

**Details required of a host member
organization bidding for:**

AWP Regional Congress 2020

ALL BIDS ARE DUE BY 31 JULY 2018

**Contact : dvermaphysio@gmail.com
DINESH VERMA
Executive Member In charge – Congress
WCPT - Asia Western Pacific (AWP)
**Contact : linda0717@gmail.com
NAI-JIA YAO
Chief Secretary
WCPT - Asia Western Pacific (AWP)****

Adapted from WCPT (2021) WCPT Congress
Request for expressions of interest to host the WCPT
Congress. With permission from WCPT.

Revised April 2018 (AWP EC teleconference)

A. Background

World Confederation for Physical Therapy (WCPT)

Founded in 1951, the World Confederation for Physical Therapy (WCPT) is the sole international voice for physical therapy, representing more than 350,000 physical therapists worldwide through its 106 member organisations. The confederation operates as a non-profit organisation and is registered as a charity in the UK.

WCPT believes that every individual is entitled to the highest possible standard of culturally appropriate healthcare delivered in an atmosphere of trust and respect for human dignity, and underpinned by sound clinical reasoning and scientific evidence. It is committed to furthering the physical therapy profession and improving global health through:

- encouraging high standards of physical therapy research, education and practice
- supporting the exchange of information between WCPT regions and member organisations
- collaborating with national and international organisations

WCPT is organised into five regional groups:

- Africa
- Asia-Western Pacific
- Europe
- North America Caribbean
- South America

Asia Western Pacific (AWP) Region

The Asia Western Pacific Region comprises 26 member organisations that spread from the Middle East through Asia to the Pacific. Although there is diversity in terms of ethnicity, language, geography and development, promotion of physical therapy is common to all. Key aims of the Region are:

- To establish closer cooperation among member organisations of the Region.
- To represent the profession of physical therapy in the Region in consultation with or as delegated by the Executive Committee.
- To cooperate with the various international organisations in the region in promoting WCPT objectives.
- To initiate new and promote established professional activities within the region which further the aims of WCPT.
- To formulate resolutions regarding matters of regional or geographical concern for proposal to the Executive Committee and WCPT General Meeting.

The Region holds a meeting of member representatives every two years – in conjunction with the WCPT Congress and then a meeting in association with a conference hosted by a member organisation.

Since 1991 meetings in the Region have been hosted by Hong Kong, Indonesia, Singapore, Korea, India, Taiwan and Thailand.

AWP Congress

The AWP Congress, held every 4 years, typically attracts many overseas delegates as well as a substantial number of local physical therapists and accompanying persons. It is usually held in the middle of the year or at the time that best suits the host country and lasts 2-3 days.

In addition, a General Meeting is usually held 1-2 days immediately before or after the Congress and requires a meeting room for approximately 30-35 persons.

Past venue selections include:

- 1991 Hong Kong
- 1995 Jakarta, Indonesia
- 2001 Singapore
- 2005 Seoul, South Korea
- 2009 Mumbai, India
- 2013 Taichung, Taiwan
- 2017 Bangkok, Thailand

The purpose of the AWP Congress is the promotion of contacts and interchange between physical therapists throughout the Region as well as providing a forum for the reporting of research findings, the dissemination of information specific to the Region and supporting the ongoing work of the WCPT AWP Region.

Value for money

It should be noted that most delegates are self-funding and working to a tight budget. In addition, speakers and session chairs all pay to register to attend the congress and cover their own flights and accommodation. Most visitors stay in three- and four-star accommodation, and many look for budget options. AWP and its host member organisation work hard to ensure that the congress delivers good value to all delegates, exhibitors and sponsors and looks for partners that share this ethos.

B. Proposal Details

Section 1: General Information

The bidding host organisation for the AWP Congress should address and report on the following points:

1.1 General

It is an AWP Congress held in conjunction with an AWP Member Organisation. This should be evident in all communication and advertising.

An organizing committee and a scientific committee will be formulated by the host country. The AWP executives will be involved in the organization process with one representing at the organizing committee and another one representing at the scientific committee. The committees will report to the AWP Secretariat regularly.

The host member organisation must clearly understand that it carries the liability for underwriting the cost of the conference.

The congress should be opened by the Chair of the AWP in conjunction with a representative from the hosting organization and if appropriate a local dignitary.

It is recommend that to ensure financial viability of AWP Congresses, that the host country has appropriate forward communication with the regional Member Organisations as to the timing of the congress. This risk management is to be outlined in their bid.

1.2 Congress objectives 2020

The purpose of the AWP Congress is the promotion of contacts and interchange between physical therapists throughout the Region as well as providing a forum for the reporting of research findings, the dissemination of information specific to the Region and supporting the ongoing work of the WCPT AWP Region.

In delivering the congress, AWP expects to provide 'one-stop shopping' for delegates on all congress issues with integrated planning and delivery across social, scientific, and pre- and post-congress events.

The congress is expected to attract at least 1,000 delegates and contribute financially to the ongoing development of AWP Region.

All facilities are expected to support accessible, healthy and sustainable communities*.

***Note:** this includes approaches to support physical and information accessibility, health promotion (eg non-smoking, exercise opportunities, sufficient breaks), environmental and green meetings initiatives.



Section 2: Application Process

AWP member organisations wishing to be considered are required to submit:

- A letter outlining why the organisation should be chosen to host the AWP Congress and how the events can be leveraged for local, national and regional benefit.
- The list of city options in the country with facilities able to host the congress. Where there is more than one option presented the city favoured by the member organisation should be indicated.
- Supporting material in response to the specific requirements and criteria outlined in this RfP. This will include, but is not limited to:
 - Evidence of support of the AWP member organisation and local supporting facilities (eg clinical facilities, universities).
 - Capabilities and resources that the AWP member organisation can offer to support the congress.
 - Outline descriptions of the facilities available in the host city (eg congress venue meeting space, hotels, transportation, social function options).
 - Evidence of support from national/local government including any relevant financial information (eg grants to support attendance from low resource countries, Convention subventions).
 - Profile data on national and regional congresses from the last five years, including attendance figures and financial statistics.

Member organisations should work with the local/national convention bureau(s) in preparing the material.

Section 3: Application Requirements

This section sets out the information that is required in the expression of interest.

3.1 Host organisation

3.1.1 Your organisation/country

Why do you feel the AWP Congress and Regional General Meeting should come to your country in 2020 ?

Briefly describe the ways in which you feel your organisation and the profession would benefit from having these events in your country. Also reflect on what benefits the congress will bring to the local population and the profession more widely in the region.

3.1.2 National and regional congresses

Briefly describe your national conference including organisation structure, frequency, length, fees (for most recent), number of participants and the size and rates for the exhibition. State whether your own conferences are handled in-house, or whether conference organisers and other suppliers are contracted.

Include details of the date and location of the national conference that will precede and follow the AWP Congress 2020, should the bid be successful.

3.1.3 Local participation

How many delegates do you believe would attend from your country and region if the AWP Congress is held in your country? Would this differ depending on the city of choice? Please provide a rationale for your estimate and indicate if your organisation would be prepared to guarantee a minimum number of participants.

Give an indication of the take up of the exhibition that you would expect from local exhibitors.

How many student physical therapist programs are there near the proposed host city(ies)? How many graduates are there each year?

3.1.4 Support

Please review the “Role of the host member organisation” ([appendix 1](#)) and comment on how you would be able to fulfil these responsibilities. Would your organisation be able to provide any financial support towards the overall congress budget? For example, funding to ensure national flavour at the congress opening ceremony.

3.2 Proposed congress destination city

One measure of the success of previous AWP congresses has been the number and diversity of the delegates and speakers. The AWP believes that the location of the event is an important determinant for delegates and therefore careful consideration is given to delegate appeal. There are some general principles that are expected of destinations. They should be:

- accessible to delegates from around the world and where, to the extent possible, delegate safety is assured
- open and accessible to all people entitled to attend the AWP General Meeting and Congress free from discrimination
- committed to environmental practices that support a sustainable environment
- easily accessible for international delegates via a range of transportation options

Some countries have more than one city capable of hosting the AWP congress and rather than a decision being made at a national level with the pre-selection of one host city, the AWP is interested in understanding all the options available in a country.

The expression of interest should provide the following details for each city option.

3.2.1 City/country overview

Please comment on delegate safety in the country and proposed city. For example, is it considered safe for delegates to walk alone or in groups between the hotel and the congress venue? What has been the experience of recent events? What strategies would you recommend to ensure the safety of the delegates?

3.2.2 Travel visa restrictions

Please provide information on any travel visa restrictions which may apply to enter your country, listing:

- those countries where visas are not required
- those countries requiring a visa
- any restricted/prohibited countries

3.2.3 Access and transport

Please give a list of countries served by direct flights to your local international airport. What is the distance of the airport from, proposed congress hotels, the congress centre and city centre? Is there a good public transport system between the airport and congress hotels/city centre?

If public transport is available provide a map showing the location of the main hotels, the congress venue and the airport, specifying the distances, travel time, costs and public transport options available.

3.2.4 Housing

Delegates often book their own accommodation online; however, it is important for the AWP to know the range of hotels available. At approximately 500 hotel rooms will be required for the congress period, with circa 25% in 4 star hotels; 45% in 3 star hotels and 30% in 2 star hotels. The mix is approximately 50% single and 50% double. Budget accommodation, such as student residences, may be required.

Details should be provided of typical delegate rates for a 3 and 4-star hotel near the congress venue. At least some hotels should provide for accessibility rooms.

Student budget accommodation will also be required.

3.2.5 Living costs

Please indicate the average costs for a cup of coffee, sandwich lunch and evening meal, noting that physical therapist are usually working on a tight budget.

3.2.6 Climate

Briefly describe the likely climatic conditions in your country and host city options during the congress period. Please give average rainfall and day and night time temperatures.

3.2.7 Social functions

As part of the congress there is an opening ceremony/welcome reception for a minimum of 1000 persons usually held at the congress venue. There may also an optional ticketed party night (on a separate night) designed to attract at least 200 delegates, with a focus on an experience that reflects the host country.

Please specify up to three options for venues for social functions, including the nature of the event and potential delegate fee.

3.2.8 Previous congresses held in your proposed host city

Please supply a list of any regional and international congresses held in the past 4 years in the cities you are proposing, indicating how many national, regional and international delegates attended.

3.2.9 City support

The AWP Congress brings increased revenue to a destination city through the influx of international delegates as well as increased knowledge transfer. This brings benefits to the health service, hospitality and tourism industries, as well as the city as a whole.

3.2.9.1 Tourism Board/Convention Bureau support (Optional)

It is optional that the shortlisted destination cities support the costs of the site visit in the form of:

- economy return flights for up to 2 representatives of AWP.
- all hotel, food and beverage costs
- all transport/transfer costs
- excursions to potential social locations
- visits to other related facilities

Details of any further funding/subvention support that contribute towards congress promotion, delegate boosting and legacy activities could be noted if needed.

Support available from the city that may contribute towards social activities, national flavour, subsidised venue rental, social functions and bursary programs could be detailed if needed.

3.3 Support to delegates from low resource countries

The AWP expects to offer a bursary program to provide some support to delegates from low resource countries. Please indicate if you feel any funds may be available from your government/association or other sources to help support the participation of international delegates from the AWP member organisations in low resource countries.

3.4 Tax, including VAT/GST

Information on tax and VAT/GST for international congresses should be provided with details on tax exempt status requirements. The AWP does not expect to be liable for income tax in the host country as a result of hosting its congress and seeks assurances that this is the case.

3.5 Proposed venue

3.5.1 Congress meeting space requirements

Provide details of the congress venues in the proposed city(ies) covering the requirements detailed in appendix 3. To include:

- floor plan
- room capacity charts
- exhibition space
- catering options
 - traditionally lunch is not included in AWP Congress fees but tea/coffee breaks are; a variety of options where delegates can purchase lunch, coffee and light snacks must be available

Details should also be provided of any development/expansion plans.

3.6 Proposed General Meeting and Congress dates

Provide suggested dates in 2020. At least one day of the congress should be a Saturday or Sunday. If there are preferential dates for venue hire, eg low season, these should also be considered. Include details of university/college term times and general holiday period. The rationale for any suggested dates should be included.

Section 4: AWP Member Organisation Criteria

In order to host the AWP Congress 2020 the member organisation must:

- have been a member of WCPT and AWP for at least four years
- be in good standing ie fully paid up all membership subscriptions
- be able to guarantee a minimum number of 300 local delegates
- demonstrate its cooperation with and understanding of the management arrangements for the congress, supported by a leadership structure of employed/volunteer leaders and to be able to demonstrate the member organisation's capacity to fulfil its role as host and commit to not holding a national congress in the same year or 12 months preceding the AWP Congress 2020 and a willingness to absorb national/regional meetings within the event

Section 5: Destination Criteria

In order to host the AWP Congress 2020 the destination must:

- demonstrate geopolitical and socio-economic stability, including, but not limited to:
 - stable currency
 - clear tax and VAT/GST rules and process
 - incidence of natural disasters & weather anomalies
 - political stability
- demonstrate evidence of strategies used to ensure a safe environment for visiting delegates
- have a suitable congress venue and infrastructure
- have experience of hosting international events with greater than 1,000 delegates, including scientific meetings and trade shows
- be easily accessible for domestic, regional and international flights with connections from airport(s) to venue and downtown
- have a range of accommodation/hotel options within the vicinity of the congress venue (some in immediate vicinity and others no more than 20-minute easy commute) ie shuttle service not required
- ideally have smoke free policies present in the city eg smoke-free public spaces, restaurants and transport network

Section 6: Congress Venue Criteria

In order to host the AWP Congress 2020 the venue must:

- have a track record of hosting similar events with supporting references
- show demonstrable evidence of attention to detail and the provision of high standards of customer service
- be able to accommodate at least 1,500 delegates.
- provide for at least 07-10 presentation rooms of variable size available for concurrent use to accommodate the scientific program
- have available further rooms for offices and logistical support eg speaker ready room (audio visual services)
- have space available for a trade exhibition and poster display area
- have all facilities on one site
- provide sufficient internet and WiFi capabilities to support delegates using a congress app and social media in sessions
- be fully accessible for persons with disabilities
- support a healthy living environment, for instance through non-smoking policies onsite
- support green meetings and sustainable environment policies

Section 7: Review and Selection Process

All expressions will be reviewed and assessed against the criteria set out in sections 4-6.

The AWP Executive Board will then identify shortlisted candidates who will be issued with a stage 2 request for information to include any further clarifications needed. Assuming all is in order a site inspection may follow involving representative from the AWP.

No more than three member organisations will be selected as SHORTLISTED and a site inspection may be arranged.

Following the site inspection (if arranged), the AWP representative will present a review of proposals to the Executive committee who will make the decision on awarding the AWP Congress 2020. The Executive committee's decision is final.

A hosting agreement will be signed by AWP and the host member organisation, reflecting roles and responsibilities.

AWP reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to awarding the host member organisation, city and venue for the Congress 2020, without incurring any liability to any bidding host member organisation or city, or any obligation to provide reasons for such cancellation.

Section 8: Budgets and Revenue Sharing

A proposed budget based on predicted numbers of delegates and expected costs is required :

- a) It is expected that a surplus budget will be prepared. The AWP Executive Committee will have the opportunity to review the budget prepared by the Member Organisation.
- b) The AWP Region will have share in revenues earned towards congress.

The revenue share will be based on 10 % of any revenue that is collected towards following but not limited to - Attendance Fee towards the congress, revenues generated at pre / Post congress Events ; Trade Exhibition and Sponsorships ; dinner and or Event subscriptions or sponsorships.

In event that 10 % royalty revenue will fall below USD 10,000 - The Organizer will have liability to pay for the shortfall. In summary the revenue share shall be – 10 % of Total revenues collected towards Congress OR USD 10,000 - whichever is higher.

- c) The AWP Region will have no responsibility for any loss incurred by the host organisation involved with running the Congress.
- d) The budget will include a line item to cover key costs associated with hosting the Regional Executive and Regional Meeting (General body meeting)
 - Meeting Room hire for Regional Meeting.
 - Food and refreshments for the Regional Meeting day/s.
 - Congress Registration and accommodation for WCPT AWP Chair and for WCPT Executive Committee Members for the congress and meeting days.
 - Congress Registration fees for Executive Committee Members (6 members)
- e) Provision for insurance must be included in the Congress budget.

Section 9: Submission

The detailed proposal should be signed by the President of the host Member Organisation and one other member of the Executive and submitted via email to AWP Secretariat:

AWP Chief Secretary - Nai Jia Yao - linda0717@gmail.com

A hardcopy of the detail accompanying the bid will also need to be posted to:

AWP Congress 2020
WCPT - Asia Western Pacific (AWP)
3F-3, No 374. Sec 2, Ba-De Road
Song-Shan District. Taipei 10556, Taiwan

ALL BIDS ARE DUE BY 31 JULY 2018.

Note: You may find it of assistance to enlist the services of your local Convention Bureau in drawing up the submission.



C . APPENDIX 1

Role of the AWP - Representative and Secretariat

The AWP representative, who acts as a representative in Congress Organising Committee, as well as the AWP Secretariat will be the Key contact and liaison persons between congress committee and AWP EXCO.

Specific responsibilities include:

- Overseeing the general organisation of the Congress to ensure that it is run in accordance with the policies, principles and Agreement.
- Coordinate and Organising the AWP General Meeting.
- Providing advice and support to the Host Member Organisation / Host Member Organisation – organising committee.
- Confirming to the Host Member Organisation / Host Member Organisation – organising committee of the congress themes.
- Promoting the Congress to Member Organisations and AWP.
- Assisting with providing names of international nominees to be used as abstract reviewers.

Role of the Host Member Organisation – Congress Organising Committee

The role of the Host Organisation is to advise on a full range of local Congress issues, to provide local support to AWP and to assist in the promotion of the Congress.

Specific responsibilities include:

- Organisation of the Congress including the booking of venues, meeting rooms, hotel accommodation.
- Processing of registrations.
- Assistance with press, media and public relations Advice on local protocol, official invitees etc.
- Suggesting local experts who would be interested in speaking at the Congress and advising on topics which would be of local interest.
- Assistance in seeking out local hospitality for the Congress delegates and their guests, or Sub-groups.
- Identification of national, commercial and/or governmental organisations that may be prepared to sponsor some aspect of the Congress.
- Provision of local information which may be of assistance to the Secretariat or Scientific Committee
- Recruitment of volunteers as required.
- National promotion and marketing.
- Suggestions for suitable venues for social functions.
- Assistance with arrangements for clinical/other visits.
- Assistance with arrangements for site inspections by the Secretariat, when indicated Assistance with pre- and post-Congress courses.
- Regular communication with the AWP Secretariat regarding Congress plans.

Role of the Host Member Organisation – Congress Scientific Committee

The Scientific Committee will work with the Host Organisation to plan the content and format of the Congress scientific program.

The committee will consist of maximum of 70% members from Host Member organization. 30 % seats shall be allocated to Nominated members from other countries and at least one representative from AWP Executive committee OR its nominee - In order to give more regional engagement to the congress.

Specific responsibilities include:

- Considering a suitable theme for the Congress.
- Planning the scientific content of the program and developing the draft program.
- Ensuring that session and topic clashes are avoided in the program.
- Suggesting suitable presenters for keynote speeches.
- Appointing and liaising with presenters through the Secretariat.
- Devising and approving, the presenter' guidelines for abstracts for paper and poster presentations.
- Devising guidelines for abstract reviewers including timeframes.
- Liaising with the AWP Chairman over the appointment of international reviewers for the abstracts.
- Appointing session chairpersons and assistants, proposing formats for e.g., roundtable discussions.
- Ensuring that presenters' needs are provided for at the Congress e.g. presenters' setup room.
- Ensuring continuity and balance in the pre and post Congress courses.

APPENDIX 2

Reporting Duties and Timetabling

The host country will be responsible for sending the following information to AWP who will disseminate information to the executive committee.

Within the 1st year after the last Conference

- List of members on the organising committee with their respective job description
- List of potential keynote speakers + topics (Note must reflect international community)
- List of proposed exhibitors and sponsors
- Outline of marketing strategy
- Preliminary budget with proposition of congress fees for participants
- Copy of minutes of all meetings (In English)

Within the second year

- An update on speakers and proposed courses
- Revised budget
- Copy of minutes of all meetings (In English)
- Update on sponsors and exhibitors
- Progressive report on international marketing strategy

Within the 3rd year (18 months before conference)

- Final budget for approval (Note: The AWP Executive Committee has to approve the final budget, including proposed conference fees, before it is announced).
- Final list of speakers and courses (Note: The AWP Executive Committee has to approve the final speakers before they are approached).
- Copy of minutes of all meetings (In English)
- Update on sponsors and exhibitors
- Update on marketing strategy

APPENDIX 3

Meeting pattern – taking account of the WCPT General Meeting and Congress

The typical pattern for the two consecutive events is:

Day	Schedule	Events
Day 1	Pre-General Meeting Day 1	AWP Executive Board meeting
Day 2	General Meeting Day 1	GENERAL Meeting – Member Organizations
Day 3	General Meeting Day 2	General Meeting and ELECTIONS Reception hosted by host member organisation
Day 3	Schedule	PRE – CONGRESS
Day 4	Day 1 of Congress	OPENING CEREMONY and Scientific program and exhibition
Day 5	Day 2 of Congress	Scientific program and exhibition Party night social function
Day 6	Day 3 of Congress	Scientific program and exhibition Clinical visits Closing ceremony
Day 7	Post-congress day	Post congress courses Clinical visits