Call for focused symposia
Submission deadline: 23 February 2018

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

Submission process:
All submissions must be made electronically via the congress website www.wcpt.org/wcpt2019

Important dates:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Submission opens</td>
<td>18 December 2017</td>
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<tr>
<td>Submission deadline</td>
<td>23 February 2018</td>
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<tr>
<td>Notification of outcome</td>
<td>27 April 2018</td>
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The general call for abstracts for platform and poster presentation will be available from May 2018 with a submission deadline of August 2018 [exact dates to be confirmed]. Information will be published on the congress 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, applicability, take-home message and potential challenges for the audience. It is important to deliver a coherent session with speakers working together thoughtfully. The aim of the session should be to create an insightful learning experience for clinicians, managers, educators, researchers and/or policy makers (depending on the topic).

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, applicability and relevant messages to take away.

Each symposium will last 1.5 hours.
Sample approach for a focused symposium:

- Use of a case study or clinical scenario that is used to structure the presentations;
- Related but conflicting evidence and how to resolve for patient benefit;
- Latest findings in the field from different research perspectives;
- Exploration of complementary skill sets or perspectives to advance an issue;
- Different approach taken in different countries/geographical areas.

Call open to any topic

The call for focused symposia is open to any topic that is relevant to the physical therapy profession. The Congress Programme Committee (CPC) is particularly interested in seeing proposals that address any of the following topics (or a combination) that were identified through the WCPT market research survey:

- advancing and defining the scope of physical therapy practice, including advances in technology and education;
- how physical therapy needs to change to meet the demands of the ageing population;
- the unique contribution of physical therapists in the physical activity agenda;
- challenging perceptions of pain management across the lifespan and across all fields of practice;
- innovative approaches to address health system funding issues.

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.

The submissions should address the topic from an international/diverse perspective by including presentations from a range of countries and preferably from three different WCPT regions.

Where applicable to the topic, priority will be given to symposia that include perspectives from low-resource 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).

Whilst WCPT and the CPC advocates for in-person presentations there may be options for limited live remote speaker contributions (no more than one per session). If you think this is an option you wish to include please provide details on the submission system.

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. Relevance to physical therapy globally [75 words]

e. Target audience [25 words]

f. Summary of the session focus and structure that will be followed [100 words]

g. 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

viii. supporting references (up to 10)

[Total 750 words covering items iii-v]

ix. 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]

h. Information concerning any presentations or publications of the work made prior to the WCPT Congress [50 words]

i. 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 principles

The CPC 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 applicable outcomes for delegates

**Connect:** related research and innovations, and internationally diverse delegates through active engagement

**Include:** speakers with international experience and standing1 in the topic area, representing a range of global and possibly service user perspectives

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

General information

1. The congress language is English and all proposals and presentations must be made in English. Translation may 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, waiving of registration fees 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 symposium 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](http://bit.ly/1MHKTWZ) 2. See also the global standards3
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 use “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 Congress Programme 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.

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1 Consideration will be given to symposia that support inclusion, as appropriate, of less experienced with established presenters.
2 With thanks to Julius Sim, University of Keele, UK, for permission to use this document.
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 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 2019 and will be supported by WCPT in these efforts.

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 Congress Programme 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 Congress Programme Committee for review and approval.

20. All proposal submissions must be completed online.

21. On request, a teleconference to support the collaboration amongst focused symposium speakers can be facilitated by the WCPT secretariat and in fact this is actively encouraged.

22. All decisions of the Congress Programme 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 2019 (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 Congress Programme Committee (CPC) for the WCPT Congress 2019 (WCPT 2019) encourages the inclusion of presenters from low resource member organisations 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 CPC’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 who is itself in good standing with 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 23 February 2018. Applicants will be notified whether they have been successful or not by 27 April 2018.

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 2019. 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 CPC. 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 Geneva 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 https://www.surveymonkey.co.uk/r/WCPT2019-FS-funding-application. Supporting letters as indicated in B above should be sent to congress@wcpt.org.