## **BACKGROUND INFORMATION**

The International Federation of Societies for Hand Therapy (IFSHT) was 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 these goals are met is through a Triennial Congress held once every three years.

This document provides basic information to member societies interested in submitting a proposal to host the IFSHT Triennial Congress.

The IFSHT bylaws state:

1. An international scientific Congress will be held every three years. All member groups will be encouraged to participate in the Congress. Participation of non-membergroups or individuals who are interested in Hand Therapy will also be encouraged.
2. The executive committee of IFSHT will review the proposed organisational committee’s ability to host a scientific meeting and bring forward their recommendations for meeting location to the council for review and ratification.
3. Any Full member group in IFSHT may be considered as a possible host for the organisation of the Triennial Scientific Congress.

**WORKING RELATIONSHIP WITH IFSHT**

1. The Host Hand Therapy Society shall maintain close communication with the IFSHT Executive Committee during all phases of Congress planning. They will provide periodic reports to the IFSHT Executive Committee as planning proceeds.
2. The primary executive committee contact/liaison between IFSHT and the host therapy society will be the current president of IFSHT.
3. The Host Hand Therapy Societywill ensure that IFSHT will be included in the planning of the nature and content of the scientific, educational, or social programming for this Congress.
4. IFSHT will appoint a Scientific Committee Co-Chair, an international therapist member, to sit on the IFSHT Triennial Program and Scientific Committee. The Host Hand Therapy Society will appoint a Scientific Committee Co-Chair to partner with the IFSHT appointed Co-Chair to lead the Scientific Committee. This committee will work with the host hand therapy organisation program committee to define the general outline and content of the therapy programming. In addition, this committee will assist with the therapist paper and poster review process and with identification of international therapist speakers for this congress.
5. The Host Hand Therapy Society agrees to abide by the required content for the IFSHT triennial congress as outlined in this proposal document. Any changes to this format need to be approved by IFSHT.
6. The Host Hand Therapy Society agrees to abide by the required content outlined in Appendix 1

**Financial Agreements**

1. The Host Hand Therapy Societyagrees to assume the 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.
2. The Host Hand Therapy Society acknowledges that IFSHT is not responsible for any financial obligations other than those outlined under IFSHT Financial Responsibility.
3. The Host Hand Therapy Society is encouraged to establish a legal body with sole purpose of organizing the congress.
4. 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 organisation of the congress. This amount shall not be included in the calculations for the registration levy. This seed money is owed to IFSHT and is payable to IFSHT two weeks prior to the congress. (This money will be available following the completion of the previous IFSHT Triennial Congress).
5. During the twelve months prior to the Congress, the IFSHT President will have an on-site inspection and detailed briefing of the congress. The expenses for housing and local expenses will be paid by the Host Hand Therapy Society.
6. The Host Hand Therapy Society shall collect on behalf of and remit to IFSHT a fee of 10% of the therapist congress registration fee as a guaranteed base of revenue for IFSHT. (Host Hand Therapy Society may add this 10% fee payable to IFSHT to the therapist congress registration fee).
7. The Host Hand Therapy Society will also remit to IFSHT 5% of any revenue obtained from those exhibitors that are specifically geared towards hand therapy.
8. If the Host Hand Therapy Society offers discounted or free registration for local people who assist with the congress organisation, this amount shall not be considered as a congress expense. Rather these expenses shall be accounted for as a separate local organizing committee expense and therefore the registrations should be included in the total count of registration for the levy due to IFSHT.
9. Registration fees for all IFSHT 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 may be incorporated into the therapists/ registration fees.
10. The Host Hand Therapy Society will work with the Congress Organiser to ensure that IFSHT will be provided with rooms for a speakers’ reception, the Silent Auction, The Executive Committee Pre-Congress and Post-Congress meetings and the IFSHT Council meeting and luncheon or reception. IFSHT will pay meal expenses for these meetings if they are outside the normal meal services provided as part of the registration fee.
11. IFSHT offers grant funding to cover registration of some of the IFSHT grant recipients, and IFSHT will pay for any sponsored registrations costs of the sponsored registrations.
12. If the host therapy society decides to have keynote speakers, then this is at the host therapy society’s expense. IFSHT does offer the IFSHT/IFSSH Triennial Congress grant that offers partial assistance to speakers but not full coverage of financial costs and not an honorarium. The host society is able to apply for these funds on behalf of the speaker, but financial assistance is not guaranteed
13. The Host Hand Therapy Society must render an audited account of the Congress receipts and expenditures to IFSHT. This account and registration levy shall be submitted to IFSHT no later than six (6) months following the conclusion of the Triennial congress.

## **SUBMISSION OF PROPOSAL**

## In submitting a proposal, the host society agrees to having a full understanding of the working and financial relationship between IFSHT and the host country.

FORMAT: All submissions shall be made in electronic format.

CONTENT: The hand therapy society applying to host the IFSHT Triennial Scientific Congress shall be a full member in good standing with IFSHT (at the time the application is made):

* 1. Historical background and membership numbers of the hosting organisation.
	2. Previous experience with organizing scientific conferences or proof of hiring a company to plan the congress.
	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. Safety of travellers to the country.
	8. Proposed structure of the organizing committee, including sub-committees
	9. 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:
1. Fixed costs / Variable costs
2. Expected income.
3. Expected profit (including IFSHT profit share)
	1. Potential fund raising and other sources of financial sponsorship.
	2. Information on transportation to/from the airport and to/from the hotel and Congress location for the attendees.
	3. Range of hotel room costs.
	4. Visa requirements for attendees to enter host country.
	5. Emergency health services available to attendees.
	6. Congress security plans.
	7. Sightseeing and excursion possibilities.
	8. Copy of any other potential contracts.
	9. Plans for assistance on customs procedures for exhibitors and registrants.
	10. Ability to host the congress financially and of the society’s ability to cover any financial losses.

**DEADLINE**: All proposals will be submitted to the IFSHT Executive Committee (EXCO) on or before three

months prior to the IFSHT Council meeting which is six years prior to the proposed Triennial Congress. The IFSHT executive committee will consider submissions after this deadline only if no suitable applications have been received by this date.

**SUBMISSIONS**: All proposals mut 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 )

**Onsite Proposal at Congress**

1. The IFSHT will review each proposal submitted to make sure all the information requesting in this call for proposal document have been submitted. The proposals will only be presented to the voting delegates when the information is complete.
2. The delegates will be given as onsite presentation as outlined in Appendix 2. This is completed at the delegates meeting at the following congress.
3. Once the presentations are complete the delegates will vote on where they would like the triennial scientific congress to take place in six years.
4. The hand therapy society president from the society with the winning proposal will sign the “letter of agreement” below. The president of IFSHT will also sign this document and a copy will be given to the host society.

 **LETTER OF AGREEMENT FOR HOSTING THE**

 **\_\_\_\_\_\_\_\_\_\_ IFSHT TRIENNIAL CONGRESS IN \_\_\_\_\_\_\_\_\_\_\_\_.**

This agreement is between **IFSHT and** (*Host Hand Therapy Society) for the \_\_\_* th IFSHT Triennial Congress).

By signing this document, the undersigned acknowledges that they have read and fully understand and agree to the content outlined in the IFSHT call for proposal, including the working relationship, financial relationship and related appendix and agree to all the requirements as outlined. It is understood that all parties will continue to work together in good faith to ensure a mutually beneficial and educationally enriching meeting.

This contract will become binding once the IFSHT delegates have voted to approve your bid to host the congress in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the president of IFSHT has signed this contract. This will be completed at the Triennial Congress in \_\_\_\_\_\_\_\_\_\_\_.

**President of Host Hand Therapy Society**

Signature:

Printed Name:

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Secretary General of Hand Surgeon Society**

Signature:

Printed Name:

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**President of IFSHT**

Signature:

Printed Name:

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Secretary General of IFSHT**

Signature:

Printed Name:

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **APPENDIX 1**

**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 organisations 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 organisations meet their incoming Executive Council (EXCO).

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

1. The pre – Congress Exco meeting is to be held in a six-hour time slot on the day of the opening ceremony of the Congress, assuming the Congress begins in late afternoon or early evening. Otherwise, this schedule will need to be adjusted to accommodate a six-hour meeting for the EXCO.
2. Six attendees with possible four or five additional part-time attendees.
3. Light breakfast and Lunch to be provided for six - plus (IFSHT to cover the cost of meals).
4. IT: Audio visual availability (internet, projector and screen), extra plugs-power strips to accommodate multiple laptops, tablets and phones.
5. Coffee, tea, and water available.
6. Comfortable room set up in conference room style with a long or round table

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

1. Chaired by the IFSHT President (and IFSSH President, if applicable) and organised with input from the IFSHT President.
2. Opening should introduce the host country/city, usually with some entertainment aspect included.
3. Opening should include recognition of all countries attending.
4. Recognition and introductions of the Evelyn Mackin Grant award recipients.
5. Awards presentation.
6. This should be scheduled unopposed to other therapy content.
7. IFSSH president will be invited to say a few words.

**IFSHT SPEAKERS LUNCHEON-** Separate from IFSSH (held the first full day of congress).

IFSHT Invited Speakers are recognized at a luncheon with the Organising Committee and the IFSH

EXCO.

* 1. Food and Beverage: Lunch. IFSHT to cover cost and plan the format of this luncheon.
	2. Seating: Round tables and chairs for 80 people (estimate).
	3. IT: Microphone

**IFSHT DELEGATES LUNCH** (Occurs just prior to the Delegates Council meeting).

1. Scheduled on the day where there is a ½ day of Congress proceedings as to not miss any Congress content.
2. **Room should be close or next to the delegates meeting room.**
3. Long table and two chairs by door required for check-in.
4. Round table and chairs for about 50 people.

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

1. Held immediately following the Delegates Lunch.
2. Tables and chairs for about 50 attendees, arranged in a square or U shape (full member delegates and the EXCO at a head table).
3. Additional chairs in perimeter for about another 40-50 people set up on the sides.
4. Long table at door for check in with three chairs.
5. Microphones on delegates and EXCO tables so everyone can be clearly heard. Three at head table and one in the centre of each table that makes up the rest of the U or square.
6. IT: computer, wi-fi, projector, accommodations for virtual attendees.
7. Lectern with microphone-opposite of head table.
8. Screen near lectern.
9. Second screen and computer: Virtual attendees shown on screen and computer to be on EXCO table for Information officer to manage the zoom for virtual attendees.
10. Food and Beverage: Water
11. Power for laptops (EXCO only)

**CLOSING CEREMONY** (ALL ATTENDEES) Should be held separately from IFSSH closing ceremony and unopposed to other therapy content.

1. Thanks, and recognition of host committee---Outgoing IFSHT President.
2. Announcement of funds raised from the Silent Auction---Silent Auction Chair or Treasurer.
3. Farewell and thanks to Outgoing EXCO---Outgoing IFSHT President
4. Introduction of Incoming President and exchange of pins---Outgoing IFSHT President.
5. Incoming President’s comments---Incoming IFSHT President.
6. Introduction of Incoming EXCO---Incoming IFSHT President.
7. Introduction of next Triennial Congress Chair---Incoming IFSHT President.
8. Presentation about next Triennial Congress---Representative from Host Country.
9. Close of IFSHT Congress by Outgoing IFSHT President.

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

1. PM following the closing ceremony or AM of day following Congress
2. Approximately six attendees
3. Long table with chairs
4. IT: access to internet, screen and projector..
5. Food and Beverage: Lunch (covered by IFSHT)
6. Water 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 and held the day before the last day of the congress.

Requirements:

* 1. Approximately 20 tables for displaying items.
	2. Microphone and access to public address system to announce start and close of Auction
	3. Access to an area to receive donations as they arrive with Congress participants. This room or area needs to be secure.
	4. Access to a printer to print bid sheets
	5. Three tables with chairs to serve as check out area at close of Auction
	6. 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.
	7. More details are provided three years prior to the congress.
1. **RECEPTIONS**
2. **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.

1. **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

1. **INVITED SPEAKERS/ KEYNOTE SPEAKER** Separate from IFSSH
	* 1. 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.
		2. The keynote speaker is chosen with input from the IFSHT President, or the Presidential address may be the keynote address.
		3. Host society may apply for the Triennial Congress Grant on behalf of the keynote speaker to help fund some of the expenses.
2. **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.

1. **EXHIBITORS** May be combined with IFSSH
	* 1. Some unopposed exhibitor time is recommended
		2. Consider refreshment breaks / poster sessions in exhibitor area as well to increase exposure.
		3. Consider Silent Auction in exhibitor space to draw Congress participants into exhibitor area and increase exposure.
2. **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.

1. **CONFERENCE MEMORABILIA** May be combined with IFSSH
	* 1. Decision of the local host
		2. Conference bags and programs required.
		3. Electronic access to abstracts and program recommended.

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

1. It is recommended that the host organisation work with a **professional congress organisation company** to organise the Congress.
2. The congress organiser should:
	1. Operate a website that contains information about the Congress.
	2. Handle registration for the Congress, registration via the website.
	3. Handle reservation for accommodations for the Congress, via the website.
	4. 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.
	5. Have an online abstract submission (preferably in the IMRaD format), which includes an online review system and database (including but not limited to country of origin from each submission and the preferred presentation track i.e. either surgeons, therapists or combined). IFSHT Scientific co-chairs should preferably have access to the surgeon abstract submission database as well, to ensure that all therapy submissions are considered.
	6. Offer an early bird registration fee that is reduced in price and ends after presenters have been notified that their abstract has been accepted.
	7. Provide promotional materials to IFSHT and IFSHT hand therapy societies so the Congress can be advertised well in advance.
	8. Offer / arrange tours and provide a partner’s social program.
	9. Run a welcome and registration desk at the Congress.
	10. Provide Congress bags and organise their contents for the Congress participants.
	11. Provide detailed accounting of the Congress income and expenses.

**Appendix 2**

**Delegates Meeting Presentation for Triennial Congress Bids**

1. Slide presentation to include:
	1. Name of society
	2. Location, dates and name of hotel(s)
	3. Registration cost
		1. What meals does the registration cover?
	4. Cost of accommodations and location in relation to host hotel-conference centre.
		1. Does hotel or conference include breakfast?
	5. Safety of travellers
	6. Visa requirements-
		1. General cost of Visa
		2. What countries require or do not require Visa’s (whichever list is shorter)
	7. General cost of food. What is the cost of a McDonalds Big Mac (In accordance the Big Mac Index)?
	8. Estimated cost of Congress Dinner
	9. How many therapists do you expect to attend the meeting?
		1. Revenue projected for IFSHT
	10. Details about how the host therapy society is equipped to cover any loses?
2. Video of area and venue may be presented, two minutes maximum.
3. Mementos that the society chooses to provide to the delegates will only be allowed after voting.