

INTERNATIONAL ASSOCIATION FOR DANCE MEDICINE & SCIENCE ANNUAL CONFERENCE GUIDELINES

The International Association for Dance Medicine & Science (IADMS) Annual Conference is a four-day continuing medical education course directed to those involved with the healthcare, education, administration, and supervision of dancers, including: allied health professionals; alternative healthcare practitioners; artistic directors; arts administrators; choreographers; dancers; educators; movement specialists; physicians; physiotherapists; psychologists; and scientists.

Special Interest Group (SIG) day will offer a series of in-depth lectures by experts on selected topics of current interest in dance medicine.

Objectives

Upon completion of this conference, attendees will:

- Gain insights into the causes and treatments of musculo-skeletal problems in dancers, as well as strategies for prevention;
- Improve competence in the identification of physiological impacts of dance;
- Enhance their knowledge regarding the psychological issues that affect dancers;
- Integrate newly acquired clinical knowledge into their own areas of expertise based upon their participation in movement sessions;
- Increase their ability to communicate effectively with dancers, dance educators, dance scientists, movement specialists, and health care professionals.

The primary purpose of the IADMS Annual Conference is to stimulate, inspire, and inform all attendees at an international level, so that they will advance their knowledge in the area of Dance Medicine and Science, and be motivated to actively develop IADMS in their part of the world. The Annual Conference also provides the opportunity for the Board of Directors to conduct business in person once a year, on the day prior to the start of the Annual Conference.

The ultimate authority for the Annual Conference is the Program Committee Chair of IADMS, who directs the planning and execution of the conference through the Annual Conference Producer.

These guidelines have been prepared to assist IADMS with the planning, conducting, and supporting of the IADMS Annual Conference. Guidelines for the Host Committee are contained in a separate document entitled "IADMS Local Host Committee Guidelines."

www.iadms.org

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USA

Whose Conference Is It?

Increasingly over the past 28 years, delegates of the IADMS Annual Conference have come to expect an Annual Conference of exceptional quality and scientific rigor. We have developed an approach that includes many useful traditions that have evolved with experience. The IADMS Board of Directors, with the Program Committee Chair, and the Annual Conference Producer retain final authority on all decisions regarding the design and delivery of the conference. Any disputes that arise may be appealed to the Board. If necessary, the Executive Committee of IADMS can be called upon to arbitrate any disagreements. Ultimately, final authority of all conference decisions and business resides with the IADMS Board.

The Host Committee is made up of IADMS members who live in the locale of the Annual Conference. The role of the Host Committee is to provide local hospitality, ancillary events, local attendance promotion, and exhibit space sales necessary to the success of the IADMS Annual Conference.

Conference Planning

The location (city, state, country) for the Annual Conference is to be determined by the Board of Directors. Priority will be given to locations with easily accessible international airports and a variety of good quality local amenities (shops, restaurants, transport and arts/attractions). Bids for Annual Conferences are accepted on a rolling basis. The proposal should be submitted to IADMS staff. Once the proposal is received, the IADMS Staff and Board will review and notify the applicant within 90-days of submission whether the application is accepted, rejected, or whether additional information is needed. Bids should include viable options for the conference to take place over a 4-day (Thursday-Sunday) period in October.

Once the location is chosen, the IADMS Annual Conference Producer works with the Host Committee to confirm a site for the venue. Preference is given to sites where sleeping rooms and conference rooms are housed in the same complex, and where restaurants and entertainment are within walking distance of the hotel. The Annual Conference Producer and/or Host Committee will conduct a site visit prior to signing the contractual agreement with a venue.

Maintaining an understanding of the Annual Conference Budget, the Annual Conference Producer will develop room assignments, breaks, Audio-Visual needs, and general organization of the IADMS Annual Conference, with input from the Program Committee Chair. All off-site events taking place during the Annual Conference, including their organization and execution, are the responsibility of the Host Committee.

Program

The Program Committee is appointed by the IADMS Board of Directors to assume responsibility for determining the scientific content of the program and elements of continuity such as the scheduling of committee meetings and round-table lunches. Once abstracts have been reviewed and a final list of presenters is determined, the program, which consists of plenary session(s), lectures, panel discussions, and movement sessions is created by the Program Committee Chair and posted on the IADMS Annual Conference website.

IADMS is responsible for submitting the application(s) to the accrediting bodies that provide continuing education credits for physicians and allied healthcare professionals.

Funding: Grants, Supporters, Exhibitors, and "In Kind" Support Assistance

IADMS is supported by four types of funding: Unrestricted Educational Grants, Corporate Supporters, Exhibitors, and "In Kind" Support.

There are three levels of support:

- * Patrons
- * Major Media Supporters
- * Annual Conference Supporters*

***Annual Conference Supporters** are profit-making businesses (e.g., publisher or equipment manufacturer) or non-profit organizations (e.g., theatre, school, associations) who donate money in the form of an “unrestricted educational grant” in exchange for an agreed-to list of benefits. These supporters have deadlines for the submission of an executed letter of agreement and payment, which will be communicated to them by the IADMS Development Committee.

***Exhibitors** pay a pre-determined fee for the right to exhibit their products or services at the conference. This fee is established by IADMS.

*An updated **Supporter and Exhibitor Prospectus** can be found on the Annual Conference page at www.iadms.org.*

Budget

The Host Committee and the Annual Conference Producer will prepare a projected budget for the conference. The budget includes all revenues and expenses for the official program of the conference, including the expenses of the Board of Directors meeting which takes place at the site of the Annual Conference the day before the official start of the event. Any ancillary events are paid for by fees designated for them and paid for by attendees via the on-line registration process. All fees will be in US dollars.

Historically effective approaches to creating a surplus have included attracting additional delegates, securing additional grants, acquiring additional supporters and exhibitors, and reducing expenses through the use of local volunteers without compromising the quality of the conference offerings. IADMS looks to the Host Committee for assistance with these additional sources of income.

The Host Committee is responsible for assisting IADMS in generating more exposure in their community, as well as increasing revenue from the conference. The Host Committee will be asked to identify local expenses and provide the Annual Conference Producer with these expenses for approval prior to signing any contracts.

Financial Management

The Finance Committee manages the conference funds.

IADMS registers delegates for the conference using its own on-line registration system which directs all receipts to the banking account established by IADMS. The on-line registration will include the ancillary events offered by the Host Committee.

Marketing and Public Relations

IADMS is responsible for coordinating the “Call for Presentations” one year prior to the conference (usually in November of the previous year).

IADMS also takes responsibility for:

1. Email blasts to the IADMS membership
2. Social media marketing
3. Maintaining an up-to-date conference site at www.iadms.org

Simultaneous Translation

The official language of IADMS is English, and the IADMS Annual Conference is conducted in English. If the local language is not English, and the hosts feel simultaneous translation is necessary to insure sufficient attendance, the hosts will hire, contract, manage, and pay for translation.

Volunteers

During conference planning, volunteers are invaluable. During the 2-3 days immediately preceding the conference volunteers are needed for unloading all the flyer boxes and stuffing the delegate bags, setting up for registration, etc. During the conference itself, volunteers are needed to assist in a variety of tasks. IADMS is willing to exchange volunteer services with local college students who are interested in the subject of dance science for reduced registration. IADMS will need the Host Committee to assist with securing local volunteers for these services.

Space requirements

The conference usually attracts between 350-450 delegates. The program starts and ends with a plenary session for all delegates, whilst the bulk of the program is split into two lecture rooms (150 seats) and 2 spaces for movement sessions (50 delegates).

Further space is required for exhibitors, registration, refreshments, and posters presentations.

The day prior to the start of the conference exhibitors need access to their space for set up, the Board of Directors, Committee Chairs, and staff needs a space for an all-day meeting (15-20 people), an office or business center is needed for IADMS staff, and a registration area with desks needs to be allocated in the immediate conference area.

For further information or to place a bid for a future conference date, please contact an IADMS staff member. Before submitting a bid, please review in full the IADMS Host Committee Guidelines.

Contact Information

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