

LETTER OF AGREEMENT FOR HOSTING THE 14TH IFSHT TRIENNIAL IN A JOINT BID FOR IFSSH/IFSHT CONGRESS IN 2028

To host the Triennial Scientific Congress of the International Federation of Societies for Hand Therapy (IFSHT) as a joint meeting with the International Federation of Societies for Surgery of the Hand (IFSSH)

This updated agreement is between IFSHT and the _____ to host the 14th IFSHT Triennial Meeting in conjunction with the 17th IFSSH Triennial Meeting in 2028.

Working relationship

1. The host hand therapy society shall take responsibility for the IFSHT congress organisation, with IFSHT oversight.
2. The primary executive committee contact/liaison between IFSHT and the host hand therapy society will be the current President of IFSHT.
3. The host hand therapy society will ensure that IFSHT be included in the planning of the nature and content of any joint surgeon and therapist scientific, education or social programming for this congress.
4. IFSHT will appoint an and international therapist as Co-Chair and the host hand therapy society will appoint a Co-Chair, to sit on an IFSHT triennial program and scientific advisory committee. This committee will work with the local hand therapy program committee to help define the general outline and content of the therapy program. In addition, this committee will assist with the therapist paper and poster review process and with identifying potential international therapist speakers for the congress.
5. It is acknowledged that the host hand therapy society will enter into a formal agreement with the local hand surgeons' society, who will in turn, enter into a formal agreement with IFSSH. IFSHT will not enter a financial contract with either the local hand surgery host society or IFSSH.

Financial agreements

1. The host hand therapy society agrees to assume 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 through its financial agreement with the local hand surgery host society.
2. 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 for the IFSHT President's attendance will be paid by local hand therapy society.
3. 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 and is payable to IFSHT two weeks prior to the congress.
4. The host hand therapy society will endeavour to negotiate a reduced therapist congress registration that is consistent with previous joint IFSHT / IFSSH congresses



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of approximately 50-60% of the surgeon congress registration fee. (Note, this may be adjusted as needed).

5. IFSHT has the need to obtain funds from the triennial congress, and as such, expects the host hand therapy society to collect a fee of 10% of the therapist congress registration fee as a guaranteed income to be paid to IFSHT (the host therapy society may add this 10% fee payable to IFSHT to the therapist congress registration fee).
6. Registration fees for all 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 should be incorporated into the therapist’s registration fees.
7. IFSHT will be provided with rooms for a delegates reception, their Committee meetings, the Speakers reception, the Silent Auction, and for the Executive and Council meetings. The meal expenses for these meetings will be paid by IFSHT.

IFSHT understands that any financial profit (unintended) is divided equally between IFSSH and the host surgical society. If an unexpected profit is significant, IFSHT will be agreeable to having discussions with IFSSH regarding the direction of these funds. It is assumed that the host hand surgical society will similarly enter discussions with the host hand therapy society regarding the direction of their funds.

By signing this document, the undersigned acknowledge they have read and fully understand the content outlined in the IFSHT Call for Proposal and related Appendices and will be guided by this updated letter of agreement in the planning and execution of the 14th IFSHT triennial congress in 2028; with the understanding that all parties will continue to work together in good faith to ensure a mutually financially beneficial and educationally enriching meeting. This meeting will be held in conjunction with the 17th IFSSH triennial meeting.



IFSHT

HAND THERAPY (CO-HOSTING SOCIETY)

Signature: _____

Signature: _____

Date: _____

Date: _____

Printed Name:
Email: president@IFSHT.org

Printed Name:
Email:

President of IFSHT

**President of Hand Therapy
Host Society**



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Signature: _____ Signature: _____

Date: _____ Date: _____

Printed Name:
Email: secretarygeneral@IFSHT.org
Secretary-General of IFSHT

Printed Name:
Email:
**Co-Chair of Hand Therapy 2028
Organising Committee**

- cc President, Host Hand Surgery Society during IFSSH Congress 2028
- cc Chair of Hand Surgery Society Congress 2028 Organising Committee
- cc Secretary General, IFSSH
- cc Secretary of IFSSH