



Call for pre- and post-congress course proposals

Submission deadline: 26th April 2018

PLEASE NOTE THAT THIS IS A RESTRICTED CALL FOR SPECIFIC TOPICS

Submission guidelines

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

Submission process:

All submissions must be made via the congress website www.wcpt.org/congress

Important dates:

Submission opens	19 March 2018
Submission deadline	26 April 2018
Notification of outcome	29 June 2018

The general call for abstracts for platform and poster presentation will be available from May 2018 with a submission deadline of 6 September 2018. Information will be published on the WCPT website when available.

Pre- and post-congress courses

The Congress Programme Committee (CPC) ensures that quality, evidence based courses are available that meet delegate needs, as well as offering challenge, programme breadth and diversity. To achieve this the CPC combines an open call with the option to invite specific courses on certain topics.

Pre- and post-congress courses complement the scientific programme with a focus on applied knowledge and skills, exploring issues in depth in an area of clinical practice, education, management, research or policy. They actively engage participants via any of a range of learning formats.

Courses offer delegates the chance to gain practical experience, listen to the latest research and practice advances, learn directly from experts and meet with others in their field of interest. Delegates can add pre- and/or post-congress courses to enhance their experience of attending WCPT Congress 2019.

The pre- and post-congress courses are an optional element that are open to delegates who register to attend at least one day of the congress and they carry a separate fee. Attendance numbers are restricted and managed through the registration process. There are a limited number of openings available for these sessions.

When and where

A variety of half and one day courses will be offered on the day preceding congress, **10 May 2019**, and the day following congress, **14 May 2019**. Sessions will be located in facilities designed to offer a range of formats. The range of facilities being secured will include clinical practical rooms, flexible small lecture rooms and lecture theatres. A hydrotherapy pool should also be available. Consideration will be given to a small number of two-day courses.

Description

Each course is organised by a recognised expert in the field with a track record of delivering courses. The organiser has the responsibility for developing and running the programme, and can invite up to four additional presenters.

The Congress Programme Committee (CPC) requires proposals to be evidence based and address significant contemporary issues, innovations in physical therapy practice, education, management, research or policy and reflect diversity across practice settings globally.

Using the congress market research, and other sources of information, a number of topics and course providers have already been invited by the CPC. This call is now designed to supplement the offerings already identified.

Topics: The call for proposals for pre- and post-congress courses is open to the following **restricted list of topics** (which is not a guarantee that all topics will be included):

1. Ageing population: falls prevention and rehabilitation
2. Health promotion, primary prevention and public health
3. Advocacy and leadership skills for all physical therapists
4. Business skills eg communications, marketing, preparing business plans
5. Research in the clinical setting: generating practice informed evidence
6. Communicating with patients
7. Clinical topics in the following areas:
 - a. Musculoskeletal: particularly tendon injuries and the prevention and management of osteoarthritis
 - b. Cardiorespiratory
 - c. Neurology: particularly stroke rehabilitation and Parkinson's Disease
 - d. Paediatrics

- e. Mental health: particularly dementia
- f. Pain management
- g. Aquatic physical therapy: of relevance to different populations

If you believe that you have an important topic not covered by the list first send an expression of interest to congress@wcpt.org to seek advice on whether you should submit or not.

In the submission you will be asked to specify:

Levels of education: **Introductory** - designed to provide an introduction to the topic and raise awareness. It assumes that delegates have little or no knowledge of the areas to be covered.

Intermediate - designed to increase levels of understanding and application for delegates who have a general familiarity with the subject.

Advanced - designed for delegates who have detailed knowledge of the topic and the focus is on advanced techniques, recent developments and future directions.

Multiple - designed to accommodate a range of abilities and levels of knowledge.

Audience number: 20-100 depending on the format.

Format: Courses, workshops, seminars, lectures, techniques/skills demonstrations, case study discussions, hands-on experience and/or discussion groups.

Room layout: Lecture theatre, classroom, group tables, practical classroom, laboratory, pool.

Funding for pre- and post-congress course organisers

WCPT's policy agreed by the Executive Board and CPC is that honoraria will not be provided for course organisers or presenters.

For one day courses:

The expenses for the course organiser and **one** additional presenter, where required, for economy travel plus 2 nights' accommodation at a congress hotel will be reimbursed.

Once the allowance has been determined course organisers may, in agreement with WCPT, share the equivalent funding across all contributors to the session.

Some course organisers are able to waive expenses for travel and accommodation due to funding from other sources. Where this is the case this allows WCPT to manage the course fees in a way that opens up access and includes opportunities for delegates from low resource member organisations. If this is an option that you can support please indicate this in the submission.

For half day courses:

Course organisers and **one** additional presenter will be given a one day complimentary registration for the congress to use on a day of their choice; presenters may choose to upgrade to a full congress registration by paying the difference.

Logistics

Course fees will be set by WCPT to cover all costs associated with running the course. Accepted courses not meeting break-even status, as determined by WCPT, may be cancelled by an agreed deadline. Course organisers should not consider their course confirmed until this time. WCPT manages all course logistics.

Language

In addition to English language courses, the CPC is open to some courses that can ideally be run in English as well as an additional language. Consideration will also be given to courses run purely in another language; French, German and Spanish are the languages most of interest. Course submissions must be made in English and you will be asked to identify additional language options.

Submission of proposals

The course organiser should complete the online submission form on behalf of all presenters, whose agreement to participate must have been obtained prior to submission. The maximum number of presenters, including the course organiser, on any one course is ideally three and no more than five.

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

Submissions should include the following:

- a. Title of proposed course [10 words]
- b. Names of the course organiser 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
 - iii. a short biography. This should outline academic qualifications, positions/appointments, most recent publication and presentation track record (last five years), research information (interests, grants), professional practice background, previous experience of running courses and English language ability. [200 words]
- d. Target audience [25 words]
- e. Summary of the session format that will be followed [100 words]
- f. Overview of the course content. This will be used in promotional materials and should include:
 - i. title
 - ii. presenters (organiser first, followed by up to 4 presenters)
 - iii. learning objectives (up to 3)
 - iv. level of learning
 - v. description (supported by up to 10 current references)
 - vi. implications/conclusions

- vii. key words (up to 3)
 - viii. funding acknowledgements [30 words]
 - ix. presentation languages: please expand on options you can support [50 words]
- Total [750 words covering items iii-vi]
- g. Logistical requirements:
- i. maximum audience size
 - ii. room set up [eg lecture theatre, classroom, group tables, practical classroom, etc]
 - iii. equipment requirements [eg high-low beds, mats, small equipment such as weights, but please note that not all may be available]
 - iv. preferred date pre- or post-congress; preferences will be noted and where possible accommodated
 - v. course length [half (3-4 hours contact), full day (7-8 hours contact) or two-days (14-16 hours contact)]
 - vi. information if organiser and speakers able to waive travel and accommodation expenses

Selection criteria

Course proposals must 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 area¹

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

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

Shortlisted proposals

Organisers of shortlisted proposals will be asked to submit a course timetable according to the format prescribed [Arial font, size 10]:

¹ Consideration will be given to courses that support inclusion, as appropriate, of less experienced with established presenters.

Example format:

Time from - to	Content	Materials & methods	Speaker(s)
8:30 – 9:00	Introduction: Presenters Participants Course aims and objectives	Handout - programme outline Ice breaker exercise	Course leader

General information – PLEASE READ

1. The congress language is English and all proposals and presentations must be made in English. Translation will not be provided by WCPT, but as indicated in the call the CPC is interested in proposals where the organiser and speakers can support additional languages.
2. A course organiser or presenter may only appear in one course submission. This is separate to any inclusion in a focused symposium proposal and does not affect any future abstract submissions.
3. Course organisers and all presenters are expected to register for at least one day of congress.
4. Payments as outlined above in the section on Funding for pre- and post-congress courses.
5. Proposals should be based on the best available evidence. 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>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 “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.

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

³ [Declaration of Helsinki](#) of the World Medical Association (2013) 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 (2106). CIOMS and International Council for Laboratory Animal Science (2012) [International Guiding Principles for Biomedical Research Involving Animals](#).

10. The Congress Programme Committee may invite course organisers and presenters to contribute to other congress sessions, such as poster walks and charring, and their cooperation and support would be welcomed.
11. WCPT will make available online for course participants to download a reasonable amount of course materials which course organisers must provide to timelines notified.
12. 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 course organisers and their cooperation is expected.
13. 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.
14. Successful organisers 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.
15. Pre- and post-congress courses are not to be used for marketing opportunities for new products, equipment or organisations, nor to refute or denigrate competitors' products.
16. Descriptions and objectives for each course will be published in the preliminary and final programmes, on WCPT's website and in other promotional material.
17. 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 requested at the time of proposal submission.
18. Any changes to an accepted course must be submitted to the Congress Programme Committee for review and approval.
19. All proposal submissions must be completed online.
20. All decisions of the Congress Programme Committee are final.
21. Accepted courses may be cancelled if they do not meet the breakeven status as determined by WCPT.

Consent, permissions and copyright

In submitting a proposal you must confirm that:

- you accept responsibility for the accuracy of the submitted proposal and understand that the content cannot be modified or corrected after the proposal submission deadline and that it will be published exactly as submitted
- all presenters are aware of and agree to the content of the proposal and support the data presented
- you accept responsibility as the contact person for all correspondence about the proposal and to share information with all presenters 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 proposal and presentations 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 presenters the submitter will confirm:

- release of the copyright to WCPT to publish electronically and in other formats the proposal that will be presented at WCPT Congress 2019 (eg congress website, programme, print materials)
- consent to have presenters' 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.