



International Organization of
Physical Therapy in Mental Health



**Guidelines for hosting the
Conference
of the International Organization of
Physical Therapy in Mental Health
(WCPT-subgroup)**

Executive Committee
Dated: May 2019

The IOPTMH of the WCPT (IOPTMH)

The IOPTMH is a non-profit, non-governmental organisation and the voice of the physiotherapy profession working in mental health and psychiatry across the world. The IOPTMH is a recognized subgroups of the World Confederation for Physiotherapy (WCPT).

The IOPTMH represents physiotherapists working in mental health through its Member Organisations (MOs) and it is committed to the advancement of physiotherapy, in line with the mission of the WCPT, to encourage high standards of physiotherapy research, education, practice and management. The overruling aim of IOPTMH is to foster global co-operation between physical therapists practicing in Mental Health, to encourage improved standards and clinical consistency in Mental Health care and to advance practice, education and research by communicating and exchanging information.

The conference will provide a forum for physiotherapists to meet and share this knowledge and to discuss professional issues within the field of Physiotherapy and Mental Health and Psychiatry. The conference will provide a forum for physiotherapists and professionals who have an interest in mental health and psychiatry to learn more about or/and share the latest developments of physiotherapy in the field.

For further details about the IOPTMH visit <http://www.icppmh.org> & <https://www.wcpt.org/ioptmh>

This document has a two-fold purpose: it serves as an information manual for Member Organisations that are thinking about making a bid to host an International Conference of Physiotherapy in Mental Health and as a guidance manual for those who will host a Conference.

Abbreviations	
IOPTMH	International Organisation of Physical Therapy in Mental Health
EC	Executive committee of the IOPTMH
PB	Project board
HO	Hosting organisation
CO	Conference organisation
SC	Scientific committee

1. Conference name, theme and frequency

1. The name of the conference is 'The (number) International conference of physiotherapy in mental health and psychiatry
2. The Conference will be held every 2 years.
3. There will be a theme and scope for every Conference that focus on aspects of the physiotherapy profession. The theme of the Conference shall vary according to the scope identified by the Executive Committee in conjunction with the organisation committee.

2. Hosting of the Conference

1. Member Organisations will receive a written invitation to bid to host the Conference approximately 4 years in advance. A candidate Host Organisation declares before the 1st of September, 3 years prior to the planned International Conference. If no bids are received by this time then it is the responsibility of the EC to source a host.
2. A candidate country volunteering to arrange and host the next international conference does not need to be an official member of the IOPTMH but must be a member of WCPT.
3. The Proposal documentation for hosting should be submitted to the president and vice president of the IOPTMH. The proposal should include information about the proposed location, conference venue, facilities, plans for a social programme and a budget plan. The budget plan must include the expected and anticipated costs, the minimum number of participants required to break even, and a proposal for registration fees. The choice of the Conference venue should be selected to facilitate programme planning and delegate movement with all sessions being held in one facility. See annex B – Conference budget model
4. The Host Organisation will be selected by the EC after the submission and adjudication of a Conference Proposal in line with the *Guidance for hosting a Conference of the International Organization of physical therapy in mental health*. The selection will be made in sufficient time to allow for adequate planning.
5. The successful host organisation will be made a formal offer and on acceptance will enter into a written contract that outlines the details relevant to all aspects of the conference organisation including responsibilities, finance, communication and marketing. A contract, provided by the IOPTMH, is to be signed. This contract will include the projected budget and a time plan for activities leading to the Conference.
6. The EC will announce the Member Organisation and venue that will host the Conference at the closing ceremony of the previous Conference.

3. Conference Management

1. The Executive Committee (EC) of the IOPTMH together with the organising committee are responsible for setting the Conference policies and nominating the Chairperson of the Scientific Committee (SC).
2. The Host Organisation is responsible for:

- (i) Budget and financial management;
 - (ii) Operational logistics;
 - (iii) Negotiations and contracts with third party suppliers/professional organisers;
 - (iv) Exhibition and sponsorship and;
 - (v) Ceremonies and social programmes.
3. The Host Organisation will nominate and appoint a Chairperson of the Organising Committee.
 4. The EC may propose that the Conference is organised in association with another relevant organisation.
 5. A **Project Board (PB)** will be established and will include the President of the IOPTMH, a representative of the Conference Organiser (CO) and the Chairperson of the Scientific Committee (SC). The Project Board will manage liaison and management across key activities. The President of the IOPTMH will also be the Chair of the Project Board.
 6. A **Scientific Committee (SC)** will be selected according to criteria agreed between the EC and the Host Organisation. The specific theme for the conference will be determined prior to recruiting the SC. The SC will comprise the following
 - The Chair;
 - Appointed members including at least one representative from the Host Organisation, a representative from the EC and a representative from any collaborating organisation;
 - 6.1. The SC will be responsible for the scientific programme.
 - 6.2. The role of the SC is to:
 - Identify and invite key speakers in collaboration with the host organisation Conference Advisory Committee;
 - Select abstract reviewers;
 - Consider the abstracts accepted/denied by the reviewers and decide on the form of presentation;
 7. The length of the Conference will be two full days of scientific content as decided by the SC. Additionally there will be a welcome reception, appropriately priced Gala Dinner, IOPTMH informal meeting and IOPTMH General Meeting. It is at the discretion of the OC if they decide to include pre and post events such as longer workshops, clinical visits. Any pre and post events are not included in conference registration and all elements are the sole responsibility of the OC.

4. Benefits for the Host Organisation

As host of the IOPTMH Conference the Member Organisation can expect to:

- Increase the visibility of its organisation, the country;
- Create opportunities to influence discussion on a local political level;

5. Identity/brand

- 5.1.1 The Conference identity / branding will clearly identify it as a IOPTMH event with the Host Organisation identified as such.
- 5.1.2 Website: The Host Organisation will set up and update a Conference website/web page, to include all relevant material regarding the

Organisation and Scientific aspects of the Conference. The IOPTMH puts their own official IOPTMH website at the disposal of the Host Organisation.

6. Language

1. The official language of the Conference will be English.
2. Consideration will be given to holding some sessions in other languages, if compatible with other programme priorities and if designed to maximise attendance.

7. Finance

1. Budget:

A consolidated budget will include a forecast of revenue and expenditure for all elements of the Conference.

The Budget will include

- All IOPTMH and Host Organisation expenses related to advance and on-site Conference planning and organisation;
- Expenses for meetings of Conference Organiser and Project Board Insurance fees and costs necessary to meet legal and financial obligations (e.g. VAT).

The Executive Committee must review and approve the Budget. Any policy changes (e.g. registration fees) must be approved by the Project Board.

2. Risk management/insurance cover is the responsibility of the Host Organisation: contracts, procedures and insurance cover will protect the IOPTMH and the Host Organisation (including collaborators) from any legal risk associated with the Conference programme, organisation, events and management. Third Party Insurance to mitigate potential risks to delegates and responsibility must be included.

3. Revenue

The major source of revenue shall be from the delegate fees, sponsors and exhibitors.

Additional sources of revenue may be allowed but all must be clearly identified, such as commissions on accommodation and on-line platforms.

4. Expenses

The Host Organisation must be prepared to undertake responsibility covering all expenses of the Conference in advance and until such times when income is received.

Anticipated costs for Conference Budget

- Members of the IOPTMH EC will have their registration fee covered by the Conference Budget.
- The cost for flights, accommodation and social events for the Key Note Speakers
- 30 euro per registered attender will be paid to IOPTMH.

- A meeting room for the EC for 2 days prior to the conference. This room could be located in the local Physiotherapy Association's office instead of the conference venue.
5. Profits / Losses
- 7.5.1 Any eventual losses following the Conference shall be borne by the Host Organisation and the Host Organisation must take this into consideration when preparing the budget.
 - 7.5.2 An independent Audit review of the accounts should be undertaken.

8. Registration

Registration procedures are the responsibility of the CO and are to be circulated in accordance with an agreed timetable. Registration documents should include information pertaining to a provisional/final programme, practical information, information about accommodation, registration fees, the social programme and registration information for accompanying persons.

1. A delegate is registered when a form is complete and the fees have been received. Procedures should be in place to enable on-line registration and payment.
2. The fees must be set to ensure that, at a minimum, the Conference costs are covered and every effort must be made to keep them as low as possible in order to maximise attendance.
 - 8.2.1 An early registration fee will be offered.
 - 8.2.2 Registration fees will include, as a minimum, the attendance to the Opening Ceremony and a Welcome Reception, the Closing Ceremony, on-line abstracts and programme planner and attendance to all of the scientific programme and exhibition hall.
 - 8.2.3 Light lunch and coffee/tea breaks should be included. Where possible specific sponsorship should be secured for this.
 - 8.2.4 The Host Organization is asked to consider offering discounted registration for participants from low income countries based on the WCPT model.
3. Speakers:
 - 8.3.1 Invited speakers - i.e. persons invited by the Chair of the SC to speak on a specific subject
 - 8.3.2 Speakers selected through the abstract selection process must register and pay the registration fee to confirm their intention to present before their abstract is published in the programme. Deadlines will be set to enable them to register at a reduced registration fee.
4. Visas and travel documents: Participants will be responsible for obtaining necessary funding and for obtaining visas and other travel documents. The CO will ensure that the necessary guidance will be published well in advance to assist them in their application for visas. The CO will not be responsible for organising visas for presenters or attendees
5. Data protection: the CO will hold, use and process personal information to assist it in organising the Conference, while complying with obligations under Data Protection Legislation.
 - 8.5.1 Registration details of participants will be held in a database and forwarded to the IOPTMH EC for data management.

9. VIP Management

The number of invited guests will be kept to a minimum. The IOPTMH EC will work with the Host Organisation to decide and agree on VIPs and the provisions made to support them. VIP guests will be officially invited by the IOPTMH EC. The Host Organisation may issue special invitations to the Conference only after agreement with the EC.

10. Scientific Programme

1. Theme: The theme of the Conference will be chosen to reflect current issues in physiotherapy and a broad range of professional perspectives; it should have a universal meaning and be easily translatable.
2. Content: The content will be organised by the SC. The scientific programme will be comprehensive and designed to meet a wide range of needs and interests and will be in keeping with established Conference policies.

10.2.1 Abstract submission: Abstracts submission should not be dependent on conference registration and should not have a fee attached.

3. Quality control: papers and sessions will be selected by peer review using transparent and objective criteria.
4. Proceedings:

Abstracts: abstracts should be made accessible through open on-line access post-conference. The Host Organisation together with the IOPTMH EC will seek to secure a proposal for publishing the abstracts in a respected scholarly physical therapy journal.

5. Types of sessions at the conference may include, but are not limited, to:
 - Keynote
 - Round table, discussion panel and/or debate
 - Workshop
 - Platform presentation
 - Poster presentation

11. Continuing Professional Development (CPD) Certification

All delegates and presenters will be provided with a certificate of attendance and presentation that may be made available via electronic resources.

12. Social Programme

1. The social programme will be at the discretion of the CO and is encouraged. Participation in the social programme should be through the registration process and paid for in advance.

12.1.1 The social programme will not conflict with the scientific programme.

12.1.2 The social programme should be priced to take account of a range of delegate budgets.

2. Ceremonies:

12.2.1 The Opening ceremony and reception will be held to celebrate the profession, the significance of the event, give a national flavour of the Host Country and provide an opportunity for delegates to network and socialise.

- 12.2.2 Opening ceremony reception will provide an opportunity for delegates to network and socialise.
- 12.2.3 The Closing ceremony will offer highlights from the event, include presentation of Conference awards and announce the next Host Organisation.
- 12.2.4 The President of the IOPTMH together and the Chair of the Host Organisation will jointly preside over the ceremonies. A dinner will be organised as an independent event to the Conference; it will be an additional fee for the delegates giving to them the choice to attend or not.

13. Exhibition

- 1. The Conference venue will house an exhibition hall serving to provide a location for the sponsors / exhibitors to present their business and to be a forum for exchange of information between exhibitors and delegates. The exhibition should be an integral part of the Conference and contribute to the generation of Conference revenue. The IOPTMH EC reserves the right to refuse an exhibitor.

14. Sponsorship

- 1. Sponsorship in line with IOPTMH's mission and values may be accepted
- 2. Sponsorship will be compliant with any prevailing legislation that exists and applies to the industry internationally or in the country of the Host Organisation.
- 3. All sponsorships will be approved by the Project Board.

15. Accommodation

- 1. Information on accommodation will provide for a variety of options to meet a range of financial and personal requirements. The IOPTMH and the Host Organisation will not be liable for any deposits to be paid, or cancellation penalties.
- 2. Accommodation should be suggested in the areas close to the Congress venue to avoid additional travel/transport and loss of time.
- 3. Alternative low cost accommodation/student housing in the vicinity of the Congress venue should also be suggested.
- 4. The Host Organisation in collaboration with the EC will explore the possibility of receiving an income or benefit for accommodation arrangements (e.g. percentage from the hotels, creation of dedicate booking.com page)

16. Communications and Marketing

- 1. The Host Organisation will develop a communications and marketing strategy in accordance with the brands of both the IOPTMH and the Conference. Any material or activities developed by the Host Organisation must be approved by the Project Board.
- 2. The CO will provide timely and efficient communication with delegates and exhibitors, before and during the conference, to meet their needs.
- 3. Website: A dedicated website/page will host all the information on the Conference to support its promotion and to guide delegates, speakers and exhibitors.
- 4. Communications media: A wide range of communications media, including the website, IOPTMH publications and social media, should be used to engage with

potential delegates, promote the Conference, and report on its content, to as broad an audience as possible.

5. The previous Conference list of participants will be made available to the current host organisation. The Host Organisation should request permission in the Conference registration to use personal data for future conference information and contacts.

17. Accessibility and Sustainability

1. In selecting a venue, the Host Organisation must ensure that the venue complies with international accessibility guidelines. This applies to venue access, meeting rooms and the exhibition hall.
2. The CO will implement strategies to support a green meetings initiative.

Summary of the different roles

Role of the Executive Committee of the IOPTMH

1. Selects the Host Member Organisation following a call for Bids to Host the Conference of the IOPTMH
 - 1.1 Agrees selection criteria
 - 1.2 Reviews bids
 - 1.3 Communicates outcome to the Member Organisation
2. Determines the Policies and Guidelines for hosting Conferences of the IOPTMH
3. Nominates the Chairperson of the SC
4. Decides on collaboration with other organisations
5. Formulates the Contractual Agreement with the Host Organisation
6. Invites VIPs
7. Approves the theme, programme and Keynote Speakers.

Role of the Host Organisation

1. The Host Organisation is responsible for the hosting and organisation of the Conference including:
 - 1.1 Budget and financial management;
 - 1.2 Operational logistics;
 - 1.3 Negotiations and contracts with third party suppliers/professional organisers, and exhibition and sponsorship;
 - 1.4 Ceremonies and social programmes.
2. The Host Organisation will present a proposal for Conference Organiser to the Project board.
3. The Host Organisation must take responsibility for the expenses of the Conference until such time when income is received from delegate registration fees and sponsorships.

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Executive Committee of IOPTMH