



ISPRM

International Society of Physical
and Rehabilitation Medicine



ISPRM 2031

CONGRESS BIDDING GUIDELINES

Guidelines for bidding to host the
ISPRM World Congress

**EUROPE, EAST-MEDITERRANEAN
AND AFRICA**



1. INTRODUCTION

The International Society of Physical and Rehabilitation Medicine (ISPRM) World Congress is the leading global scientific and professional gathering in the field of Physical and Rehabilitation Medicine (PRM). The Congress brings together clinicians, researchers, educators, policy makers, industry partners, and rehabilitation professionals from around the world to advance science, education, innovation, accessibility, and international collaboration.

These Bidding Guidelines have been developed to support National Societies, Regional Societies, and local organizing groups interested in hosting the ISPRM 2031 World Congress. The document outlines the bidding process, minimum requirements, governance structure, evaluation criteria, and key responsibilities associated with organizing the Congress.

ISPRM is committed to delivering a Congress that reflects the Society's values of scientific excellence, diversity, accessibility, sustainability, and international partnership. Host destinations are therefore expected to demonstrate not only organizational capacity, but also a commitment to creating an inclusive, high-quality, and globally accessible event experience.

The purpose of these Guidelines is to ensure a transparent, fair, and consistent bidding process while providing prospective hosts with a clear understanding of ISPRM expectations and operational principles.

2. ISPRM CONGRESS ROTATION POLICY

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.

The ISPRM World Congress follows a rotational hosting policy among the Society's three world regions — Asia & Oceania, The Americas, and Europe, Eastern Mediterranean & Africa — to ensure balanced global representation and international engagement. ISPRM considers very important that the World congress simultaneously includes the National and the Regional congress for that specific area. The bidder must accept and collaborate with ISPRM in all the efforts to arrive to an agreement with the Regional(s) Society(es) to merge its/their congress(es) of that year with the ISPRM congress.

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

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 - İstanbul, 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
<i>ISPRM 2021 – 15th ISPRM World Congress (VIRTUAL due to COVID-19 pandemic) World -- Swap of the 2023 & 2024 World Congresses</i>		
ISPRM 2022 - 16 th ISPRM World Congress - Lisbon, Portugal	ISPRM 2024 - 18 th ISPRM World Congress - Sydney, Australia	ISPRM 2023 - 17 th ISPRM World Congress - Cartagena, Colombia
Europe, Eastern Mediterranean & Africa	The Americas	Asia & Oceania
ISPRM 2025 - 19 th ISPRM World Congress - Marrakesh, Morocco	ISPRM 2026 - 20 th ISPRM World Congress - Vancouver, Canada	ISPRM 2027 - 21 st ISPRM World Congress - Bali, Indonesia
ISPRM 2028 - 22 st ISPRM World Congress - Milan, Italy	ISPRM 2029 - 23 rd World Congress - Santiago, Chile	ISPRM2030 - 24 th World Congress – Seoul, South Korea

3. ACCEPTANCE REQUIREMENTS

Bids will be accepted from:

- Active National Societies who are ISPRM members - in case of multiple National Societies in one country, the bid should be submitted in agreement with the other society(ies).
- Active individual member formally supported by an active ISPRM National Society member from 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)

If a bidder wishes to appeal the final decision on the grounds of actions being undertaken which put in question the validity of the vote, they can 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, up to 2 weeks after the final decision. This will be reviewed by ISPRM and if necessary, an investigation be made. The decision by the President's Cabinet regarding the findings of the investigation is final.

4. INTERNATIONAL ACCESSIBILITY

The chosen city must be served by an international airport. Public transportation and/or shuttle service must be available from airport to the city and from hotels to Congress venue.



Host destinations should demonstrate that participants from all world regions can reasonably access the country, including transparent visa processes, governmental support where required, and a strong likelihood of visa approval for international delegates. In cases where participants are unable to attend due to visa denial or significant visa-related restrictions, the Congress Organizers must ensure a clear refund policy, including timely reimbursement of eligible registration and associated fees. In case accessibility is an issue, ISPRM reserves the right to change to another hosting country/National Society. Please check APPENDIX 1 - ACCESSIBILITY GUIDELINES

5. REQUIRED DOCUMENTS

Interested applicants must first submit a formal Letter of Intent to ISPRM. Upon review and acceptance of the Letter of Intent, bidders will be invited to submit comprehensive Bid Book containing detailed information on the proposed host destination, venue, organizational structure, scientific vision, and financial framework. (Please see 6. DATES AND TIMMING)

To support their candidature, applicants are required to submit a “Bidding Book” containing information about the compliance of their application with the standards for the organization of ISPRM World Congresses.

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

- Letter of application addressed to ISPRM
- Information about proposed Congress President
- Information about Country accessibility and visa requirements
- Information about city/national support for meeting
- Budget of the World Congress using the Budget template provided
- Information about recommended venue including:
 - Available dates
 - Suggested hall allocation
 - Proposal for venue rental
 - Floor plans and capacities (or links to online information)
 - Accessibility requirements (facilities for wheelchair, motorized scooter, etc)
 - Information about exclusive suppliers (AV, catering, etc)
- Professional Congress Organizer (PCO) information
- Congress partners and supporting organizations, including potential sponsors
- Hotel Information including:
 - General information about number and type of hotels
 - General pricing information
- Recommended scientific themes
- The following items should be submitted with the bid:
 - Letter(s) of support from senior persons 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 local Government authorities related to the area



- Letter of support from the city convention bureau

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

6. DATES AND TIMINGS

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 according to bidder's proposal:

- Congress days: 3,5 days, from Monday to Thursday
- Set-up: 2 days prior to Opening (Saturday-Sunday)
- Pre-conference sessions, workshops and courses: Saturday and Sunday (up to 1.5 hours before the opening ceremony)
- ISPRM Committee and SIG meetings: Sunday, from 9am to 6pm

After receiving the full bid, the ISPRM Secretary and the ISPRM Central Office will screen applications and submit those approved applicants to the President's Cabinet for evaluation. Any pre-selection visits 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 candidacies that are considered to be unfitting. 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.

Presentation of the Bid at the ISPRM Congress:

- 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.
- For the election, the winning candidature will require a majority vote (> 50%) of those voting in the AoD meeting. This election may require two rounds of votes in none of the candidacies has 50% of the votes, the second round would be between the two highest candidatures.

The total time for the bid cycle is around 40 weeks, according to the below recommended timeline:

Item - update dates	Nº of weeks before destination selection	DD/MM/YY
Call for letter of intent	± 40 weeks	September 1, 2026
Deadline to submit letter of intent	± 33 weeks	October 15, 2026
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)	± 31 weeks	October 30, 2026
Central Office to inform bidders of accepted letters/ submit full bid	± 28 weeks	November 10, 2026
Deadline to submit full bid	± 25 weeks	December 20, 2026
Bids forwarded to the central office and the Secretary for evaluation (will take 2 weeks for evaluation)	± 22 weeks	January 1, 2027
Central office and Secretary to report to the President's Cabinet	± 20 weeks	January 15, 2027
President's Cabinet to evaluate options and select those to progress to the final stage of preparing the bid presentation to the AoD	± 15 weeks	January 30, 2027
Selected bidders to be informed and invited to make final presentation in person at the Congress	± 14 weeks	February 1, 2026
Bidders present at the Executive Committee meeting and at AoD of the upcoming congress	0 weeks	ISPRM2027
Destination will be chosen at the Annual World Congress (date of AoD)	0 weeks	ISPRM2027

Recommended timeline/key milestones 36 months prior to the Congress

- Online Kick off meeting - share Division of Duties and draft timeline
- Venue negotiations
- Confirmation of LOC and CSC
- 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
- Sponsorship Brochure
- Draft budget

18 months prior to the Congress

- Present a functioning Congress website (with all information already presented to the CSC 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
- Venue site inspection
- Monthly information on Number of registrations
- Monthly information on Confirmed speakers
- Monthly information on Confirmed Exhibitors
- Monthly Budget update

7. VENUE

Venue requirements:

- Plenary Hall for at least 2000 participants
- Ideally a maximum of 5 parallel rooms with 250-500 seats
- For pre-congress days: at least 4 workshop simultaneous rooms for 30-100 people
- One ISPRM Office working room with printer, internet connection and seating for 10 pax, from Sunday to Thursday.
- Sunday: 5 meeting rooms to 50 pax for ISPRM groups meetings (9am to 6pm), with projection.
- Speaker ready room
- 3,000 m² - 4,000 m² gross for exhibition and lunch/coffee breaks
- Space to have (e)poster presentations & (e)poster sessions
- Full range of physical and communication accessibility (see Appendix 1)
- AI translation may be included (these costs are to be sponsored by the LOC or the National PRM Association of the host country).



The selected applicant may be visited by members 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 LOC has the right to propose a new city, hotels or venue. If again considered not appropriate By the ISPRM Presidents Cabinet, the organization 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.

8. PROGRAM AND PROPOSAL SUBMISSIONS

- The proposals for sessions and workshops must be submitted via congress website.
- The Congress MUST be CME accredited and be compliant to the current policies about ethics: All aspects of the scientific program shall be organized and coordinated by the CSC (see <http://www.isprm.org/wp-content/uploads/2016/10/ISPRM-Committee-operational-guidelines-Congress-Scientific-Committee-Nov-2018.pdf> for composition and rules and regulations for the CSC) in conjunction with the ISPRM President's Cabinet and the ISPRM Congress Committee.
- 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 9 + Sydney Licht lecture)
- Plenary and learning sessions (part of educational tracks, open to all Congress participants and include keynote speeches)
- Between 4 to 5 simultaneous/parallel sessions
- ISPRM GROUPS driven sessions - Each of the ISPRM committees/SIGs can submit a minimum of one session for inclusion in the program. Any session is subject to CSC approval
- 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
- (e) Poster presentation sessions (rules on oral and poster formats, structures, and models to be decided and disseminated before the Congress)
- Hands on workshops (cost to attend workshops should be extra)
- Possible joint sessions - Sessions with ISPRM partner societies/associations
- Local knowledge, ideas, research and scientific profile
- Accepted abstracts are to be published in the Archives of ISPRM. They may also be simultaneously published be the official Journal of the National/Regional PRM Association.
- Side sessions to the Congress can be organized and funded by ISPRM.
- Time slots for side symposia 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.
- Opening and closing ceremonies that include the ISPRM Anthem



To optimize the use of available funds and minimize unnecessary expenditure, all bids for courses, workshops, and training activities should prioritize the use of local resources wherever possible.

Policies and guidelines for the invited speakers are included in Appendix 3.

9. ABSTRACT SUBMISSION

The Congress Scientific Committee (CSC) should ensure the recruitment of qualified abstract reviewers (around 50) from both local and international experts to support a fair, diverse, and high-quality peer review process.

Abstracts for Posters and Oral presentations should be submitted on the congress website following these specifications:

- Abstracts should be in English
- Abstract title (no abbreviations)
- Authors name (first name, middle name & last name) and all authors separate affiliation (department (if applicable), institute, city and country name)
- Corresponding author E-mail and ORCID
- Abstracts: Introduction/Background, Materials and Methods, Results, Discussion and Conclusion
- Any figures or tables in abstracts and figures and tables citation required in abstract part. Figures should be in .jpg & graphs/tables in word/excel format (open format/editable format)
- All abstracts should be in word format
- The abstracts will be reviewed based on a rolling review process. This allows congress organizers to speed up the assessment and consequently improve the registration and visa application procedures
- Abstract requirements may change in the future and the organizer will be informed.
- The congress should award Best Daily Poster and Best Daily Oral Presentation prizes, as well as Best Poster and Best Oral Presentation awards specifically for residents

10. ACCOMMODATIONS

- 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.

11. ROLES AND RESPONSIBILITIES



The LOC should appoint a local PCO who will be responsible for the organization, administration, and all financial aspects of the Congress.

ISPRM has ultimate executive responsibility and authority for the overall organization, including all the financial aspects of the ISPRM World Congress.

	President's Cabinet - delegated reps.	ISPRM Congress Committee	Congress Scientific Committee	ISPRM Central Office	LOC/PCO
Venue	<u>Approve</u> Participate in possible site visits to ensure adherence to ISPRM requirements	<u>Approve</u> Participate in possible site visits to ensure adherence to ISPRM requirements		<u>Support</u>	<u>Propose / Organize</u> Check if venue meets the congress requirements Negotiate and sign contract with the congress venue, catering, AV supplier, technical supplier, stand builder, etc.
Scientific	<u>Approve</u> Appointment of the international faculty members for CSC (9) Final approval of the CSC members and Chair Final approval of the Program		<u>Propose / Organize</u> Developing Scientific Program from submitted proposals, topics, invited speakers Review and scheduling of abstracts Please check APPENDIX 2 - ABSTRACT TOPIC LIST	<u>Support</u> Inform of Abstracts Supplement in Arch ISPRM (subject to cost of approx. EUR 4,000 - depending on the total number of abstracts. This cost shall be included in the Congress budget)	<u>Propose / Organize</u> Support and management to develop Scientific Program including technical assistance Invitations to speakers and administrative follow up Online Abstract Processing Online Session proposal submission system Assistance in scheduling Business and Scientific Meetings Administration of Satellite Symposia, Scientific Sessions and all technical arrangements Developing Scientific Program; topics, invited speakers with CSC Review and scheduling of abstracts (with CSC Review Committee and with support of PCO) Final Program Book

					Coordinating with Central Office re Abstract publication
Marketing		<u>Approve</u>		<u>Support</u> Assistance and input into marketing plan Coordinate plan with ISPRM Communications Committee Make use of society database for promotional purposes	<u>Propose / Organize</u> Develop marketing plan Implementation of marketing actions including Creative - overall concept, logo, etc Website - development, implementation, maintenance Online promotion, e-mail, Cross-promotion with partner societies Provide info for website (i.e. LOC info; welcome message; destination info)
Sponsorship & Exhibition	<u>Approve/ Support</u> Approve Sponsorship Brochure Provision of potential contacts to PCO Ongoing promotion to industry in conjunction with PCO/LOC	<u>Support</u> Provision of potential contacts to PCO			<u>Propose / Organize</u> Production of Sponsorship Brochure Sponsorship solicitation Industry contracting and payment management
Social Programme	<u>Approve</u> Final approval of place and registration fees	<u>Support</u>		<u>Support</u> Review List of invited guests	<u>Propose / Organize</u> Investigation and negotiation with proposed social venue Coordination, organization and operation on site (with LOC) Propose registration fees (with LOC input) Set up of registration forms on the website Registration Processing
Registration	<u>Approve</u> Registration table approval				<u>Propose / Organize</u> Registration table and website registration platform

Accommodation					<u>Propose / Organize</u> Propose and negotiate accommodation options Set up online accommodation system Accommodation processing
Finance and Budget	<u>Approve</u> Budget approval	<u>Approve</u> Budget approval			<u>Propose / Organize</u> Finance and budget management Provision of regular budget updates to ISPRM LOC has the responsibility to inform the Treasurer (or those acting under their responsibility) of all the financial and budget aspects
Others	Intervene in such cases where political or economic situations might prevent the congress from taking place Responsible for grants selection process				Selection of Local PCO signing contract with the PCO Prepare scripts for Opening and Closing ceremonies Invite local government/ministry of health/municipal representatives

- ISPRM PC members can be listed in LOC of bids but must not be involved in presentation of the bids at Assembly of Delegates or Executive Committee meetings.
- ISPRM has full and final decisions for all aspects of the ISPRM Congress (organization, planning, coordination, and scientific program).
- The contracting parties agree to limit liability to gross negligence and intent, when permitted by law.
- The Local National Society shall be liable for intent and any negligence related to their staff officers or third parties engaged by [National Society] to undertake work related to the World Congress of the ISPRM. Therefore, [National Society] shall undersign an insurance coverage on civil responsibility and liability.
- The [National Society] shall not be liable for the damages suffered or incurred by ISPRM if the Congress cannot be executed as agreed upon due to political crisis, civil commotion, terrorism, weather, contagious diseases and force majeure.
- The [National Society] must have a contingency plan agreed with ISPRM. This plan must include the possibility of organizing the World congress fully or partially online, or in another location or including another country. ISPRM has the power of the final decision. In this case



the [National Society] (and Local Organizer) may still be responsible for the organization of the World congress.

- Insurances related to the actual congress are the responsibility of [National Society], including, but not limited to Civil Responsibility, Event Cancellation, Event Liability, Personal Accident, Legal expenses, Equipment and Pandemic.

11.1 Contract between ISPRM and the 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 or the President-Elect and by President of the local hosting National Society or Congress President.
- 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 and to the chair of the ISPRM Congress Committee according to the established timeline guideline (see Appendix 4 for optimal timeline).
- The LOC will present monthly updates - starting at least one year before the congress - to the designated members of the President's Cabinet, the ISPRM executive director and the chair of the ISPRM Congress Committee.

11.2. Finance and accountability

- All funds raised by the LOC for the ISPRM World Congress must be applied solely to the planning, organization, and delivery of the ISPRM World Congress Budget responsibilities
- The Local Organizer will provide a standard budget and provide updates of the budget during each of the upcoming ISPRM Annual AoD as well as at any specific demands from the ISPRM President, Treasurer, Secretary and chair of the Congress Committee 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.

11.3 Budget responsibilities

Please check APPENDIX 3 – INVITED PARTICIPANTS AND REIMBURSEMENT POLICY.



The application for each ISPRM congress must include two budgets:

- a) With a forecast of 1000 participants;
- b) With a forecast of 2500 participants.

The Local Organizer (National Society) may also present other scenarios.

A) The Local Organizer of the ISPRM Congress, i.e., the National Society, must include in the Bidding book in its budget a minimum amount to be paid to ISPRM. This amount depends on the GDP of the country where the ISPRM congress is held:

- a) LMIC - €35000;
- b) Upper Middle - €70000;
- c) High - €100000;

B) The National Society can also include a minimum amount - representing the minimum that the National Society needs annually from its Congress - as demonstrated by the budgets of the last 2-3 previous National Congresses. This amount cannot exceed the fixed amount for ISPRM.

The remaining amount, excluding the amounts from points A and B shall be distributed as follows: 60% (National Society) - 40% (ISPRM)

The budgets must include the amounts defined in items 1 and 2 and those mentioned in Appendix 3, and must be formally endorsed by the applicant Society. The applicant Society agrees to pay 80% of these amounts if the values indicated in the submitted budgets exceed those specified in item 1.

12. PRESIDENTS CABINET POST CONGRESS STRATEGIC MEETING

A President's Cabinet Strategy meeting will take place immediately following the Congress and will have a duration of approximately one and a half (1.5) days, with related organizational and hospitality costs included within the Congress budget. This can take place at the same location or other suggested by the LOC.

The President's Cabinet Strategy meeting begins immediately after the closing ceremony. The invitations are the responsibility of the ISPRM President and can include up to 16 participants, including the local Congress President. Expenses must include transfers to location and to the airport afterwards, and meals for the participants.



APPENDIX 1 – ACCESSIBILITY GUIDELINES

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.
- Ensure barrier free routes from the nearest bus, subway and train stations to the Congress venue
- Barrier free environment venue (stairs, steps, over sloping ramps, inaccessible toilets, inadequate tactile floor, reserved places for wheelchair users in auditoria 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
- AI translation and subtitles, if possible
- Information signs shall have texts, images 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 microphones for speakers with disabilities.

APPENDIX 2 – ABSTRACT TOPIC LIST

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 – INVITED PARTICIPANTS AND REIMBURSEMENT POLICY

Category	Est Vol	Free Registration	Accommodation – Up to 5 nights in headquarters hotel **	Travel stipend – Up to: Region of the congress 800€/ Other regions 2500€	Networking Event ticket
President's Cabinet (PC) & Executive Director	7	✓	✓ (5 congress nights each + 2 STRATEGIC MEETING nights each)	✓	✓ (Including spouse)
ISPRM grant recipients	15				✓
Council of Past Presidents (CPP)	15	✓	✓		✓ (Including spouse)
ISPRM Executive Committee Members from low, lower-middle income countries	2	✓			
Congress Scientific Committee Chair + Congress president	2	✓	✓ (5 congress nights each + 2 retreat night each)	✓	✓
ISPRM LOC Member	10	✓	Upon request - limit 25 nights		✓
ISPRM Committee Chairs *	4	✓			✓
Keynote speakers & Sidney Lich lecturer	10	✓	✓ up to 5 congress nights	✓	✓
Long Workshop/Course Organiser (i.e. Chair)	10	✓			
All other invited speakers (lectures or workshops)	100 max	✓			
ISPRM Award winners	6				✓
Presidents Retreat***	16		Mentioned above - including meals and transfers for participants		

- Please note, if budget allows, discount registration for other participants i.e. special situations decided on a case by case basis may be offered
- Hotels must be booked directly by the Local organizing Committee
- Travel reimbursements should be done via bank transfer by the Local organizing Committee

* Chairs may be included in the invited speakers list

** Breakfast included

*** Invitees to the retreat (excluding above mentioned participants) shall have 2 nights accommodation