

LETTER OF AGREEMENT FOR HOSTING THE 14TH IFSHT TRIENNIAL CONGRESS IN 2028

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

This updated agreement is between IFSHT and the _____ to host the 14th IFSHT Triennial 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/liasion 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 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.

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. 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. 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).
5. 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



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be provided with complimentary accommodation at the Congress Hotel. Funding for these costs should be incorporated into the therapist’s registration fees.

- 6. 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 IFSHT and the host therapy society.

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.



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
2028 Host Society**

Signature: _____

Signature: _____

Date: _____

Date: _____

Printed Name:
Email: secretarygeneral@IFSHT.org

Printed Name:
Email:

Secretary-General of IFSHT

**Co-Chair of Hand Therapy 2028
Organising Committee**