



The International Association for Women’s Mental Health (IAWMH), an international, individual membership, multi-specialty, nonprofit organization with its world headquarters in Potomac, Maryland, USA. Established in 2001 to improve the mental health of women throughout the world, the **mission** of the International Association for Women’s Mental Health is:

- To improve the mental health of women throughout the world.
- To expand the fund of knowledge about Women’s Mental Health.
- To promote gender-sensitive and autonomy-enhancing mental health services for women.

### WORLD CONGRESS ON WOMEN’S MENTAL HEALTH

#### **Previous Congresses:**

2001 - Berlin, Germany – 1,000 attendees  
 2004 - Washington, DC, USA, Marriott Wardman Park Hotel – 766 attendees  
 2008 - Melbourne, Australia, Convention Center - 631 attendees  
 2011 - Madrid, Spain, Palacio de Congresos – 850 attendees from 68 countries  
 2013 – Lima, Peru, Westin Hotel – 458 attendees from 57 countries  
 2015 - Tokyo, Japan, Keio Plaza – 502 attendees from 62 countries  
 2017 – Dublin, Ireland, RDS – 596 attendees from 55 countries  
 2019 – Paris, France — 652 attendees from 56 countries  
 2022 – Maastricht, The Netherlands — 407 attendees from 49 countries

#### **Future Congresses:**

2025 – Bangalore, India  
 2027 – Barcelona, Spain  
 2029 - OPEN

The Congress attracts psychiatrists, obstetricians, gynecologists, general physicians and other medical professionals, psychologists, mental health workers, women's health providers, researchers, policy makers and bureaucrats from about 70 countries from across the globe, representing every continent. The scientific program explores the psychosocial, economic and cultural contexts of women's mental health as well as the genetic, cellular, neural, hormonal, pharmacologic and other basic science aspects. Clinicians of all disciplines including psychiatry, psychology, obstetrics, gynecology, family healthcare, social work, nursing and community health will contribute their knowledge on best practices and innovative developments to improve women's mental health across the lifespan.

#### **CRITERIA FOR CONGRESS CITY/VENUE SELECTION**

1. Availability of person (or team) with a history of involvement with IAWMH
2. Availability and price of convention facilities at dates that suit IAWMH Congress needs
  - a. Possibility of negotiating free or well-priced convention facilities (eg in exchange for realistic number of hotel rooms or catering, or quotations of rental plus catering)
  - b. Readiness to provide reasonable facilities for organizational meetings before, during or after Congress
3. Country’s stability, visa requirements and general appeal of venue for tourists
4. Likely availability of sponsorships for funding and in-kind support from government and non-government organizations, academia and industry
5. Presence of a significant group of WMH clinicians/researchers who would likely attend

**CONGRESS DATES:** Early to mid-March (preference for overlapping March 8, International Women’s Day). IAWMH is flexible on dates and day pattern if it would provide a more favorable proposal.

#### **CONTACT:**

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**For more information:** [www.iawmh.org](http://www.iawmh.org)

*Detailed meeting specifications on page 2*

**HOUSING** – Expectation of total of 400 rooms on peak night combination of 5\* (15%), 4\* (80%), 3\* (5%) hotels

**TO BE BLOCKED AT HEADQUARTER HOTEL:**

PRE-DAY – 3	5 rooms	DAY ONE	150 rooms	POST-DAY +1	10 rooms
PRE-DAY - 2	20 rooms	DAY TWO	150 rooms		
PRE-DAY – 1	75 rooms	DAY THREE	150 rooms		
		DAY THREE	100 rooms		

**CONGRESS SCHEDULE** - Early to mid-March (preference for overlapping March 8, International Women’s Day). IAWMH is flexible on dates and day pattern if it would provide a more favorable proposal.

Flexible pattern	Day One	Day Two	Day Three	Day Four
Early		<i>Satellite Symposia</i>	<i>Satellite Symposia</i>	<i>Satellite Symposia</i>
Morning		Plenary Session <i>750 theater</i>  Coffee Break in Exhibit Hall  Concurrent Sessions (5-6) <i>150-200 theater each</i>	Plenary Session <i>750 theater</i>  Coffee Break in Exhibit Hall  Concurrent Sessions (5-6) <i>150-200 theater each</i>	Plenary Session <i>750 theater</i>  Coffee Break in Exhibit Hall  Concurrent Sessions (5-6) <i>150-200 theater each</i>
Lunch		In Exhibit Hall	In Exhibit Hall	In Exhibit Hall
Afternoon	Pre-congress Workshops (3) <i>100-150 theater each</i>  1500-1700 Opening Ceremony & Plenary Session <i>750 theater</i>	Plenary Session <i>750 theater</i>  Coffee Break in Exhibit Hall  Concurrent Sessions (5-6) <i>150-200 theater each</i>	Plenary Session <i>750 theater</i>  Coffee Break in Exhibit Hall  Concurrent Sessions (5-6) <i>150-200 theater each</i>	Plenary Session <i>750 theater</i>  Coffee Break in Exhibit Hall  Concurrent Sessions (5-6) <i>150-200 theater each</i>
Evening	1700-1900 Welcome Reception in Exhibit Hall	<i>Satellite Symposia</i>	<i>Satellite Symposia</i>	Closing Gala at Off-Site Venue

**ADDITIONAL NEEDS:** Two (2) office spaces from two days prior and one day post; 10 booths/displays plus 150 poster boards; Set-Up from one day prior to opening, teardown until one day after by noon

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**HOST RESPONSIBILITIES: Host assumes financial responsibility for Congress with net profit split 50% to IAWMH and 50% to Host.** As such Host assumes financial cost for Congress including but not limited to international marketing and promotion; Congress planning, execution and on-site expenses. Host agrees to provide meeting space as listed and required to present a comprehensive scientific program. Abstract management to be included in planning expenses but managed by IAWMH in order to maintain the integrity of the scientific program. A letter of agreement will be created once the host organization is determined based on the following information.

- Local host organization that will be accepting financial responsibility including:
  - Name of organization
  - Type of organization (NGO, university, corporate, etc.)
  - Complete mailing address
  - Chief executive officer of organization
  - Organization website
  
- Local host chair:
  - Name
  - Title
  - Organization (if other than host organization)
  - Position with host organization, if applicable
  - CV or biosketch
  
- Congress Supporters, Funding and Sponsorship:
  - Organizations supporting bid
  - Companies/Organizations to be approached for funding
  - Companies/Organizations confirmed funding
  - Funding amounts expected

A professional conference organizer (PCO) should be hired upon the agreement with IAWMH. The PCO should provide the following information:

- PCO name including local office/affiliate
- PCO location
- Experience with Congress' the size of WCWMH
- Experience with Congress' related to women's mental health
- PCO website

The PCO responsibilities are as follows:

- Determine Venues proposed for Congress and present the information as follows so that the decision can be made by both IAWMH and the Host:
  - Name of venue
  - Location of venue
  - Specific meeting rooms for events listed on page 2 in meeting requirements
  - Cost of venue rental
  
- Determine Venues for the Congress Gala proposed for Congress and present the information as follows so that the decision can be made by both IAWMH and the Host:
  - Name of venue
  - Location of venue
  - Cost of venue rental
  
- Determine Hotels proposed for Congress and present the information as follows so that the decision can be made by both IAWMH and the Host:
  - Specific hotels
  - Room rates and availability

- Detailed budget estimate including:  
(detailed financial reconciliations from past Congresses available upon request)
  - Income breakdown for registration by number and type
  - Income from sponsors
  - Income from exhibits
  - Income from satellite symposia
  - Expenses for all administrative costs including PCO, staffing costs
  - Expenses for all program costs including speakers, poster boards, abstract management
  - Expenses for all marketing/promotion including website, graphic design
  - Expenses for all food and beverage
  - Expenses for venue including rental, audiovisual equipment, signs
  - Expenses for registration including management, badges, bags, materials, credit card fees
  - CME Certification will be managed by IAWMH however the cost will be included in the Congress budget
  - Abstract management to be managed by IAWMH with the cost to be paid through the Congress budget
  - Miscellaneous items not specifically listed
  - Please use past Congress financial reconciliations for budget line items if not listed above
  
- Logistics management including:
  - Graphics and logo design (3 samples) for the Congress to be chosen by IAWMH and Host
  - Preparation of marketing materials such as postcards, flyers, powerpoint slides, etc.
  - Marketing of the Congress through eblasts, purchase of lists (if necessary), use of PCO and convener lists, promotion at related meetings and events
  - Website management (this may be done by IAWMH)
  - Registration management including accepting credit card payments and online registration
  - Preparation of badges, registration materials and on-site registration management
  - Abstract management to be managed by IAWMH with the cost to be paid through the Congress budget however the PCO will assume speaker management and poster board needs
  - Management of Congress logistics to include venue set-up requirements, food and beverage and a/v needs
  - Management of the Congress Gala including menu selection (to be approved by IAWMH and Host) and entertainment
  - Management of onsite graphics including exterior and interior signage such as directional, meeting room and session signs
  - Sponsor management including processing payments and providing requirements as promised
  - On-site personnel as required
  - Other items not specifically listed above but standard services required for successful Congress

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