

APPENDIX 1

RECOMMENDATIONS FOR CONTENT OF THE IFSHT TRIENNIAL CONGRESS

IMPORTANT NOTE: When the IFSHT Triennial Congress is held jointly with the IFSSH Triennial Congress it is important that close coordination occurs between the two organisations and some sessions may be shared. It is equally important that IFSHT maintain a clear identity by having separate events.

In the event the IFSHT and the IFSSH opening ceremonies are combined, there must be equal representation of IFSHT during the ceremony. We strongly recommend that the Closing Ceremony be held separately from IFSSH, as this is a time when both organisations meet their incoming Executive Council (EXCO).

PRE-CONGRESS EXCO MEETING Separate from IFSSH

1. The pre – Congress Exco meeting is to be held in a six-hour time slot on the day of the opening ceremony of the Congress, assuming the Congress begins in late afternoon or early evening. Otherwise, this schedule will need to be adjusted to accommodate a six-hour meeting for the EXCO.
2. Six attendees with possible four or five additional part-time attendees.
3. Light breakfast and Lunch to be provided for six - plus (IFSHT to cover the cost of meals).
4. IT: Audio visual availability (internet, projector and screen), extra plugs-power strips to accommodate multiple laptops, tablets and phones.
5. Coffee, tea, and water available.
6. Comfortable room set up in conference room style with a long or round table

OPENING CEREMONY (ALL ATTENDEES) May be combined with IFSSH, if applicable

1. Chaired by the IFSHT President (and IFSSH President, if applicable) and organised with input from the IFSHT President.
2. Opening should introduce the host country/city, usually with some entertainment aspect included.
3. Opening should include recognition of all countries attending.
4. Recognition and introductions of the Evelyn Mackin Grant award recipients.
5. Awards presentation.
6. This should be scheduled unopposed to other therapy content.
7. IFSSH president will be invited to say a few words.

- IFSHT SPEAKERS LUNCHEON-** Separate from IFSSH (held the first full day of congress).
IFSHT Invited Speakers are recognized at a luncheon with the Organising Committee and the IFSHT EXCO.
1. Food and Beverage: Lunch. IFSHT to cover cost and plan the format of this luncheon.
 2. Seating: Round tables and chairs for 80 people (estimate).
 3. IT: Microphone

- IFSHT DELEGATES LUNCH** (Occurs just prior to the Delegates Council meeting).
1. Scheduled on the day where there is a ½ day of Congress proceedings as to not miss any Congress content.
 2. **Room should be close or next to the delegates meeting room.**
 3. Long table and two chairs by door required for check-in.
 4. Round table and chairs for about 50 people.

- IFSHT DELEGATES MEETING (Council Meeting)** Separate from IFSSH
1. Held immediately following the Delegates Lunch.
 2. Tables and chairs for about 50 attendees, arranged in a square or U shape (full member delegates and the EXCO at a head table).
 3. Additional chairs in perimeter for about another 40-50 people set up on the sides.
 4. Long table at door for check in with three chairs.
 5. Microphones on delegates and EXCO tables so everyone can be clearly heard.
Three at head table and one in the centre of each table that makes up the rest of the U or square.
 6. IT: computer, wi-fi, projector, accommodations for virtual attendees.
 7. Lectern with microphone-opposite of head table.
 8. Screen near lectern.
 9. Second screen and computer: Virtual attendees shown on screen and computer to be on EXCO table for Information officer to manage the zoom for virtual attendees.
 10. Food and Beverage: Water
 11. Power for laptops (EXCO only)

- CLOSING CEREMONY** (ALL ATTENDEES) Should be held separately from IFSSH closing ceremony and unopposed to other therapy content.
1. Thanks, and recognition of host committee---Outgoing IFSHT President.

2. Announcement of funds raised from the Silent Auction---Silent Auction Chair or Treasurer.
3. Farewell and thanks to Outgoing EXCO---Outgoing IFSHT President
4. Introduction of Incoming President and exchange of pins---Outgoing IFSHT President.
5. Incoming President's comments---Incoming IFSHT President.
6. Introduction of Incoming EXCO---Incoming IFSHT President.
7. Introduction of next Triennial Congress Chair---Incoming IFSHT President.
8. Presentation about next Triennial Congress---Representative from Host Country.
9. Close of IFSHT Congress by Outgoing IFSHT President.

POST-CONGRESS EXCO MEETING (EXCO) Separate from IFSSH

1. PM following the closing ceremony or AM of day following Congress
2. Approximately six attendees
3. Long table with chairs
4. IT: access to internet, screen and projector..
5. Food and Beverage: Lunch (covered by IFSHT)
6. Water available

SPECIAL CONGRESS EVENTS (in no particular order)

1. SILENT AUCTION Separate from IFSSH

The committee for the Silent Auction is an IFSHT committee and thus separate from the Triennial Congress Committee. The local host, however, must allot space and time for the Silent Auction. This is usually held in the exhibit area and held the day before the last day of the congress.

Requirements:

- a. Approximately 20 tables for displaying items.
- b. Microphone and access to public address system to announce start and close of Auction
- c. Access to an area to receive donations as they arrive with Congress participants. This room or area needs to be secure.
- d. Access to a printer to print bid sheets
- e. Three tables with chairs to serve as check out area at close of Auction
- f. Auction is usually held in the exhibitor's area, if another area is designated, it should be well frequented by Congress attendees and be able to be secured when the Congress is in session.
- g. More details are provided three years prior to the congress.

2. RECEPTIONS

A. Welcome Reception May be combined with IFSSH, if applicable.

Although there is an opening ceremony at the beginning of the meeting, an informal gathering the evening before is encouraged if budget allows.

B. PRESIDENTIAL ADDRESS Separate from IFSSH

This presentation by the current IFSHT President should be from 20-30 minutes in a session with all IFSHT attendees present

C. INVITED SPEAKERS/ KEYNOTE SPEAKER Separate from IFSSH

- i) It is policy that travel, and housing expenses of invited speakers is not paid, which should be made clear to the speaker when the invitation is extended. Both therapists and surgeons are invited as speakers.
- ii) The keynote speaker is chosen with input from the IFSHT President, or the Presidential address may be the keynote address.
- iii) Host society may apply for the Triennial Congress Grant on behalf of the keynote speaker to help fund some of the expenses.

D. EVENING GALA May be combined with IFSSH or separate from IFSSH

This should be an all-inclusive event with a mechanism for creating interaction among as many people as possible. It is desirable that the cost be included in registration. Entertainment representative of the host country is recommended.

E. EXHIBITORS May be combined with IFSSH

- i) Some unopposed exhibitor time is recommended
- ii) Consider refreshment breaks / poster sessions in exhibitor area as well to increase exposure.
- iii) Consider Silent Auction in exhibitor space to draw Congress participants into exhibitor area and increase exposure.

F. SPONSORSHIP Separate from IFSSH

IFSHT will work with the local host country to raise funds to sponsor therapists to attend the Congress who might otherwise be unable to do so.

G. CONFERENCE MEMORABILIA May be combined with IFSSH

- i) Decision of the local host
- ii) Conference bags and programs required.
- iii) Electronic access to abstracts and program recommended.

CONGRESS ORGANISATIONAL RECOMMENDATIONS (in no particular order)

1. It is recommended that the host organisation work with a **professional congress organisation company** to organise the Congress.

2. The congress organiser should:
 - a. Operate a website that contains information about the Congress.
 - b. Handle registration for the Congress, registration via the website.
 - c. Handle reservation for accommodations for the Congress, via the website.
 - d. Provide a confirmation and receipt of registration and accommodation reservations to participants with sufficient detail and information to be used for accounting and tax purposes.
 - e. Have an online abstract submission (preferably in the IMRaD format), which includes an online review system and database (including but not limited to country of origin from each submission and the preferred presentation track i.e. either surgeons, therapists or combined). IFSHT Scientific co-chairs should preferably have access to the surgeon abstract submission database as well, to ensure that all therapy submissions are considered.
 - f. Offer an early bird registration fee that is reduced in price and ends after presenters have been notified that their abstract has been accepted.
 - g. Provide promotional materials to IFSHT and IFSHT hand therapy societies so the Congress can be advertised well in advance.
 - h. Offer / arrange tours and provide a partner's social program.
 - i. Run a welcome and registration desk at the Congress.
 - j. Provide Congress bags and organise their contents for the Congress participants.
 - k. Provide detailed accounting of the Congress income and expenses.