



INTERNATIONAL SOCIETY FOR PROSTHETICS AND ORTHOTICS

Guidelines for the Organization of ISPO Short Courses

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1. INTRODUCTION:

As a fundamental part of its mission, ISPO has since its inception been involved with the coordination and organization of educational activities. ISPO compiles and reviews education standards throughout the world, governing the practice of the professions concerned with prosthetic and orthotic care, rehabilitation engineering, and other related areas. Information exchange and dissemination is achieved through World Congresses, Short Courses, workshops, publications, website and audiovisual media.

By conducting Short Courses, ISPO provides teaching and training to professionals in the field of prosthetics and orthotics as well as related areas, with a special (but not exclusive) focus on emerging and developing countries. These courses have taken many different forms and continue in their evolution to further the importance of keeping ISPO's members and professionals in general abreast of current issues and professional standards for the care of people with physical disabilities. Traditionally, a "Short Course" was developed after a Consensus Conference on a specific topic had been concluded. The Course reflected the conclusions and recommendations of the Consensus Conference and generally the international faculty pool was limited to those who had participated in that Conference.

During the past twenty years ISPO has organized Short Courses on the following topics:

- Amputation Surgery and Prosthetics
- Orthotic and Prosthetic Education
- Neuropathic Foot
- Orthotic Management of Cerebral Palsy
- Management of Poliomyelitis
- Management of Stroke
- Management of Club Feet

The following assignments related to the ISPO Short Course program have been made for the biennium 2015-17:

- | | |
|--|----------------------------|
| ▪ Short Course Chair: | Takaaki Chin (Japan) |
| ▪ Short Course Co-Chair: | Laura Burgess (UK) |
| ▪ Short Course Conveners: | |
| - Stroke: | Elizabeth Condie (UK) |
| - Amputation & Prosthetics: | t.b.d. |
| - Cerebral Palsy: | Jules Becher (Netherlands) |
| - Neuropathic Foot: | Karen Andrews (USA) |
| - Poliomyelitis: | John Fisk (USA) |
| - Adolescent Idiopathic Scoliosis (AIS): | MS Wong (Hong Kong) |

In addition, ISPO will appoint Ad Hoc Task Officers based on the applications for Short Courses on particular subjects.

2. FROM APPLICATION TO COURSE ORGANIZATION

Interested ISPO member societies, ISPO accredited schools/institutions and NGOs in official partnership with ISPO are invited to apply for ISPO Short Courses.

To obtain an official ISPO Short Course Status and be eligible for ISPO collaboration and support, interested parties must complete a Short Course Application Form (*Annex 1*) and submit it to the ISPO Short Course Chair (via the ISPO International Office).

Please note that applications need to be submitted **before 1 November** for courses planned the following year, and ideally 12 months before the desired date of the course.

The ISPO Course Chair will then recommend to the ISPO Executive Board the approval of a Short Course and a Task Officer will be assigned.

Please review the overall roles and responsibilities of the parties involved as well as the reporting and collaboration lines in *Annex 3*.

3. PROGRAM:

The topic-related ISPO Task Officer will assist the local organizer in putting together the program and selection of an appropriate international and local faculty.

A clear appointment has to be made by the local organizers in advance of the course about who is the main person in charge of the course at local level.

The traditional Short Course is three to five days in length. Course design, content and faculty should be flexible in order to be able to address the needs of the local venue and participants. ISPO wishes to assist Member Societies in planning and executing local and regional educational ventures but does not wish to be limiting in its approach. ISPO sees itself as a resource for these ventures.

Provisions for simultaneous translation/permanent translators are to be made by the local organizers.

A final program should be forwarded to the ISPO Course Chair for approval.

The program may be divided into two separate parts; a theoretical, instructional course, and a hands-on Workshop:

3.1 Instructional Course

The instructional course program is generally based on the latest consensus conference in the particular field or may reflect a new topic of particular local interest and importance to daily practice Applications (coordinated by the ISPO Course Chair) have to be approved by the ISPO Executive Board. It typically consists of lectures on topics such as treatment modalities, biomechanics and prosthetics or orthotics provision combined with short presentations on ISPO related issues, e.g. Introduction to ISPO; Clinic Team Philosophy; Joint Statements with WHO on Prosthetics and Orthotics in Community Based Rehabilitation and ISPO Education Philosophy.

Short presentations on local experiences might be added to the program where appropriate, with the approval by the ISPO Task Officer.

The course should be designed to attract attendance of at least 100 participants.

3.2 Hands-on Workshop

A hands-on workshop may be organized following the instructional course, for which a separate budget will be required. This workshop ideally involving the lecturers from the international faculty already present should normally be limited to 20-30 participants. All patient related expenses and costs for materials, componentry, tools, machinery and facilities, as well as the faculty's accommodation costs attributable to the workshop, must be included in the budget.

The local organizers are encouraged to seek financial support/sponsorship from one or more commercial companies, other organizations or NGOs, which are to be approved by ISPO. Any recognition of supporting entities must not create any association with the program/content but only be recognized as having made possible the organization of the course.

4. INTERNATIONAL FACULTY

After the approval of the Short Course by the ISPO International Executive Board and the subsequent assignment of the Task Officer, the international faculty will be selected through the close collaboration the Task Officer and of the local organizers. Once the speakers have been identified, the ISPO International Office will send out formal invitations and will confirm the availabilities to the local organizers.

The further coordination of the Short Course program as well as the logistics needs to be arranged between the local organizers, the Task Officer and the international faculty.

Course Organizers are encouraged to engage international faculty in other relevant and professional activities in the country/region, such as visits to educational institutions, meetings with officials and authorities that would benefit the local P&O community. Such activities should be reported to the Short Course Chair and their expenses should be covered from local sources.

5. COURSE MATERIAL HAND-OUT:

The program will normally be based on the related ISPO Consensus Conference. If a Consensus Report printed by ISPO is available at the time of the course, the report shall be handed out to the participants free of charge (expense to be included in budget – please inquire with the ISPO Office for availability and costs) or made available electronically.

If a Consensus Report is not available the ISPO Task Officer in consultation with the faculty will decide the format of handouts.

ISPO strongly recommends Member Societies organizing a Short Course to take all possible steps to ensure that meeting materials are available in alternate formats if appropriate .

6. CERTIFICATE:

ISPO provides a template for certificates, which can be sent to you from the office.

7. COLLABORATION FORMATS:

7.1 WHO:

ISPO is in official relations with the WHO and both parties wish to work together on education programs in the developing world in particular. However, getting permission to use the WHO logo is a process that takes some time, and should normally be initiated a year in advance through the office of ISPO International. If permission is granted, the WHO logo may be used in advertising and handout materials, but not on course certificates. WHO will normally provide a lecturer from the regional office to talk on WHO related policies, e.g. CBR, vaccination programs. A permission will

allow use of the term: "co-sponsored by the World Health Organization". Any document containing a report of the meeting should be reviewed and cleared by WHO before circulation in restricted or public form.

7.2 Collaboration:

Collaboration is the term to be used for a local organizer. That may be an individual or group appointed by and working under the direction of ISPO. It may also be one or more professional associations, organizations or educational institutions. A collaborating body is expected to provide local organization and recommend local lecturers.

7.3 Co-operation:

Co-operation will be used for a format, where a body requests ISPO to organize a course program, and where that commissioning body covers the local costs including participants fees.

7.4 Co-sponsorship (only for developing countries):

Co-sponsorship is only valid for developing countries and will apply to a situation where the WHO or an NGO (such as the ICRC, World Orthopedic Concern or Handicap International) provides a lecturer on request and covers all of the related costs. The term can also be used for a commercial party that covers the costs of, for example, simultaneous translation.

8. TARGET GROUPS:

The courses should be appealing to and offered to any professional involved in prosthetic and orthotic supply, surgical or physical treatment and rehabilitation, allowing equal possibilities for access and participation for all such professionals of each group bearing in mind the impartial, non-religious and non-ethnic philosophy of the Society.

Following ISPO's mission, an integrated and multidisciplinary and inclusive approach should be focused on.

9. VENUE AND ACCOMMODATION:

The selection of venue for the meeting and hotel accommodation is the responsibility of the local organizer, but all arrangements must be approved by the ISPO Short Course Chair. The local organizer should advise on and coordinate visa requirements and provide necessary letters of invitation for such purposes. The local organizer is responsible to arrange (and pay for) transportation of the international faculty between the airport and their accommodation before and after the course and between their accommodation and the course venue throughout the course.

Venue and accommodation should be appropriate for the respective activity in terms of quality level and budget. ISPO strongly recommends Member Societies organizing a Short Course to take all possible steps to ensure Short Courses are held in accessible locations. No extravagant locations or venues/accommodations are acceptable to ISPO.

10. FINANCES/BUDGET:

A **budget** must be prepared by the local organizer to be presented to the ISPO Short Course Chair and the ISPO Executive Board for approval.

The local organizer will be responsible for the excess share of the budget that cannot be covered through registration fees or other appropriate income. If income should exceed expenses, then half of that revenue must be earmarked to offset the costs incurred by ISPO International. This will allow ISPO to support other and more Course programs in the future.

In no circumstances can ISPO be held accountable or will provide funding for any financial shortfalls of any courses.

It should be noted that ISPO faculty members work on a voluntary basis and are not paid any salary, honorarium or fee; and that no costs are charged for the work, mailing expenses etc. incurred by the ISPO International Office. It is anticipated that the local organizers will work on a same basis.

If any social programs are organized, these should be moderate and according to local standards.

10.1 In Low Income, Lower Middle Income and Upper Middle Income Countries:

ISPO will cover the travel costs to and from the meeting venue for the international faculty appointed by ISPO in accordance with the ISPO reimbursement guidelines.

The following maximum budget amounts are available per Short Course for this purpose:

Low Income Countries:	EUR 7,500
Lower Middle Income Countries:	EUR 5,000
Upper Middle Income Countries:	EUR 2,500

Please see the World Bank list of economies for the categorization of countries around the world.

The local organizers will be responsible for any local expenses related to the faculty from airport pick-up until return to the airport, e.g. transport, accommodation, subsistence (either by provision of meals or by paying a per diem), and all arrangements related to the course (hire of facilities, AV equipment, printing, simultaneous translation) as well as all expenses related to local speakers.

10.2 In High Income Countries:

All costs should be covered by the local organizers including the travel costs, subsistence and insurance for the international faculty appointed by ISPO and any further costs related to the faculty from airport pick-up until return to the airport, e.g. accommodation and transport, and all arrangements related to the course (hire of facilities, AV equipment, printing, simultaneous translation) and expenses related to local speakers.

11. REGISTRATION FEES

There should be a difference in registration fee between non-members and members of ISPO of about 20-30%. The same deduction could apply to any collaborating professional associations, but must be negotiated and agreed upon in advance.

Course organizers are also required to include – as much as this is feasible – include ISPO membership fees into the non-member registration rates in order to increase ISPO membership for the local ISPO member society.

ISPO requests that all information on registration is shared with ISPO International as far as privacy laws permit.

A commercial exhibition may be arranged in conjunction with the meeting to increase income and lower registration fees, but any use of logos on printed or other material must be approved by ISPO (Short Course Chair).

12.PROMOTION:

12.1 Promotion of the Short Course

ISPO International will assist Short Course organizers in announcing the event through:

- its website www.ispoint.org (article about the meeting and listing in events calendar)
- via its monthly e-updates (article about the meeting and listing in events calendar)
- and other channels as available and appropriate to help increase the visibility of the supported course (eMailings to ISPO membership, etc.)

The local organizers will be responsible for circulating announcements to the target group in the country and region and for making contact with NGOs working in the region.

12.2 Promotion of ISPO International

ISPO requests the assistance of local organizers in promoting ISPO International activities and information by undertaking the following:

- Feature the name and logo of ISPO appropriately on all promotion vehicles and publications of the meeting – (organizers are required to provide copies of all relevant official publications)
- Offer reduced registration fees to members of ISPO (this may also attract additional attendees to the meeting)
- Include ISPO information in the on-site delegates' bags or registration documents.
- Provide an ISPO booth/table at the meeting/workshop for announcing ISPO's conferences and promoting membership to ISPO.
- Permit the showing of intermission slides about ISPO's upcoming programs and activities
- Share the Short Course list of participants including participants' contact details so long as they have been given the opportunity to agree on their details being shared with ISPO.

In addition, and to the extent possible, ISPO recommends the Short Course organizers to:

- include ISPO membership fees in the registration fees
- use the Short Course as an opportunity to promote the establishment of an ISPO Member Society (MS) in the country or region (in the case where there is no MS yet)
- undertake any other activity to support and promote ISPO

Steps undertaken by local organizers to promote ISPO International shall be outlined in the Short Course Application Form.

Organizers are required to liaise with ISPO Head Office (ispo@ispoint.org) to organize the above mentioned cooperation and exchange of information.

13. USE OF LOGOS

In general, ISPO's name and logo may only be used if a formal, written endorsement has been received from ISPO.

The logos of commercial companies providing sponsorship for conference bags/kit may be displayed on the cover of such materials. However, the manner in which these logos are displayed must be fully approved by the ISPO Course Chair to ensure that the ISPO logo appears as the most prominent one and that commercial sponsors cannot be mistaken as having unduly influenced the program.

14. FINAL REPORT

The local organizers are required to submit a Final Report on the Short Course within 60 days after its termination to ISPO International. The form (*Annex 2*) is available on the ISPO website and can be provided by the ISPO Office in Brussels. The Final Report on the Short Course will be published on the ISPO Website. A summary of the meeting/workshop can also be submitted for publication on the ISPO website and in the ISPO monthly eUpdate.

The local organizers are encouraged to also send pictures that had been taken during the event.

Should conference captures of the course exist after the event, ISPO would be happy to consider inclusion of those on the ISPO International website. Please note that such publication will require a separate editorial review and approval process.

Short Course organizers are encouraged to share any videos, webcasts, etc. of the course for ISPO International to include on the www.ispoint.org website.

Annexes

Annex 1: Application Form

Annex 2: Report Form

Annex 3: Duties related to ISPO Short Courses



Annex 1: ISPO Short Course Application Form

Please carefully read the **Manual for Organizers of ISPO Short Courses** prior to completing the Application Form, in order to ensure that all criteria of eligibility are fulfilled.

Please note that applications (including a draft of the Scientific Program) need to be submitted **before 1 November** for courses planned the following year, and ideally 12 months before the desired date of the course.

Short Course Name / Topic:

Name of Organizing Society / Institution:

Name of Sponsors / other Funding Bodies:

Will the Short Course be held on the occasion of another meeting? YES NO

If yes, please provide more detailed information:

Will a Hands-On Workshop be organized following the Course? YES NO

If yes, please provide more detailed information:

Proposed Start Date:

Proposed End Date:

City:

Country:

Details of Meeting Venue (name / description / address / website):

Contact person 1:

E-mail address:

Phone:

Fax:

Contact person 2:

E-mail address:

Phone:

Fax:

Short description of the educational / scientific objectives of the Course, content highlights, including proposed speakers (*please send us an electronic copy of your Draft Scientific Program*):

Please describe the measures you will take to encourage the attendance of ISPO members and of younger or less advantaged colleagues from your region (for example: reduced rates, travel grants, etc.):

Suggested/Requested ISPO speakers and topics:

Expected n° of delegates and regions covered:

Please indicate what activities you will undertake during and before the Course to promote ISPO:

Has there already been an ISPO Short Course in the country? YES NO

If yes, please provide more detailed information (date, city, topic, attendance, impact, etc.):

PLEASE SEND THIS FORM TO :

**ISPO Head Office
Birgit Krause
Rue du Luxembourg 22-24,
B-1000 Brussels, Belgium
Tel. +32 2 213 13 79, Fax. +32 2 213 13 63
Email: birgit@ispoint.org**



Annex 2: ISPO Short Course Report (Post-Course)

Please note that this report will be **posted on the ISPO website**. Photos taken during the Short Course are welcome. Please submit the Post-Course Report within 60 days after the end of the Course to the ISPO office (address below).

Short Course Name / Topic:

Name of Organizing Society / Institution:

Name of Sponsors / other Funding Bodies:

Was the Short Course held on the occasion of another meeting? YES NO

If yes, please provide more detailed information:

Was a Hands-on Workshop organized following the Course? YES NO

If yes, please provide more detailed information:

Start Date:

End Date:

Website:

City:

Country:

Contact person 1:

Contact person 2:

E-mail address:

E-mail address:

Phone:

Phone:

Fax:

Fax:

Speakers:

General Description of Program Format:

Description of Scientific/Educational Impact:

Number of Participants and Countries Covered (please provide a breakdown as detailed as possible):

Academic Background of the Participants (PO professionals, orthopaedic technicians, etc.) (please provide a breakdown as detailed as possible):

Evaluation of the Course by the Participants or general feedback (if available):

Did any graduates from an ISPO-recognized course give a lecture?

Any additional Comments:

PLEASE SEND THIS FORM TO :

**ISPO Head Office
Birgit Krause
Rue du Luxembourg 22-24,
B-1000 Brussels, Belgium
Tel. +32 2 213 13 79, Fax. +32 2 213 13 63
birgit@ispoint.org**

1. Duties of the ISPO Short Courses Chair

- Help ISPO Office establish a database of faculty (with Executive Board).
- Solicit from all Course Conveners or others intending on implementing courses a list of proposed dates of courses for the particular biennium.
- Proactively encourage applications as needed from certain countries and/or for certain topics.
- Interact with applicants in initial phases of applications.
- Review initial applications for Short Courses and advise on proper set up.
- Solicit and receive proposed budgets for Courses (as part of the application) from the local organizers.
- Look into the proposed Course structure and lecturers and assure that the content reflects the outcome of the Consensus Conferences (in collaboration with the Course Convener and the local organizers).
- Appoint respective Course Conveners for every course to lead the program development and organization.
- Coordinate dates of relevant Course(s) to minimize conflicts in scheduling, overlap of topics, etc. (together with Office Staff)
- Ensure the geographical venues are coordinated among the potential courses (together with Office Staff)
- Make recommendations to the Executive Board on which Courses should be implemented.
- Recommend/request the annual budget throughout the biennium and annually with the Treasurer/Chairman of the Finance Committee
- Present a list of proposed Courses to the Education Committee for the purposes of curriculum and faculty input.

2. Duties and Role of the Course Convener

- Application / Nomination Process:
- Eligibility: being a member of ISPO; submitting a curriculum vitae showing evidence of having worked in the relevant field; sign the Course Convener agreement – to be sent to the ISPO Short Course Chair.
- Term: ISPO Course Conveners will serve a two-year term in line with the Executive Board (i.e. one biennium). The term is renewable up to two times.
- Help the ISPO Office establish a database of faculty.
- Review of applications for Short Courses in their relevant field and make recommendations to the Short Course Chair.
- Planning of the Course program (in collaboration with the local organizers).
- Ensure the program is initially based on an ISPO consensus conference and review the potential program content list every 2 years, considering developments in clinical practice and outcomes of research.
- Selection of faculty (in collaboration with Short Course Coordinator and local organizers) and coordination of the respective speakers.
- Develop more regional teams of speakers experienced in the relevant field.
- Ensure that the international speakers that are part of the ISPO Short Course faculty are covered by travel insurance. If needed, international speakers can subscribe to ISPO's travel insurance, in which case the Course Convener is required to notify the Office well in advance of the event.
- Keep ISPO Office and Short Course Chair informed of program developments and speakers.
- Should aim to be present at every Short Course run on their topic.
- In coordination with the local organisers, to undertake any relevant revenue-generating efforts for ISPO within the framework of the Short Course.
- Funding: international travel will be funded by ISPO up to the agreed total amount for the Short Course team. Accommodation and local costs will be funded by the local organizers.
- Course Conveners will facilitate and ensure uploading of presentations; videos and learning

materials to the ISPO website.

- Review of report after the Short Course, review of the long term evaluation form and ensure these reports are shared with the Short Course Chair and the ISPO Office.

3. Duties of the Local Organizers

- Clearly define goals and objectives of the Short Course (application form).
- Provide overall budget numbers as part of the application.
- Planning the Course program (in collaboration with the Course Conveners).
- Suggest local and regional experts working in the relevant field.
- Logistics, venue arrangements and budget of the Short Course.
- Taking account of ISPO rules and regulations related to the support.
- Share presentations, videos and learning materials with the ISPO Office.
- Promotion of ISPO.
- Undertake any relevant revenue-generating efforts for ISPO within the framework of the Short Course.

4. Duties of the Office Staff

- Establish a database of faculties.
- Assist the Chair and Course Convener (if necessary) in coordinating dates, selection of faculty, etc.
- Maintain the Short Course section on the ISPO website up-to-date.
- Promote Short Courses through the e-update, website and other channels.
- Respond to inquiries received from people interested in organizing a Short Course and involve Short Course Chair/Course Convener as necessary.
- Archive all relevant communication and documents related to Short Courses for future reference.
- Provide the ISPO powerpoint template to the speakers.
- Issue Short Course certificates.
- Handle expense reimbursements from the faculty.
- Maintain budget overview (expenses by faculty).
- Follow up with local organizers for report after the Short Course.