Call for focused symposia

Submission deadline: 30 September 2013

Submission guidelines

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

The WCPT congress will take place in Singapore from 1 to 4 May 2015. This prestigious international congress is 'Where the World of Physical Therapy Meets'.

The International Scientific Committee (ISC) now wishes to invite proposals for focused symposia.

Submission process:

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

Important dates:

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<th>Event</th>
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<tr>
<td>Submission opens</td>
<td>17 June 2013</td>
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<tr>
<td>Submission deadline</td>
<td>30 September 2013</td>
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<tr>
<td>Notification of outcome</td>
<td>15 December 2013</td>
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The general call for abstracts for platform and poster presentation will be available from January 2014 with a submission deadline of 15 August 2014 [to be confirmed]. Information will be published on the WCPT website when available.

Focused symposium format

Each focused symposium is organised by a convenor who is a recognised expert in the field. The convenor has the responsibility for inviting and leading a group of international researchers through a series of linked evidence based presentations.

Each focused symposium will consist of an introduction by the convenor; a maximum of three 20 minute papers or four 15 minute papers in order to ensure a sufficient period for interaction between the presenters and the audience; and a summary by the convenor. In the summary the convenor must highlight the implications and key take-home messages for practice, research, education and/or policy relevant to the subject internationally.

It is expected that papers in the symposium will be thematically linked, research focused and interesting to practitioners, managers, educators, researchers and/or policy makers.

Each symposium will last 1.5 hours.
Sample format for a focused symposium

08.30: Convenor: Introduction
08.45: Presenter 1: Topic X
09.00: Presenter 2: Topic Y
09.15: Presenter 3: Topic Z
09.30: Discussion with audience
09.50: Convenor summary and conclusions

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 that will effectively draw together different sessions that complement each other.

Track 1: Global health
The world’s most pressing health issues, international health priorities and policies and the implications and opportunities for physical therapists.

Track 2: Professional issues
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 practice
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 physical therapists to be fit for practice throughout their career in a changing environment and in different contexts.

Track 5: Research methodology
Exploring research methodology and innovative ways to generate and disseminate the evidence that is needed for evidence based practice in physical therapy.

In addition, the ISC is particularly interested in seeing proposals that address any of the following topics:

- **Emerging therapies**: for example, new treatments, technological and robotic innovations.
- **Innovation in delivering high quality, cost effective services**: for example, advanced practice, use of technology, direct access, new roles for physical therapists, policy and financing, managing high numbers with low resources.
- **Exercise for populations, patients and clients**: for example, exercise in public health and clinical populations.
- **New educational strategies**: for example, education of physical therapists, patient/client education and technological innovation for education.
- **Lifespan approaches to health promotion and disease and disability prevention**: for example, non-communicable diseases and risk factors.
• **Professional leadership, strategy and policy development:** for example, perspectives on the development of the profession.

• **Topics that cross populations, specialties, services or settings:** interesting new information may arise from combining the perspectives of more than one field of practice.

• **Human movement analysis:** considers the application of human movement analysis in forming decisions about the aetiology of the movement problems and interventions mostly likely to bring about change.

• **Individualised programme planning:** applying evidence to ensure that physical therapy practice addresses the unique experiences of individuals.

**Requirement**

The symposium convenor should complete the on-line submission form on behalf of all the presenters, whose agreement to participate must have been obtained prior to submission.

**At least three of the five WCPT regions** should be represented by the speakers contributing to each symposium. Where applicable to the topic, priority will be given to symposia that include perspectives from low income countries. It may be possible for selected symposium convenors to apply for travel assistance to support the travel needs of those participating from a member organisation in a low income country. Information about applying to the congress participation assistance fund for focused symposium speakers from low resource countries is in appendix 1.

Each submission must be made electronically via the WCPT website. The on-line submission form will provide restricted space for data entry. To assist you in preparing your submission an indication of the available word count is provided.

Submissions should include the following:

a) Title of suggested symposium [10 words]

b) Names of convenor and all presenters

c) Contact details of all contributors 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 WCPT and expected audience [75 words]

g) Target audience [25 words]

h) Summary of the session format that will be followed [100 words]

i) The completed abstract for the symposium.

One abstract jointly authored by the convenor 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 (convenor first, followed by all presenters)
iii. Learning objectives (up to 3)
iv. Description (this must be evidence based)
v. Implications/conclusions
vi. Key words (up to 3)
vii. Funding acknowledgements

[Total 750 words covering items iii-v]

viii. A biography for the convenor and each contributor. This should outline academic qualifications, positions/appointments, publication and presentation track record, research information (interests, grants), and professional practice background.

[250 words each]

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

Post-congress publication

Focused symposia bring together researchers working on the same topic from diverse parts of the world. This presents an opportunity to bring new thinking to the topic and for delegates of the WCPT congress to generate ideas. It is expected that the convenor 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 following selection criteria will be used to review all proposals.

The Committee are seeking sessions that:

- are relevant the programme tracks and topics;
- articulate a clear purpose with defined outcomes for attendees;
- strike a balance between appealing to everyone and appealing to a very specialised group of attendees;
- incorporate current available evidence, implications for further research and practice, and areas of controversy in the literature;
- are compliant with the format and structure described in the call;
- have the potential to stimulate active engagement of participants;
- appeal to an internationally diverse audience;
- have speakers with international experience and standing in the topic area;
- have speakers representing at least three of WCPT’s regions;
- are feasible within the allotted time; and
- have the ability to draw interested delegates from within and outside the speciality area.

In addition to the preceding selection criteria 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 convenor or presenter may only appear in one symposium proposal submission. This does not affect any future abstract submissions.
3. Symposium convenors 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 convenors or contributors, except where a grant is applied for and awarded to support a contributor from a WCPT member organisation in a low income country.
5. Proposals should address the current evidence, where it exists, the need for further research, implications for practice and areas of controversy in the literature. Any reference to personal experience or hypotheses should be clearly labelled as such.
6. All research and studies that involve human and animal subjects reported in submitted proposals must comply with the guiding principles for experimental procedures found in the 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.
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 convenors and contributors to contribute to other congress programming sessions, such as poster walks and chairing, symposium convenors and contributors 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 on-line access. Some sessions may be audio-taped and PowerPoint presentations recorded. Any recordings of PowerPoint presentations made available on CD or online will be in PDF format; original PowerPoint files will not be published. As plans are agreed the implications will be communicated with symposium convenors 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. The production and costs associated with any handout materials are the responsibility of focused symposium convenors and contributors. WCPT does not provide financial support, production or copying facilities for these.
14. Standard lecture room layout will be provided with PowerPoint presentation in all focused symposium rooms.
15. Successful convenors and presenters will be expected to use their social media channels to promote their involvement in WCPT Congress 2015 and will be supported by WCPT in these efforts.
16. Focused symposia are not 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 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 2015 (eg congress website, programme, print materials)
- consent to have authors’ names, affiliation and biographical material being used in connection with the publication of your work

When completing the on-line 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 speakers from low resource countries

Introduction

The International Scientific Committee (ISC) for WCPT’s congress in 2015 (WCPT2015) encourages the inclusion of speakers from low resource countries taking part 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, contributors from low resource countries often face challenges in securing funding to contribute to international events.

Part of the WCPT2015 budget has been allocated to support speakers 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 £1,200 (approximately SGD2,275 May 2013 rates).

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 focused symposia proposal submissions will not be considered.
- This funding is not open to 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 30 September 2013. Applicants will be notified whether they have been successful or not by 15 December 2013.

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 2015. 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 convenor outlining the contribution of the proposed contributor. If the individual is the convenor, 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 Singapore for airport transfers to accommodation and congress venue;
• accommodation at a low budget hotel for up to 3 nights;
• daily subsistence up to £30 per day (approximately SGD57 May 2013 rates); and
• other costs relevant to the presentation.

Attendance at social events will not be covered.

*Visa requirements are the responsibility of the speaker.*

**Conditions**

Successful applicants for congress participation assistance will be expected to liaise with the WCPT Secretariat to ensure 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 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**

Click on the link [http://www.surveymonkey.com/s/WCPT2015_fundingFS](http://www.surveymonkey.com/s/WCPT2015_fundingFS) and complete the online application form. Supporting letters as indicated in B above should be sent to [ebright@wcpt.org](mailto:ebright@wcpt.org)