



Hosting a Symposium

Expression of Interest Information and Application Form

The purpose of this document is for IFSPT Member Organisations to express their interest in hosting an IFSPT Symposium. IFSPT Symposia have in the past been organised in conjunction with a Member Organisation (MO) who acts as a host country. These events cannot be held effectively without the generous support of the MO host countries.

IFSPT Symposia

The IFSPT symposia is held on even years between General Meetings, such as 2016, 2018, 2020. The IFSPT may approve the sponsorship of one symposium held in the Northern Hemisphere and one in the Southern Hemisphere in these years. The IFSPT may also approve a symposium in general meeting years during the opposite season. More General Meetings are held in the fall, so a symposium could be scheduled in the spring in 2017, 2019 and 2021 as well.

The member organization should be confident that at least 60 attendees will participate in the symposium in order for it to be successful, but symposium space should be sufficient for at least 100-120 attendees. Symposia will not be held outside Member Organization countries.

Requirements of MO host countries:

Connection of IFSPT GM to the MO Host Country's Major Sports Physical Therapy Conference

The IFSPT Executive Board (EB) has established that each symposium will be held in conjunction with the host country's major sports physical therapy seminar or conference. This is an excellent way to coordinate arrangements and to generate increased attendance at both events.

Hosting an IFSPT Symposium in Conjunction with the IFSPT GM

According to the Articles of IFSPT, the General Meetings are preferably held in conjunction with an IFSPT symposium or conference. The Executive Board has thus determined that the MO host country for the GM must agree to also host a half-day IFSPT Symposium which will be

1. Coordinated by the Chair of the IFSPT Scientific Congress Committee
2. Held in conjunction with the MO's local sports conference.

The symposia are important to IFSPT as they provide opportunities for high-quality continuing education and CPD points, networking, exchange of ideas, spreading awareness of the value of IFSPT, and generating funds for IFSPT.

IFSPT Executive Board members and other IFSPT delegates attending the GM may be available to speak at the host country's conference upon request, and the provision of one night's lodging by the host country.

IFSPT Symposium Local Sponsors

IFSPT encourages the MO Host country to offer their local conference sponsors an opportunity to provide sponsorship for all or part of the IFSPT event at an additional cost, and to exhibit on the day as well as to gain marketing exposure on an international level.

MO Host Country Responsibilities: On Site Logistical Help

Since the IFSPT Executive Board is located around the world and IFSPT staff is small, assistance is required with the logistics of setting up and coordinating the GM and Symposium.

Host countries are asked to assist IFSPT with the following

- Locate an appropriately-priced venue and make arrangements on behalf of IFSPT upon approval, preferably at the same venue as the host country's conference, for both the symposium and the GM.
- Locate an appropriately-priced hotel and assist in making arrangements on behalf of IFSPT upon approval, preferably in or near the same facility as the host country's conference and/or where their own attendees will be housed
- On-site assistance for conference room and refreshment arrangements. Locating both in the same venue reduces extensive additional effort and saves time.
- Volunteers who will assist with registration, attendee direction, and on-site support.
- Planning and logistics assistance for necessary material sourcing.
- Marketing IFSPT Symposium with the assistance of the IFSPT Director of Marketing.
- Provide one night's accommodation for any IFSPT speakers invited to present at the host country's conference.
- Courtesy attendance to the host country's conference for the IFSPT EB members.
- The local organizers will work with the IFSPT Director of Marketing to prepare options for local sponsors interested in the IFSPT Symposium.

IFSPT provides:

- Online payment system for IFSPT Symposium registrations (The host country does not need to handle registrations).
- Marketing for the host country's conference along with the IFSPT events.
- IFSPT Symposium digital conference handbooks.
- Payment for refreshments for IFSPT Symposium.
- Free attendance for up to three volunteers at the symposium.
- Free attendance for up to seven host country officers at the IFSPT Symposium.

Additional assistance

The IFSPT is also open to any additional assistance your organization would like to provide. This may include organizing or hosting a dinner for delegates, providing refreshments, or other activities. Space is provided on the form to list your suggestions and offerings. Feel free to attach a separate sheet of paper if needed.

Application to Host IFSPT General Meeting & Symposium

Year of Symposium Proposed: 2016 (spring only) 2017 (spring only)

 2018 2019 (spring only) 2020 2021 (spring only)

Member Organization

Name of IFSPT delegate

Name of Host Conference

Date of Host Conference

Conference Website:

Expected Number of Attendees

Your Name

Your Title

Organization Address

City

Country

Telephone

Email

Details

We understand the attached document outlining requirements for submission and agree to provide all requirements should our country be chosen to host the conference

Additional Comments

Signed

Date