Bidding Guidelines for Proposals
to host the

3rd ISPO Global Educators Meeting 2022
1. Introduction

The International Society for Prosthetics and Orthotics (ISPO) seeks bids from interested ISPO Member Societies and/or prosthetic and orthotic schools to host the 3rd ISPO Global Educators Meeting in 2022.

Through the Global Educators Meeting, ISPO wishes to bring together and build the international prosthetic and orthotic education community on a global scale. The Global Educators Meeting works to stimulate, promote and provide a platform for knowledge exchange and dissemination of information aimed at improving the standards of prosthetic and orthotic education worldwide. The event serves as a forum for presentations and discussions related to prosthetic and orthotic education, and permits personal contacts between participants in informal and social occasions. Previous meetings have included invited and free paper presentations, symposia, poster sessions, and a sponsors’ exhibition.

ISPO holds the Global Educators Meetings every four years; following on from the successful 1st and 2nd Meetings in Japan in 2014 and Germany 2018.

The Global Educators Meeting is organized centrally by an ISPO International Working Group (hereafter referred to as the Working Group), in close collaboration with a Member Society and/or prosthetic and orthotic school (hereafter referred to as the Local Host Committee). Proposals are invited from such groups to co-host the Global Educators Meeting in 2022, and detailed requirements are outlined below.

1.1 Bidding process

1. The call for bids specifies the deadline for ISPO to receive Letters of Intent of maximum 2 pages (see Section 1.2 below).

2. The Working Group will review the Letters of Intent received from interested Local Host Committees. An official invitation to prepare a bid will be issued only to short-listed potential Local Host Committees.

3. Full bid proposals should be received at the ISPO Head Office by the deadline stated in Section 1.2. The Working Group will pre-select the best proposals.

4. If deemed necessary, an onsite visit by Working Group representatives will be organized after the pre-selection.

5. The proposed location(s) will be reviewed by the Working Group, and preferred candidates may be invited to present their bids to the Working Group.

6. Final selection of the destination will be made by transparent voting within the Working Group in 2020.

Only Member Societies and/or prosthetic and orthotic education programmes are eligible to bid as Local Host Committees.
1.2 Bidding Deadlines

For the 3rd ISPO Global Educations Meeting (GEM2022), the bid process and deadlines are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 February 2020</td>
<td>Invitation for Letters of Intent issued</td>
</tr>
<tr>
<td>30 April 2020</td>
<td>Letters of Intent due</td>
</tr>
<tr>
<td>31 May 2020</td>
<td>Review Letters of Intent</td>
</tr>
<tr>
<td>31 August 2020</td>
<td>Invitation issued to prepare full bid proposal</td>
</tr>
<tr>
<td>September/October 2020</td>
<td>Review of bids</td>
</tr>
<tr>
<td>31 August 2020</td>
<td>Bid deadline</td>
</tr>
<tr>
<td>30 November 2020</td>
<td>Analysis of bids and recommendations</td>
</tr>
<tr>
<td>31 December 2020</td>
<td>Final decision and information to winning bid group</td>
</tr>
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</table>

2. Global Educators Meeting Organization

2.1 Responsibilities

International Society for Prosthetics and Orthotics (ISPO)
ISPO, through the Working Group, will take central control of the following aspects of the meeting:

- overall meeting management
- overall budget management
- management of scientific program
- management of poster exhibition (schools and sponsors)
- branding
- international marketing strategy and execution
- international meeting communications
- industry relations and international fundraising, in close collaboration with local fundraisers.

Local Host Committee
The Local Host Committee will work with the Working Group in the local organizational aspects of the meeting, including:

- liaison with and coordination of local suppliers (venue, hotels, catering, restaurants, etc.)
- local/regional fundraising
- local/regional marketing
- local/regional PR
- social programs (within defined budgets and as approved by the Working Group)
- other local/regional activities as negotiated and agreed by the Working Group.

A Letter of Agreement will be signed between the Working Group and the Local Host Committee formalizing roles and responsibilities, and financial arrangements.

One or two representatives of the Local Host Committee will become members of the Working Group.
3. Global Educators Meeting Details

3.1 The Global Educators Meeting takes place every four years.

3.2 Dates are to be recommended by the bidding Local Host Committee, but approved by the Working Group. Preference is given to the months March, April and June (special circumstances to propose different dates can be discussed). Climate and weather conditions should be taken into consideration. When suggesting dates, care should be taken not to clash with major public, religious or school holidays, international/national events hosted in the location, and major prosthetic and orthotic related international events such as:

- OT World Leipzig
- World Congress of the American Orthotic and Prosthetic Association (AOPA)
- World Congress of the International Society of Physical and Rehabilitation Medicine
- Annual Meeting of the American Academy of Prosthetists and Orthotists
- IVO Congress
- European Congress of Physical and Rehabilitation Medicine.

It might be possible to hold the Global Educators Meeting in succession with a national or regional meeting, such as an annual meeting of an ISPO Member Society, but the bidding group will need to propose and justify the benefit of hosting the GEM around another meeting.

3.3 The Global Educators Meeting is held over 3 days, adjusted to the part of the world where the meeting would be held, taking into consideration travel logistics for international attendees.

3.4 The Global Educators Meeting is normally held between Tuesday AM and Thursday PM, but flexibility is given considering local specifications. The overall format of the event and ancillary meetings is the following:

- **Monday:**
  - Registration
  - Sponsors Exhibition set up
  - Poster Exhibition set up

- **Tuesday:**
  - Registration
  - Opening Session
  - Congress Programme
  - Poster Exhibition
  - Sponsor Exhibition
  - Welcome Reception

- **Wednesday:**
  - Congress Programme
  - Poster Exhibition
  - Sponsor Exhibition
  - Local Host Committee’s Reception

- **Thursday:**
  - Congress Programme
  - Poster Exhibition
  - Sponsor Exhibition
  - Exhibition Tear Down (as of mid-afternoon)
  - Closing Ceremony

3.5 The Global Educators Meeting aims to attract 100 to 150 paying participants.
3.6 The Global Educators Meeting should have maximum national, regional and international support from the following stakeholders:

- ISPO Member Society
- P&O educational institutions and professionals
- P&O industry partners
- Governments and other institutions.

This support should be documented in letters indicating the support to be provided.

3.7 The Global Educators Meeting should contribute to furthering the profession, by increasing outreach and impact of prosthetic and orthotic education.

4. Minimum destination and venue requirements

The bidding destination should satisfy the following minimum requirements.

4.1 Destination and hotels:

- An international airport within easy reach of the city and venue
- Accommodation for up to 150 persons (including approx. 10 rooms that are accessible accommodation for persons with disabilities) within easy reach of the venue in a range of categories, from 5 Star to budget accommodation. It may be necessary to provide transport to the venue, but destinations that will not require supplemental transportation will have an advantage
- Good air travel connections from within the region and other regions of the world
- Ease of immigration (visa requirements) and customs procedures
- Preferably a track record of organizing international events such as ISPO Short Courses or Regional/National Member Society Meetings of similar size and scope.

4.2 Venue:

- Availability of an appropriate meeting venue for 4 days, 1 day of which is required for the set-up of meeting infrastructure and exhibition
- A plenary hall with a capacity of approx. 150 participants, theatre style
- 10 parallel meeting spaces (preferably individual rooms) with capacities of 15 persons each
- Small meeting room (e.g. for local organisation and logistics)
- Registration area of approx. 20m²
- Catering arrangements and space
- Space for at least 50 posters to be displayed
- Compliance with accessibility requirements for persons with disabilities.

5. Financial arrangements

All financial arrangements and contracts will be undertaken by the Working Group and Local Host Committee. The congress budget will be agreed by these partnering organizations. Any deviation of more than 10% on expenses will need to be agreed by the Working Group.

As an ISPO event, the Global Educators Meeting is also a vehicle for promotion of local membership and understanding of the ISPO philosophy through highly committed volunteers.
6. Details for bid documents

6.1 Letter of Intent
The Letter of Intent should inform the Working Group that the Local Host Committee wishes to host the Global Educators Meeting in the year in question, and include a brief explanation of the reasons and motivation. It is to be specified which organizations and institutions will partner in the Local Host Committee.

The name of a proposed city and venue should also be included, with suggested/available dates. Upon review of the letter of Intent, a potential Local Host Committee may be invited to submit a full bid proposal.

6.2 Full bid
The full bid proposal should include the information outlined below. The full bid should be completed and submitted via the online form prepared for that purpose.

1. Meeting dates
   The meeting dates available at the suggested venue should be clearly stated. They should be provisionally booked by the Local Host Committee; but no contract should be signed, or financial commitment entered into.

2. Letters of support
   The proposal should contain letters of support from national, regional and/or local authorities, as well as possible sponsors, who wish to support the meeting.

3. A brief description of the proposed host city
   The description should include size, population, and any other background that would be of interest.

4. Access
   Details of access for international travellers (i.e. airlines servicing the city, distance of airport from the city, frequency of flights from major destinations, etc.) should be described including sample flight costs from major international capitals.

5. Transport
   Information on transportation, if required, between the venue and accommodation should be provided.

6. Name and description of the specific venue proposed, including:
   - name
   - location
   - contact details
   - cost
   - number and size of proposed meeting spaces/rooms
   - floor plans of proposed meeting rooms
   - floor plan of proposed poster exhibition area
   - facilities for lunch, breaks, and welcome reception
   - outline of audio-visual services
   - access for persons with disabilities

   Details should be provided of any refurbishment plans (with timelines) for the venue.

7. Description of the accommodation in or convenient to the venue:
   - A description of available accommodation from 5 Star to budget accommodation
   - Indicative pricing for each type of accommodation based on current rates, including breakfast and taxes
   - Number of rooms available for each type of accommodation
   - Number of available rooms that are accessible for persons with disabilities
   - A map identifying the location of accommodation relative to the venue should be provided.
8. Social program
Social venues available for the Welcome Reception and Local Host Committee’s Reception should be described, as well as their approximate cost and the number of guests that can be accommodated.

9. Designation and description of the Local Host Committee
Information should be given outlining the interest of future Local Host Committee. At the time of application the full list of members of the Local Host Committee is usually incomplete, and can be completed after gaining the nomination. Information and signatures will be requested only for the Chairperson and one or two persons who will be committed to assist with the local arrangements.

10. Health Care Regulations
An overview should be provided of any existing or future health care regulations specific for the region, which may impact the Meeting.

7. Notes

7.1 Support
ISPO is not able to pay any costs associated with preparing a bid.

Should you require any assistance in preparing the bid document please contact:

International Society for Prosthetics and Orthotics (ISPO)
Giorgia Manuzi
22-24 Rue du Luxembourg
B-1000 Brussels - Belgium
Tel: +32 (0)2 213.13.79
Fax: +32 (0)2 213.13.63
E-mail: education@ispoint.org

7.2 Submission

The letter of intent should be sent by email in PDF format to the attention of Giorgia Manuzi at education@ispoint.org

Full bid documentation should be submitted via the online form prepared for the purpose.

8. Past Global Educators Meetings

The first ISPO Global Educations Meeting took place in Kobe, Japan in June 2014 with 130 participants.
The second ISPO Global Educations Meeting took place in Gottingen, Germany in September 2018 with over 100 participants representing 38 countries.