Background information on *i*HEA congresses

Congress attendees and timing

*i*HEA congress generally attract delegates from over 70 countries. The size of *i*HEA congresses has varied from around 1,200 to 1,800 delegates over the past decade, often influenced by the capacity of the facilities available in the host city. *i*HEA places emphasis on quality of the scientific content of the congress rather than size.

Congresses usually take place as near to the second week in July as possible. The main congress is held from Sunday evening to Wednesday, with pre-congress sessions on the Saturday and Sunday.

Space and equipment requirements

*i*HEA has a preference for holding its congresses in university facilities that are made available as an in-kind contribution by the host institution to ensure that registration fees are affordable to a wide range of health economists. All venues should be within close proximity of each other and should have wheelchair access. Generally, *i*HEA congresses require the following:

Registration area: Large central area with space for on-site registration, and tables for a small number of exhibitors and on which university members can display brochures for delegates' information.

Refreshments and lunch: Space for people to meet during break times for refreshments and space where lunch can be served. It would be preferable if posters can be displayed in the area where refreshments are served.

Plenary venue: Should be able to accommodate all delegates; the seating capacity of the venue available for plenary sessions usually determines the maximum registration capacity

Parallel session venues: In general, at least 20 venues, but preferably up to 25 venues, with an average capacity of 60 to 100, are required. There should also be at least one larger venue (with a capacity of 200-300).

Computer laboratory/Speaker ready room: A room with 10-15 computers is required where delegates can load up their presentations for distribution to individual venues

Office space: A room suitable for use by the local organizing and *i*HEA teams should also be available

Technology requirements: All plenary and parallel session venues should be equipped with a networked computer, data projector, screen and microphone(s). There should be the capacity for centralized internet distribution of Powerpoint and PDF files from the computer laboratory to individual parallel session venues. There should also be high-speed wireless access to the internet for all congress delegates.

Food and beverage and social events

Mid-morning and mid-afternoon refreshments and lunch are provided to all delegates during the main congress. Depending on availability of funds, one or more social events may be held during the congress and generally includes an opening reception and an event on the Tuesday evening.

Fundraising

Securing sponsorships is important to assist in covering the costs of the congress and ensuring affordable registration fees. Responsibility for fundraising is shared between *i*HEA and the local host. In general, *i*HEA focuses on raising funds from large international organizations, with an emphasis on providing financial support to delegates from low- and middle-income countries and students in need. The local host generally focuses on raising funds from organizations based in their country to assist in covering core congress costs and any social events.

Roles and responsibilities of iHEA and local host

The division of responsibilities for congress organization is distributed as follows:

*i*HEA:
- *i*HEA assumes financial responsibility for its congresses; this requires that the congress budget be developed by the *i*HEA Executive Director in consultation with the Chairperson of the Local Organizing Committee, and approved by the *i*HEA Finance Committee and Board, and that *i*HEA review and sign contracts for all major cost items
- Set registration fees based on budget
- Develop and maintain congress website
- Establish the Scientific Committee and manage abstract submission and review process and compile program
- Mobile app
- Funded delegates' logistic arrangements
- Delegate registration
- Invitation letters
- Taking orders for exhibition tables and program adverts
- Congress evaluation
- Congress report
- Income and expenditure audit

Local team:
- Establish Local Organizing Committee (LOC)
- Recommend plenary speakers
- Contribute LOC members to Scientific Committee to ensure involvement in the program
- Venues: confirmation of availability at university; finding appropriate plenary venue
- Obtain quotes on all key local/onsite congress costs

- Equipment and staff for IT & AV requirements – particularly speaker ready room and uploading presentations; ensuring adequate wi-fi availability, etc.
- Catering arrangements (within agreed budget)
- Social events and entertainment (within agreed budget)
- Arranging for congress bags, lanyards etc.
- Signage
- Printing
- Hire and manage students to assist during congress

Joint:
- Agree a budget including both local/on-site and *i*HEA costs for submission to the *i*HEA Finance Committee and Board
- Agree on delegate numbers/size of congress
- Fundraising
- Agree on plenary speakers
- Pre-congress sessions – encourage submission of proposals, review proposals and agree which to accept