



Bidding Document

ORGANISATION OF THE INTERNATIONAL ASSOCIATION OF COMMUNICATION SCIENCES AND DISORDERS (IALP) WORLD CONGRESS

I. THE IALP CONGRESS ORGANISATION

The Triennial World Congress of IALP is one of the most important activities of the Association. It is a physical event of the Association for continued education in addition to professional networking provided through social and cultural functions. It is organised in close cooperation between the Board of IALP and The Organising Committee of the Congress in the country hosting the Congress. The Congress cannot be shorter than three full days (spread over four days) and not longer than four full days (spread over five days)¹. The President of the IALP will be the President of the Congress.

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¹ The bidding country has the flexibility to choose between a three-day or a four-day congress. Two separate budgets for a three-day or a four-day event need to be included in the bid unless the bidding country clearly indicates in the proposal that they are only interested in either one or the other.

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I.1 Organising Committee of the Congress

The Chair of the Local Organising Committee (LOC) shall be in charge of local arrangements at the Congress and of the Scientific Programme Committee. They must be a resident in the country, where the Congress is to be held. They are responsible for liaison between the Local Organising Committee of the Congress and the Board of IALP.

The Local Organising Committee, in agreement with the IALP Executive Committee, sets the date for the Congress and chooses the site where the Congress is to take place.

The Local Organising Committee arranges the programme and local arrangements of the Congress in close cooperation with the Executive Committee of the IALP Board and the chair of the Scientific Programme Committee. In all discussions and decisions between the Board and the Organising Committee regarding the Congress, the decisions of the Board will be final.

Scientific Programme Committee

The Scientific Programme Committee will be responsible for the scientific and educational content of the Congress with the assistance of Chairs of the IALP Committees as requested. The chair of the local organising committee may recommend to the EC of the IALP a Scientific Programme Committee Chair. The Scientific Programme Committee Chair will appoint individuals who will review the programme for the Congress and will establish the review

dates and procedures in concert with the Organising Committee. Members of IALP Standing Committees should be prepared to serve as reviewers for papers/abstracts submitted for presentation at the IALP Congress. The President-Elect shall keep the Standing Committees informed about the abstract submissions and review process.

Committee Chairs will be invited to arrange scientific sessions within the Congress.

I.2 Announcement of the Congress

Announcements of the Congress should appear on the IALP website, through social media and in the *Folia Phoniatica et Logopaedica* as well as other sites with interest in human communication sciences and disorders, including audiology, phoniatrics, and related fields. This information should be published at least 18 months in advance of the date of the Congress. All announcements should indicate that it is an appropriately numbered Congress of the IALP. The IALP logo should be clearly identified on all Congress materials.

I.3 Bidding to Host a Congress (See Section V)

1.3. Bidding

1.3.1 IALP will provide, upon request, the host organisation a start-up sum of Euro 5,000 (indexed to 2022 and adjusted to the rate of inflation in the start-up year). The full amount of this start-up money needs to be returned to the IALP treasury through the Vice-President for Finance within 6 months after the closing of the Congress.

1.3.2 **IALP-Benefit.** This is the sum of money that should be guaranteed in writing and effectively paid to the IALP through the Vice-President for Finance of the IALP within 6 months after closing the Congress.

1.3.3 The amount of the IALP-Benefit is an IALP-EC decision in the beginning of the year in which the bidding and the final decision for the site where the World Congress will take place. This is called **Bidding Year**.

1.3.4 The IALP-Benefit will be indexed based on the rate of inflation over the years between the Bidding Year and the final Congress year (usually 6 years later).

I.4 Financial Responsibilities

The Local Organising Committee decides the manner in which the costs of the Congress are to be covered. In the event of a positive profit, after paying the IALP-Benefit and start-up sum to the IALP treasury, the positive profit will be split in 50% for the IALP and 50% for the organising society(ies). In the case of a negative outcome, the IALP is not liable for any debts incurred by the Organising Committee related to the Congress.

IALP should have access to the financial accounts of the Organising Committee of the Congress with three days' notice at any time during the three years of preparation. The accounts should be available for audit by IALP at the termination of the Congress. The final audit of the

Congress should be provided by the Local Organising Committee within one year of the Congress.

The Organising Society may retain the affiliation fees of the society for the two years prior to the Congress and the year of the Congress.

The Main Reports presenters will be reimbursed for their travelling expenses (return economy ticket) by the organising society. These presenters will also have their conference registration fee waived as well as the fee for the social programme. Hotel costs for Main Report presenters will be covered by the local organising committee. IALP is responsible for the identification of the keynote speakers and discussants.

The Discussants will have their conference registration fees waived as well as the fee for the social programme.

I.5 Congress fees

The Congress fees are set by the Local Organising Committee subject to approval by the Executive Committee of IALP. There should be eight categories of fees as follows:

- 1) the highest fee for non-members,
There should be at least a 20% differential between the fees for non-members and Individual Members of IALP from high income countries
- 2) the next highest for members of Affiliated Societies Category A and B,
- 3) the next highest for Individual Members of IALP from high-income² countries
- 4) the next highest for Individual Members of IALP from middle-income countries (which should not be more than 50% of the fee for Individual Members of IALP from high-income countries),
- 5) the lowest fee for Individual Members of IALP from low-income countries (which should not be more than 10% of the fee for Individual Members of IALP from high-income countries),
- 6) a student fee for students from high- and middle-income countries,
- 7) a student fee for students from low-income countries, and,
- 8) an accompanying person fee.

I.6 Participants

All individual members of IALP and its Affiliated Societies must be invited to the Congress³. Other professionals from related disciplines may also be invited.

A badge should be given to each participant displaying name and home country, and Affiliated Society, if appropriate. Different badges should be provided for Board Members, Members of the Organising Committee of the Congress, delegates of Affiliated Societies, individual members, Honoured Members and accompanying persons.

As an alternative, various coloured ribbons may be used and attached to a standard badge.

² The Guidelines of the World Bank should be applied to provide a definition of high, middle and low-income countries.

³ Congress that will acknowledge the UN Environment and Sustainable Development Goals.

I.7 Language at the Congress

The official language of IALP is English. Simultaneous translation is not usually offered at IALP Congresses. The language of the host country may be used as a courtesy with approval of the Board on condition that translation is provided into the official language and financed by the Organising Committee of the Congress.

I.8 IALP Booth

During the Congress, the IALP should be provided with a standard exhibition booth central in the exhibition area at no cost. An exhibition booth will be available also at no cost to the Organising Committee of the immediate next Congress.

II THE CONGRESS PROGRAMME

II.1 Opening and Closing Ceremony

The President of IALP is the President of the Congress and presides over the Congress, including both the opening and closing ceremonies.

II.2 Scientific Programme

II.2.1 Main Session

There is a Main Session in the morning of two of the three days or of the three of the four days of the Congress. Each main session is usually two hours long; one hour for a main report and 20-30 minutes for each of two discussants who comment on the main report. The general topics for the main reports for the Congress are recommended by members of the General Assembly at the Congress immediately preceding the Congress. The final topics and presenters for the main reports are decided by the Board. The decisions to invite contributors to the main sessions should consider that as wide an international forum as possible is represented.

Invitation to the main presenters and the discussant for each session is given by the IALP President. The invitation letter to the main presenter must inform them that the main report must be produced as a manuscript no later than December 1st preceding the Congress. These main reports will be published in an issue of *Folia Phoniatica et Logopaedica*, the official journal of the IALP at least two months prior to the Congress.

II.2.2 Standing Committee Presentations

Standing Committees will organise symposia, workshops and seminars during the Congress. The Chairperson of the Standing Committee is responsible for the respective committee event, but the timetable should be decided in discussion with the Organising Committee of the Congress.

II.2.3 Call for Abstracts

People who want to present papers must submit titles and abstracts to the Scientific Programme Committee at least six months before the Congress. Abstracts must be presented in English. The time limit for free papers is normally 15 minutes including discussion. Thus, four free papers could be allocated to each hour with discussion either following each paper or at the end of the session, unless otherwise decided by the Scientific Programme Committee.

The Scientific Programme Committee of the Congress must be informed by reviewers who should make a careful selection of papers to be presented at the Congress. Abstracts of selected papers must be provided in the Congress programme.

II.2.4 Poster presentations

Poster sessions should be organised and preferably these should be planned as topically oriented sessions.

II.2.5 Proceedings

The Book of abstracts of the Congress must be made available electronically to Congress participants and other members of the IALP. The proceedings should contain a full 200–500-word structured summary of the papers presented at the Congress. The authors are responsible for the manuscripts.

The Local Organising Committee is financially responsible for production of the Congress proceedings. The Committee could decide to include the cost of the proceedings in a package deal, in which case it must be clearly stated prior to the Congress.

II.3 Social Programme

A social dinner and a half day excursion must be arranged. The half-day excursion must allow for participation by all Congress participants. The half day excursion and the social dinner may be charged separately from the regular registration for the Congress. Permission by the Board is required if the Local Organising Committee wishes to deviate from this regulation.

III. General Assembly

The Congress Organisers need to provide IALP at no extra charge space and time for all the Individual Members to be able to attend the General Assembly (GA). Moreover, they should provide the infrastructure for the GA to be held in hybrid fashion.

III.1 Voting

The President of IALP presides at the General Assembly. Voting papers (ballots) are prepared by the Chief Executive Officer at least 30 days prior to the Congress (to allow postal and electronic voting). The voting papers should contain the following:

1. candidates for the new Executive Committee Officers;
2. recommended topics for the main reports at the next Congress;
3. recommendations for sites of the next Congress but one.

The successful bid is determined by a single majority vote and is announced at the congress dinner. The official result of the election is announced during the Closing Ceremony, with the inauguration of the new IALP Officers.

IV.1 OFFICIAL MEETINGS

The Local Organising Committee of the Congress shall make complimentary meeting room space for official meetings of the IALP at the Congress. A meeting room should be available for the board for the duration of the Congress at no charge.

IV.2 Executive Committee and Board Meeting

The Local Organising Committee should provide complimentary meeting room space for the Executive Committee and the Board to meet the day prior to the opening of the Congress (usually Sunday) and for a post-Congress Board meeting of two hours on the last day of the Congress.

IV.3 Standing Committee Meetings

The Local Organising Committee should offer complimentary meeting room space for Standing Committee meetings during the Congress as they request.

V. Procedures to BID to host a Physical IALP World Congress

V.1 How is the location for a Congress decided?

Currently, IALP World Congresses take place every three years. The recommendation regarding the site of a Congress is made by voting of delegates of the Affiliated Societies of IALP and by individual members of IALP attending the General Assembly at a Congress. The decision is made **six years** in advance of the proposed Congress – i.e., at the General Assembly which would be held 6 years before the proposed Congress.

V.2 Who is eligible to bid?

Bids to host the Congress will be accepted only if presented by an IALP Affiliated Society Category A or an individual member of the IALP. The individual or Organisation making the bid should be solvent and experienced in hosting national conferences and should support this with a statement. Experience in hosting international conferences/meetings may be an advantage. It is also considered useful to have the supportive backing of the city's council.. Backing from a country's promotional Tourist Organisation is advised, but not prerequisite for making a bid.

V.3 Procedures involved in making a proposal to host a physical IALP Congress

V.3.1 A bid to host a Congress from an Individual Member must be supported by a letter from the Affiliated Society in that country. The bid must include a written statement of support from any other national and IALP affiliated societies in the country where the proposed Congress will be held.

The bid should clearly indicate the following:

- That the Congress is primarily an IALP Congress that is organized by the Affiliated Society or by an individual person in the organising/host country.
- The site and dates of the proposed Congress and potential housing and transportation costs for attendees.
- Information on the proposed Local Organising Committee of the Congress including capacity for handling Congress organisation matters such as developing the programme, managing registration and other logistical matters.
- State that the Congress would be open to all nationalities.
- Assure that the Congress site is fully accessible to persons with disabilities.
- Contain a statement of understanding about the financial obligations of the host organisation to IALP which will include the following:
 1. A confirmation that no regulations in the country would prevent a transfer of Congress revenues to the IALP treasury.
 2. A budget that clearly demonstrates the revenue and anticipated expenses for the Congress. The budget should also indicate any other sources of revenue that will be available to the host organisation to support the Congress.
 3. The budget must include a written guarantee of at least 40,000 Euros (or equivalent adjusted to inflation based on 2022 value of the Euro) to be paid to the IALP within six months of the closing of the Congress.

4. The IALP will provide the host organisation a start-up sum of EUR 5,000 Euros. The full amount of the start-up money will be returned to the IALP within six months of the Congress irrespective of the 40,000 Euros guarantee.

V.3.2 The formal bid to hold an IALP Congress is made in writing to the President of the IALP, at least six months prior to the meeting of the General Assembly at the Congress held six years before the targeted Congress, unless otherwise informed by the EC.

V.3.3 A portfolio representing the attractions of the proposed location will be prepared by the bidding country (assisted by the professional organisation) and sent to the IALP Chief Executive Officer (and Executive Committee), presenting the host country's bid, including details as follows:

- a. Statement of guarantee of financial support necessary to host the Congress;
- b. Assurance that the Congress site/convention centre is fully accessible to persons with disabilities;
- c. Assurance of an insurance policy that indemnifies the IALP from any liability or injury that may occur as a result of the Congress.
- d. Availability of suitable accommodation within easy access of the site;
- e. Projected cost of attendance and/or accommodation;
- f. Projection of attendance and profits/losses estimated according to estimates;
- g. Information re: facilities adjacent to the Congress site;
- h. Travel information;
- i. Plans for advertising and promotion of the Congress;
- j. Identification and qualifications of the organisation or persons responsible for the Congress organisation;
- k. Other attractions re: proposed site;
- l. Support of the national professional associations in the country proposing to host the Congress including any financial obligations or expectations from the national organisation;
- m. Information regarding the national association's annual meetings.

V.3.4 The proposed bid is reviewed by the Executive Committee prior to the Congress to determine if all necessary information has been provided and is acceptable to IALP. Those bids deemed to be acceptable will be submitted to the Board for approval. The organisation or individual submitting the bid will be notified of the decision of the Board at least 30 days prior to the General Assembly meeting. Approved bids will be placed on the agenda for vote by the delegates of the Affiliated Societies and individual members at the General Assembly. The bid receiving a simple majority is successful.

V.3.5 The affiliated organisation or individual making the bid will be informed of the time and place of the voting and ballot procedure and advised regarding promotional opportunities at the Congress at which the bids are presented (e.g., taking a desk at the Exhibition Centre – may be provided free of charge to the professional organisation(s) involved).

- V.3.6 Prior to the voting at the General Assembly, a period of 10 minutes only per presentation will be allocated for each organisation or individual submitting an approved bid to address the meeting and present information about the proposed site.
- V.3.7 The ballot procedure takes place during the General Assembly. Ballots will be counted by the auditors and results declared before the end of the Congress. A simple majority vote will determine the successful bid.
- V.3.8 The successful bidder will identify an individual who will serve as Chair of the Local Organising Committee for the three years prior to the Congress. The Chair will liaise with the Vice-President for Communication and report to the IALP Board at least bi-annually during the years prior to the Congress. The reports will include annual and projected financial statements, programme plans, and progress. All decisions regarding the Congress are final with the Board.
- V.3.9 The successful bidder will be responsible for making a final report on the Congress including financial statements within one year of the conclusion of the Congress.

Details of responsibility for profits/losses made at Congresses will need to be indicated and agreed at an early stage in the process.

VI IALP Sponsorship Policy

(adopted by the Board March 2021)

Background About the IALP

(IALP) d/b/a The International Association of Communication Sciences and Disorders is a non-political, non-governmental worldwide organisation of professionals and scientists that work together for the benefit of persons with speech, language, communication, voice, swallowing and hearing disorders.

The organisation was founded in 1924 by Emil Froeschels to foster collaboration of professionals interested in disorders of communication and swallowing throughout the world. Further information about the history of IALP including Past Congresses and Past Presidents is available at <https://ialpasoc.info/history-of-the-ialp/>

- **Vision** - IALP has a global vision to facilitate better understanding, knowledge and care of all those with communication and swallowing disorders.
- **Mission** - The mission of IALP is to improve the quality of life of individuals with disorders of communication, speech, language, voice, hearing and swallowing.
- **IALP will:**
 - i. facilitate science, education, and clinical practice through international cooperation and collaboration;
 - ii. create and share knowledge, skills and information;
 - iii. provide a platform for international networking and advocacy,

Sponsorship Considerations

Sponsorship is a business relationship whereby a sponsoring entity provides benefit in the form of either financial or in-kind (such as services, goods, training, etc.) support in return for specified benefits and services. Sponsorship is different from advertising. Advertising is calling something (a product or service or opportunity) to the attention of the intended audience to help sell a product or make an announcement. Sponsorship is a heightened visibility opportunity offered to an entity that seeks to augment their exposure to the intended audience.

The objectives of IALP sponsorship opportunities are:

- Provide an appropriate vehicle for the sponsor to gain heightened visibility to the IALP members or a particular segment thereof.
- IALP receives either commercial benefit or increased profile and recognition.
- It does not compromise the integrity and image of the IALP.

IALP reserves the right to refuse any sponsorship opportunity that: does not align with the Association's mission and values described above, its members' scopes of practice, and/or evidence-based practice; comes from an entity that engages in endeavours related to gambling, sexual exploitation, slavery, tobacco, and/or any other environmentally or socially irresponsible practices.

Process

- Any member of IALP Board, the Chief Executive Officer (CEO), and the Congress Organising Committee may source potential sponsors.

- Potential sponsors will be provided details on sponsorship options. These include but are not limited to:
 - Support for the IALP Congress, Composita, IALP social events, and/or IALP projects. (Please refer to details below related to IALP event sponsorship).
 - Sponsors may also wish to be named as a general IALP sponsor. (Please refer to details below related to general sponsorship).
- Details confirming any proposed sponsorship must be submitted in writing to:
 - The IALP President and CEO or
 - The Congress Professional Conference Organiser (in liaison with the Congress Sponsorship Portfolio Holder and Chair of the Local Organising Committee) when directly related to the Congress.
 - The lead organiser/chair of the Compositum along with a member of the IALP Executive Committee.
- Sponsorship related to IALP events:
 - Entities may consider a range of sponsorship packages, varying in amount and benefits customized to the particular event.
 - Entities may also wish to sponsor events within the Congress, such as the Congress dinner, a keynote speaker or another social/cultural event.
 - Other event related sponsorship opportunities include supporting items such as, lanyards, Congress bags, the Congress app, etc.
 - Entities can also connect with the IALP community at a Congress as an exhibitor. The specific exhibition details and agreement are drawn up by each Congress Planning Committee and are specific to each Congress.
 - IALP does not give out member e-mails. If event registrants have provided permission, the Congress or Compositum Planning Committee may provide sponsors the option of having messages from the sponsor forwarded to the event registrants if negotiated as part of the sponsorship package.
- A written agreement describing the specific benefits to the sponsor and the specific benefits to the IALP is signed by an appropriate business representative of the sponsoring entity and:
 - The host Association/s for the Congress.
 - Compositum lead organiser/chair and/or a member of the Executive Committee
 - The IALP President for all other sponsorships.

The Vice-President for Finance and CEO will keep separate and detailed records of money received and money spent to be reported as part of the Vice President’s report to the Board and General Assembly.

Donations

IALP is also pleased to accept donations aimed at facilitating work related to its mission and vision. Donations are different from sponsorship in that there is no expected return in the form of specified benefits and services or heightened visibility.

Contact

Queries related to IALP Sponsorship should be directed to the IALP CEO
<https://ialpasoc.info/contact-us/>

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