



IFSHT CALL FOR PROPOSAL

To host the Triennial Scientific Congress of the International Federation of Societies for Hand Therapy

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 proposal to host the IFSHT Triennial Scientific Congress. The IFSHT bylaws state:

- A. *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.*
- B. *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. Wherever possible, the scientific meeting shall occur in conjunction with the Triennial Congress of the International Federation of Societies for Surgery of the Hand (IFSSH).*
- C. *Any Full or Associate member group in IFSHT may be considered as a possible host for the organization of the Triennial Scientific Congress.*

SUBMISSION OF PROPOSAL

FORMAT: All submissions shall be made in electronic format.

CONTENT: The country applying to host the IFSHT Triennial Congress shall be a member in good standing with IFSHT and shall provide the following written information:

1. Historical background and membership numbers of the hosting organization.
2. Previous experience with organizing scientific conferences
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. Organizational and financial support available to the host organization
8. Proposed structure of the organizing committee, including sub-committees
9. Copy of potential contract with professional congress organizing company
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. The budget shall include:
 - Fixed costs / Variable costs
 - Expected income
 - Expected profit



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11. Potential fund raising and other sources of financial sponsorship
12. Information on transportation to/from the airport and to/from the hotel and Congress location for the attendees
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

NOTE: If submitting as a joint proposal to co-host the IFSSH / IFSHT Congresses:

1. Clarification of the working and financial relationship between the local surgeons' and hand therapists' organizing committees, specifically outlining the proposed formula for profit sharing between the hosting surgeon and therapist organizations.

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)

In the event of a joint IFSSH / IFSHT Congress proposal, the surgeon and therapist groups **MUST** submit the joint proposal document to both IFSSH and IFSHT simultaneously.

IFSHT APPROVAL: In order for the IFSHT EXCO to present an application for council approval, **ALL** information requested in this *Call for Proposal* document along with the signed *Statement of Understanding for Hosting an IFSHT Triennial Congress* (next page) **MUST** be submitted.

RELATED APPENDICES:

1. Recommended IFSHT Congress Content and Special Events
2. Letter of Agreement between IFSHT and Host Organization for a joint bid with IFSSH
3. Letter of Agreement between IFSHT and Host Organization for a solitary bid.



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**Statement of Understanding for Hosting an IFSHT
Triennial Congress**

By signing this document, the undersigned acknowledge:

1. They have read, and fully understand and agree to the content outlined in the IFSHT *Call for Proposal* and related Appendices for the IFSHT Triennial Congress.
2. Should this bid be accepted by the IFSHT Council, the parties below will work with IFSHT in good faith to ensure a mutually financially beneficial and educationally enriched meeting.

IFSHT reserves the right to withdraw official endorsement of the proposal from the host organization(s) to host the ___ IFSHT Triennial Congress until a signed Letter of Agreement is finalized.

HOSTING THERAPY SOCIETY NAME

HOSTING SURGEON SOCIETY NAME (Joint Bid)

President of Hand Therapy Society

President of Hand Surgery Society

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

Local Organizing Committee Chair

Local Organizing Committee Chair

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

Secretary-General of Hand Therapy Society

Secretary-General of Hand Surgery Society

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____