

**World Physiotherapy Congress 2023**  
**Congress programme committee**  
**Terms of reference**

**Purpose**

To plan the content and format of the scientific and educational programme for World Physiotherapy Congress 2023.

**1. Membership**

- 1.1. The congress programme committee (CPC) will consist of a chair and at least eight members. The membership will reflect the diversity of the World Physiotherapy community. These members will all be physiotherapists in good standing with a World Physiotherapy member organisation (MO).
- 1.2. The board appoints the chair with the appropriate knowledge, expertise and standing, aligned to the person specification and selection criteria.
- 1.3. The chair and World Physiotherapy staff review and agree members with the appropriate knowledge, expertise and standing, aligned to the person specification and selection criteria, with advice from the World Physiotherapy president.
- 1.4. All members appointed are accountable to World Physiotherapy and not to any region, MO, subgroup or network.
- 1.5. The board reserves the right to appoint one of its members to serve on the CPC.

**2. Selection procedure for appointing committee members**

- 2.1. The chair shall ideally be appointed from among current CPC members. If this is unsuccessful an extended call including previous CPC and international scientific committee (ISC) members will be issued.
- 2.2. An open call will be issued for members of the CPC.
- 2.3. Applications can be submitted by individuals who are in good standing with their World Physiotherapy MO. In addition, these MOs must be in good standing with World Physiotherapy at the time that applications close.
- 2.4. The host MO nominates individuals for membership of the CPC, from which one will be selected.
- 2.5. World Physiotherapy reserves the right to seek additional nominations independently if they do not feel that there are appropriate individuals to appoint from the applications/suggestions received.

**4. Person specification and selection criteria**

- 4.1. At least one member of the CPC will have served a previous term on the CPC (or ISC) of a World Physiotherapy congress, to provide continuity and experience.

- 4.2. The CPC as a whole needs to represent a range of areas of expertise in the different fields of physiotherapy practice.
- 4.3. Membership of the CPC requires commitment of time and dependable availability to participate in meetings and undertake activities as required, working closely with and supported by World Physiotherapy staff.
- 4.4. All appointments are made after considering the criteria and balance of skills, knowledge and attributes amongst the membership.
- 4.5. The following criteria may be considered in making the appointments to the CPC:
  - relevant international experience and familiarity with World Physiotherapy congress eg previous attendance on more than one occasion, previous presenter, involvement with planning elements
  - experience in conference programme planning at the international, regional and/or national level for in-person, hybrid or online events
  - commitment to respond in a timely manner to CPC work to facilitate decision making and agreed actions
  - commitment to participate in regular CPC meetings and contribute to out of session tasks at different stages of the preparation process.
  - an understanding of the importance of diversity and inclusion across all activities
  - international peer-reviewed presentations and publication track record
  - sensitivity to/recognition of international differences in practice, education, professional needs and culture
  - has the support of their World Physiotherapy MO and that MO is in good standing with World Physiotherapy
  - ability to work in English

## **5. Term of office**

- 5.1. The term of office will be to the close of the evaluation period of the World Physiotherapy Congress in 2023.
- 5.2. World Physiotherapy reserves the right to replace any member of the CPC who it considers is unable to adequately fulfil their duties.
- 5.3. A member may only serve a maximum of two terms of office, unless appointed as chair when a third term may be considered.

## **6. Specific duties**

- 6.1. Coordinated by the World Physiotherapy staff and with appropriate consultation where required, CPC duties include:
  - 6.1.1. Develop the scientific programme to fulfil the congress policies agreed by the board.
  - 6.1.2. Plan the content of the programme to meet diverse international needs while ensuring it is creative and of a high standard. Planning includes:

- a. developing calls for presentations;
  - b. proposing a range of session formats and contributors
  - c. appointing presenters that the staff then liaise with
  - d. ensuring that the content is attractive to clinicians, educators, researchers, managers and policy makers as well as staff and volunteers of World Physiotherapy member organisations;
  - e. ensuring that the programme design provides cohesive programming to deliver a meaningful congress experience for delegates.
- 6.1.3. Agree the call for abstracts/other session formats and selection processes, including the content of the calls, categories of presentation, selection criteria, peer review process and standard for acceptance.
- 6.1.4. Review and revise as necessary the guidelines for presenters and chairs.
- 6.1.5. Review and revise as necessary the guidance for abstract submitters and reviewers on ethical approval
- 6.1.6. Review and revise as necessary the World Physiotherapy abstract awards process and criteria
- 6.1.7. Ensure that any pre- and post-congress programming is complementary to the congress scientific programme.
- 6.1.8. Set up sub-committees/working groups as necessary to fulfil the duties of the committee, using co-opted members as appropriate.
- 6.1.9. Contribute to evaluating the procedures and outcomes to inform future planning.

## **7. Meetings and method of work**

- 7.1. Committee work will be coordinated and supported by the World Physiotherapy staff. It will conduct its day-to-day work by teleconference and e-mail.
- 7.2. Budget permitting, a face-to-face CPC meeting is scheduled to initiate the planning phase.
- 7.3. All documents will be available to CPC members in electronic format; information contained in documents is confidential.
- 7.4. World Physiotherapy staff form an integral part of the CPC and provide full support across all aspects of the work.

## **8. Finance**

- 8.1. A budget to support the committee's activity will be included in the congress budget.
- 8.2. Meeting and operational expenses of committee members, if pre-approved and within World Physiotherapy policy, will be paid by World Physiotherapy.
- 8.3. Committee members' registration fee, economy travel, accommodation and per diem costs to attend the congress will be funded.
- 8.4. An honorarium or payment for time to undertake CPC duties is not provided.

## **9. Conflict of interest**

9.1 CPC members will comply with the World Physiotherapy conflict of interest policy, and other relevant policies, at all times. Members will declare any matters that may create a conflict of interest or bias at the start of each meeting and at other times as required by policies.

## **10. Authority**

10.8. The CPC is accountable to the World Physiotherapy board.

## Person specification: CPC chair

### Responsibilities:

The chair of the CPC is responsible for:

- providing leadership of the committee as it fulfils its duties and responsibilities towards the organisation of the scientific programme of the World Physiotherapy Congress 2023;
- working with World Physiotherapy staff to ensure that the programme is developed in a timely manner and in line with the strategic framework and policies agreed by the World Physiotherapy board;
- working with World Physiotherapy staff to ensure that the interface between the scientific programme and organisational matters is managed collaboratively.
- ensuring that the diverse and international committee works collaboratively to build a high quality, diverse programme that appeals to physiotherapists all over the world.

### Education

#### Essential

- qualified physiotherapist who is a member of a World Physiotherapy member organisation in good standing
- educated to PhD or equivalent

### Experience

#### Essential

- member of a previous World Physiotherapy international scientific committee/congress programme committee
- experience in scientific programme planning at the international, regional and/or national level
- a track record of publishing in peer-reviewed publications and presenting internationally
- previous participation in a World Physiotherapy congress (eg as a presenter, session coordinator)
- attended at least two recent World Physiotherapy congresses or at least one congress and another two substantial international physiotherapy (or equivalent) conferences
- experience of:
  - chairing committees
  - strategic thinking and planning
  - prioritising between conflicting pressures
  - peer reviewing journal papers/conference abstracts/grant applications

#### Desirable

- familiarity with a range of research methodologies
- experience of teleconferencing for decision making

- experience with ethics review committees
- experience in participating in online or hybrid events

### **Special knowledge and skills**

#### **Essential**

- understanding of the ethical guidelines and responsibilities that govern physiotherapy research in different countries
- ability to work in English
- ability to work effectively with people of different backgrounds
- effective communication, influencing and negotiating skills
- sensitivity to/recognition of international differences in practice, education, professional needs and culture.

#### **Desirable**

- knowledge of scientific publishing partnerships

### **Special qualities and attributes**

#### **Essential**

- respected individual within the international physiotherapy community
- ability to be established as a respected and representative voice of the World Physiotherapy congress
- commitment to respond in a timely manner to CPC work
- commitment to the international exchange of information

## **Person specification: CPC members**

The following criteria will be considered in making the appointments to the CPC:

- relevant international experience and familiarity with World Physiotherapy's international congress
- experience in scientific programme planning at the international, regional and/or national level
- experience in participating in and/or contributing to hybrid or online events
- commitment to respond in a timely manner to CPC work to facilitate decision making and agreed actions
- commitment to the international exchange of information
- international peer-reviewed presentations and publication track record
- evidence of leadership in one or more of the following areas of practice: clinical, education, research, professional policy development or advocacy
- sensitivity to/recognition of international differences in practice, education, professional needs and culture
- has the support of their World Physiotherapy member organisation and that member organisation is in good standing
- ability to work effectively in English

## **Commitment from CPC members**

Workload fluctuates over the 18 months preparation period, but there will be times when 3-4 hours of work per month will be required and occasional busier weeks for those supporting tasks such as abstract review and selection.

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