

## **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 organizations 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 organizations meet their incoming Executive Council (EXCO).

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

- Chaired by the IFSHT President (and IFSSH President, if applicable) and organized with input from the IFSHT President.
- Opening should introduce the host country/city, usually with some entertainment aspect included.
- Opening should include some way of recognizing all countries attending.

**CLOSING CEREMONY (ALL ATTENDEES)** Should be held separately from IFSSH closing ceremony

- Thanks & recognition of host committee---Outgoing IFSHT President
- Announcement of funds raised from the Silent Auction---Silent Auction Chair
- Farewell & thanks to Outgoing EXCO---Outgoing IFSHT President
- Introduction of Incoming President & exchange of pins---Outgoing IFSHT President
- Incoming President's comments---Incoming IFSHT President
- Introduction of Incoming EXCO---Incoming IFSHT President
- Introduction of next Triennial Congress Chair---Incoming IFSHT President
- Presentation about next Triennial Congress---Representative from Host Country
- Close of IFSHT Congress by Outgoing IFSHT President

**IFSHT DELEGATES MEETING (Council Meeting)** Separate from IFSSH

- Full day prior to beginning of conference
- Tables and chairs for about 40 people setup in a square or U shape
- Additional chairs in parameter for about 10-15
- Lunch to be provided (in separate room with tables)
- Microphones so everyone can be clearly heard
- Coffee, tea and snacks (AM & PM)
- Power for laptops (EXCO only)
- Screen and projector (Per EXCO's request)

**PRE-CONGRESS EXCO MEETING** Separate from IFSSH

- Full day prior to Delegates meeting
- Six attendees with possible 4 or 5 additional part-time attendees
- Lunch to be provided for 6+
- Need access to copier, internet, and printer
- Need coffee, tea, etc. available and comfortable room

**POST-CONGRESS EXCO MEETING (EXCO)** Separate from IFSSH

- AM of day following Congress
- Approximately six attendees
- Need access to copier, internet, and printer
- Need coffee, tea, etc. 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.

Requirements:

- Approximately 40 tables for displaying items
- Microphone and access to public address system to announce start and close of Auction
- Access to an area to receive donations as they arrive with Congress participants
- Access to a printer to print bid sheets
- 3 tables with chairs to serve as check out area at close of Auction
- 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.

**2. RECEPTIONS**

**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.

**IFSHT Delegates Reception** Separate from IFSSH

- If the budget allows, a reception for the IFSHT delegates should be held immediately following the Council meeting including hors d'oeuvres and drinks. Past presidents and committee chairs are included for total of approximately 45 people.

**IFSHT Speaker's Luncheon** Separate from IFSSH

- IFSHT Invited Speakers are recognized at a luncheon with the Organizing Committee and the IFSHT EXCO

**3. 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

**4. INVITED SPEAKERS/ KEYNOTE SPEAKER** Separate from IFSSH

- 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.
- The keynote speaker is chosen with input from the IFSHT President, or the Presidential address may be the keynote address.

**5. 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.

**6. EXHIBITORS** May be combined with IFSSH

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

**7. 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.

**8. CONFERENCE MEMORABILIA** May be combined with IFSSH

- Decision of the local host
- Conference bags and programs required
- CD of abstracts and program recommended

**CONGRESS ORGANIZATIONAL RECOMMENDATIONS** (in no particular order)

1. It is recommended that the host organization work with a **professional congress organization company** to organize the Congress
2. The congress organizer 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, which includes an online review system and database.
- 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 partners social program.
- i. Run a welcome and registration desk at the Congress.
- j. Provide Congress bags and organize their contents for the Congress participants.
- k. Provide detailed accounting of the Congress income and expenses.