

Policy No. 8.1 : Call for Proposals to Host Triennial Congress	
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Revised: <i>(date)</i>	
Governing Authority: EXCO	
References:	
Corresponding Policies: IFSHT call for proposal for a joint Triennial Congress, IFSHT call for proposal for an independent Triennial Congress. Appendix 1-Recommendations for content of the IFSHT triennial congress. Appendix 2- Presentation for triennial congress	

Purpose: To formalise the process on obtaining bids to host the triennial Congress.

Policy: This Congress is held to follow our mission of providing global networking and educational opportunities to develop and enhance the practice of hand therapy. This policy will cover both joint congresses when combined with hand surgeons and standalone congresses hosted by a hand therapy society. The Triennial Congress is held every 3 years.

It is our policy to first solicit bids for joint proposals along with IFSSH. If IFSSH chooses a country that does not have an IFSHT member hand therapy society in good standing, then IFSHT will solicit standalone bids from hand therapy member societies. This standalone bid solicitation may occur after the triennial congress as IFSSH may have a variety of proposals to consider.

Procedure:

1. Call for joint proposals is initiated seven years before the congress is to be held. This is one year before the next triennial congress.
2. Secretary general sends an announcement to all the delegates. Information officer can post on website, in REACH newsletter, and on Social Media Platforms.
3. IFSSH rotates their Congress between the regions of Asia/Pacific, Europe/Africa, North America (including central and Caribbean) and South America and first consideration by IFSSH will be bids from the region designated for the triennium. IFSSH considers bids outside of the scheduled region if no viable bids are received. During this phase,

IFSHT will only review/entertain bids from those that want a joint Congress with the surgeons and the host hand therapy society.

4. Standalone proposals will be solicited if the IFSSH bid proposals do not meet IFSHT criteria. The standalone bid proposals do not need to follow the surgeons' Congress rotation.
5. Any full member society in IFSHT may be considered as a host for the organisation of the Triennial Congress for a joint or standalone Congress.

Associate members of IFSHT will only be considered for a joint proposal if they have sufficient funds to cover the 10% revenue that is due to IFSHT at the conclusion of the Congress, and fulfil all other Congress related financial obligations and liabilities. This will be insured by way of a contract with the host surgery society

After the call for proposals:

1. The secretary general receives the proposals and in collaboration with the President and presents them to the EXCO.
2. The EXCO reviews each proposal to confirm all membership criteria are met, especially as follows:
 - a. The society is a full or associate member of IFSHT in good standing, and membership fees are up to date.
 - b. The society allows both OT and PT as members.
 - c. The EXCO of the society is comprised of therapists (i.e., Not surgeons or other medical professionals)
3. After the proposals are deemed acceptable, a letter is sent by the secretary general to each society informing them that we accept or decline their proposal.
4. After the proposals are accepted, they are posted as delegates' documents on the website for review by the delegates. This is done by the secretary general in conjunction with the information officer.
5. After the joint proposals are accepted, each society with a proposal will provide IFSHT with a PowerPoint slide as outlined in Appendix 2. They may also provide a video of their country. The secretary general will notify the society of this request.
6. Only the joint proposal that is voted on in the IFSSH council Congress will be presented at the IFSHT Council meeting. The PowerPoint slide from that country and the video will be shown to the delegates.
 - a. The delegates' council will vote on this proposal for a joint Congress, to determine if the therapists agree to the joint proposal or if IFSHT will put out a call for standalone bids from therapy societies.

b. After this is approved by the council, the joint host society will sign the contract between IFSHT and the host therapy society. The host therapy society will need to already have an agreement in place with the host surgeon society.

In the case of no acceptable joint bids prior to the Council Meeting at Congress

1. When IFSHT solicits standalone society proposals due to a lack of acceptable joint proposals, then after they are approved by the EXCO, the details of the information needed for presentation to the delegates is sent by the secretary general. This is appendix 2.
 - a. The standalone societies' proposals are presented to the council for vote.
 - b. Separate from each society's proposal, the information is collated into a side-by-side comparison for presentation to the delegates. This is organised by the secretary general with input from the EXCO.
 - c. The delegates vote on the proposals to select the host for the next Congress.
 - d. After the vote, the contract is signed with the society that is accepted by the Council, based on simple majority vote.

Council meeting process for post Congress consideration of standalone bids

1. A virtual council meeting will be organised
2. The president will present each of the proposals via slide show demonstrating the comparison of each country.
3. The side-by-side comparison of each proposal (all the information on one slide) is shown to the delegates.
4. The delegates vote on the proposals to select the host for the next Congress.
5. After the vote, the contract is signed with the society that is accepted by the Council, based on simple majority vote.

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