

Manual for the WADD Annual Congress as a joint meeting with a National Scientific Society

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Purpose of This Manual

This manual outlines the guidelines, requirements, and mutual commitments for members of WADD National Countries to host a **National Congress in strategic alliance with WADD**.

This document also serves as the **formal agreement** for the joint organization between the WADD and the host National Scientific Society (NSS)

General Collaboration Agreement

- The National Congress will be held entirely by the host (NSS), under WADD's institutional umbrella.
- The WADD provides strategic, academic, and international value, enhancing the Congress's global visibility and impact.
- The NSS will act as the local host and will cover all the Congress expenses, assuming financial responsibility.
- The WADD will collaborate in the Scientific Program, facilitating topics and speakers as well as assessment.

Requirements and Commitments

1. Official Language and Accessibility

- The official language of the Congress should include both English and the official language of the host country, or only **English**.
- Congress must provide **simultaneous translation into English** for all key sessions.
- All event materials (program, schedule, website content, parallel activities, certificates) must be available in **English** or in a **bilingual format** (local language + English).

- English versions of all communications are essential for international accessibility.

2. Visibility and Promotion by WADD

The WADD will promote the Congress extensively through:

- WADD **official website**, including information of details.
- The **WADD newsletter**, WADD Dual Disorders Digest, will be distributed to its global membership.
- **Social media channels** and **partner institutions**.

Moreover, WADD members and institutional partners are actively encouraged to support the **international promotion of the Congress**, ensuring **broad outreach** within the scientific community.

3. International Speakers

- The WADD will provide **renowned international speakers**, selected from its members and scientific networks, to enhance the academic level and international appeal of the Congress.

4. Speakers waivers

- The WADD speakers shall receive **free registration** at the Congress. At least a **minimum of five free registrations** must be granted to speakers invited by WADD.

Logistical Requirements

WADD General Assembly

- The Congress must provide a dedicated, fully equipped **meeting room** to host the **WADD General Assembly**, which will be:
 - **Held in person** for attendees on site.
 - **Will include online connection** to allow remote participation by WADD members.
 - The room and technical equipment will be at the expense of the Congress organization
- The **WADD Secretariat** staff must also receive:
 - **Free Congress registration**.

- **Travel, accommodation, and on-site expenses fully covered** by the Congress, as will be present to support WADD's operations during the preparation of the congress and the on-site event.

Benefits for the National Scientific Society

- **Immediate international visibility** for the Congress and host organization.
- Access to global networks of researchers and institutional partners.
- Participation of high-level international speakers.
- Academic and Scientific support from WADD.
- Promotion of the event through WADD's global channels.
- Opportunities for future collaborations and joint projects in the host Country.

Benefits for WADD Members

Discount on the Congress Fees for WADD members, strengthening the national scientific institution through internationalization.

Financial Terms

Contribution Based on International Registrations

- The Host National Committee agrees to transfer **10% of the total income from international participant registrations** to WADD.
- This contribution supports the continued global efforts and operational sustainability of the WADD and its collaboration with national events.

Agreement Formalization

By accepting this manual, both parties — the WADD and the hosting National Scientific Society — agree to the terms, responsibilities, and standards outlined herein.

This document serves as the **formal basis** for the joint organization of the Congress and the advancement of international scientific cooperation.