



# Call for Focused Symposia<sup>1</sup>

**Submission deadline: 01 November 2019**

## Submission guidelines

**Please read this information carefully before proceeding**

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The 5th European Congress of the ER-WCPT will be held on the 11 and 12 September 2020 in Leuven, Belgium in collaboration with the European Network of Physiotherapy in Higher Education (ENPHE). The theme of the Congress is **Physiotherapy Education** and the three tracks linked to this are:

1. Diversity and Inclusion in Learning
2. Practice Education
3. Science in Physiotherapy

The general call for abstracts for platform and poster and other types of presentation will be available from November 2019 with a submission deadline of February 2020 [exact dates to be confirmed]. Information will be published on the congress website when available.

This is the Call for Submission for the organisation of a Focused Symposium.

### Submission process:

All submissions must be addressed to the Chair of the Scientific Committee, by email to [generalsecretary@erwcpt.eu](mailto:generalsecretary@erwcpt.eu)

<b>Important dates:</b>	Submission deadline	<b>01 November 2019</b>
	Notification of outcome	<b>01 December 2019</b>

### Call open to the following topics

The call for focused symposia is open to specific topics that are relevant to the physiotherapy profession. The Scientific Committee (SC) responsible for the programme of the Congress is particularly interested in seeing proposals that address any of the following two topics that are directly related to Physiotherapy Education:

- Diversity and Inclusion in Learning
- Science in Physiotherapy

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<sup>1</sup> This document has been adapted from the WCPT Congress 2019 call for focused symposia with permission from WCPT.

### **Focused symposium format**

Each focused symposium should be organised by a chairperson who is a recognised expert in the field. The chairperson will have the responsibility for inviting and leading a group of international presenters through a series of evidence based and critically reflective linked presentations, drawing out the relevance, applicability, take-home message and potential challenges for the audience. It is important to deliver a coherent session with speakers working together thoughtfully. The aim of the session should be to create an insightful learning experience primarily for educators and students but also for clinicians, managers, researchers and/or policy makers.

Each focused symposium shall last 90 minutes and consist of:

- an introduction by the chair;
- a maximum of three 20 minute or four 15 minute presentations;
- a 15 minute question and answer session with the audience; and
- a 10 minute summary by the chair highlighting the implications, applicability and relevant messages to take away.

Sample approach for a focused symposium:

- Use of a case study or clinical scenario that is used to structure the presentations;
- Related but conflicting evidence and how to resolve for patient benefit;
- Latest findings in the field from different research perspectives;
- Exploration of complementary skill sets or perspectives to advance an issue;
- Different approach taken in different countries/geographical areas.

### **Requirements**

The symposium chair should submit the proposal on behalf of all the presenters, whose agreement to participate must have been obtained prior to submission.

The submissions should address the topic from an international/diverse perspective by including presentations from a range of countries. Presentations should be delivered in-person.

The following items should be included in submissions.

- a. Title of suggested symposium [10 words]
- b. Names of the chair and all presenters
- c. Contact details of all presenters to include:
  - i. full name, organisation/institution, city and country as you would wish it to appear in the completed programme
  - ii. e-mail, work telephone, mailing address
- d. Relevance to physiotherapy [75 words]
- e. Target audience [25 words]
- f. Summary of the session focus and structure that will be followed [100 words]

- g. The completed abstract for the symposium.

One abstract jointly authored by the chair and all presenters should provide a comprehensive overview of the symposium and linked presentations. This will be included in the congress proceedings and should be structured using the following headings:

- i. title
- ii. authors (chair first, followed by all presenters)
- iii. learning objectives (up to 3)
- iv. description (supported by up to 10 current references)
- v. implications/conclusions
- vi. key words (up to 3)
- vii. funding acknowledgements
- viii. supporting references (up to 10)

[Total 750 words covering items iii-v]

- ix. a short biography for the chair and each presenter. This should outline academic qualifications, positions/appointments, most recent publication and presentation track record (last five years), research information (interests, grants), and professional practice background.

[200 words each]

- h. Information concerning any presentations or publications of the work made prior to the ER-WCPT Congress [50 words]

### **Post-congress publication**

Focused symposia bring together presenters working on the same topic from diverse parts of the world. This provides an opportunity to bring new thinking to the topic and for delegates of the WCPT Congress to generate ideas. It is expected that the chair and presenters prepare a paper of publishable standard after the event. If not published in a peer-reviewed journal the paper will be made available on the ER-WCPT website. ER-WCPT will be exploring a publishing partnership that may facilitate peer-reviewed publication and successful symposium presenters will be advised as plans develop.

### **Selection principles**

The SC is seeking sessions that comply with the submission guidelines and deliver against the following principles:

**Explore:** the most recent ideas, evidence, methods and areas of controversy in the literature related to outcomes for people and populations and to moving the profession forward

**Inspire:** with a clear purpose and applicable outcomes for delegates

**Connect:** related research and innovations, and internationally diverse delegates through active engagement

**Include:** speakers with international experience and standing in the topic area, representing a range of global and possibly service user perspectives

**Impact:** practice, education, research and/or policy by making clear the implications arising from the presentations

## General information

1. The congress language is English and all proposals and presentations must be made in English.
2. A symposium chair or presenter may only appear in one symposium proposal submission. This does not affect any abstract submissions.
3. Symposium chairs and all presenters must register for the congress.
4. In keeping with ER-WCPT policy honorarium, fee, waiving of registration fees or payment of expenses will not be provided for chairs or symposia presenters.
5. Proposals should address the current evidence, areas of controversy in the literature, implications for practice and the need for further research. Any reference to personal experience or hypotheses should be clearly labelled as such.
6. All research and studies that involve human participants and animal subjects reported in submitted proposals must comply with general ethical principles.
7. All proposals and presentations must adhere to the use of “people-first” language. A person must not be referred to by disability or condition, and terms that could be considered biasing or discriminatory in any way should be removed (e.g. use “person with a stroke” instead of “stroke patients”).
8. Any source of funding or support for the work being presented should be acknowledged.
9. Presenters are requested to disclose potential conflicts of interest regarding their presentation in the first slide. This will allow the audience to take potential conflicts of interest into account when assessing the objectivity of the presentation.
10. The Scientific Committee may invite symposium chairs and presenters to contribute to other congress programming sessions, such as poster walks and chairing abstract sessions. Symposium chairs and presenters are expected to comply with all reasonable requests.
11. ER-WCPT is exploring options to publish congress sessions and outputs for those unable to attend the congress in person. The use of various media options is being investigated and may include virtual online access. Some sessions may be audio-recorded and PowerPoint presentations recorded. Any recordings of PowerPoint presentations made available online will be in PDF format; original PowerPoint files will not be published. As plans are agreed the implications will be communicated with symposium chairs and their cooperation is expected.
12. The author(s) retain the right, after presentation at the congress, to subsequently include the work in articles, books, or derivative works that he/she authors or edits provided said use does not imply the endorsement of the ER-WCPT.
13. In support of green meetings policies no handouts will be produced.
14. Typical European lecture theatre style layout will be provided with PowerPoint presentation in the focused symposium room.
15. Chairs and presenters will be expected to use their social media channels to promote their involvement in ER-WCPT Congress 2020 and will be supported by the ER-WCPT in these efforts.
16. Focused symposia are not to be used for marketing opportunities for new products, equipment or organisations, nor to refute or denigrate competitors’ products.
17. Descriptions and objectives for each focused symposium will be published in the preliminary and final programmes, on ER-WCPT’s website and in other promotional material.
18. Congress programme placement will be determined by the Scientific Committee to ensure best fit with the overall congress programme. Any requests for specific dates and times cannot be met.
19. Any changes to an accepted focused symposium must be submitted to the Scientific Committee for review and approval.
20. All proposals must be submitted within the described timeframes.
21. On request, a teleconference to support the collaboration amongst focused symposium speakers can be facilitated by the Scientific Committee and in fact this is actively encouraged.
22. All decisions of the Scientific Committee are final.

## Consent, permissions and copyright

In submitting an abstract you must confirm that:

- you accept responsibility for the accuracy of the submitted abstract and understand that the content cannot be modified or corrected after the abstract submission deadline and that it will be published exactly as submitted
- all co-authors are aware of and agree to the content of the abstract and support the data presented
- you accept responsibility as the contact person for all correspondence about the abstract and to share information with co-authors about its status
- you have secured any copyright/permissions clearance required relating to any previous presentations, equipment or other material for inclusion in the ER-WCPT Congress, its proceedings or other congress publications
- for all studies involving human participants or animal subjects, permission has been obtained from the relevant regulatory authority and properly informed consent given where appropriate
- anyone who is identifiable in the abstract and presentation has given their consent to be included
- the work is original, except for extracts from copyrighted works used with permission from the copyright holders, and that it does not infringe upon any copyright, proprietary, or personal right of any third party
- you have identified any potential conflicts of interest e.g. financial interest in products or processes described in the abstract, stock ownership, membership on an advisory board or board of directors, or other substantive relationships

On behalf of all co-authors the submitter will confirm:

- release of the copyright to ER-WCPT to publish electronically and in other formats the abstract that will be presented at ER-WCPT Congress 2020 (e.g. congress website, programme, print materials)
- consent to have authors' names, affiliation and biographical material used in connection with the publication of your work