



**WORLD CONGRESS OF
SPORTS PHYSICAL THERAPY**

Hosting the World Congress of Sports Physical Therapy

Application Guidelines for Proposed Hosts

The following document provides guidelines for **International Federation of Sports Physical Therapists (IFSPT)** Member Organizations to express their interest in hosting the **World Congress of Sports Physical Therapy**.

The **World Congress of Sports Physical Therapy** is presented biennially by the IFSPT in conjunction with one of its member organizations. It is designed to attract sports physical therapists and other professionals who work in a wide variety of contexts and settings with active individuals from all walks of life. The Congress was developed to provide a platform for: high quality education; opportunities for international networking; the exchanging of ideas; spreading awareness of the work of the IFSPT.

This unique and groundbreaking event draws therapists from all of the IFSPT member organizations and wider delegates from all seven continents, with past congresses attracting **400-800 people**.

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. Experience has shown that this coordinated effort boosts attendance at the host country's conference while maximizing resources.

What are the benefits to hosting the World Congress of Sports Physical Therapy?

- The host conference receives extensive marketing support from the IFSPT Marketing Director. Sources of marketing include the IFSPT official website, Social Media channels, direct email Newsletters, and via all IFSPT activities (Networking Session, Partnered conference, Webinars etc);
- The host conference receives focused scientific program input from a designated experienced EB member, supporting their scientific committee in building a high quality, global, and equitable speaker panel;
- Extended international exposure and recognition will likely result in higher attendance numbers than experienced at previous conferences and raise the global profile of the organization and its committee;
- Ability to attract a global audience and internationally recognized experts making use of the IFSPT's extensive network;
- The President, or representatives from the IFSPT Executive Board, are available to the organizing committee to present within the scientific program, in addition to chairing scientific sessions.



WORLD CONGRESS OF SPORTS PHYSICAL THERAPY

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

- The congress must be delivered in the English language;
- The organizing committee should strive to reach a gender balance in their speaker panel and have representation from around the globe;
- A designated member of the IFSPT Executive Board is to be included on the scientific committee on the approval of an application. The scientific program should therefore not be finalized until IFSPT input has been sought;
- The IFSPT director of marketing will be involved 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 IFSPT President is to be invited to give an opening and closing address and can be engaged to chair scientific sessions with travel and accommodation costs the responsibility of the organizing committee;
- In exchange for the use of the IFSPT World Congress of Sports Physical Therapy title and graphics plus extensive marketing support and scientific input, the organizing committee agrees to provide the IFSPT with a congress profit share based on:
 - a flat fee amount per attendee (with a minimum profit guaranteed)
 - an agreed percentage of overall final profits (with a minimum fee guaranteed)
 - or, an agreed flat fee
- As part of the application, we would ask that you indicate which method of profit share is preferable;
- Discount booking price for IFSPT Member Organisation members. IFSPT to be provided with online code to distribute to members. Guide discount of 10% off full fee
- The host organization must attach a provisional budget plan including the profit share agreed with IFSPT in the expenses section;
- The host organisation agrees to offer courtesy congress registration to the IFSPT Executive Board, and provide the organisation with a large meeting room (up to 100 persons) within the venue 24 hours prior to the opening of the conference to allow for hosting of the IFSPT Executive Board meeting, General Meeting, and Networking Sessions;
- The organizing committee will locate and secure appropriate accommodation close to the congress facility.



WORLD CONGRESS OF SPORTS PHYSICAL THERAPY

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

- Quality of the proposed scientific theme and content
- Commitment to speaker equity, diversity, and inclusion
- Experience of the organisation in hosting large conferences
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- Region (in keeping with the IFSPT Mission Statement the EB is keen to have the World Congress hosted in varying parts of the globe to increase wider engagement and contribute to the development of sport physiotherapy globally)
- Ease of travel for attendees
- Potential number of attendees (borne out by past congresses)
- Budgetary proposal
- Commitment to criteria and requirements laid out in previous section
- Completed form signed by President of the applicant Organisation.

Congress Additional Services

The IFSPT is open to proposals including wider events around the main congress. These may include delegate and committee dinner and drink receptions, networking sessions, meet the speakers' events etc. We can provide logistical support around these events if required.

Submission

Member organizations in good standing (applicant must maintain full membership status to the IFSPT) may submit an application to host 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 60 days prior to the upcoming 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 all applications to the IFSPT Secretary secretary@ifspt.org and the Director of Marketing mwilkinson@ifspt.org. For queries or questions please email the aforementioned addresses.



Hosting the World Congress of Sports Physical Therapy Application Form

Year of Proposal 2026 2028

Member Organization _____

Name of IFSPT Delegate _____

Name of Host Conference _____

Proposed Date of Host Conference _____

Expected Number of Attendees _____ Number of previous edition _____

Telephone _____ Email _____

Details (use additional attachments to complete presentation) _____

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

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Signed _____

Date _____