



**WORLD CONGRESS OF
SPORTS PHYSICAL THERAPY**

Hosting the World Congress of Sports Physical Therapy and IFSPT General Meeting Expression of Interest Information and Application Form

The purpose of this document is for IFSPT Member Organizations to express their interest in and ability to host the World Congress of Sports Physical Therapy and the IFSPT General Meeting. These events, due to their size and complexity, require the support of our member countries.

The World Congress of Sports Physical Therapy

The World Congress of Sports Physical Therapy is presented biennially by the International Federation of Sports Physical Therapy (IFSPT) in conjunction with its member organizations. It is designed for sports physical therapists and other disciplines who train and rehabilitate active individuals of all ages, genders, abilities and level of participation. The Congress was developed to provide high quality education using current research, the most expert presenters and the newest methods to restore all active persons to play.

Past congresses have welcomed 500-800 sports physical therapists from all seven continents.

This unique and groundbreaking event also hosts the IFSPT General Meeting, drawing individuals from all IFSPT member organizations to the congress. It is held on the odd year, every two years. Applications are being accepted for 2021, 2023 and 2025.

The IFSPT executive board has established that the World Congress of Sports Physical Therapy is to be held in conjunction with the host country's major sports physical therapy conference. Past experience has shown that this coordinated effort boosts attendance at the host country's conference while maximizing resources.

The World Congress is important to IFSPT as it provides opportunities for high level education and CPD points, networking, exchange of ideas, spreading awareness about the work of the IFSPT, and generating funds for the IFSPT. It is important to the host country as the host conference receives extensive marketing support, extended international exposure and approval, and likely will result in higher attendance than in past conferences.

In order to host the World Congress of Sports Physical Therapy, the member organization must agree to several criteria:

- The congress must be primarily delivered in the English language.
- The host organization must invite at least three IFSPT board members to speak at the conference, and supply funds for travel, lodging and expenses as one would do for any other speaker.
- The host organization will include a designated member of the IFSPT board to serve on the scientific committee.
- The host organization will include the IFSPT director of marketing as part of the activities of the organizing committee, including approval of (or creation of) graphics and marketing materials for the congress, as the World Congress of Sports Physical Therapy title is owned by IFSPT.

- The host organization agrees to share in profits from the Congress with the IFSPT in exchange for marketing, promotion and title usage. This can be a flat amount per attendee, a percentage of profits or an appropriate flat fee. This must be part of the proposal by the host organization. Proposals without a financial portion will not be considered.
- The host organization will locate and secure an appropriate hotel block at an attractive rate close to the congress facility with sufficient space for the executive board, delegates, and a large group of attendees.
- The host organization will also assist the IFSPT in sourcing any food and beverage needs on site.
- The host organization agrees to offer courtesy registration to the IFSPT executive board.

Consideration of selection of the host organization will be based on the following criteria

- Quality of the scientific portion of the congress
- Experience of the organization in prior congresses and their success
- Ease of travel to the congress location for GM attendees
- Potential number of attendees (borne out by past congresses)
- Financial proposal
- Meet all requirements set out for the World Congress and the general meeting applications (meeting rooms, speakers, etc.)
- Attractiveness of location to GM attendees
- Any additional offerings to the IFSPT. While unnecessary, they will be considered. As a word of caution, these should only be offered if they can comfortably be supplied by the host organization.

The General Meeting

The IFSPT general meeting generally hosts between 50 and 100 attendees, although more may choose to attend.

As part of the World Congress proposal, the host country agrees to provide a meeting room for the executive board meeting (one half to one day), and a larger meeting room for the general meeting, seating a minimum of one hundred persons, at no cost to the IFSPT. Both rooms should provide full AV capabilities, again at no cost to the IFSPT.

Further, recognizing that those who attend the general meeting desire to spend time with their international colleagues, the host organization will include space for the general meeting participants to join in their own cocktail or dinner event at the individual's cost.

Additional Assistance

The IFSPT is open to any additional assistance the organization would like to provide. This may include organizing or hosting a dinner for delegates, the executive board, providing refreshments, or other activities. Feel free to provide any details.

Submission

Member organizations in good standing may submit an application for the World Congress of Sports Physical Therapy at any time. However, in order to be considered for the next Congress, all submissions must be in hand 30 days prior to the upcoming Congress. For example, in order to submit to host the 2021, or Fourth World Congress of Sports Physical Therapy, the application must be received no later than September 1, 2019, to allow review by the Executive Board before the decision is made at the board meeting prior to the general meeting.

It is advised that submissions be made as early as possible so that any questions or corrections may be offered well in advance.

Please submit to Mary Wilkinson, Director of Marketing, at mwilkinson@opusdesignad.com. You may also contact Mary Wilkinson with any questions.

Application to Host the World Congress of Sports Physical Therapy and IFSPT General Meeting

Year of World Congress Proposal 2021 2023 2025

Member Organization _____

Name of IFSPT Delegate _____

Name of Host Conference _____

Date of Host Conference _____

Conference Website _____

Expected Number of Attendees _____

Your Name _____

Your Title _____

Organization Address _____

City _____

Country _____ Postal Code _____

Telephone _____

Email _____

Details *(please use separate paper and/or provide a separate proposal if you desire)*

We understand the attached document containing requirements for submission and agree to provide all requirements as outlined should our organization be selected to host the World Congress of Sports Physical Therapy.

Signed _____ Date _____