection and measurement. Each group is an opportunity to address specific cases, policy questions, resources, or anything that challenges you or excites you about advancements in the field. Interested ISPCAN members as well as nonmembers from all disciplines and with varied experience are encouraged to join Working Group. For more information on each Working Group, the convener and how to contact them, please click [HERE](#).

Working Groups may host meetings or workshops at the Congress:

- The Working Group conveners may request to facilitate a workshop or host a meeting before, during or after the Congress.
- The Working Groups may be requested by the Planning Committee to be included in the scientific program, or to host a workshop or meeting in conjunction with the Congress.
- Congress meetings and workshops are an interactive format.
- Full or half day workshops include coffee/tea breaks and lunch.
- Expected attendance is around 50 and the meeting space typically accommodates 50 theater or classroom style seating.
- If the Working Group is to be held outside the dates and times of the Scientific Program:
 - Costs are not included in the Congress budget and will require sponsorship or donations for the meeting space, catering, A/V, materials, internet and any IT support.
 - Co-Chairs are responsible for communicating with the Sponsorship and Finance Subcommittees to secure sponsorship to cover all costs for meeting space, catering, materials, A/V, logistics, internet and technical support.
 - Historically, it has been very manageable to confirm sponsorship from local child abuse and neglect prevention organizations eager to showcase their location.

OPTIONS

ISPCAN Working Groups options are to be discussed during the Site Visit and include:

- Child Sexual Exploitation and Trafficking
- Refugee and Migrant Children
- Data Collection and ICAST
- Child Death Review
- Safety in Sports
- Children with Special Needs and Disabilities
- Child Neglect
- Internet Safety
- Munchausen by Proxy
- Corporal Punishment and Positive Parenting

- Bullying and Cyberbullying
- Youth Participation

REGIONAL NEEDS

Regional needs are assessed during the Site Visit, and in reference to the desired Congress Legacy short term and long-term outcomes. Consider regional needs when determining the Working Group on Data Collection Workshop topic, agenda and program.

CONCEPT OVERVIEW

The concept overview includes:

- Local Participant Recruiting Plan
- Global Involvement/Virtual Participation Plan
- Draft Topics
- Learning Objectives
- Draft Program Agenda

FINAL PROGRAM

The final program will be reviewed by the Planning Committee and published to the Congress website to promote the Congress, increase abstract submissions and boost registration. The Working Group on Data Collection Final Program includes

- Date, times, location
- Title, Overview and Topics
- Learning Objectives
- Outcomes
- Agenda
- Speakers, Biographies and Photos
- Local Participant Recruiting Plan
- Global Involvement and/or Virtual Participation Plan
- Material, A/V and logistic requirements

CONTENT UPLOAD TO WEBSITE

The following Working Group on Data Collection materials will be collected and uploaded to the Congress Website for access by all Congress and Working Group on Data Collection delegates. These documents may also be uploaded to the Working Group on Data Collection webpage for access by past, current and future Working Group on Data Group Co-Chairs, participants and members:

- Photos
- Presentations
- Outcomes/Action plans
- Videos

YOUTH FORUM

The Youth Forum is a platform for young people 18-25 years of age to address a child abuse and neglect topics of particular interest to young people and regional needs.

- The Youth Forum is a full day event, including coffee/tea breaks, refreshments and lunch.
- The agenda may incorporate music, art, visual displays, photography and other creative avenues for expression and communication.
- Participants prepare a Plenary Presentation to share at the Congress.
- The Youth Forum is held at a donated meeting space at the Congress venue or with easy access to the Congress venue.
- Verify with Finance and Congress Co-Chairs that costs for Youth Forum are included in the Congress budget. Budget must account for costs for the meeting space, catering, t-shirts, A/V and material costs.
- Donations and sponsorship are often provided by local child abuse and neglect prevention organizations, services, community and youth centers, schools and/or universities.

CO-CHAIRS

- Youth Forum Co-Chairs include one ISPCAN Councilor and one Local Planning Committee member.
- Youth Forum Co-Chairs assist participating youth in developing the topic, title, deliverables and agenda.
- Youth Forum Co-Chairs assist participating youth in designing the Youth Forum t-shirts.

REGIONAL NEEDS

Regional needs are assessed during the Site Visit, and in reference to the desired Congress Legacy short term and long-term outcomes. Consider regional needs when determining the Youth Forum theme, topic, program and plenary presentation.

GUIDELINES

Youth Participation Guidelines, Minimum Standards on Consulting with Children and the Youth Forum Operations Manual must be distributed to all Co-Chairs and youth participants.

YOUTH LEADERS

Youth Leaders may be nominated to assist with the planning and to present during the Youth Forum Plenary. Youth leaders are finalized post Site Visit.

CONCEPT OVERVIEW

The concept overview is due for review and approval in month 8 prior to the Congress and includes:

- Participant Recruiting Plan
- Global Involvement and Virtual Participation Plan
- Draft Topics
- Learning Objectives
- Draft Program Agenda

FINAL PROGRAM

The final program is due for review, approval and publication to the Congress website (to promote the Congress and increase interest and registration) in month 7 prior to the Congress and includes:

- Date, times, location
- Global Involvement and/or Virtual Participation Plan
- Overview
- Topics
- Learning objectives
- Program agenda, which is flexible and may include photography, theatrical production, video, interviews, community engagement events, etc.
- Speakers
 - Bios
 - Photo
- Material and A/V requirement

CONTENT UPLOAD TO WEBSITE

The following Youth Forum materials will be collected and uploaded to the Congress Website for access by all Congress and Youth Forum delegates. These documents may also be uploaded to the Youth Participation Working Group webpage for access by past, current and future Youth Forum Co-Chairs, Youth Leaders and participants:

- Photos
- Presentations
- Action plans
- Videos