



**WAZA**

*World Association  
of Zoos and Aquariums*



## **WAZA Annual Conference**

### **Planning Guide**

**2022**

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*Picture: 74<sup>th</sup> Annual WAZA Conference*

## Introduction

The World Association of Zoos and Aquariums (WAZA) Annual Conference is the highlight of the WAZA year, bringing together delegates from around the world to share information, ideas, and enthusiasm regarding issues relevant to the zoo and aquarium community.

In the early years, those issues were largely confined to the day-to-day management of an institution. But as the WAZA community increasingly moves to the forefront of addressing topics such as climate change, conservation, marine litter, illegal wildlife trade, animal welfare, sustainable development, and certified forestry, the WAZA Annual Conference gains a global vision.

The WAZA Annual Conference has been held every year since 1935, and has been hosted by institutions in Europe, North America, Africa, South America, the Middle East, Oceania, Southeast Asia and Central America.

The WAZA community honours individuals and institutions at the WAZA Annual Conference, awarding the Heini Hediger Award to celebrate career success, along with WAZA Awards for Conservation and Environmental Sustainability to highlight excellence at member zoos and aquariums.

The WAZA Council meets at the beginning of the WAZA Annual Conference, and the WAZA Annual General Meeting brings the four-day event to a close.

The WAZA Annual Conference is also an important venue for bilateral agreements between WAZA and key organisations that set real targets for improvement and behaviour change. Political, scientific, and cultural leaders have delivered seminal keynote speeches at the WAZA Annual Conference, challenging the zoo and aquarium community to play an even greater role in protecting the earth's future.

The competition to host the WAZA Annual Conference is considerable and reflects the growing importance – and impact – that zoos and aquariums have today. As the natural world shrinks and the fragility of animal and plant life is made clear, the WAZA Annual Conference presents a unique opportunity to mobilise a community that possesses the experience and expertise to make a difference.

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## 1. What are the Most Important Pre-conditions to Become a Host?

- ✓ **WAZA Annual Conference venue and hotels should preferably be at the same place or close by, within walking distance**
- ✓ **Organise a carbon-free, paperless conference (using a compensation scheme if possible) with as few single-use plastics as possible**
- ✓ **Resources: Staff made available for preparatory support and financial planning (calculation of fees and other costs)**
- ✓ **Engage a professional conference organiser (registration and other logistics)**
- ✓ **Provide IT support (conference website, online registration, live streaming / session recording, Conference App and update list of participants on a regular basis) where necessary**
- ✓ **Respect for human rights in the country/region of the host institution.**



## 2. How to become a WAZA Annual Conference Host?

### Application for hosting a WAZA Annual Conference

It is WAZA Council policy that WAZA Annual Conferences are to be held in varying geographical regions, ideally on a rotational basis. Council will generally not approve a WAZA Annual Conference within the same country/region more than once in every three years.

Calls for hosting a WAZA Annual Conference may be placed in the WAZA News and disseminated online. Only WAZA members are eligible to host a WAZA Annual Conference. If a member wishes to host a WAZA Annual Conference this interest should be communicated to the WAZA Executive Office in writing. Nominees will be invited to make a presentation during one of the following Council meetings. The Council's decision will be communicated to applicants in the first instance and then will be announced to the membership (WAZA News, WAZA website and social media).

When making a submission, members should ensure that the application is complete and could refer to any particular forthcoming important event, opening, anniversary, etc. It should be noted that the Council's decision will be final, and no further correspondence will be held on this subject.

Potential hosts will find a checklist of important things to be considered in [annex 3](#).

**Use of WAZA Logo** – The WAZA logo must be prominently used and shown on the WAZA Annual Conference website, any publications related to the WAZA Annual Conference (like programme brochure) and on the WAZA Annual Conference room screens and signs at the venue. The host might wish to develop a separate conference logo, which must also incorporate the WAZA's name. The design of the logo is under the responsibility of the host institution in collaboration with the WAZA Executive Office and this must be approved by WAZA Council. The logo must have year, number of congress and city (see [annex 7](#)).



### 3. Timing and Duration?

The WAZA Annual Conference is usually held in October. September is to be avoided as the Association of Zoos and Aquariums (AZA) and the European Association of Zoos and Aquaria (EAZA) hold their conferences then. Conferences are four days in duration and begin with an icebreaker on a Sunday evening, the Conference opening on Monday morning, and conclude on Thursday evening with a gala dinner.

### 4. Who are the Participants?

WAZA Annual Conference participants (WAZA members staying all four days) pay one fee for the whole period of four days. The calculation of the fees is decided by the WAZA Annual Conference host in collaboration with the WAZA Executive Office.

The host must also offer exhibitors the opportunity to exhibit zoo / aquarium related commodities (like books, zoo design, garments, etc.). Exhibitors, which are WAZA members, normally pay a special discounted fee, which is to be decided by the host of the WAZA Annual Conference, in collaboration with the WAZA Executive Office.

Keynote speakers are chosen by the WAZA Executive Office and are not required to pay a registration fee and any costs are to be covered by the host.

A reasonable number of local representatives of institutions or zoo-related organisations from the host's country or region, VIPs, media, etc.; and politicians may be invited by the host for the opening, the Congress part, and the gala dinner. Related costs are the responsibility of the host (this is applicable mainly for the Congress part).

## The WAZA Annual General Meeting (AGM)

The WAZA AGM is open to all the members, yet a section at the front of the room should be separated for voting members. Voting members include only the WAZA Institution members, WAZA Association members, and WAZA Affiliate members. A desk should be set up outside the room where voting members can check their names off a list and receive their voting cards, and each WAZA member receives a single vote.

## 5. How is the Whole WAZA Annual Conference Announced?

As soon as the time and venue of the next WAZA Annual Conference are known, the WAZA Executive Office shall place a notice on the WAZA website as well as publish it in the WAZA News Flash, WAZA Magazine and social media.

The host shall formally present the invitation at the preceding WAZA Annual Conference. This is usually done on Thursday afternoon during the second Administrative Session before closing the WAZA Annual Conference.

The host is responsible for creating a WAZA Annual Conference website containing all pertinent information, which allows for seamless and easy online registration. The website information will be provided by the WAZA Executive Office, and WAZA should be given administrative access to update information on the conference website. A list of registrants must be submitted to the WAZA Executive Office on a regular basis (from monthly to weekly as the WAZA Annual Conference approaches) for checking membership status.

The WAZA Executive Office shall link the WAZA Annual Conference website to [www.waza.org](http://www.waza.org).

Any other announcements, especially in the region where the WAZA Annual Conference takes place, is highly appreciated, and should be agreed between the host and the WAZA Executive Office.

The agenda of the WAZA Annual Conference should be ready for publication (on WAZA's website) by the end of July and the final agenda should be ready by mid-September.

The WAZA Executive Office will distribute the Annual General Meeting agenda at least one month (30 days) prior to the meeting.

The WAZA Executive Office shall send **proxy forms** (see [annex 6](#)) to all voting members about two weeks prior to the WAZA Annual Conference.



## 6. What is What? – From Administrative Session to Workshops

The format of the WAZA Annual Conference is not rigid and is constantly under review and improvement. WAZA Council regards the WAZA Annual Conference as the highlight of each business year and feels that the membership deserves a meeting that promotes sharing of relevant knowledge, international experience, learning, leadership and fellowship as well as opportunities to network.

The programme is normally structured along the following lines:

Sunday	Monday	Tuesday	Wednesday	Thursday
Council Meeting <i>(whole day)</i>	WAZA Opening + Presentations: <i>whole day</i>	WAZA Presentations, half day: <i>morning</i>	WAZA Presentations, half day: <i>morning</i>	WAZA Presentations  WAZA Partner Reports
		Committees: <i>afternoon</i>	Zoo / Aquarium Visit	Annual General Meeting: <i>afternoon</i>
Icebreaker	New Member's Reception	Exhibition & Poster Session /Cocktails		Gala Dinner

- Icebreaker** – This informal gathering is held on the Sunday evening prior to the official opening of the WAZA Annual Conference programme. Traditionally, delegates are provided with complimentary cocktails and appetizers. The icebreaker is normally jointly held with CPSG's Annual Conference closing gathering.
- Reception for New Members** – On Monday evening, just after the closure of the sessions, the WAZA President hosts a reception at the WAZA Annual Conference venue. Participants include WAZA Council, WAZA Executive Office Staff, WAZA Annual Conference host, representatives of new member institutions, associations, affiliates and corporate members, successor directors, and their partners.
- Official Opening** – The WAZA Annual Conference host opens the conference. A high-level international representative or a representative of the country/region may do the formal opening; this is decided by the host together with the WAZA Executive Office. Media are only allowed during opening ceremony and keynote addresses.
- Presentations** – The WAZA Executive Office handles all correspondence with members regarding their presentations and will co-ordinate the number, contents, sequence, and other questions of the technical programme.

The content and schedule of presentations will be organised by the WAZA Executive Office. Usually, presentations should be limited to a maximum of 15 minutes including questions. (See [annex 8](#))



- **Exhibitors and Poster Session** – The exhibition space and poster session must be together and located in the coffee/tea break area, so that all participants have the opportunity to see the exhibition and posters.
- **Annual General Meeting** – Accessible for all delegates. Voting members are official representatives of Institutions and Associations. At this session, reports, recommendations, resolutions, and other policy documents resulting from the Committee/Working Group Sessions are officially adopted. The invitation to the next WAZA Annual Conference is presented, as well as the Awards. The WAZA Executive Office is responsible for acquiring and preparing the trophies.





- **Open Committee/Working Group Sessions** – Open to all delegates attending the WAZA Annual Conference. Time must be allocated for members to work on the business of WAZA Committees, their working groups, and potentially some *ad hoc* working groups on various subjects. Rooms, projectors, and flipcharts for at least 6 small groups (up to about 20 in size) must be provided.
- **Closed Committee Sessions** – Open to Committee Members, Council Members and WAZA Executive Office staff only.
- **Gala Dinner** – The official programme concludes with a gala dinner. As with the icebreaker, the closing banquet is important to the overall image of the WAZA Annual Conference and hosts are encouraged to provide delegates with the best possible dining experience. A few minutes at the closing banquet should be allowed for some concluding remarks from the WAZA President and a response by the WAZA Annual Conference host. In those years on which there is a change in the presidency, it is traditional to allow the incoming President to make some remarks and thank the outgoing President.

The host is allowed flexibility in developing the WAZA Annual Conference social events and is encouraged to incorporate local/national customs and experiences where appropriate but is requested to consult with the WAZA Executive Office, which in turn will communicate with the President and Council. The host must provide the WAZA Executive Office with the details of the social events, including accurate costs, usually during March or April. At this date the first draft programme must be developed by the Executive Office and given to the host.

The event will need a MC (Master of Ceremony) or moderator to introduce the speakers.



## 7. How do Participants Register?

**Visa Letters** – Letters of invitation for visa applications are issued by the WAZA Executive Office to participants that have confirmed their participation. In exceptional circumstances, WAZA may request the host to provide invitation letters to help participants with the visa process.

**Registration Fees** – Hosts are required to seek approval of the registration fee, from the WAZA Council at the earliest possible convenience. *Hosts are encouraged to keep the registration fee as low as possible, so that all members are able to attend.* The WAZA Council has decided that the early-bird registration fee shall be kept below 900 €.

The registration fee should cover the cost of icebreaker, President's reception, meals and drinks during the WAZA Annual Conference, the gala dinner and other social activities if offered, transportation between the Conference venue and social activities venues, as well as WAZA staff accommodation, meals and drinks during the WAZA Annual Conference.

In an effort to keep the cost at reasonable levels, other special social events such as theatre evening, cruises, etc., ... could be offered as optional activities. A reasonable daily registration fee for WAZA members could also be established, for those who may be able to attend some days only (see annex 4). A special fee shall be offered to WAZA Life and Honorary members.

**Receipts** – Participants shall be issued a receipt/invoice of registration payment by the host within 10 days after the payment has been made.

**Registration Dates** – The host determines the final registration dates, in collaboration with the WAZA Executive Office.

**Registration Forms** – A registration form shall be made available via the WAZA Annual Conference website and online registration should be provided.

**Cancellation Policy** – Delegates wishing to cancel participation after the fee has already been paid shall receive back the full amount of the registration fee until four weeks before the WAZA Annual Conference starts, half the amount up until two weeks before WAZA Annual Conference starts and no refund later. The cancellation policy must be shown on the registration website, even more so if another policy is applied.

**List of Participants** - Information about delegates should be collected in a systematic manner so that an accurate list of those registering and attending can be produced and must follow the EU General Data Protection Regulation 2016/679 (for more information, contact WAZA Executive Office). On the list, the category of participants must be included, including their name, institution, and contact details. A sample format for gathering information is contained in [annex 5](#). This information is to be collected by the host or by the professional conference organiser.

## 8. Welcome to the WAZA Annual Conference! Registration at the Venue



**Registration** – At the time of registration, delegates should be provided with their name badge and any other relevant conference materials. All WAZA Annual Conference documents will be made available on the WAZA website and to save paper, money and other resources, the WAZA Annual Conference is meant to be as **paperless and as single-use plastics free as possible**.

**Name Badges** – Each delegate shall be provided with a name badge. Different categories of participants are to be identified by colour codes. WAZA would like to keep the WAZA Annual Conference as single-use plastics free as possible so alternative solutions for name badges would be appreciated.

Following categories are important to be distinguished:

- ✓ WAZA Member
- ✓ WAZA Member – Voting Representative
- ✓ Non-member
- ✓ Companion
- ✓ Staff (WAZA and host)
- ✓ Sponsor (with different tiers, if any)
- ✓ Exhibitors (with different tiers, if any)
- ✓ And possibly Media, Keynote Speakers, etc.

## **9. Backstage – needs for the Temporary WAZA secretariat and Conference secretariat**

### **Temporary WAZA Secretariat**

The temporary WAZA Secretariat is managed by the WAZA Executive Office. It usually consists of:

- WAZA Chief Executive Officer
- WAZA staff

WAZA pays for the travel expenses of WAZA Executive Office.

The costs for the meals and participation in social events of the WAZA staff shall be borne by the host's WAZA Annual Conference budget, and the host is requested to negotiate complimentary rooms for six (6) nights for the WAZA Chief Executive Officer and WAZA staff members with the WAZA Annual Conference hotel.

Technical needs: At least tables, printer and plug in or wireless LAN internet and copy machine. The temporary WAZA secretariat shall be located as close as possible to the conference secretariat and the plenary hall.

The host shall appoint one contact person for dealing with the Conference secretariat and WAZA Annual Conference Hotel/Centre.

### **WAZA Annual Conference Secretariat / Technical Support Staff**

The WAZA Annual Conference secretariat is responsible for the logistics on the ground and coordinating with WAZA Annual Conference staff and the organising agency (registration may be outsourced to a conference organising agency), for handing out material, announcement boards for special meetings etc. The host shall arrange for competent technical support staff to handle audio-visual equipment as needed by the speakers, especially collecting, and uploading presentations. Manage the lights and acoustics in the rooms, for congress, plenary sessions and break out groups. The host shall ensure that there are adequate beamers (data projectors), flipcharts, etc., available. At the end of the WAZA Annual Conference all presentations shall be provided electronically to the WAZA Executive Office.

The WAZA Executive Office shall seek the speakers' approval for such presentations to be made public and permission to share their image, letting them know the conference will be recorded and live streamed on social media, in writing.

### **List of Participants**

The Conference secretariat is responsible for compiling a list of participants and arranging accommodation as per their preference, within the available options by the host.

## WAZA AGM Minutes

The WAZA Executive Office is responsible for the minutes of the Annual General Meeting (AGM). Minutes will be submitted to the WAZA Council and shared with members electronically by the WAZA Executive Office in the following quarter.

Key action points decided during the AGM will be summarised and distributed to the respective parties for implementation, where need be. Status of these shall be made available electronically and brought to the WAZA Annual Conference delegates in the next WAZA Annual Conference.

## 10. WAZA Annual Conference Facilities – From Dining to Registration Desk

All arrangements with the WAZA Annual Conference Hotel or WAZA Annual Conference Centre are to be made by the host. In particular:

**Registration and Information Desk** – The host shall ensure that a registration/information desk is in a prominent location at the WAZA Annual Conference venue so that delegates may conveniently register. The WAZA Secretariat shall communicate to all delegates regarding the registration venue and allocated time.

The conference secretariat, preferably in the same location, should stay open during the WAZA Annual Conference to assist delegates, provide photocopying assistance to committees, etc.

The host shall ensure that there is a **WAZA Annual Conference Hall** for holding the Opening, presentations, and AGM, with a capacity for about 300 participants (for usual numbers of active WAZA participants in recent WAZA Annual Conference – but note that also accompanying persons and non-registered) VIPs and media representatives will participate in the Opening Session. Non-members can also attend the Conference upon invitation from WAZA President. See checklist in [annex 3](#) for further details.

Free internet access (WIFI) must be provided throughout the WAZA Annual Conference venue.

**Lobby** – There should be a sufficiently large area close to the WAZA Annual Conference Hall for coffee and tea breaks.

The host shall arrange up to six breakout rooms where committees and working groups can meet and work at the appropriate times. Each of these shall be provided with a flipchart on a stand, coloured marking pens, and masking tape. Data projectors (beamers) shall be available.

The exact number of break-out rooms is to be agreed with the WAZA Executive Office during the planning phase.

A poster exhibition space shall be offered to participants as close as possible to the plenary hall. The WAZA Executive Office shall inform the host about the number of accepted **poster** presentations.

**Dining Area** – In order to save time, the dining area shall be located in or situated close to the WAZA Annual Conference venue; all commuting shall be reduced to the absolute minimum necessary.



## 11. Accommodation – Balancing Work and Social Events

The host should take care of hotel reservations in cooperation with a professional agency. If the WAZA Annual Conference is held in a hotel/conference centre, they will probably take care of this in most cases.

Preferably all participants should stay in the same hotel and a hotel/conference centre combination is even better. If this is not possible, try to have the participants booked in as few as possible other hotels, preferably walking distance from the conference centre.

The host should negotiate prices for hotels (in different price ranges) and try to provide special accommodation fee for WAZA Annual Conference delegates and information made available to the delegates for selection.

The host should make available the list of possible social events planned or available to the delegates as part of the WAZA Annual Conference or with option of participating outside the conference schedule.

## 12. The WAZA Annual Conference Budget

Potential hosts should be aware that conducting a WAZA Annual Conference is an expensive endeavour. The host institution must often supplement the revenue earned through registration fees in order to balance the WAZA Annual Conference budget. WAZA Annual Conference expenses are not covered by funds from the WAZA budget.

The host may use sponsors to help pay for parts of the WAZA Annual Conference. The host may offer exhibition stands to potential sponsors and they can be mentioned in the WHOVA App, Conference website, marketing material, etc.

The host shall ensure that all such exhibits or displays are sympathetic to the aims and objectives of WAZA and conservation in general.

The host is the main contact for any exhibitor's requests, contact information and details about booth sizes, costs and number of exhibitors allowed per exhibitor are to be mentioned on the website for registration. Conference package for sponsors and exhibitors must be reviewed by the WAZA Executive Office to ensure that adequate discounts are provided for WAZA Corporate Members. The WAZA Executive Office should be consulted before sponsor deals are made.

The host is responsible for all WAZA Annual Conference costs and accounting and must provide a full final cost breakdown to the Council within six months of the conclusion of the WAZA Annual Conference.

The host has the option of deferring WAZA Annual Conference costs through outside sponsors, provided they are approved by the WAZA Executive Office.

### **13. Related Meetings, Attached to WAZA Annual Conference**

**WAZA Council Meeting.** Typically, the Council meets from 08:30 -17:00 on Sunday, the day of the evening icebreaker. Usually, there is a second Council Meeting during the WAZA Annual Conference, most likely on Thursday.

The host shall provide a meeting room for at least 25 people for Council use. There must be a projection wall and electrical outlets for a laptop computer and a projector. Typically, a "Board Room" at the hotel or host institution is provided.

**CPSG Meeting.** The annual IUCN-SSC-CPSG (Conservation Planning Specialist Group) Meeting is traditionally held immediately prior to the WAZA Annual Conference. This meeting is arranged by the Chairman of CPSG, but is typically held on the Friday, Saturday, and Sunday morning preceding the WAZA Annual Conference. CPSG has a separate membership and charges a separate registration fee.

In cases where the two Conferences are held in the same facility, care must be taken to clearly divide responsibilities and costs. Some delegates to the CPSG meeting are also members of WAZA and attend both meetings. Typically, a one-day meeting of the CPSG Steering Committee is planned for the day prior to the CPSG Meeting.

The definition of responsibilities and all arrangements to be directly negotiated between the host and CPSG. The WAZA Executive Office is not involved in the organisation of this meeting.

**Species360 Board Meeting.** Often the Species360 Board of Trustees also chooses to meet around the time of the WAZA Annual Conference. Species360 is an Affiliate Member of WAZA; the room for the Species360 Board Meeting must be large enough to accommodate approx. 25 persons. The meeting normally lasts for 2 days, so may be accommodated on Thursday, the last day of WAZA Annual Conference. The definition of responsibilities and all arrangements to be directly negotiated between the host and Species360. The WAZA Executive Office is not involved in the organisation of this meeting.

## 14. Miscellaneous

**Group Photograph** – It is customary to produce a group photograph of the participants – including spouses or other accompanying persons and WAZA Executive Office (EO) staff - at the WAZA Annual Conference. Traditionally, the photo is taken at the host zoo or aquarium or any other special and suitable place.

**Conference website** – The host is responsible for the Conference website. It must be reviewed and approved before launching it by the WAZA Executive Office. Usually launched in January. WAZA EO should have administrative access to the conference website to update it if necessary. Must allow for online registration and payment.

**Photographer** – Should be provided to take pictures during the WAZA Annual Conference, social events, and gala dinner.

**Media Coverage** – The host is generally responsible for arranging any coverage of the WAZA Annual Conference by the media. Press releases as well as print and broadcast media interviews should be carefully coordinated with the WAZA Executive Office. Media are only allowed to participate in the opening ceremony and keynote addresses (with cameras) and of course in an optional press conference at the end.

**Simultaneous Interpretation** – English is the official language of WAZA and the WAZA Annual Conference is routinely conducted in English. However, if the host desires, simultaneous interpretation between English and other languages may be provided. Any costs associated with interpretation services will be at the expense of the host.

**Accompanying Persons' Programme** – Traditionally, the host arranges a programme for spouses, partners and other delegates not attending the formal sessions. These programs are covered by the registration fee of the Accompanying Person and generally include sightseeing, special interest classes and shopping excursions. They are popular and are considered integral to a successful WAZA Annual Conference.

**Post- WAZA Annual Conference Tours** – Hosts may wish to arrange for optional, post WAZA Annual Conference tours. These tours should be announced approximately six months prior to the WAZA Annual Conference to allow for enough planning time for delegates.

Responsibility for post WAZA Annual Conference tours may be assigned to an independent travel or tour company. Delegates are expected to pay any additional costs associated with post WAZA Annual Conference tours.

**App:** The host must obtain an event app containing all pertinent information to maximize attendee engagement & networking and to ensure there is not a need for printed paper conference programmes. WAZA Executive Office will manage it and its preference would be the WHOVA app.

**WAZA Annual Conference Hashtag:** The hashtag that should be used during the WAZA Annual Conference as a dissemination method should be WAZA+the year, e.g.:

**#WAZA2024**



**Code of Conduct:** [Annex 9](#)

**Keynote Speakers** – Will be chosen by the WAZA Executive Office. The host should cover all cost incurred for inviting keynote speakers, if any (e.g., Registration, accommodation, flight, speaker fee, etc.)



## **15. After the WAZA Annual Conference ...**

WAZA Executive Office requires a final report from the host committee no more than 60 days after the conference is closed.

Post-WAZA Annual Conference surveys will be sent to the attendants by the WAZA Executive Office in order to know their level of satisfaction.

## Annex 1: Relevant Articles of the WAZA Bylaws

### Article 5. Categories of members

The WAZA membership is composed of seven (7) membership categories: Institution, Association, Individual, Affiliate, Corporate, Life and Honorary Members.

As specified in Section 5.1 Voting Members:

Only Institution, Association and Individual Members, provided they have settled their yearly membership dues according to the provisions of article 8 of these Bylaws, are eligible to vote (collectively, "Voting Members").

#### 5.1. Voting Members

##### **(a) Institution Members**

Institution Members shall be zoological gardens, aquariums or similar zoological institutions established and managed primarily for cultural, educational, scientific, and conservation purposes. Institution Members should also be open to the public on a regular and predictable basis.

An Institution Member must be a full institutional member of its regional or national association recognised by WAZA.

Institution Members must be willing to abide by the WAZA Bylaws and the WAZA Code of Ethics and Animal Welfare.

Only the respective full time, paid chief executive or other nominated senior executive of the institution or organisation may serve as its official representative in WAZA. Institution Members may serve on Committees; attend the General Assembly, vote; and may serve on Council.

##### **(b) Association Members**

Association Members shall be organisations recognised by WAZA, both national and regional, whose primary members are zoological gardens, aquariums or similar zoological institutions or, as the case might be, the person that represents them. The purpose of these organisations is to support the vision, mission, and interests of their members and to establish standards and levels of cooperation between them.

Association Members shall be responsible for the development of animal welfare evaluation programmes based on standards agreed to by WAZA and for the enforcement of those agreed upon standards on their membership.

Association Members must be willing to abide by the WAZA Bylaws and the WAZA Code of Ethics and Animal Welfare. Association Members may officially be represented in WAZA by either an elected officer or by a full-time executive. Association Members may serve on Committees; attend the General Assembly, vote and may serve on Council.

##### **(c) Individual Members**

Individual Members will be the natural persons of recognized prestige occupying the position of President and Vice-President at all times.

#### 5.2. Other types of members

##### **(d) Affiliate Members**

Affiliate Members shall be organisations or institutions that support the vision, mission and interests of WAZA.

Affiliate Members must be willing to abide by the WAZA Bylaws and the WAZA Code of Ethics and Animal Welfare.

The official representative of an Affiliate Member may attend the General Assembly including administrative sessions but is not entitled to a vote.

Affiliate Members may not serve on the Council or Standing Committees but may serve on other committees and working groups.

##### **(e) Corporate Members**

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Corporate Members shall be individuals or legal entities that provide supplies or services to zoological parks or aquariums and who support the vision, mission and interests of WAZA.

Corporate Members must be willing to abide by the WAZA Bylaws and the WAZA Code of Ethics and Animal Welfare.

The official representative of a Corporate Member may attend the General Assembly including administrative sessions but is not entitled to a vote.

Corporate Members may not serve on the Council or Standing Committees but may serve on other committees and working groups.

### **(f) Life Members**

Life Members shall be those who have retired as full-time, paid executives and who have held an executive position within an Institutional or Association Member for a period of no less than ten (10) years. The Council shall have the sole authority to approve individuals to be Life Members.

Life Members must be willing to abide by the WAZA Bylaws and the WAZA Code of Ethics and Animal Welfare.

Life Members may attend the General Assembly including administrative sessions but are not entitled to a vote.

Life Members may not serve on the Council or Standing Committees but may serve on other committees and working groups.

### **(g) Honorary Members**

Honorary Members shall be those individuals deemed worthy of such recognition as exemplified by their active support of WAZA's objectives. The Council shall have the sole authority to approve individuals to be Honorary Members.

Honorary Members may attend the General Assembly including administrative sessions but are not entitled to a vote.

Honorary Members may not serve on the Council or Standing Committees but may serve on other committees and working groups.

## **Chapter III – The Annual Conference & General Assembly**

### **Article 11. The Annual Conference**

WAZA shall hold an Annual Conference during each calendar year, which shall include a General Assembly (The annual meeting of the Association). Delegates to the Annual Conference must satisfy all appropriate conference fees and be members in good standing with dues paid in full as a condition of participation in the daily events and other conference activities. Although the Annual Conference is primarily organized for WAZA members, the President may invite non-WAZA members to attend as observers. Observers may attend all sessions except the General Assembly, participate in discussions, and shall be subject to the conference fee. The Annual Conference and General Assembly can take place anywhere in the world, decided by the Council.

### **Proxies**

Proxies may be utilized for the purpose of voting during the Administrative Session. Each voting member is entitled to appoint another voting member as a proxy by written notice to the Executive Office no later than 24 hours before the time of the General Assembly. A proxy shall be assigned to a voting member in the form of a recognized proxy statement. Voting members holding proxies shall identify themselves prior to voting activities.

### **Article 12. The General Assembly**

The General Assembly is the sovereign body of WAZA; integrated by all its members, which form part of it in its own right and cannot renounce to it.

The members of the Association, gathered in the legally constituted General Assembly, decide by the majority of the Voting Members on the matters that are the responsibility of the Assembly.

All members are subject to the agreements of the General Assembly, including those absent, those who disagree with them, those present who have abstained from voting.

### **Article 13. Powers of the General Assembly**

The General Assembly has the following powers:

- (a) to evaluate and approve the annual management performed by the Council as well as the annual report of the activities carried out, future projects and general lines of action.
- (b) to approve the budget and the annual accounts.
- (c) to agree on the form and amount of contributions to the financing of the Association or to the payment of its.
- (d) any other legally established.

### **Article 14. Meetings**

The General Assembly may meet on an ordinary or extraordinary basis:

The General Assembly meets in an ordinary session at least once a year.

The General Assembly meets in an extraordinary session when so decided by the Council or when requested in writing by a number of Voting Members of at least 10% of the Voting Members total. In this case, the

General Assembly will take place within a period of no more than thirty (30) days from the request's receipt date unless the requestor specifies a shorter one and the General Meeting can be held with guarantee of receipt of the call by all associates.

All WAZA members may attend the General Assembly, as long as they have settled their yearly membership dues and have not been suspended from membership.

### **Article 15. Call and minutes**

The General Assembly shall be convened by the Council by means of a call which shall contain the general agenda, place, date and time of the meeting.

The call shall be communicated sixty (60) days before the date of meeting, individually in writing to the email address that appears on the updated list of members that the Association must have.

From the time of the official call of the General Assembly, a number of no less than 10% of the Voting Members has twenty (20) days to request the Council to include one or more matters to be dealt with on the agenda.

The General Assembly will be properly constituted regardless of the number of attendees.

The General Assembly is chaired by the President of WAZA or otherwise by the Vice President. In the absence of the latter, the General Assembly shall be chaired by the Immediate Past President of the Council.

The Secretary of the Council shall keep the minutes of each meeting, which shall be signed together with the President. The minutes shall include the date and place of the meeting, the list of attendees and excused persons, an extract of the deliberations and the text of the adopted agreements and the results of the votes of each one of them.

At the beginning of each session of the General Assembly, the minutes of the previous session, which have to be sent to all members with the call, are voted for approval or rectification. As the last item on the agenda of the General Assembly, a round of questions and requests will always be included, so that those present may raise any questions they deem appropriate.

### **Article 16. Adoption of resolutions**

Voting Members are the only members with the right to vote as long as they do not have their membership suspended in accordance with the provisions of article 9 of these Bylaws and have paid their annual dues. In the meetings of the General Assembly, one (1) vote corresponds to each member with the right to vote.

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Voting Members who cannot personally attend the meeting may delegate all their votes for the corresponding General Assembly to another Voting Member (the delegation shall contain the personal identification of the represented and shall be delivered to the WAZA Executive Office before the voting begins).

Voting for the adopting of agreements must be secret if requested by at least 10% of the Voting Members present or represented in the General Assembly.

Generally, the agreements will be adopted by simple majority of the Voting Members present or represented. In order to adopt agreements on the establishment of extraordinary fees, the dissolution of the Association, the constitution of a federation with similar associations or the integration in an already existing one and the disposition or alienation of assets, a qualified majority of two-thirds (2/3) of the votes attending and represented will be required.



## Annex 2: Venues from 1935-2023

1935	Basel, Switzerland	1984	Flevohof, the Netherlands
1936	Cologne, Germany	1985	Calgary, Canada
1937	Munich, Germany	1986	Wroclaw, Poland
1938	Amsterdam, the Netherlands	1987	Bristol, UK
1946	Rotterdam, the Netherlands	1988	Stuttgart, Germany
1947	Basel, Switzerland	1989	San Antonio, TX, USA
1948	Paris, France	1990	Copenhagen, Denmark
1949	Copenhagen, Denmark	1991	Singapore
1950	London, UK	1992	Vancouver, Canada
1951	Amsterdam, the Netherlands	1993	Antwerp, Belgium
1952	Rome, Italy	1994	São Paulo, Brazil
1953	Antwerp, Belgium	1995	Dublin, Ireland
1954	Copenhagen, Denmark	1996	Denver, CO, USA
1955	Basel, Switzerland	1997	Berlin, Germany
1956	Chicago, USA	1998	Nagoya, Japan
1957	Rotterdam, the Netherlands	1999	Pretoria, South Africa
1958	Frankfurt, Germany	2000	Palm Desert, CA, USA
1959	Copenhagen, Denmark	2001	Perth, Australia
1960	Cologne, Germany	2002	Vienna, Austria
1961	Rome, Italy	2003	San José, Costa Rica
1962	San Diego, USA	2004	Taipei, Taiwan
1963	Chester, UK	2005	New York, NY, USA
1964	Taronga, Australia	2006	Leipzig, Germany
1965	Berlin, Germany	2007	Budapest, Hungary
1966	Colombo, Sri Lanka	2008	Adelaide, Australia
1967	Barcelona, Spain	2009	St. Louis, MO, USA
1968	Pretoria, South Africa	2010	Cologne, Germany
1969	New York, NY, USA	2011	Prague, Czech Republic
1970	East Berlin, Germany	2012	Melbourne, Australia
1971	Prague, Czech Republic	2013	Disney's Animal Kingdom, USA
1972	Amsterdam, the Netherlands	2014	New Delhi, India
1973	Tokyo, Japan	2015	Al Ain, UAE
1974	Basel, Switzerland	2016	Puebla, Africam Safari, México
1975	Colorado Springs, CO, USA	2017	Berlin, Germany
1976	Caracas, Venezuela	2018	Bangkok, Thailand
1977	Vienna, Austria	2019	Buenos Aires, Argentina
1978	Leipzig, Germany	2020	VIRTUAL
1979	Warsaw, Poland	2021	VIRTUAL
1980	Pretoria, South Africa	2022	Tenerife, Spain
1981	Washington, DC, USA	2023	San Diego, USA
1982	Rotterdam, the Netherlands		
1983	Melbourne, Australia		

## Timeline: Major Preparatory Steps Prior to WAZA Annual Conference

March (Year prior to conference)	October	January / February (Conference year)	March	May / June	July	September	November
<ul style="list-style-type: none"> <li>- Dates of conference finalised</li> <li>- Development of conference logo and video</li> </ul>	<ul style="list-style-type: none"> <li>- Announcement at AGM of the previous year and on WAZA website</li> <li>- Venue &amp; hotel established.</li> </ul>	<ul style="list-style-type: none"> <li>- Conference Website launched.</li> <li>- Conference app registered</li> <li>- Announcement in WAZA News</li> </ul>	<ul style="list-style-type: none"> <li>- Site visit by WAZA Executive Office before registration opens</li> <li>- Conference website online, registration opens.</li> <li>- Call for proposals (eg. posters)</li> </ul>	<ul style="list-style-type: none"> <li>- 15<sup>th</sup> May – Keynote speakers selected</li> </ul>	<ul style="list-style-type: none"> <li>- Congress programme finalized and online</li> <li>- End of early bird registration (mid-July)_</li> <li>- 25<sup>th</sup> Agenda ready for publication on the website</li> </ul>	<ul style="list-style-type: none"> <li>- Conference final agenda ready, available on conference website.</li> <li>- AGM call (2 months before) and Proxies (14 days before) sent to members.</li> <li>- Name badges with different categories (colours)</li> <li>- Deadline for submitting a poster proposal: 1st September</li> </ul>	<p>WAZA Annual Conference</p>

## Annex 3: Checklist for hosting a WAZA Annual Conference

### 1. Contact person

- ✓ The host should make all arrangements with the Conference Centre (i.e. rooms and technical equipment) and name a contact person for the WAZA Executive Office

### 2. Proposed date of WAZA Annual Conference

- ✓ The WAZA Annual Conference is usually held in October
- ✓ The WAZA Annual Conference usually begins on Sunday evening with the official opening on Monday and lasts 4 days, until Thursday evening
- ✓ On Sunday there is a full day Council meeting
- ✓ Other related Meetings that may be held in conjunction with the Conference: Species360 Board meeting, CPSG, IZE Board, IZE Conference

### 3. Proposed WAZA Annual Conference Logo

- ✓ The logo has to be agreed between host and WAZA Executive Office

### 4. WAZA Annual Conference Facilities

- ✓ If necessary, hire a conference agency to handle principal logistics and registration process
- ✓ WAZA Annual Conference website and app must be available to all delegates
- ✓ Registration and welcome desk should be in a prominent location in the hotel so that delegates may conveniently register. A conference secretariat should stay open during the WAZA Annual Conference to assist delegates, etc.
- ✓ At the time of registration, delegates should be provided with name badges and other information relevant to the WAZA Annual Conference
- ✓ Number of host staff serving the registration desk or assisting with logistics
- ✓ Plenary room for about 300 persons for 4 days (Monday through Thursday)
- ✓ 6 breakout rooms for up to 40 persons each for committees and working groups. Each of these shall be provided with a flipchart on a stand, coloured marking pens, masking tape and a beamer (data projector)
- ✓ Exhibition area (see also question 11): in break area/size/costs
- ✓ Depending on advertising possibilities, about 5 to 10 are realistic
- ✓ Posters: location in break area /size, up to 20 posters are realistic
- ✓ Area for coffee breaks must include Exhibition and Poster session space, close to meeting rooms
- ✓ Lunch area (possibly also dinner), at venue or close by
- ✓ WAZA Annual Conference catering must include vegetarian, kosher, halal and gluten-free options
- ✓ Internet access for delegates, wireless LAN in WAZA Annual Conference area is a must
- ✓ Photocopying opportunity for delegates
- ✓ Distance between WAZA Annual Conference venue and hosting zoo/aquarium, check means of transport, consider transfer time





5. Temporary WAZA Secretariat: Close to conference secretariat and plenary hall
  - ✓ A room that can be locked, to serve as the temporary office and storage room for the WAZA Executive Office
  - ✓ Printer
  - ✓ Internet connection
  - ✓ Office must be accessible to the secretariat staff also early in the morning and late in the evening
  
6. Accommodation for WAZA Executive Office staff (to be foreseen as part of WAZA Annual Conference budget).
  
7. Technical support staff and audio-visual equipment
  - ✓ Technical Support staff (collection of presentations, assisting with formats and any PC problems, uploading and producing a digital copy of all plenary presentations)
  - ✓ The plenary room should have TV/video, beamer (data projector), audio equipment and microphones
  - ✓ Beamer in each of the meeting rooms and flip charts
  - ✓ Equipment (video camera, audio equipment, etc.) for live streaming of the WAZA Annual Conference on social media via WAZA media accounts.

In overview, there are typically 37 hours of organized programme over the four days of the WAZA Annual Conference, plus at least two social evenings (in addition to the initial icebreaker). The exact programme will be composed by the WAZA Executive Office.

8. WAZA Annual Conference Programme
  - ✓ Particular zoo events taking place in conjunction with the WAZA Annual Conference
  - ✓ Simultaneous translation at the expense of the host
  - ✓ Plans for media coverage, press events, attendance of media at opening session
  - ✓ Zoo or Aquarium visit: where and when (host institution preferably on Wednesday)

### 9. Social Programme

- ✓ Icebreaker: What location? - This informal gathering is usually held the Sunday evening prior to the official opening of the WAZA Annual Conference programme. The icebreaker is an important function in that it establishes an image for the WAZA Annual Conference. Traditionally, delegates have been provided with complimentary cocktails and appetizers at the icebreaker. Often it is the farewell of CPSG at the same time.
- ✓ Gala Dinner: what location?
- ✓ Group photo: where? Traditionally, the photo is taken at the host zoo or aquarium (if possible) or at any other prominent place.
- ✓ New Members reception: usually on Monday evening, participants include Council, WAZA Executive Office Staff, representatives of new members and successor directors.

### 10. Accompanying Persons' Programme

- ✓ Traditionally, the host has arranged a programme for spouses/accompanying persons and other delegates not attending the formal sessions. These programmes generally include sight-seeing and visits to culturally or naturally interesting places. While not strictly a part of the official WAZA Annual Conference programme, they are considered essential to a successful WAZA Annual Conference. This is to be paid separately.

### 11. WAZA Annual Conference Fees

- ✓ Standard fee proposed for full participant – indicate also currency
- ✓ Early bird fee should be kept below EUR1000 and last until 3 months before the WAZA Annual Conference
- ✓ A guest fee for invited participants for full WAZA Annual Conference
- ✓ Accompanying persons pay for special programme, may attend social events such as opening & gala dinner
- ✓ A discount should be offered to WAZA Members in all categories
- ✓ For WAZA Honorary and Life members, a reduced fee shall be offered throughout the entire registration period
- ✓ Usually the fee includes all coffee/tea breaks, lunches, social events (may include dinner), zoo day, etc.

### 12. Arrangements for Payment

- ✓ The host is responsible for all financial arrangements, including the icebreaker on Sunday evening and the gala dinner on Thursday evening and materials such as registration packages
- ✓ Cost recovery is achieved via the registration fees and sponsorships/exhibitions for the WAZA Annual Conference
- ✓ Sponsors and exhibitors presented at the conference must be approved by the WAZA CEO

### 13. Post – WAZA Annual Conference Tours

- ✓ These optional tours should be announced approximately six months prior to the WAZA Annual Conference to allow for sufficient planning time for delegates
- ✓ Responsibility for post WAZA Annual Conference tours may be assigned to an independent travel or tour company
- ✓ Delegates are expected to pay any additional costs associated with post WAZA Annual Conference tours

## Annex 4: Fees of WAZA Annual Conferences

- WAZA Annual Conference fees (in Euros)

Year - Venue	Participant	Life/Hon Members	Early Bird Registration	Late Registration	Accompanying person	Non-Members	Congress only	Exhibitors
2001 – Perth	635 €		575 €		405 €			
2002 – Vienna	600 €		640 €		420 €			
2003 – Costa Rica	450 €		490 €		350 €			
2004 – Taipei	450 €		400 €		350 €			
2005 – New York	645 €		605 €		525 €			
2006 – Leipzig	700 €		650 €		500 €			
2007 – Budapest	650 €		600 €	700 €	500 €			
2008 – Adelaide	775 €		690 €		520 €	830 €		
2009 – St. Louis	790 €		725 €		360 €		280 €	
2010 – Köln	1.150 €	850 €	1.000 €		750 €		500 €	
2011 – Prague	1.100 €	500 €	950 €	1.250 €	650 €		250 €	
2012 – Melbourne	1.300 €	650 €	1.100 €	1.450 €	750 €		650 €	
2013 – Orlando	1.120 €	550 €	975 €	1.400 €	650 €		560 €	
2014 – New Delhi	1.050 €	600 €	900 €	1.200 €	700 €		560 €	300 €
2015 - Al Ain	1.250 €	700 €	985 €	1.430 €	800 €		760 €	352 €
2016 - Puebla	990 €		810 €	1.080 €	585 €		450 €	630 €
2017 - Berlin	1.350 €	800 €	1.135 €	1.550 €	950 €			
2018 - Bangkok	850 €		680 €		425 €	950 €		
2019 - Buenos Aires	985 €		850 €	990 €	540 €	1.100 €		0 €
2020 – Virtual (*)	0 €	0 €				200 €		0 €
2021 – Virtual (*)	100 €	0 €				200 €		0 €
2022 – Tenerife	1.225 €	800 €	995 €		500 €	1.450 €		0 €

(\*) Conference Fees for Virtual Conferences are symbolic and should not be comparable to the ones for in-person Conferences.

## Annex 5: Registration Data Form (example)

<b>WAZA Annual Conference</b>	
<b>First Name of the participant</b>	
<b>Last name of the participant</b>	
<b>Name on badge</b>	
<b>Title (e.g, Prof., Dr, Mr, Mrs., Ms...)</b>	
<b>Organisation</b>	
<b>Job Title</b>	
<b>Business Address</b>	
<b>City/State or Province</b>	
<b>Post Code</b>	
<b>Country/Region</b>	
<b>TAX ID number</b>	
<b>Telephone #</b>	
<b>Email Address of participant</b>	
<b>Email address of assistant (if applicable)</b>	
<b>Special food options (None, Vegetarian, Halal, Gluten-free)</b>	
<b>Any food allergy?</b>	
<b>Type of payment: credit card or bank transfer</b>	
<b>Hotel booked</b>	
<b>Accompanying persons?</b>	
<b>Accessibility needs / health</b>	

## Annex 6: WAZA Event Guidelines and Anti-Harassment Policy

### Purpose

The World Association of Zoos and Aquariums (WAZA) is an association with members from all over the world. Different cultures, languages, and experiences, come together at our annual conference and other WAZA in-person or virtual meetings.

The *WAZA Event Guidelines and Anti-Harassment Policy* is available to avoid unintentional and/or intentional harassment in our community. WAZA is committed to providing a harassment-free and inclusive conference experience for all participants. We expect cooperation from all participants to help ensure a safe environment for everybody.

### Expectations

Respect for each person and common courtesy rules for personal interaction apply. Be mindful of others around you to ensure a great experience for your fellow participants. Each of us has the right to enjoy WAZA events without fear of harassment, discrimination, or condescension, whether blatant or via micro-aggressions. Be aware that there are cultural differences, while it is not possible to know all of them in advance please observe and try to avoid making assumptions on what is appropriate.

### Forms of Unacceptable Conduct

Harassment or discrimination in any form because of gender identity or expression, age, sexual orientation, functional diversity, physical appearance, race, religion, national origin, political affiliation, inappropriate use of nudity and/or sexual images, threatening, stalking any Conference participant or any other reasons are prohibited. Refrain from displaying any demeaning, harassing, aggressive, intimidating materials or behaviour, disruption of any presentation, photography or recording without permission, and drinking alcohol irresponsibly among others.

### Sexual Harassment

Sexual harassment is unacceptable conduct of a sexual nature that makes a person feel uncomfortable, anxious, offended, humiliated and/or intimidated. Sexual harassment creates a stressful and hostile environment.

### Examples of sexual harassment include, but are not limited to:

- Physical violence, including sexual assault
- The use of threats or rewards to solicit sexual favours
  - Making derogatory or demeaning comments about someone's sexual orientation or gender identity
  - Making sexual remarks about appearance, clothing, body parts
  - Comments, stories, or jokes referring to sexual acts or sexual orientation
  - Repeated and unwanted social invitations for dates or physical intimacy
  - Condescending or sexist remarks
  - Sending sexually explicit communications in any format
  - Sharing or displaying of sexually inappropriate images or videos in any format
  - Sexually suggestive gestures
  - Whistling, shouting harassing and sexually suggestive, threatening, or derisive comments at someone publicly.

### Report inappropriate behaviour

Report if you see or hear something that creates concerns or doubts. Harassment is not tolerated, and you are empowered to politely disengage when you or others are disrespected. Promptly report any behaviour that makes you or others feel uncomfortable to the designated authority, either the local law enforcement or the WAZA Staff.

Participants asked to stop any harassing behaviour are expected to comply immediately. If a participant engages in harassing or uncomfortable behaviour, the event organisers may take any action they deem appropriate, including warning or expelling the offender from the event with no refund. If you are being harassed or feel uncomfortable, notice that someone else is being harassed, or have any other concerns, please contact a member of the WAZA staff immediately.

**If you have questions regarding the WAZA Event Guidelines and Anti-Harassment Policy or its implementation, please contact us at [secretariat@waza.org](mailto:secretariat@waza.org)**

### Attribution

We thank our Participants for sharing our commitment. The framework of The *WAZA Event Community Guidelines and Anti-Harassment Policy* used the Association of Zoos and Aquariums' Code of Conduct as the main reference and was inspired by the Open Source Bridge Code of Conduct, released under a Creative Commons Attribution-Share Alike license, and the Google Anti-Harassment Policy, licensed under the Creative Commons Zero License. The United Nations System Code of Conducts was also used as a reference.

## Annex 7: Example Logos

