



Hosting a General Meeting and 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 General Meeting and an IFSPT Symposium. IFSPT General Meetings and 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 Member Organisation General Meetings (GMs)

The IFSPT GM is held on the odd year, every two years. The next General Meetings will be held in 2017, 2019 and 2021.

The IFSPT General Meeting generally hosts between 35 and 50 attendees, although more may choose to attend. It is open to all interested members from the 25 IFSPT MOs. General Meetings will not be held outside MO countries. Through past experience, we find that the most successful GMs are those located where delegates can easily network and collaborate with one another. This means a venue in or near a hotel offering restaurant, bar and gathering spaces.

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 General Meeting will be associated with the host country's major sports physical therapy seminar or conference. Our experience has shown that scheduling a GM in conjunction with a host country's sports physical therapy conference or seminar 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 IFSPT GM
3. 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 for both the symposium and the GM.
- 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 General Meeting Proposed: 2017 2019 2021

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