

ISPRM 2024 – Europe, Eastern Mediterranean, Africa



ISPRM WORLD CONGRESS BIDDING GUIDELINES

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1. INTRODUCTION

This document outlines the bidding requirements for the International Society of Physical and Rehabilitation Medicine (ISPRM) to be met by the destination and venue host bidder for the ISPRM World Congress. The document also outlines the main objectives for holding the conference and provides background information.

1.1 Main objectives of the ISPRM World Congress

The ISPRM World Congress is a high level scientific meeting, providing information about developments in the field and high quality educational elements for clinicians and young scientists.

1. Science
 - To present and discuss recent research
 - To inform about new trends in research and recent results
2. Education and Guidance
 - To provide scientific evidence and best practice updates
 - To present relevant issues designated to stimulate discussion
 - To improve skills for clinical practice
 - To provide guidance for the field of PRM
3. Society
 - To brief delegates on ISPRM achievements and current projects
 - To engage in strategic exchange of ideas
 - To conceptualize the PRM specialty and its position within the health system
 - To increase awareness of the field of PRM amongst the general public and the medical community
 - To develop strategies to improve daily practice
4. Networking
 - To strengthen interaction through social events and time for informal personal exchanges
5. Presentation of Awards

1.2 Previous, current and future World Congresses

The International Society of Physical and Rehabilitation Medicine (ISPRM) is the result of the merger of the International Rehabilitation Medicine Association (IRMA) and the International Federation of Physical and Rehabilitation Medicine (IFPM&R) on 13 November 1999.

The first ISPRM World Congress was held in 2001 in Amsterdam as a biennial congress. Since 2013, the ISPRM World Congress has been organized on an annual basis.

Below is a listing of past, current & future ISPRM World Congresses locations:

Europe, Eastern Mediterranean & Africa	Asia & Oceania	The Americas
ISPRM 2001 - 1 st ISPRM World Congress Amsterdam, the Netherlands		
ISPRM 2003 - 2 nd ISPRM World Congress Prague, Czech Republic		ISPRM 2005 - 3 rd ISPRM World Congress Sao Paulo, Brazil
	ISPRM 2007 - 4 th ISPRM World Congress Seoul, Korea	
ISPRM 2009 - 5 th ISPRM World Congress Istanbul, Turkey		ISPRM 2011 - 6 th ISPRM World Congress San Juan, Puerto Rico
	ISPRM 2013 - 7 th ISPRM World Congress Beijing, China	ISPRM 2014 - 8 th ISPRM World Congress Cancun, Mexico
ISPRM 2015 - 9 th ISPRM World Congress Berlin, Germany	ISPRM 2016 - 10 th ISPRM World Congress Kuala Lumpur, Malaysia	ISPRM 2017 - 11 th ISPRM World Congress Buenos Aires, Argentina
ISPRM 2018 - 12 th ISPRM World Congress Paris, France	ISPRM 2019 - 13 th ISPRM World Congress Kobe, Japan	ISPRM 2020 - 14 th ISPRM World Congress Orlando, USA
ISPRM 2021 – 15 th ISPRM World Congress Lisbon, Portugal	ISPRM 2022 – 16 th ISPRM World Congress Sydney, Australia	ISPRM 2023 – 17 th ISPRM World Congress Cartagena, Colombia

1.4 Rotation policy

The selection of a future ISPRM World Congress destination will be made approximately 4 years prior to the congress.

The ISPRM World Congress rotates among the three ISPRM regions:

- Asia & Oceania
- The Americas
- Europe, Eastern Mediterranean, Africa

1.5 Preferred dates and timing

The ISPRM World Congress should preferably take place in **May or June** (consideration to be given to Religious and National holidays). The timing is currently as follows, but can be changed in the future:

- Set-up: 2 days prior to Opening (Saturday-Sunday or Friday-Saturday depending on venue)
- Pre-conference sessions, workshops and courses: Saturday and Sunday (up to 1.5 hours before the opening ceremony)
- Committee meetings: Sunday
- Congress days: 3.5 days: Monday - Thursday

2. ISPRM WORLD CONGRESS REQUIREMENTS

These standards are a set of minimum requirements for the successful planning and implementation of the ISPRM World Congress, including venue and hotel characteristics, scientific and social programs, sponsorship, and registration standards.

2.1 Accessibility

The country hosting the ISPRM World Congress should be accessible to people from all nationalities desiring to participate in the ISPRM World Congress regardless of their nationality.

In case accessibility is an issue, ISPRM reserves the right to change to another hosting country/National Society.

2.2 Venue

- City served by an international airport
- Public transport and/or shuttle service available from airport to the city and from hotels to Congress venues
- Plenary Hall for **at least 2000** participants
- **Ideally a maximum of 6 parallel** rooms with 250-600 seats
- 1 executive room with printer and PC connection throughout the congress
- For pre-congress days: at least 5 workshop rooms 30-100 people
- For pre-congress day: 4 meeting rooms 20-50 people for ISPRM business meetings
- 2-3 smaller meeting rooms 15-20 people
- Speaker ready room
- 3,000 m² - 4,000 m² gross for exhibition and catering
- Space to have (e)poster presentations & (e)poster sessions
- Food court/Cafeterias to serve all paying participants (may not be included in the registration fee)
- Full range of physical and communication accessibility (see [Appendix 1](#))

Requirements SUMMARY

- 1 plenary hall for **at least 2000**
- parallel halls for 250-600 people (ideally, up to 6 parallel rooms)
- 1 executive room
- 2-3 smaller meeting rooms for 15-20 people
- 3,000-4,000 m² gross for exhibition and catering
- For pre-congress day: 4 meeting rooms 20-50 people and 5 workshop rooms 30-100 people

2.3 Hotels

- The host city shall have at least 1,250 hotel rooms of various categories (3-5 stars) easily accessible by public transportation to the Congress venue
- Offer a selection of low cost / budget accommodation
- Have rooms accessible by people using wheelchairs and with roll-in showers
- The Local organiser will be responsible for negotiating special rates available for invited speakers and participants of the Congress with preferred/selected hotels.

2.4 Scientific Program

- The Congress **MUST** be CME accredited and be compliant to the current policies about ethics;
- Presentations **MUST** be saved and later sent to ISPRM (within 3 months of the end of the congress); LOC/PCO must request signed permission to each Lecturer.
- Keynote Lectures **MUST** be recorded and sent to ISPRM (within 3 months of the end of the congress); Recording of all sessions shall be first evaluated and then paid by ISPRM. LOC/PCO is to provide a table of costs and request signed permission to each Lecturer.
- All aspects of the scientific program shall be organized and coordinated by the Congress Scientific Committee (see <http://www.isprm.org/wp-content/uploads/2018/12/ISPRM-Committee-operational->

[guidelines-Congress-Scientific-Committee-Nov-2018.pdf](#) for composition and rules and regulations for the Congress Scientific Committee) in conjunction with the ISPRM President's Cabinet

- All scientific aspects of the Congress, including program, abstracts, (e)posters etc., shall adhere to the ISPRM standardized abstract topic list (for current listing, see [Appendix 2](#))
- The program shall include:
 - Keynote Lectures (up to 10)
 - Invited lectures (to be decided on the best interest of ISPRM, scientific knowledge and clinical practice) (up to 100; with an equitable distribution among the three ISPRM regions)
 - Oral paper sessions (one of which shall be coordinated in conjunction with ISPRM's World Youth Forum Task Force, under the responsibility of the Congress Scientific Committee, to take place on the 1st congress day);
 - (e) Poster presentation sessions (rules on oral and poster formats, structures, and models to be decided and disseminated before the Congress)
 - Plenary and learning sessions (part of educational tracks, open to all Congress participants and include keynote speeches)
 - Between 4 and 6 simultaneous/parallel sessions
 - Clinical sessions
 - Junior researcher sessions and workshops
 - Hands on workshops (cost to attend workshops may not be included in the registration fee)
 - Round tables addressing clinical and scientific controversies
 - Committee driven sessions – Each of the ISPRM committees is entitled to submit a minimum of one session for inclusion in the program, any session is subject to CSC approval
 - Joint sessions – Sessions with ISPRM partner societies/associations
- Local knowledge, ideas, research and scientific profile
- Accepted abstracts are to be published in the Journal of the International Society of Physical and Rehabilitation Medicine (JISPRM)
- Time slots for side symposiums and workshops sponsored by Industry are to be foreseen in the program, but should not be in competition with the Congress Scientific Program and present no conflict of interest
- Side sessions to the Congress can be organized and funded by ISPRM.

2.5 Translation

Dependent on the congress location and local requirements, translation services (possibly including sign language interpreters) may be required. These costs are to be sponsored by the Local Organizing Committee or the National PRM Association of the host country.

2.6 Social Program (to be organized within the Congress budget and in compliance with CME regulations)

- Opening Ceremony and Welcome Reception
- Presidential Dinner* (by invitation only) and/or
- Networking Event (registration is NOT included in the Congress registration fee)
- Closing ceremony (including the Sydney Licht Lecture, and introduction to the next ISPRM World Congress and its president)

*This event is not part of the ISPRM program in any way and is not to be promoted in any form.

2.7 Registration policy and procedures

Registration policies and procedures, including registration rates, will be determined by the ISPRM President's Cabinet with proposals from the Local Organizing Committee. Special registration fees must be available for:

- ISPRM members
- undergraduate students,
- residents/interns,
- young researchers and trainees,
- allied health professionals,
- exhibitors,
- group registrations (groups larger than 10 persons),
- and participants coming from countries designated as low and lower-middle income as defined by the World Bank.

Registration fees should be set in relation to the fees charged for previous ISPRM Congresses and in relation to the fees that are applicable for similar Congresses in the region where the Congress takes place.

On-site registration for guests of Congress participants shall be available. The registration fee(s) for guests and the level(s) of access to the programs of the Congress are also to be decided in accordance with the ISPRM. The Local Organizer can propose “one day registration” that must be approved by the President’s Cabinet.

Attendance, travel and other costs related to the Congress activities, including the President’s Cabinet retreat, by the Executive Director and/or Central Office (1 person) are to be borne by the Congress budget. The person chosen to give the Sydney Licht Lecture and to receive the Herman Flax award has his/her registration fee waived and will be invited to any social events with the associated costs borne on the Congress budget. Should ISPRM give any other specific award(s) the same rule would apply.

2.8 Invited speakers support guidelines

Policies and guidelines for the invited speakers are included in [Appendix 3](#).

3. BID SELECTION CRITERIA AND APPLICATION

3.1 Timeline

The total time for the bid cycle is 20 weeks, according to the below recommended timeline:

Item	No° of weeks before destination selection	DD/MM/YY
Call for letter of intent	± -20 weeks	03 Oct. 2019
Deadline to submit letter of intent	± 16 weeks	03 Nov. 2019
President's Cabinet to be informed of the National Societies / Individual Members submitting letter of intent; opportunity to extend the deadline for submitting letter of intent by 2 more weeks (to obtain further bids if needed)	± 14 weeks	04 Nov. 2019
Central Office to inform bidders of accepted letters	± 14 weeks	07 Nov. 2019
Deadline to submit full bid	- 8 weeks	04 Jan. 2020
Bids forwarded to the central office and the Secretary for evaluation (will take 2 weeks for evaluation)	- 8 weeks	06 Jan. 2020
Central office and Secretary to report to the President's Cabinet	- 6 weeks	24 Jan. 2020
President's Cabinet to evaluate options and select those to progress to the final stage of preparing the bid presentation to the AOD	- 5 weeks	30 Jan. 2020
Selected bidders to be informed and invited to make final presentation	- 4 weeks	03 Feb. 2020
Bidders present at the Assembly of Delegates of the upcoming congress	0 weeks	08 Mar. 2020
Destination will be chosen at the Annual World Congress (date of Assembly of Delegates)	0 weeks	08 Mar. 2020
Deadline to appeal the decision	+4 weeks	08 Apr. 2020

3.2 Criteria

Bids will be accepted from:

- any active National Society member; in case of multiple National Societies in one country, the bid should be submitted in agreement with the other society(ies)
- any active individual member formally supported by an active ISPRM National Society member in the same country

Bidders must demonstrate the following conditions:

- Be fully paid up (dues paid in full for last 2 years at time of bid) and remain in good standing until time of congress
- Be a member for 5 years at the time of the congress for which a bid is being placed (exceptions may be approved by the ISPRM President's Cabinet)

3.3 Supporting documents

In order to support their candidature, applicants are required to submit a "Bid Book" containing information about the compliance of their application with the standards for the organisation of ISPRM World Congresses.

The following items will be required as part of the Bid book:

- Letters of application addressed to: The International Society of Physical and Rehabilitation Medicine (ISPRM)
- Country accessibility
- Recommended venue
- Venue information including:
 1. Available dates
 2. Suggested hall allocation
 3. Proposal for venue rental
 4. Floor plans and capacities (or links to online information)
 5. Accessibility requirements (facilities for wheelchair, motorized scooter, etc)
 6. Contact information for venue
 7. Information about exclusive suppliers (AV, Catering, etc)
- Hotel Information including:
 1. General information about number and type of hotels
 2. General pricing information
- Information about city/national support for meeting
- Congress partners and supporting organisations
- Contact details of the Convention Bureau (if applicable)
- Recommended scientific themes
- Budget of the World Congress; there will be a fee (in euros) payable to the ISPRM by the host country/organizer, independent of the financial results of the Congress

The following items may be submitted with the bid:

- Letter(s) of support from the most senior person within the host organization(s)
- Letter(s) of support from at least one national University
- Letter(s) of support from national & regional organizations actively involved in PRM
- Letter(s) of support from relevant local Government authorities related to the area
- List of local companies related to the area which are potential sponsors

- Letter of support from the city convention bureau

The Bid book needs to be sent electronically to the ISPRM Central Office (isprmoffice@aimgroup.eu). A confirmation of submission will be provided upon receipt.

3.4 Regulations and compliance

- All bidders must consider the pharmaceutical codes of practice appropriate to the region and their country when presenting a bid.
- Additional promotion and the distribution of gifts and giveaways or other incentives to canvas votes may **not** be undertaken prior to the bid or during the bid.
- Canvassing through individual or mass email, purchase of booth space or additional advertising at other meetings is **not** permitted before or during the bid process. Infringement of the canvassing rules will mean the bid may be disqualified. ISPRM (and the Central Office) are responsible for the governance and enforcement of these rules and procedures and have the option to disqualify a bid if there has been an infringement of the rules.

3.5 Screening and approval

After receiving the full bid, the ISPRM Secretary and ISPRM Central Office will screen applications and submit those approved applicants to the President's Cabinet for evaluation. Note: the option for a pre-selection visit should be paid by the local organizing committee

The full bids and site selection reports are submitted to the President's Cabinet for evaluation and selection of those to progress to the final stage. ISPRM will have the right to refuse suggested venues that are considered to be unsuitable.

Those selected will be informed and asked to make a final presentation at the ISPRM Annual Assembly of Delegates (AOD), which will select the next host of the ISPRM World Congress.

3.6 Bid presentation and voting procedure

Each bidder will have 10 minutes to make their presentation with a further 5 minutes to answer questions from the floor. The presentation will only be done by the bidding team and be limited to 5 presenters (other attendees from the bidding country team may attend the AOD as observers with no voting rights)

Bidders are allowed to distribute a copy of the bid presentation (hard or soft copy) to the AOD when starting their presentation.

A bid template can be provided to bidders to assist in the preparation of the bid for the AOD meeting. It provides some structure to ensure all the required information is included within the bid. Additional slides and information can be included as desired and a different layout and design can be used if preferable.

3.7 Venue selection

The selected applicant may be visited by a member of ISPRM as designated by the ISPRM President's Cabinet in order to check if the city, hotels and congress venues meet ISPRM requirements, including accessibility aspects. All costs related to this visit (flight, lodging etc.) are to be borne by the Congress budget.

If not appropriate, the Local Organizing Committee has the right to propose a new city, hotels or venues. If again considered not appropriate, the organisation of the Congress will be assigned to the applicant voted in second position (if positively evaluated after the site inspection). Electronic voting may be a possibility for future selection processes.

3.8 Appeals

If a bidder wishes to appeal the decision on the grounds of actions being undertaken which put in question the validity of the vote, they are able to do so by submitting a written letter to the ISPRM President's Cabinet (with copy to the Central Office) outlining the basis for their appeal. This will be reviewed by ISPRM and if necessary investigation made. A response will be submitted within 4 weeks. The decision by the President's Cabinet regarding the findings of the investigation is final.

4. AGREEMENT, ROLES AND RESPONSIBILITIES

The Local Organizer can appoint a local Professional Congress Organizer (PCO) who will be responsible for the organisation, administration, and all financial aspects of the Congress. ISPRM has ultimate executive responsibility and authority for the overall organization of the ISPRM World Congress.

4.1 Agreement

Agreement between ISPRM and the Local Organizing Committee (LOC):

- A contract will be signed by ISPRM and the National Society of the host country **no later than two (2) years prior to the congress**. This contract should be signed by the President, President-Elect and Executive Director of the ISPRM and by the Chairman of the LOC and the President of the local hosting National Society.
- After the final selection of the applicant, in order to mitigate risks associated with the organisation and implementation of ISPRM World Congresses, the PCO (with the help of the LOC when needed) should submit an agreed timeline to the President's Cabinet according to the established timeline guideline (see [Appendix 4](#) for optimal timeline).
- The LOC will present an update about the Congress at the ISPRM Annual Assembly of Delegates; and at any other time upon request of the President's Cabinet.

4.2 Roles, duties and responsibilities

ISPRM has full and final decisions for all aspects of the ISPRM congress, including the organization, planning, coordination, and scientific program.

The full overview of roles, duties and responsibilities for all parties involved (ISPRM, LOC) is described in [Appendix 5 – Division of Duties](#).

4.4 Congress Sponsorship and exhibition

Handling ISPRM World Congress Sponsorship is a task to be shared by ISPRM and its Central Office, the LOC and local PCO.

A joint booth promoting ISPRM as well as the next congress will be available at each ISPRM World Congress, the cost for this booth will be part of the Congress budget.

Additionally, sponsoring of speakers and sessions or workshops must be marked clearly in the program. Other ethical issues regarding Congress sponsors shall be addressed on a case-by-case basis by the Congress Scientific Committee, ISPRM President's Cabinet, the PCO and the LOC.

LOC and PCO MUST send ISPRM the list of sponsors and contact info (template provided) no later than 1 month before the congress and, if necessary, add any updates after the Congress no later than 1 month.

4.5 President's Cabinet retreat

The expenses of the PC retreat are covered by the Congress and must be included in the Congress budget. The President's Cabinet retreat begins immediately after the closing ceremony and it lasts 1.5 – 2 days. The invitations are the responsibility of the ISPRM President, and can include up to 15 participants plus the Local Organizers invited by the ISPRM President.

5. FINANCE AND ACCOUNTABILITY

All funds collected for the purpose of the ISPRM World Congress shall be applied only for the purpose of the ISPRM World Congress and the accounts thereof will be submitted to the ISPRM Executive Committee and Assembly of Delegates for final approval.

The Local Organizer will provide a standard budget and provide updates of the budget during each of the upcoming ISPRM Annual Assembly of Delegates as well as at any specific demands from the ISPRM President, Treasurer, Secretary, or the Local Organising Committee.

ISPRM would consider various business models between the parties involved, aiming for a consensus agreement on profit-sharing as a result of the Congress.

The Local Organizer will have a maximum of 120 calendar days after the closing ceremony of the Congress to deliver the final financial report to ISPRM's President's Cabinet for approval. Once the President's Cabinet approves the final financial report, the Local Organizer will have a maximum of 14 calendar days to transfer the agreed amount upon revenues to ISPRM.

ISPRM has the right to ask for a financial audit of the Congress accounts to be performed through an international recognized auditing office. Costs involved for this audit will be borne by the Congress budget.

APPENDIX 1 - General guidelines on events accessibility

The following accessibility tools and requirements are mandatory in Congress physical and virtual environments, regarding both physical and communication barriers:

- Fully accessible Congress website (according to the standards of the World Wide Web Consortium, W3C) to be developed and managed by the PCO;
- Accessible accommodations and shuttle/transfer service for participants with disabilities;
- Barrier free environment (stairs, steps, over sloping ramps, inaccessible toilets, inadequate tactile floor, reserved places for wheelchair users in auditoriums and conference rooms, access ramp to the stage, and etc.), and barrier free routes from the parking lot/entrance to the registration area, auditoriums and conference rooms, toilets and food courts, to be managed by the LOC
- Sign language interpreters and deaf-blind interpreters - if required
- Closed captioning (simultaneous speech-to-text translation) - if required
- Audio-description - if required
- Braille versions of the Congress Scientific and Social Programs, folders and other printed materials (the Congress Secretariat or Reception Desk could count on a Braille printer to deliver it on demand, or there should be Braille versions available for 2% of the Congress audience) - if required
- Information signs shall have texts, images and Braille to provide fully accessible communication – if required
- Congress staff shall be trained in advance in how to approach and assist participants with different types of disabilities
- Accessible toilets which allow the person to be accompanied by its personal assistant (even if the assistant is of the opposite sex)
- Headsets or Lavalier microphones for speakers with disabilities.

Other tools and requirements are also desirable:

- Sign language interpreters at the reception desk and Congress staff
- Large-print versions of Congress Scientific and Social Programs, folders and other printed materials
- Ensure barrier free routes from the nearest bus, subway and train stations to the Congress venue
- Tactile maps of the Congress venue

APPENDIX 2 - Standardized Abstract Topic List* (applicable for ISPRM 2019)

Table I: Brief list of abstract topics

A - Biomedical sciences

- A1 Biomechanics
- A2 Genetics
- A3 Molecular and cellular biology
- A4 Neuroscience
- A5 Physiology
- A6 Miscellaneous

B - Social sciences

- B1 Biostatistics
- B2 Disability studies
- B3 Economics
- B4 Psychology
- B5 Miscellaneous

C - Clinical sciences

- C1 Health conditions (nervous system, musculoskeletal system, cardiopulmonary system)
- C2 Pain
- C3 Diagnosis
- C4 Complications/sequelae (ie spasticity, immobilization and frailty)
- C5 Specific target groups (children, women, elderly, athletes, musicians, refugees, ethnic groups, workers, and others)
- C6 Miscellaneous

D - Therapeutics

- D1 Exercise
- D2 Injections (joint, spine, etc.)
- D3 Integrative medicine
- D4 Pharmacological agents
- D5 Physical Modalities
- D6 Neurostimulation (rTMS, tDCS, etc.)
- D7 Miscellaneous

E - Engineering and technology

- E1 Assistive products
- E2 Prosthetics and orthotics
- E3 Robotics
- E4 Wheelchairs and other mobility devices
- E5 Virtual Reality
- E6 Telerehabilitation

- E7 Miscellaneous

F - Health policy and systems

- F1 Community based rehabilitation
- F2 Economics (cost-effectiveness)
- F3 Infrastructure and resources
- F4 National policy and law
- F5 Rehabilitation across the continuum of care
- F6 Rehab management (certification and accreditation)
- F7 TEAM work: Rehab Professionals
- F8 Miscellaneous

G - Functioning and disability

- G1 ICF
- G2 Classification systems (ICD, ICHI, ICSO-R)
- G3 Labor market and participation
- G4 Miscellaneous

H - Specialty development

- H1 Education (medical student, residency & post-graduate)
- H2 Organizational development (international associations)
- H3 Research
- H4 Miscellaneous

APPENDIX 3 – ISPRM Invited Speakers reimbursement policy

Category	Est Vol	Free Registration	Accommodation Up to 5 nights at Headquarters hotel	Travel Up to: From region of congress: 500 EUR ROTW: 1,500 EUR	Presidential Dinner (<i>inc spouses</i>)	Networking Reception (<i>inc spouses</i>)
President's Cabinet (PC) & Executive Director	7 (14)	✓	✓ (35 nights)	✓	✓	✓
Council of Past Presidents (CPP)	6 (12)	✓	✓ (30 nights)	✓	✓	✓
Executive Committee Members from low, lower-middle income countries	2	✓				
Congress Scientific Committee Chair	1	✓	✓ (5 nights)	✓	✓	✓
ISPRM LOC Member	10	✓	Upon request - limit 25 nights		✓	✓
ISPRM Committee Chairs (10 chairs in total – expect 6 inc as part of PC & CPP or speakers)	4	✓				
Invited Speaker - plenary & Keynote	10	✓	✓ up to 4 nights (40 nights)	✓	✓	✓
Long Workshop Organiser i.e. Chair	10	✓				
All other invited speakers (congress or workshop)	100 max	✓			✓	
Award winners (Sydney Licht, Herman Flax, Haim Ring)	4	✓			✓	✓
TOTAL (193)	154 (165)	154	34 (135 nights)	24	140	40

Please note, if budget allows, discount registration for other participants i.e. special situations decided on a case by case basis may be offered.

* All reimbursements are subject to available budget

** Presidential dinner invitation list determined by LOC to be agreed by ISPRM

APPENDIX 4 - Recommended timeline/key milestones

36 months prior to the Congress

- Kick off meeting – share Division of Duties and draft timeline
- Venue negotiations
- Confirmation of LOC and Congress Scientific Committee
- Development of congress concept, logo, promo pack, website page
- LOC ISPRM contract
- Quarterly status update meetings

24 months prior to the Congress

- Present preliminary programme
- Marketing plan
- Local promotion
- Website
- Compile local industry contacts
- Draft budget
- Quarterly status update meetings

18 months prior to the Congress

- Present a functioning Congress website (with all information already presented to the Scientific Congress Committee outlined above)
- Draft Scientific Program available
- Monthly status update meetings

12 months prior to the Congress

- Marketing and promotion
- Abstracts submission and scientific program
- Speaker management
- Registration online open
- Final program (to be finalised at the latest 6 months prior to the Congress)
- Business meetings organisation
- Awards and grants
- Venue site inspection for accessibility

On a monthly basis starting 12 months prior to the Congress

- Number of registrations
- Confirmed speakers
- Confirmed Exhibitors
- Negotiated sponsorships
- Budget update

APPENDIX 5 – Division of Duties

The below division of duties is subject to agreement

	President's Cabinet	ISPRM Congress Scientific Committee	Central Office	LOC/ Local PCO
Venue	X			X
Scientific	X	X	X	X
Marketing			X	X
Sponsorship & Exhibition	X			X
Social Programme	X			X
Registration	X			X
Accommodation				X
Finance and Budget	X			X
Business Meetings			X	X
On site				X
General	X		X	X

	ISPRM			Local PCO appointed by LOC	LOC
	President's Cabinet	Congress Scientific Committee (CSC)	Central Office		
	ISPRM President's Cabinet has full and final decisions for all aspects of the ISPRM congress, including the organization, planning, coordination, budget and scientific program.				
Venue	Participate in site visits to ensure adherence to ISPRM requirements		Participate in site visits to ensure adherence to ISPRM requirements	<ul style="list-style-type: none"> Negotiate and sign contract with the congress venue, catering, AV supplier, technical supplier, stand builder, etc. 	<ul style="list-style-type: none"> Recommend Congress dates Approve that venue meets the congress requirements
Scientific	<ul style="list-style-type: none"> Appointment of international faculty members for CSC (9) Final approval of CSC members and Chair Final approval of Scientific Programme & invited speakers 	<ul style="list-style-type: none"> Proposing 9 CSC members and Chair with LOC Developing Scientific Program: topics, invited speakers Review and scheduling of abstracts by the Review Committee (together with the LOC and with the support of PCO) 	<ul style="list-style-type: none"> Support in arranging society related sessions (Committee driven & joint sessions) Arrangements for Abstracts Supplement in JISPRM Review of Program Book before printing 	<ul style="list-style-type: none"> Support and management to develop Scientific Programme inc technical assistance Invitations to speakers and administrative follow up Online Abstract Processing Online Session proposal system Assistance in scheduling Business and Scientific Meetings Administration of Satellite Symposia, Scientific Sessions and all technical arrangements Final Program Book Coordinating with Central Office re Abstract publication 	<ul style="list-style-type: none"> Proposing 9 CSC members, Chair and Review Committee members in conjunction with CSC Operational guidelines Developing Scientific Program: topics, invited speakers with CSC Review and scheduling of abstracts (with CSC Review Committee and with support of PCO)
Marketing	Sign off congress branding – ensuring in line with ISPRM requirements		<ul style="list-style-type: none"> Assistance and input into marketing plan Provision of required information for the website Lead in marketing concept development, to remain consistent with ISPRM long term congress branding Approval of the 	<ul style="list-style-type: none"> Develop marketing plan Implementation of marketing actions inc: Creative - overall concept, logo, stationery, etc Website – development, implementation, maintenance Printing of announcements, Preliminary / Final Program Online promotion, email 	<ul style="list-style-type: none"> Assistance and input into marketing plan, especially to domestic market Approval of local concept (developed based on approved ISPRM concept) Provide info for website (ie. LOC info; welcome message; destination info) Word of mouth promotion

			Promotional Announcements/Materials and printed Final Program (with the LOC and PCO) <ul style="list-style-type: none"> • Make use of society database for promotional purposes • Cross-promotion with partner societies 	campaigns <ul style="list-style-type: none"> • Printing and distribution of promotional materials to other congresses globally (in collaboration with Central Office) 	and ambassadors of congress
Sponsorship & Exhibition	<ul style="list-style-type: none"> • Provision of potential contacts to PCO • Ongoing promotion to industry in conjunction with PCO/LOC 			<ul style="list-style-type: none"> • Production of industry prospectus • Sponsorship solicitation • Industry contracting and payment management 	<ul style="list-style-type: none"> • Sponsorship solicitation in cooperation with PCO,
Social Programme	<ul style="list-style-type: none"> • Final approval of social venues 			<ul style="list-style-type: none"> • Investigation and negotiation with proposed social venue • Coordination, organization and operation on site (with LOC) 	<ul style="list-style-type: none"> • Recommending and choosing the venues, giving the “local flavour” (with PCO)
Registration	<ul style="list-style-type: none"> • Final approval of registration fees 			<ul style="list-style-type: none"> • Propose registration fees (with LOC input) • Set up of registration forms on the website • Registration Processing 	<ul style="list-style-type: none"> • Provide local knowledge for review of registration fees
Accommodation				<ul style="list-style-type: none"> • Propose and negotiate accommodation options • Set up online accommodation system • Accommodation processing 	
Finance and Budget	<ul style="list-style-type: none"> • Final budget approval 			<ul style="list-style-type: none"> • Finance and budget management • Provision of regular budget updates to ISPRM 	<ul style="list-style-type: none"> • LOC has the responsibility to inform the President’s Cabinet (or those acting under their responsibility) of all the financial and budget aspects of the world congress
Meetings	Hold status update		<ul style="list-style-type: none"> • Attend regular status update meetings as 	<ul style="list-style-type: none"> • Coordinate and minute regular status meetings as required 	Attend regular status meetings

	meetings with LOC		<ul style="list-style-type: none"> required Coordinate ISPRM Business Meetings 		as required <ul style="list-style-type: none"> Provide progress reports to ISPRM on a monthly basis and as requested
On site				<ul style="list-style-type: none"> Selection of Local DMC, signing contract with the DMC – only if DMC is deemed necessary On Site Management, Staff management 	<ul style="list-style-type: none"> Advising re selection of the Destination Management Company - DMC (only if DMC is deemed necessary) Assistance with arrangement of volunteer program and on-site printing facilities
General	<ul style="list-style-type: none"> Finalize contract with LOC in conjunction with CO Approve the Congress President put forward by the LOC Intervene in such cases where political or economic situations might prevent the congress from taking place Travel awards & grants selection process (with CO and LOC) 		<ul style="list-style-type: none"> Finalize contract with LOC in conjunction with ISPRM ISPRM awards – selection and notification Travel awards & grants selection process (with ISPRM) 	<ul style="list-style-type: none"> Travel awards & grants implement any required platform to manage 	<ul style="list-style-type: none"> Appoint Congress President (to be approved by PC) Invite local government/ministry of health/municipal representatives in coordination with ISPRM Travel awards & grants selection process (with ISPRM and CO)

Contact information

Bids should be submitted electronically to ISPRM Central Office.

E-mail: isprmoffice@aimgroup.eu