



*Where the world of physical therapy meets*

## Call for focused symposia

**Submission deadline: 28<sup>th</sup> February 2016**

### Submission guidelines

**Please read this information carefully before proceeding to the online submission form.**

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#### Submission process:

All submissions must be made via the congress website [www.wcpt.org/congress](http://www.wcpt.org/congress)

#### Important dates:

Submission opens	<b>1<sup>st</sup> December 2015</b>
Submission deadline	<b>28<sup>th</sup> February 2016</b>
Notification of outcome	<b>15<sup>th</sup> June 2016</b>

The general call for abstracts for platform and poster presentation will be available from June 2016 with a submission deadline of October 2016 [exact dates to be confirmed]. Information will be published on the WCPT website when available.

#### Focused symposium format

Each focused symposium is organised by a chair who is a recognised expert in the field. The chair has the responsibility for inviting and leading a group of international presenters through a series of evidence based and critically reflective linked presentations, drawing out the relevance to practitioners, managers, educators, researchers and/or policy makers.

Each focused symposium consists of:

- an introduction by the chair;
- a maximum of three 20 minute or four 15 minute presentations;
- a 15 minute question and answer session with the audience; and
- a 10 minute summary by the chair highlighting the implications and main messages for practice, research, education and/or policy relevant to the subject internationally.

Each symposium will last 1.5 hours.

### **Sample format for a focused symposium**

- 08:30 Chair: Introduction to the topic
- 08:35 Presenter 1: Perspective X
- 08:55 Presenter 2: Perspective Y
- 09:15 Presenter 3: Perspective Z
- 09:35 Discussion with audience
- 09:50 Chair summary and conclusions drawing topics together

### **Call open to any topic**

The call for focused symposia is open to any topic that fits at least one of the five programme tracks. The International Scientific Committee (ISC) is particularly interested in seeing proposals that address any of the following topics or a combination of topics (in alphabetical order):

- disaster management
- ethics and professionalism
- expanding scope of practice for physical therapists
- innovation in physical therapy services
- leadership and service delivery
- physical therapy and indigenous underserved populations
- prevention, treatment and modification of health risk factors
- regulation, government priorities, health policy and financing
- rehabilitation for individuals with long term conditions including HIV, TB, pain, obesity, mental health, cancer; and multi-morbidity across the lifespan

### **Track 1: Professional practice**

The world's most pressing health issues, international health priorities and policies and the implications and opportunities for physical therapists.

### **Track 2: Global health**

The effect professional issues have on health policy, service provision, quality and standards, service users and the context and scope of practice.

### **Track 3: Professional issues**

The latest advances for practising clinicians in their daily practice, encompassing health promotion, prevention, treatment and rehabilitation throughout the lifespan and across different service settings.

### **Track 4: Education**

The education of students and physical therapists to be competent to practice throughout their career in the context of changing environments.

## Track 5: Research methodology and knowledge translation

Exploring research methodology and innovative ways to generate and disseminate the evidence that is needed for evidence based practice in physical therapy.

### Requirements

The symposium chair should complete the online submission on behalf of all the presenters, whose agreement to participate must have been obtained prior to submission.

**At least three of WCPT's five regions** should be represented by the presenters contributing to each symposium. Where applicable to the topic, priority will be given to symposia that include perspectives from low income countries. Selected symposium chairs can apply for travel assistance to support the travel needs of a presenter from a WCPT member organisation in a low income country (see appendix 1 for details).

The online submission form will provide restricted space for data entry; the available word count is indicated below.

The following items should be included in submissions.

- a. Title of suggested symposium [10 words]
- b. Names of the chair and all presenters
- c. Contact details of all presenters to include:
  - i. full name, organisation/institution, city and country as you would wish it to appear in the completed programme
  - ii. e-mail, work telephone, mailing address
- d. Fit with congress programme track and topic area [Completed via drop-down list]
- e. Relevance to physical therapy globally [75 words]
- f. Target audience [25 words]
- g. Summary of the session format that will be followed [100 words]
- h. The completed abstract for the symposium.

One abstract jointly authored by the chair and all presenters should provide a comprehensive overview of the symposium and linked presentations. This will be included in the congress proceedings and should be structured using the following headings:

- i. title
- ii. authors (chair first, followed by all presenters)
- iii. learning objectives (up to 3)
- iv. description (supported by up to 10 current references)
- v. implications/conclusions
- vi. key words (up to 3)
- vii. funding acknowledgements

[Total 750 words covering items iii-v]

viii. a short biography for the chair and each presenter. This should outline academic qualifications, positions/appointments, most recent publication and presentation track record (last five years), research information (interests, grants), and professional practice background.

[200 words each]

- i. Information concerning any presentations or publications of the work made prior to the WCPT congress [50 words]
- j. Request for any presenters to be considered for travel funding assistance [separate application process, see appendix 1]

### Post-congress publication

Focused symposia bring together presenters working on the same topic from diverse parts of the world. This provides an opportunity to bring new thinking to the topic and for delegates of the WCPT congress to generate ideas. It is expected that the chair and presenters prepare a paper of publishable standard after the event. If not published in a peer-reviewed journal the paper will be made available on the WCPT website. WCPT will be exploring a publishing partnership that may facilitate peer-reviewed publication and successful symposium presenters will be advised as plans develop.

### Selection criteria

The ISC is seeking sessions that comply with the submission guidelines and deliver against the following principles:

**Explore:** the most recent ideas, evidence, methods and areas of controversy in the literature related to outcomes for people and populations and to moving the profession forward

**Inspire:** with a clear purpose and defined outcomes for delegates

**Connect:** internationally diverse delegates through active engagement

**Include:** speakers with international experience and standing in the topic area<sup>1</sup>, from at least three of WCPT's regions

**Include:** patient/client perspectives and perspectives of low income countries ([World Bank](#))

**Impact:** practice, education, research and/or policy by making clear the implications arising from the presentations

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<sup>1</sup> Consideration will be given to symposia that support inclusion, as appropriate, of less experienced with established presenters.

## General information

1. The congress language is English and all proposals and presentations must be made in English. Translation will not be provided.
2. A symposium chair or presenter may only appear in one symposium proposal submission. This does not affect any abstract submissions.
3. Symposium chairs and all presenters must register for at least the day of congress that their session is programmed.
4. In keeping with WCPT policy honorarium, fee or payment of expenses will not be provided for chairs or symposia presenters, except where a grant is applied for and awarded to support a symposia presenter from a WCPT member organisation in a low income country.
5. Proposals should address the current evidence, areas of controversy in the literature, implications for practice and the need for further research. Any reference to personal experience or hypotheses should be clearly labelled as such.
6. All research and studies that involve human participants and animal subjects reported in submitted proposals must comply with general ethical principles. To check that your research complies with ethical principles an overview can be accessed at <http://bit.ly/1MHKTWZ><sup>2</sup>. See also the global standards<sup>3</sup>
7. All proposals and presentations must adhere to the use of “people-first” language. A person must not be referred to by disability or condition, and terms that could be considered biasing or discriminatory in any way should be removed (eg “person with a stroke” instead of “stroke patients”).
8. Any source of funding or support for the work being presented should be acknowledged.
9. Presenters are requested to disclose potential conflicts of interest regarding their presentation in the first slide. This will allow the audience to take potential conflicts of interest into account when assessing the objectivity of the presentation.
10. The International Scientific Committee may invite symposium chairs and presenters to contribute to other congress programming sessions, such as poster walks and chairing abstract sessions. Symposium chairs and presenters are expected to comply with all reasonable requests.
11. WCPT is exploring options to publish congress sessions and outputs for those unable to attend the congress in person. The use of various media options is being investigated and may include podcasts and virtual online access. Some sessions may be audio-recorded and PowerPoint presentations recorded. Any recordings of PowerPoint presentations made available online will be in PDF format; original PowerPoint files will not be published. As plans are agreed the implications will be communicated with symposium chairs and their cooperation is expected.
12. The author(s) retain the right, after presentation at the congress, to subsequently include the work in articles, books, or derivative works that he/she authors or edits provided said use does not imply the endorsement of the WCPT.
13. In support of green meetings policies no handouts will be produced.
14. Standard lecture room layout will be provided with PowerPoint presentation in all focused symposium rooms.
15. Successful chairs and presenters will be expected to use their social media channels to promote their involvement in WCPT Congress 2017 and will be supported by WCPT in these efforts.

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<sup>2</sup> With thanks to Julius Sim, University of Keele, UK, for permission to use this document.

<sup>3</sup> [Declaration of Helsinki](#) of the World Medical Association and the Council for International Organizations of Medical Sciences' (CIOMS) [International Ethical Guidelines for Biomedical Research Involving Human Subjects](#) published in collaboration with the World Health Organization. CIOMS and International Council for Laboratory Animal Science (2012) [International Guiding Principles for Biomedical Research Involving Animals](#).

16. Focused symposia are not to be used for marketing opportunities for new products, equipment or organisations, nor to refute or denigrate competitors' products.
17. Descriptions and objectives for each focused symposium will be published in the preliminary and final programmes, on WCPT's website and in other promotional material.
18. Congress programme placement will be determined by the International Scientific Committee to ensure best fit with the overall congress programme. Any requests for specific dates and times cannot be guaranteed, but will be considered if submitted at the time of proposal submission.
19. Any changes to an accepted focused symposium must be submitted to the International Scientific Committee for review and approval.
20. All proposal submissions must be completed online.
21. All decisions of the International Scientific Committee are final.

### Consent, permissions and copyright

In submitting an abstract you must confirm that:

- you accept responsibility for the accuracy of the submitted abstract and understand that the content cannot be modified or corrected after the abstract submission deadline and that it will be published exactly as submitted
- all co-authors are aware of and agree to the content of the abstract and support the data presented
- you accept responsibility as the contact person for all correspondence about the abstract and to share information with co-authors about its status
- you have secured any copyright/permissions clearance required relating to any previous presentations, equipment or other material for inclusion in the WCPT congress, its proceedings or other congress publications
- for all studies involving human participants or animal subjects, permission has been obtained from the relevant regulatory authority and properly informed consent given where appropriate
- anyone who is identifiable in the abstract and presentation has given their consent to be included
- the work is original, except for extracts from copyrighted works used with permission from the copyright holders, and that it does not infringe upon any copyright, proprietary, or personal right of any third party
- you have identified any potential conflicts of interest eg financial interest in products or processes described in the abstract, stock ownership, membership on an advisory board or board of directors, or other substantive relationships

On behalf of all co-authors the submitter will confirm:

- release of the copyright to WCPT to publish electronically and in other formats the abstract that will be presented at WCPT Congress 2017 (eg congress website, programme, print materials)
- consent to have authors' names, affiliation and biographical material used in connection with the publication of your work

When completing the online submission process you will be asked to confirm that you have read and understood the general information and the requirements you are expected to fulfil.

## **Appendix 1: Congress participation assistance fund for focused symposium presenters from WCPT member organisations in a low resource country**

### **Introduction**

The International Scientific Committee (ISC) for the WCPT Congress 2017 (WCPT 2017) encourages the inclusion of presenters from low resource countries in the congress programme. Their inclusion in key sessions such as focused symposia is an important opportunity to raise awareness of global issues and perspectives. It also promotes greater international collaboration and support. However, presenters from low resource countries often face challenges in securing funding to contribute to international events.

Funding has been allocated to support presenters from low resource countries participating in focused symposia. These will be people who, in the ISC's opinion, will make a valuable contribution to the scientific programme but who are unable to get full funding from other sources.

The available support is limited so applicants are expected to make every effort to seek funding from other sources. The maximum that will be provided is £1,500.

### **Application criteria**

To be eligible for consideration, applicants must:

- be currently subscribing members in good standing with a member organisation belonging to WCPT;
- have the appropriate experience and expertise to contribute to the session; and
- reside in a low resource country.

### **Restrictions**

- Only one funding application will be considered per session and per person.
- Retrospective applications after the focused symposium submission deadline will not be considered.
- This funding is not open to general abstract presenters.

### **Timing of applications**

Applications for assistance to participate in a focused symposium must be made at the time of the focused symposium submission – the deadline is 28 February 2016. Applicants will be notified whether they have been successful or not by 15 June 2016.

### **Review process**

Applicants must show evidence that they have sought funding from other sources (eg employer, national health ministries, international travel funds and scholarships) and that their employer is unable to provide full funding, but has given their full support to their involvement in the WCPT Congress 2017. Applications are likely to compete with others, because funding is limited.

Applicants must complete the application form in full and provide:

- A. Justification for their personal contribution to the congress session (maximum 200 words) under the following headings:
- expertise and experience brought to the session;
  - benefits that contributing to the session and attending the WCPT Congress will bring to their personal and professional development;
  - why their participation in the congress is important; and
  - how they will use the congress experience after the event.

The information provided under each heading will be scored out of 3 points, making a maximum of 12 points available.

- B. A letter of confirmation from the symposium chair outlining the contribution of the proposed presenter. If the individual is the chair, then a statement outlining why they are best placed to lead the symposium.

Applications will be reviewed by the ISC. Only once a focused symposium submission has passed the review stage will the funding application be considered. Acceptance of a symposium submission does not guarantee funding. Applicants are still expected to seek alternative/additional funding sources beyond the closing date of this funding request.

### **What the funding can be used to pay for**

Funding may be used towards the cost of:

- congress registration fee;
- international economy travel (the period of travel must include the congress dates);
- insurance (adequate travel, accident and health insurance must be obtained prior to departure);
- local travel in Cape Town for airport transfers to accommodation and congress venue;
- accommodation at a reasonably priced hotel for up to 3 nights;
- daily subsistence up to £30 per day; and
- other costs relevant to the presentation.

Attendance at social events will not be covered.

*Visa requirements are the responsibility of the presenter.*

### **Conditions**

The WCPT Secretariat will advise successful applicants for congress participation assistance on the most cost-effective ways of managing congress registration and travel arrangements. For example, registration will be handled by the Secretariat.

Any invoice submitted will comply with the requirements of the WCPT Secretariat (successful applicants will be provided with details of these).

No bookings should be made without first obtaining agreement from the WCPT Secretariat.

Successful applicants will normally be expected to take advantage of any group travel and block hotel booking schemes arranged by the congress organisers.

Because it is unlikely that the fund will be able to meet full costs, the applicant will have to demonstrate that the outstanding costs can be met by other means, ensuring their congress participation.

If the congress is cancelled for any reason, the full amount (less essential expenses) must be repaid to WCPT.

### **To apply for funding**

Complete the online application form at [www.surveymonkey.com/r/C8BDQYX](http://www.surveymonkey.com/r/C8BDQYX). Supporting letters as indicated in B above should be sent to [ebright@wcpt.org](mailto:ebright@wcpt.org).