

Terms of Reference for the Organising Committee as part of the project team to prepare the 4th European Congress on Physiotherapy Education 2016

1. Purpose

The Organising Committee oversees the organisational aspects of the preparations for the 4th European Congress on Physiotherapy Education

2. Remit

- To develop and implement the general congress outline and a preliminary programme including details on the format of individual sessions, the timetable, breaks, social programme etc.
- To consider the learning/feedback from the Education Congress 2012 in Vienna
- To prepare a draft budget for the congress
- To work co-operatively and effectively with the Scientific Committee on aspects of the structure of the congress timetable, invitation of keynote speakers etc.
- To oversee the development of a webpage as a reference point for promotional activities, the abstract submission process, congress booking process
- To provide practical information for delegates
- To consult relevant stakeholders at various stages of the programme development process and social congress programme
- To ensure details of the contract are discussed with the congress venue
- To ensure registration material is being produced in collaboration with the congress centre
- To prepare regular reports to ER-WCPT and develop evaluation tools
- To oversee online registration of delegates
- To identify sponsors/exhibitors for the congress and negotiate terms
- To identify additional funding opportunities – e.g. tourist board Liverpool
- To promote congress by developing a promotion strategy
- To coordinate practical work of those who are involved before, during and after the congress
- To coordinate the help from volunteers during the congress
- To coordinate time schedule and venue for arrangements with partners such as the European Network of Physiotherapy in Higher Education (ENPHE) and the European physiotherapy student network (ECPTS)

3. Accountability

The Organising Committee is accountable to the ER-WCPT Executive Committee through the Congress Project Group. 2-3 reports a year (aligned with ER-WCPT Education Working Group meetings) will go to ER-WCPT.

Any reporting in respect of any financial and resource matters will be referred to the CSP Management Group.

4. Organising Committee membership

Area of expertise/role	Name	Comments
CSP member with expertise in national/international conference development and delivery		
CSP member with e-learning experience		
Representative from the CSP Programme Development Group		
CSP Treasurer		
CSP Member with local knowledge from Liverpool University		
Member of the ER-WCPT Executive Committee (or a person appointed by the EC)		
Events manager	Steve Mann	
Project manager	Birgit Mueller-Winkler	

5. Project organisation



6. Joint responsibilities with the Scientific Committee

- Ensure joint programme development covering organisational and scientific aspects
- Ensure programme developed and formats decided by the Scientific Committee align with the facilities available
- Announcement of the congress and call for papers
- Documentation and congress logistics
- Ensuring congress webpage is updates as soon as new information becomes available
- Ensure programme is clearly arranged and easy to navigate for delegates
- Present an evaluation report to the host association and the ER-WCPT EC three months after the congress at the latest

7. Quorum – 4 persons

8. Term of office

Ideally members of the Organising Committee will continue serving in their role until the evaluation of the congress has been conducted, i.e. Spring 2017

9. Frequency of meetings

The Organising Committee will meet 1-2 times per quarter, depending on the issues identified for forthcoming weeks. The frequency might be subject to change as the project progresses

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