



IFSHT CALL FOR PROPOSAL **To host a joint Triennial Scientific** **Congress of IFSHT and IFSSH**

BACKGROUND INFORMATION

The International Federation of Societies for Hand Therapy (IFSHT) has been founded for the purpose of coordinating the activities of the various societies for Hand Therapy internationally and to increase and enhance the exchange of knowledge of Hand Therapy. One way in which these goals are met is through a Triennial Scientific Congress held once every three years.

This document provides basic information to any country interested in submitting a joint proposal to host the IFSHT Triennial Scientific Congress. The IFSHT bylaws state:

1. An international scientific meeting will be held every three (3) years. All member groups will be encouraged to participate in the meeting. Participation of non-member groups or individuals who are interested in hand therapy will also be encouraged.
2. The executive committee of IFSHT will review the proposed organizational committee's ability to host a scientific meeting and bring forward their recommendations for meeting location to the council for review and ratification.
3. Any full or associate member group in IFSHT may be considered as a possible host for the organization of the triennial scientific congress.

WORKING RELATIONSHIP WITH IFSHT

1. The Host Hand Therapy Society shall maintain close communication with the IFSHT Executive Committee during all phases of Congress planning. They will provide periodic reports to the IFSHT Executive Committee as planning proceeds.
2. The primary executive committee contact/liason between IFSHT and the host therapy society and the host hand surgeon society will be the current president of IFSHT.
3. The host hand therapy society will ensure that IFSHT will be included in the planning of the nature and content of any joint surgeon and therapist scientific, educational, or social programming for this Congress.
4. IFSHT will appoint a Scientific Committee Co-Chair, an international therapist member, to sit on the IFSHT Triennial Program and Scientific Committee. The host hand therapy society will appoint a Scientific Committee Co-Chair to partner with the IFSHT appointed Co-Chair to lead the Scientific Advisory Committee. This committee will work with the local therapist and surgeon host organization program committee to help define the general outline and content of the therapy programming. In addition, this committee will assist with the therapist paper and poster review process and with identification of potential international therapist speakers for this congress.
5. The host hand therapy society agrees to abide by the required content for the IFSHT triennial congress as outlined in this joint proposal document. Any changes to this format need to be approved by IFSHT.



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6. The host hand therapy society agrees to the requirements outlined in Appendix 1

Financial Agreements

1. The host hand therapy society agrees to assume the financial responsibility for the IFSHT Triennial Congress: assuming the full financial risk of hosting the IFSHT congress, including the ability to sustain any financial loss that may occur.
2. The host hand therapy society acknowledges that IFSHT is not responsible for any financial obligations other than those outlined under IFSHT Financial Responsibilities. If requested, IFSHT will provide the host hand therapy society with an advance interest-free loan of \$10,000 (USD). This money is to be used as seed money for organization of the congress. This amount shall not be included in the calculations for the registration levy. This seed money is owed to IFSHT and is payable to IFSHT two weeks prior to the congress. (This money will be available following the completion of the previous IFSHT Triennial Congress).
3. During the twelve months prior to the Congress, the IFSHT President will have an on-site inspection and detailed briefing of the congress. This will occur in conjunction with the IFSSH on-site briefing. The housing and local expenses will be paid by the Host Hand Therapy Society.
4. If IFSSH or the host surgeon's society offer prerequisites, then the Host Society agrees to also offer equivalent prerequisites to therapists.
5. In this joint meeting the host hand therapy society will offer a reduced therapist congress registration that is consistent with the previous joint IFSHT/IFSSH congresses of approximately 50% of the surgeon congress registration fee.
6. The host hand therapy society shall collect on behalf of and remit to IFSHT a fee of 10% of the therapist congress registration fee as a guaranteed base of revenue for IFSHT. (host hand therapy society may add this 10% fee payable to IFSHT to the therapist congress registration fee).
7. The host hand therapy society will also remit to IFSHT 5% of any revenue obtained from those exhibitors that are specifically geared towards hand therapy.
8. If the host hand therapy society wishes to consider discounted or free registration for local people who assist with the congress organization, this amount shall not be considered as a congress expense. Rather these expenses shall be accounted for as a separate local organizing committee expense and therefore the registrations should be included in the total count of registration for the levy due to IFSHT.
9. The host hand therapy society will agree to offer perks or gratuities to IFSHT equivalent to any that are offered to IFSSH.



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10. Registration fees for all IFSHT Executive Committee members are to be waived (President, President-elect, Past-President, Treasurer, Secretary General and Information Officer). As a courtesy gesture, the President and Secretary General will additionally be provided with complimentary accommodation at the Congress Hotel. Funding for these costs may be incorporated into the therapists/ registration fees.
11. The host hand therapy society will work with the Congress Organiser to ensure that IFSHT will be provided with rooms for a speakers' reception, the Silent Auction, The Executive Committee Pre-Congress and Post-Congress meetings and the IFSHT Council meeting and reception. IFSHT will pay meal expenses for these meetings if they are outside the normal meal services provided as part of the registration fee.
12. IFSHT will pay for any sponsored registrations and/or accommodation costs of these sponsored registrations.
13. The host hand therapy society agrees to hire a photographer to document the congress with specific photos of the IFSHT opening and closing ceremonies, delegates meeting, speakers lunch, EXCO pictures and general meeting sessions.
14. The host hand therapy society must render an audited account of the Congress receipts and expenditures to IFSHT. This account and registration levy shall be submitted to IFSHT no later than six (6) months of the conclusion of the Triennial congress.

SUBMISSION OF PROPOSAL

In submitting a proposal, you agree to having a full understanding of the working and financial relationship between IFSHT and the host country.

FORMAT: All submissions shall be made in electronic format.

CONTENT: The hand therapy country applying to host the IFSHT Triennial Congress shall be a member in good standing with IFSHT (at the time the application is made) and along with the hand surgeon society shall provide the following written information:

1. Proof by way of a contract with the host therapy and surgeons' societies must be provided. This must state that if the host hand therapy society is not able to meet the financial obligations, then the surgeons will provide the financial obligations as outlined in this contract.
2. Historical background and membership numbers of the hosting organisation (Surgeons and therapists separated).
3. Previous experience with organizing scientific conferences or proof of hiring a company to plan the congress.
4. Proposed dates of the Scientific Congress.
5. Proposed structure of the scientific program including social and leisure activities
6. Overview of the hosting city and the proposed Congress venue



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7. Overview of available accommodations
8. Safety of travellers to the country.
9. Proposed structure of the organizing committee, including sub-committees.
10. Draft budget including a proposed registration fee (in US dollars) based on the projected number of attendees and draft budget to achieve financial viability of the Congress.
11. The budget shall include:
 - a. Fixed costs / Variable cost.
 - b. Expected income.
 - c. Expected profit (including IFSHT profit share).
12. Potential fund raising and other sources of financial sponsorship that is available to therapists attending the congress.
13. Information on transportation to/from the airport and to/from the hotel and Congress location for the attendees
14. Range of hotel room costs
15. Visa requirements for attendees to enter host country.
16. Emergency health services available to attendees
17. Congress security plans
18. Sightseeing and excursion possibilities
19. Copies of any other potential contracts
20. Plans for assistance on customs procedures for exhibitors and registrants.
21. Proof of your societies ability to host the congress and cover any financial losses.

DEADLINE: All proposals will be submitted to the IFSHT Executive Committee (EXCO) on or before three (3) months prior to the IFSHT Council meeting which is six years prior to the proposed Triennial Congress **OR** on or before the IFSSH deadline submission date; whichever is the later date. The IFSHT executive committee will consider submissions after this deadline only if no suitable applications have been received by this date.

SUBMISSIONS: All proposals must be sent directly to the IFSHT Secretary-General with a copy to the IFSHT President by the stated deadline. (secretarygeneral@ifsht.org & president@ifsht.org)

The surgeon and therapist groups MUST submit the joint proposal document to both IFSSH and IFSHT simultaneously.

Onsite Proposal at Congress

1. The IFSHT will review each proposal submitted to make sure all the information requesting in this call for proposal document have been submitted. The proposals will only be presented to the voting delegates when the information is complete.
2. The delegates will be given as onsite presentation as outlined in Appendix 2. This is completed at the delegates meeting at the following congress.
3. Once the presentations are complete the delegates will vote on where they would like the triennial scientific congress to take place in 6 years.



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4. If your proposal is the winning proposal the president of the hand therapy society will need to sign the “letter of agreement” below. The president of IFSHT will also sign this document and a copy will be given to your country.

LETTER OF AGREEMENT FOR HOSTING THE _____ IFSHT TRIENNIAL CONGRESS IN _____.

This agreement is between **IFSHT and the (host hand therapy society)** in conjunction with the (host hand surgeons society) and the IFSSH Triennial Scientific Congress.

By signing this document, the undersigned acknowledges that they have read and fully understand and agree to the content outlined in the IFSHT call for proposal, including the working relationship, financial relationship and related appendixes and agree to all the requirements as outlined. It is understood that all parties will continue to work together in good faith to ensure a mutually beneficial and educationally enriching meeting.

This contract will become binding once the IFSHT delegates have voted to approve your bid to host the congress in _____ and the president of IFSHT has signed this contract. This will be completed at the Triennial Congress in _____.

President of Host Hand Therapy Society

Signature:

Printed Name:

Date: _____

Email: _____

Secretary General of Hand Therapy Society

Signature:

Printed Name:

Date: _____

President of IFSHT

Signature:

Printed Name:

Date: _____

Email: _____

Secretary General of IFSHT

Signature:

Printed Name:

Date: _____