

# **Guidelines for Hosting the International Society for Physical Activity and Health (ISPAH) Biennial Congress**



## Contents

---

<b>Part A - Introduction</b>	<b>3</b>
<b>Part B - Organisation of the Congress</b>	<b>4</b>
<b>Part C - Structure of the Congress</b>	<b>5</b>
<b>Part D - Facilities</b>	<b>7</b>
<b>Part E – Logistics</b>	<b>9</b>
<b>Part F - Financial Terms</b>	<b>10</b>
<b>Part G - Selection Process</b>	<b>11</b>

## **Part A**

### **Introduction**

---

#### **About ISPAH**

The International Society for Physical Activity and Health is the leading global society dedicated to physical activity. Our vision is a healthy active world where the opportunities for active living are available to all. ISPAH aims to advance and promote physical activity as a global health priority through excellence in research, education, capacity building and advocacy.

ISPAH conducts a biennial Congress in even numbered years. It is organised by a Host Organisation in collaboration with ISPAH. This document provides guidance on the main requirements for the organisation of the ISPAH Congress.

#### **Purpose of the ISPAH Congress**

The Society seeks to utilise the Congress to help achieve the Society's objectives which are to:

1. Support communication of and excellence in research and practice on physical activity and public health
2. Develop capacity in research and practice on physical activity and public health world wide
3. Lead advocacy actions to advance research and knowledge dissemination into policy and practice
4. Partner in global collaborations to advance physical activity and public health research and practice
5. Be a world leading global professional society for researchers and practitioners in physical activity and public health

The Congress will especially seek to:

- Advance multidisciplinary and cross-cultural communication and collaboration among developed and developing countries on all aspects of the scientific study of physical activity and health, and
- Share innovative policy and programs that promote and engage people to be physically active and improve their health.

## **Part B**

### **Organisation of the Congress**

---

An agreement shall be made between ISPAH and the Host Organisation of the country in which the Congress is to be held. The Host Organisation must demonstrate that it has sufficient experience and capacity to organise the Congress or that it will employ the services of a Professional Congress Organiser (PCO). ISPAH has a strong preference towards Hosts that will employ a PCO.

It is essential that the aims and objectives of the Host Organization are consistent with those of ISPAH. It is desirable that the Host Organization is an academic institution or closely linked with an academic institution with expertise in physical activity and health. It is also desirable for the Host to have a track record in working with or contributing to the mission of the Society.

It is highly desirable that the Host Organisation will look to leverage the opportunity of hosting the Congress to further national actions on physical activity and plan for a Congress legacy. The Host Organisation is strongly encouraged to collaborate with relevant interested stakeholders across government, non-government, academia and civil society to secure the maximum impact and benefit from hosting the Congress.

The Host Organisation will establish an Organising Committee which will oversee logistics and planning of the Congress, such as sourcing a venue, managing logistics including AV, and event management. Membership should be carefully selected to reflect the full range of tasks to be undertaken and completed in the preparations of the Congress. At least one member of the organising committee should be an ISPAH board member and at least one should be an early career professional from the Host Organization or other local agency. The Early Career Professional will specifically support the ISPAH Early Career Network in organising Congress activities for early career delegates.

The Host Organisation will also appoint a Scientific Committee which will be responsible for the organisation of the scientific program of the Congress. Membership of the committee should be proposed by the Host Organisation and can include International members. At least one member of the scientific committee should be an ISPAH board member

The Host organisation will provide administrative support for the successful and efficient conduct of both the Organising Committee and the Scientific Committee.

## **Part C**

### **Structure of the Congress**

---

The official language of the Congress will be English.

The Congress should contain combinations of the following session formats:

- Opening Ceremony
- Plenary Sessions
- Invited Lectures
- Free Paper Sessions (concurrent across multiple themes)
- Poster Display Sessions
- Symposia (invited or identified from submitted abstracts)
- Closing Ceremony

Other possibilities (non-mandatory) include:

- Workshops / Tutorial Sessions
- Round Table Discussions
- Early morning breakfast tutorials

#### **Specific Additional Requirements**

##### **ISPAH Board Meeting**

During the Congress, ISPAH will hold a face-to-face Board meeting, usually on the day before the Congress opening. The meeting will be a minimum of a half day and could be up to a full day in duration. The Host Organisation is requested to help arrange this meeting and venue.

##### **ISPAH Biennial Business Meeting**

During the Congress, the society will hold its biennial business meeting. This meeting will take place at a time when no other sessions are being held and when attendance is likely to be maximised. The Host Organisation is requested to help arrange this 90 minute meeting and venue.

##### **Opportunity for ISPAH Council meetings or symposia**

During the Congress each of the ISPAH Councils (n=6) should be given an opportunity within the programme to meet with its members and/or hold a symposium.

### **Social Program**

The Host Organisation and Organising Committee are responsible for the arrangements of the various social functions during the Congress, as well as providing a range of physical activity opportunities. Organisers are encouraged to plan events which will allow delegates and guests to experience the culture of the host region. Examples of previous activities include formal dinners, music and dancing, led walks and performing arts performances.

### **Optional workshops**

ISPAH aims to ensure that delegates maximize their experience while at the Congress. This may be facilitated by offering optional workshops or symposiums on the days before or after the Congress. The Board will particularly favour bids that offer workshops or other opportunities to early career delegates, and these events can be supported by the ISPAH Early Career Network.

## **Part D Facilities**

---

The following details should be regarded as guidelines and may be modified according to local needs.

### **Location**

The site chosen for the ISPAH Congress should be located in a readily accessible area, and within easy distance of an international airport which should be served by both public and private transport. When selecting the Host Organisation, careful consideration will be given to the cost of traveling to and staying at the site.

### **Accommodation**

The Congress venue should be in close proximity to adequate hotel accommodation. The Organising Committee should designate rooms at various locations for the use of delegates. Various facilities differing in price and services should be available.

### **Venue Facilities**

The following facilities are recommended to adequately host the Congress.

#### **A. Opening Ceremony and Plenary Sessions**

Seating capacity for approximately 1,000 delegates in a theater-style hall with large-screen projection capabilities.

#### **B. Parallel Session Rooms**

Facilities should be available that allow for the holding of 6-10 concurrent sessions that can accommodate the total number of delegates. Ideally these sessions will take place in relatively equal sized rooms, with careful consideration given to the seating capacity and seating configuration for the types of sessions planned.

#### **C. Poster Space**

Adequate space for poster sessions (either electronic or hard copy) should be arranged along with the necessary boards for mounting posters (if hard copy format is opted for). The programme and space should allow for 600-700 posters across the event (e.g. at least 200 posters per day for a 3 day event).

#### **D. Registration Space**

The registration space should be readily accessible throughout the Congress and be of sufficient size and configuration to allow for the smooth registration of all delegates.

### **E. ISPAH Meeting Room**

ISPAH will require a meeting room/office that can accommodate up to 18 people that should be available exclusively to the ISPAH Board throughout the Congress. The Board will also require access to a PC, photocopier, paper, and printer throughout the Congress.

### **F. Speaker-Ready Room**

One small room is to be available to speakers to prepare and test their multimedia presentations, and to upload presentations to the relevant rooms and sessions. A team of knowledgeable technicians should be available to assist speakers with this task.

### **G. ISPAH Membership Booth**

A 3 X 3 meter space is required for ISPAH to promote the Society and to register new members.

### **H. Future Congress Promotion**

An exhibit space for the next Congress should be available to promote attendance at and provide information about the next biennial Congress.

### **I. Exhibition Area**

Exhibits featuring the latest products and programs about physical activity and health add to the educational value of the Congress. The Host Organisation and venue must provide for an exhibition area in close proximity to the educational sessions. Refreshments should be served in or near the exhibit area during scheduled refreshment breaks. The Organising Committee is responsible for determining hours of operation and viewing.

### **J. Lunch and Break Facilities**

There should be adequate eating facilities for lunch during the Congress that permit all delegates to eat within a reasonable time period and in a comfortable setting. A light morning breakfast prior to the first session each day would be an added bonus. Beverages should be provided for morning and afternoon breaks.

### **K. Information and Communications**

A wi-fi internet service should be provided within the Congress venue, and if at all possible, this should be provided free or at reduced costs to delegates within the Congress centre.



## **Part E**

### **Logistics**

---

#### **Website**

ISPAH will develop and manage a secure Congress website, accessible through the main ISPAH website at [www.ispah.org](http://www.ispah.org). The Host must provide relevant content and imagery for inclusion in the Congress website. The website must go live no later than 15 months prior to the Congress.

#### **Online registration of delegates**

Registration of delegates will be through the ISPAH Congress website. The Host will work with the ISPAH Communications team to finalise the delegate registration form. The congress outline programme should be finalized before registration is launched to ensure delegates can sign up for all available sessions and activities that require pre-registration (e.g. ECN workshop, Council meetings, and social activities). There should be an option for delegates to indicate their main area of interest specific to the themes/sessions decided by the scientific committee so as to organize appropriate room sizes. There should be an option for delegates to provide social media handles.

The registration form must be approved by the ISPAH board prior to launching registration. It must include a GDPR compliant privacy statement and should seek permission for ISPAH to contact delegates.

#### **Branding**

The Host will work with the ISPAH Communications Committee to develop marketing materials that conform to the ISPAH Branding Guidelines. Where needed, the Host will provide country specific imagery for Congress promotional resources. The imagery provided must not breach copyright law and should be of sufficient quality to display on digital and print marketing.

#### **Communication strategy**

The Host will establish a communications team to include at least one member of the ISPAH communication committee. The team will prepare a communications strategy for review by the ISPAH communications committee no later than 12 months prior to the Congress. The plan should include email marketing, newsletters and social media.

All social media should be communicated via the ISPAH twitter social media account.

All marketing and communications should be GDPR compliant.

## Part F Financial Terms

---

The Host Organisation will underwrite the cost of the Congress.

Bids that have secured funding support, either internally or from external agencies, will be viewed favorably.

The Host Organisation will prepare a Congress budget including PCO fees, registration fees for delegates (typically differential rates for low, middle and high-income countries), catering, keynote speaker fee waiver and expenses, expected sponsorship, fees for exhibitors, advertising, expendables such as the programme printing and delegate badges, and costs of social activities. **The budget should include registration fee waiver for all ISPAH board members including the Secretariat (14-18 delegate places). We also encourage the hosts to waive the delegate fee for members of the scientific and organizing committees.**

Registration rates for ISPAH members should be significantly lower than non-member rates, with the aim of incentivizing delegates to become ISPAH members.

An administration fee of \$15 should be factored into the delegate fee and paid to ISPAH for administrative services provided, including website development, support with branding, and advertising.

The Host Organisation will retain 75% of any profit; ISPAH will receive the remaining 25%.

## **Part G**

### **Selection Process**

---

#### **Expressions of Interest**

ISPAH will call for Expressions of Interest (EOI) from interested Host Organisations. This will be conducted at least 2 and preferably 3-4 years prior to the year of the Congress under consideration. Interested Host Organisations must complete the ISPAH EOI form in English and submit to the President-Elect or other designated person.

#### **Selection of Host Organisation**

All EOI's for hosting the Congress will be reviewed by the ISPAH Board. Final selection of the Host Organisation will be decided by a majority vote of the ISPAH Board. There will be a minimum quorum present at the time of voting. Members of the Board will declare any conflict of interest prior to the voting. If required, the President-Elect will cast the deciding vote.

All applicants will be notified of the decision as soon as possible.

The preferred Host Organisation must provide a written acceptance and proceed to establish a written and signed Memorandum of Understanding with ISPAH to secure the hosting of the Congress. If a Memorandum of Understanding is not finalised within a reasonable timeframe, ISPAH reserves the right to withdraw the offer to Host the Congress.