

IFSHT CALL FOR PROPOSAL

To host an IFSHT Triennial Congress

BACKGROUND INFORMATION

The International Federation of Societies for Hand Therapy (IFSHT) was 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 these goals are met is through a Triennial Congress held once every three years.

This document provides basic information to member societies interested in submitting a proposal to host the IFSHT Triennial Congress.

The IFSHT bylaws state:

1. An international scientific Congress will be held every three years. All member groups will be encouraged to participate in the Congress. 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 organisational 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 member group in IFSHT may be considered as a possible host for the organisation 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/liaison between IFSHT and the host therapy 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 the 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 Committee. This committee will work with the host hand therapy organisation program committee to 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 international therapist speakers for this congress.

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5. The Host Hand Therapy Society agrees to abide by the required content for the IFSHT triennial congress as outlined in this proposal document. Any changes to this format need to be approved by IFSHT.
6. The Host Hand Therapy Society agrees to abide by the required content 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 Responsibility.
3. The Host Hand Therapy Society is encouraged to establish a legal body with sole purpose of organizing the congress.
4. 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 organisation 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).
5. During the twelve months prior to the Congress, the IFSHT President will have an on-site inspection and detailed briefing of the congress. The expenses for housing and local expenses will be paid by the Host Hand Therapy Society.
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 offers discounted or free registration for local people who assist with the congress organisation, this amount shall not be considered as a congress expense. Rather these expenses shall be accounted

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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. 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.
10. 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 luncheon or reception. IFSHT will pay meal expenses for these meetings if they are outside the normal meal services provided as part of the registration fee.
11. IFSHT offers grant funding to cover registration of some of the IFSHT grant recipients, and IFSHT will pay for any sponsored registrations costs of the sponsored registrations.
12. If the host therapy society decides to have keynote speakers, then this is at the host therapy society's expense. IFSHT does offer the IFSHT/IFSSH Triennial Congress grant that offers partial assistance to speakers but not full coverage of financial costs and not an honorarium. The host society is able to apply for these funds on behalf of the speaker, but financial assistance is not guaranteed
13. 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 following the conclusion of the Triennial congress.

SUBMISSION OF PROPOSAL

In submitting a proposal, the host society agrees 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 society applying to host the IFSHT Triennial Scientific Congress shall be a full member in good standing with IFSHT (at the time the application is made):

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1. Historical background and membership numbers of the hosting organisation.
2. Previous experience with organizing scientific conferences or proof of hiring a company to plan the congress.
3. Proposed dates of the Scientific Congress.
4. Proposed structure of the scientific program including social and leisure activities
5. Overview of the hosting city and the proposed Congress venue.
6. Overview of available accommodations.
7. Safety of travellers to the country.
8. Proposed structure of the organizing committee, including sub-committees
9. 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. The budget shall include:
 - a. Fixed costs / Variable costs
 - b. Expected income.
 - c. Expected profit (including IFSHT profit share)
10. Potential fund raising and other sources of financial sponsorship.
 11. Information on transportation to/from the airport and to/from the hotel and Congress location for the attendees.
 12. Range of hotel room costs.
 13. Visa requirements for attendees to enter host country.
 14. Emergency health services available to attendees.
 15. Congress security plans.
 16. Sightseeing and excursion possibilities.
 17. Copy of any other potential contracts.
 18. Plans for assistance on customs procedures for exhibitors and registrants.
 19. Ability to host the congress financially and of the society's ability to cover any financial losses.

DEADLINE: All proposals will be submitted to the IFSHT Executive Committee (EXCO) on or before three months prior to the IFSHT Council meeting which is six years prior to the proposed Triennial Congress. 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)

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.

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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 six years.
4. The hand therapy society president from the society with the winning proposal will sign the “letter of agreement” below. The president of IFSHT will also sign this document and a copy will be given to the host society.



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

This agreement is between **IFSHT and** (*Host Hand Therapy Society*) for the ____th IFSHT Triennial 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 appendix 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 Surgeon Society

Signature:

Printed Name:

Date: _____

Email: _____

President of IFSHT

Signature:

Printed Name:

Date: _____

Email: _____

Secretary General of IFSHT

Signature:

Printed Name:

Date: _____

Email: _____