



VISTA
IPC SCIENTIFIC CONFERENCE
BID PROCESS 2023 EDITION

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1 INTRODUCTION

The VISTA Conference is a scientific conference designed to promote and advance the mission, goals, objectives, and reputation of the International Paralympic Committee (IPC) and provides a platform for sport scientists to meet with experts in the field of sport for athletes with a disability.

The first VISTA Conference took place in Jasper, Canada in 1993. The success of this conference led to further conferences in Köln, Germany (1999), Bollnäs, Sweden (2003) and Bonn, Germany (2006, 2011, 2013). From 2011 onwards, the IPC decided to hold the VISTA Conference every two years (2015 in Girona, Spain, 2017 in Toronto, Canada and 2019 in Amsterdam, Netherlands). Due to the COVID-19 pandemic the 2021 VISTA Conference was held virtually and hosted by the KU Leuven, Belgium in collaboration with the University of Stellenbosch, South Africa; The Swedish School of Sport and Health Sciences, Stockholm, Sweden; School of Kinesiology; Western University, Canada; University of Pittsburgh, USA; and Yonsei University, South Korea.

Ideally the next VISTA conference should be a hybrid event, with in- person attendance as well as remote participation.

An identified need for greater opportunities to discuss and exchange knowledge has seen the VISTA Conference become an important international event within the Paralympic Movement.

The objectives of the VISTA Conference are:

- To provide a forum for the exchange of current information, research, development, and expertise related to sport for people with disabilities and the Paralympic Movement.
- To enhance and promote cross-disciplinary professional interaction among sport science scholars, disability inclusion scholars, sport managers and officials, coaches, athletes, sport medicine practitioners, classifiers as well as sport administrators.

The IPC will award the VISTA Conference (the “Conference”) to an organisation (Local Organising Committee, LOC) that best meets the IPC criteria as expressed in this bid document.

This document outlines the terms of reference for a LOC wishing to host the Conference and provides the principal information required to prepare an application.

2 CONFERENCE GOVERNANCE

The International Paralympic Committee (IPC) is the governing body of the Conference.

3 ORGANISING THE CONFERENCE

3.1 RIGHTS TO THE CONFERENCE

All rights to the Conference belong exclusively to the IPC.

3.2 ROLES AND RESPONSIBILITIES

IPC:

- The IPC appoints a LOC to organise the Conference.
- The IPC Protocol, Hospitality and Events Department (PHE), in consultation with the IPC Medical & Scientific Department (for the purposes of the scientific programme), is responsible for all approvals mentioned in these terms of reference.
- The IPC shall provide co-ordination support to the event.

Local Organising Committee (LOC):

- Pursuant to these terms of reference, the LOC assumes entire responsibility for the organisation of the Conference, both logistically and financially.
- The LOC shall appoint a Chairperson who shall have responsibility for the overall organisation and conduct of the Conference and shall act as the primary liaison with the IPC.
- The LOC shall be comprised of individuals selected for their expertise in organising international conferences, meetings, and relevant events, as well as expertise in the Paralympic Movement. The LOC is encouraged to include a representative of the National Paralympic committee (NPC) of the host country.
- The LOC shall be responsible for:
 - the selection of the Conference venue, official hotel, and other accommodation facilities, its accessibility, as well as all financial arrangements regarding such facilities. The choice of these, shall be subject to final approval by the IPC.
 - The organisation of all aspects of the Conference including, but not limited to, transportation, accommodation, catering, participant registration (*) (including assisting with entry visa procedures) and correspondence with participants.
 - All aspects of financial planning and generation of external financial support.
 - The setup of a hospitality programme for the Conference.
 - The production of all material related to the Conference, including announcements, programmes, proceedings, and information forms.

- The organisation of the logistics of all preparatory meetings taking place in the host city of the Conference.
- Contracting a third-party liability insurance policy to cover any incident that may occur during the Conference.

VISTA Scientific Committee:

- The VISTA Scientific Committee shall be responsible for the composition and content of the programme, including the identification of keynote and invited symposium speakers and the review and coordination of abstracts.
- The VISTA Scientific Committee shall be nominated representatives of the LOC and IPC, to be ultimately approved by the IPC.
- The chairperson of the Scientific Committee will be appointed by the IPC. A nominated representative of the LOC will be entitled to act as co-chairperson.
- The IPC Medical & Scientific Director (or such other person as appointed by the IPC) will be responsible for the administrative provisions of the Scientific Committee and is a member of the Scientific Committee for this purpose. In agreement with the LOC, specific responsibilities may be delegated to any dedicated person within the LOC.
- The maximum membership of the Scientific Committee is 13.

3.3 THEME

The theme of the Conference shall be open to any field related to sport for athletes with a disability. Poster presentations, seminars, workshops, clinics, and related displays should reflect the theme, with the exception of the Exposition Area.

The LOC may propose a theme, which is subject to approval by the IPC. Equally, the IPC may require the Scientific Committee to focus on a main theme that will be prioritised in a VISTA edition. E.g., VISTA 2006 was exclusively dedicated to 'Classification', and VISTA 2013 had a main theme of 'Technology and Equipment in Paralympic sports'.

Candidates are welcomed to engage in dialogue with the IPC on the proposed theme as part of the bid process.

3.4 DATES & SCHEDULE

The prospective LOC shall recommend dates for the Conference, which shall be subject to final approval by the IPC.

The provisional schedule shall be as follows and shall be subject to final approval by the IPC:

Day 1 AM/PM: Arrival of the VISTA Scientific Committee members

	PM	LOC Meeting
Day 2		AM/PM: Arrival of Delegates
	AM	VISTA Scientific Committee Meeting
		Opening Congress Welcome/Registration Desk
	PM	Opening Ceremony
Day 3		VISTA Conference
Day 4		VISTA Conference
Day 5		VISTA Conference
		Closing Dinner
Day 6		Departures

3.5 THE PROGRAMME

The Conference must be built around an agreed number of keynote addresses, thematic symposia, free communications, and poster sessions

- **Keynote Address:** One keynote address will be delivered by the winner of the IPC Scientific Award (where presented) (see 6.6). The VISTA Scientific Committee will be responsible to identify 2-5 more keynote speakers to open the Conference morning and afternoon sessions. These keynote speakers will address the participants on an expert topic as identified by the Scientific Committee. Keynote addresses are plenary, and no Invited Symposia, Free Communications or Poster Sessions can be held in parallel.
- **Thematic Symposia:** The VISTA Scientific Committee will be responsible to identify at least six Thematic Symposia in which chosen speakers address a theme that aligns with the main Conference theme in complementary mode (minimum 3 speakers/topic). The purpose of the Thematic Symposia is that the IPC and LOC ensure the theme of the Conference is properly covered throughout the Conference. Free communications/poster sessions may be scheduled in parallel to Thematic Symposia.
- **Free Communications/Poster Presentations:** A call for Free Communications and Poster Presentations must be launched by the LOC in consultation with the VISTA Scientific Committee well in advance of the Conference, and a deadline for submission of abstracts will be set (see general timelines under item 8). All submissions are subject to review by the VISTA Scientific Committee, who will then decide on the final allocation of submissions as Free Communication, Poster Presentation, or reject the submission. In deciding, the VISTA Scientific Committee will consider relevance and diversity of the topics submitted, methodological value, and

available slots. Free Communications may run in multiple parallel sessions, and/or parallel to Invited Symposia. Poster Presentations will be granted one or more Poster Sessions in the programme, at which occasion poster presenters will be given the opportunity to interact with the participants of the Conference. The LOC should consider a Poster Award contest in order to promote large scale participation in the poster session.

- **Opening Ceremony:** The LOC is responsible for the organisation of an Opening Ceremony in which dignitaries are given an opportunity to provide welcome addresses. In consultation with the Scientific Committee, the Opening Ceremony preferably has a scientific component. The final programme is subject to approval by the IPC.
- **Closing Ceremony:** The LOC should put a proposal forward for the closing of the conference to the IPC. This can be a scientific or social event, and participation might be at additional cost to the participants. The final programme is subject to approval by the IPC.
- The LOC will cover for the costs of the keynote speakers (the IPC will cover for any expenses related to the IPC Scientific Award Winner) and Thematic Symposia presenters: Travel (economy class), Accommodation and full board for full duration of the Conference, Registration, and Closing Dinner.
- A balance between scientific and professional (applied) qualifications, as well as due consideration to gender and regional balance, needs to be sought for by the Scientific Committee when identifying keynote speakers and Thematic Symposia presenters.
- The Conference may further include:
 - Exposition Area (for vendors of sports and rehabilitation equipment, relevant organisations, publishers, etc.)
 - Practical Workshops (which require an active engagement of the participants on specific themes. Group size may be limited to ensure full engagement).
- The final programme is subject to approval by the IPC.

3.6 PARTICIPANTS

The audience for the Conference shall typically include sport scientists, disability and inclusion scientists, students, sport managers, athletes, coaches, sport medicine personnel, classifiers and officials, sport administrators and other individuals interested in sport for athletes with a disability and the Paralympic Movement and inclusion. Previous VISTA Conferences have had an attendance increasing over time to 250 participants.

The organisation of side meetings to attract an audience should be considered in consultation with the IPC (e.g., development initiatives, IPC IF Head of Classification meeting, NPC Classification Expert meeting).

3.7 STAFFING

It is the responsibility of the LOC to provide enough staff and/or volunteers to ensure the smooth running of the Conference. Ideally all event staff and volunteers should speak English.

4 LANGUAGE

The official language of the Conference will be English. The LOC is encouraged to consider simultaneous interpretation of (dedicated) sessions, subject to approval by the IPC. Costs will need to be budgeted accordingly by the LOC.

5 GENERAL LOGISTICS

The following logistical matters must be detailed in the bid application for the Conference:

5.1 ACCOMMODATION

- An official hotel will be designated by the LOC, with a reasonable room rate, subject to the approval of the IPC.
- The estimated number of required rooms is 200-250 (a minimum of 10-15 rooms need to be wheelchair accessible or wheelchair friendly).
Note: General requirements for wheelchair accessible and wheelchair friendly rooms can be found in the [IPC Accessibility Guide](#).
- The LOC may also provide alternative accommodation facilities for participants seeking lower rates.
- The room rate including breakfast shall be paid by the participants, as it is not included in the registration fee.

5.2 AUDIO, VISUAL & INFORMATION TECHNOLOGY

The Conference venue and used meeting spaces must be fully accessible and shall have access to suitable audio-visual technology in each room including:

- Microphones on stage
- Portable microphones (audience interaction)
- Large projection screen at front of room
- Projector (suitable for PowerPoint & video)
- Closed captioning
- IT support for online participation

The Conference venue shall have a Speaker Ready Room where all speakers will upload their presentation in advance of their session. In this way, it is also avoided that speakers will connect their own laptop to the projection systems.

5.3 CONFERENCE VENUE

The Conference venue shall be suitable for research presentations, symposia and activity sessions and ideally be able to facilitate the online platform. The venue should be located at or in proximity of the official hotel, to limit transportation needs, where possible.

The Conference venue shall include:

- Classroom style seating for approximately 300 participants (*) with sufficient space for wheelchair users between rows (1,5 m). It is estimated that a maximum of 10 to 15% of the participants will be wheelchair users.
(): thanks to the success of previous editions, the Conference grows over time. Candidates for 2023 should consider a growth rate of 10% by successive edition*
- An additional number of extra function rooms for all parallel sessions (minimum 1 room, classroom style capacity 150 participants). These rooms may be smaller in size but shall have the same facilities as the main Conference venue and need to be available as per final conference programme. Final decision on the number of break out rooms is to be made jointly by the LOC and the Scientific Committee.
- Each Conference session room will be equipped with an accessible stage with lectern, and with the standard audio-visual equipment as above (see Article 5.2) and have the ability to set up/host an online platform
- Areas for Practical Workshops, if so required
- Poster area (all or not in coffee break area)
- 'Speaker-ready room' for all presenters, equipped with PCs to upload the presentations
- Conference Secretariat (LOC), equipped as needed by the LOC
- IPC Secretariat (see 5.7)
- Coffee Break area
- Lunch area (see 5.4)

5.4 CATERING

Lunch and 'coffee break' refreshments shall be included in the registration fee. Breakfast shall be included in the hotel room rate. The following is a summary of the catering requirements.

Coffee Breaks	To be organised for each day in the morning and afternoon, with light snacks and non-alcoholic beverages
Lunch	Served at Conference venue, buffet-style
Dinner	Dinner can be organised by the LOC as part of the hospitality programme (additional fee) or left at the discretion of the congress participants to make their own arrangements. Invited speakers (keynotes, Thematic Symposia presenters) and IPC representatives (see section 6.2) must be catered for by the LOC (vouchers, dinner arrangements, ...)

Traditionally, an Opening Reception (finger-food) is hosted by the LOC or local/regional government authorities following the Opening Ceremony. It needs to be ensured that food is accessible for wheelchair users and that people needing assistance can be provided with assistance with serving. Food options should be available for people with varied dietary needs.

5.5 EXPOSITION HALL

An Exposition Hall may be made available for potential exhibitors and demonstration events. The Exposition Hall shall be advertised to potential vendors, publishing companies and professional organisations. An effort should be made to attract vendors involved in the development and marketing of equipment for sport for athletes with an impairment.

Vendors must receive prior approval by the IPC.

An exhibition fee shall be agreed in consultation with the IPC. The IPC shall approve the final list of exhibitors.

5.6 FACILITIES

All facilities must be in compliance with the IPC Accessibility Guide.

5.7 IPC SECRETARIAT

The LOC shall provide administrative support and facilities for the IPC and the VISTA Scientific Committee.

The IPC Secretariat should consist of office space, and an adjacent meeting room which shall be made available to the IPC and the VISTA Scientific Committee for the full duration of the Conference, including one day prior and one day after the Conference.

The Secretariat shall include:

- Work desks
- Photocopier – heavy duty (with document sorting, printing on both sides of the page and stapling facility)
- Standard office supplies
- Refreshments (water, coffee, tea, soft drinks)
- A separate meeting room for 15 persons (see above)

5.8 MEDICAL SERVICES

The LOC will ensure that adequate medical services are provided at or in close proximity to the Conference venue and that a medical emergency response plan and a COVID-19 plan is in place.

5.9 VISTA WEBSITE

The LOC will liaise with the IPC on the preferred platform for a VISTA Website and agree with the IPC on the upload of information and maintenance of the website. This website must have an integrated Abstract Submission and Participant Registration section and needs to meet accessibility standards.

5.10 PUBLICATIONS

The LOC shall produce the following publications:

- Official Programme with integrated Abstract Booklet (at least 60 days in advance of the Conference for the non-print version)
- Accreditation Card/Badge
- Conference Participation Certificates for each delegate
- Post Conference Report including complete final financial results of the Conference.

All publications are subject to the final approval of the IPC, with the exception of the Post Conference Report.

5.11 REGISTRATION

- The LOC shall make available invitations and registration forms to the participants within the time frame designated by the IPC (see Article 8) and shall be responsible for the entire registration process.
- The LOC shall manage the registration process and provide a registration desk at the Conference venue and official hotel.
- Each participant will be provided with an accreditation card/badge.
- The LOC shall transfer the names and contact details of the participants to the IPC after the event so that the IPC can contact them for further initiatives. If necessary, the LOC will seek permission from the participants as part of the registration process to share personal data with the IPC.

5.12 TRANSPORTATION

- The conference venue should be easily accessible by public transport for all participants to and from the nearest airport/train station and the official accommodation facilities.
- Information about wheelchair accessible transportation and related costs shall be provided to all participants to and from the Conference

venue, official accommodation facilities and any hospitality event location.

- The IPC President shall be provided with transport for all requirements during the Conference if in attendance. The IPC will provide a schedule of these requirements in advance.

5.13 WELCOME

The LOC will provide welcome services at the Conference venue and the official hotel. The organisers will prepare a “Welcome Package” containing practical information for the participants (e.g., official programme, services, plans, cultural activities, phone numbers, etc.). This could be digital or via an APP.

6 ADDITIONAL IPC REQUIREMENTS

6.1 SITE VISIT OF THE IPC

Appointed IPC delegates (2 persons) will conduct (a maximum of) two site inspections of the Conference venue and accommodation facilities and review as part of the bid application process and/or to assist the LOC's preparations for the Conference. The LOC will cover accommodation, meals and local transportation expenses for these site visits (2-3 days/visit). Any costs for additional inspections will be mutually agreed upon by the LOC and the IPC.

6.2 LOC FINANCIAL OBLIGATIONS

- The LOC assumes the entire financial responsibility for the organisation of the Conference.
- The LOC will cover all travel expenses for return commercial economy class air transportation for the Conference Scientific Committee members to meet in person for 1-2 days at least once in the lead up of the Conference in the host city.
- The LOC will cover all travel expenses for return commercial economy class air travel, local transportation, accommodation, and full board for the Conference Scientific Committee for the days identified in the schedule under article 3.4.
- The LOC will cover all travel expenses (for return commercial economy class air transportation, incl. transfer to/from airport in country of residence), accommodation, registration and full board for keynote speakers and Thematic Symposia presenters from their countries of residence on occasion of the Conference.
- The LOC will cover the local transportation, accommodation, and full board for IPC delegates up to a maximum of four (4) persons for the complete duration of the Conference. An accessible suite for the IPC President that includes a small meeting area shall be provided at the expense of the LOC, in case of the President's attendance.

- The LOC will arrange for an appointed IPC delegate to arrive at the Conference host city two (2) days prior to the first related meeting of the Conference in order to check the preparations for the event. The LOC will cover local transportation, accommodation, and full board for the IPC delegate for the period of two (2) days prior to and one (1) day after the conclusion of the Conference. (This IPC delegate is included in the aforementioned four (4) persons).

6.3 COMMERCIAL PARTNERSHIPS

- The LOC is authorised to seek support from commercial partners in order to reduce the costs of the event. Support can be in the form of contributions in cash or supplying goods or services.
- Before entering into any partnership agreement, the LOC must obtain the prior approval of the IPC.
- Any acknowledgement of companies contributing to the IPC Membership Gathering and related meetings must be made in a discreet manner, clearly separate from any reference to the IPC or the LOC.

Available categories

There is a wide range of product categories which are available for you to commercialise. Some categories have proven to be successful partnership opportunities.

Non-exhaustive list of available categories:

•Oil & Gas •Energy •Telecommunication Services •Lottery •Betting & Gaming
 •Airline •Networking Equipment & Enterprise Servers Infrastructures •Logistic & Courier Services •Real Estate •Sports & other Apparel •Retail Foods •Postal Services •Hotels Tour Operators/Travel Agents ▪Healthcare ▪Pharmaceutical
 ▪Packaged Foods ▪Hospitality Services ▪Rail Services & Transportation ▪Print Media ▪Marketing, PR & Creative Services ▪Legal Services ▪Professional Services & Auditing ▪Confectionary ▪Retail (e.g. supermarkets, electronics, health & beauty, home improvement)

Worldwide Paralympic Categories

The IPC's Worldwide Paralympic Partners are listed below. We encourage the LOC to consider the Worldwide Partners as VISTA 2023 partners as they can potentially support the delivery of the event. The LOC must ensure that these categories are respected and therefore these categories can only be commercially exploited with the below listed partners. The IPC can make introductions with the partners below based on and upon request:

- Airbnb - Unique Accommodation Products, Unique Experience Services
- Alibaba - Cloud Infrastructure/Services, E-commerce Development Services
- Allianz - Insurance and Asset Management
- Atos - Information Technology Solutions
- Bridgestone - Tire and Rubber Products
- Coca-Cola/Mengniu - Non-Alcoholic Beverages/Dairy Products
- Deloitte - Management and Business Consulting Services
- Intel - Processors, Chips, Similar Silicon Platforms and Drones
- Omega - Timepieces, Timing, Scoring and On-venue Results
- Ottobock - Wheelchair, Prosthetics and Orthotics
- Panasonic - Visual and Audio-Visual Equipment
- Proctor & Gamble (P&G) - Personal and Healthcare Products
- Samsung - Wireless Communication Equipment
- Toyota - Vehicles, Mobility Services, Mobility Solutions
- Visa - Payment Systems

6.4 REGISTRATION FEE

- The LOC may charge a registration fee to the participants of the Conference to cover some of the costs related to its organisation, including welcome services, catering, participation in the Conference and hospitality events. Early registration fees and reduced fees for student registrations as well as reduced fees for online participants (from low-income countries as well as Para-athletes) should be considered.
- It is advised that a reduced registration fee for accompanying guests is provided to cover the attendance to the hospitality events, and Conference meals. A guest programme should be made available at appropriate costs.
- The IPC delegates, up to a maximum of four (4) persons, are not subject to any registration fee.
- The registration fee(s) charged is/are subject to the final approval of the IPC. *(At previous VISTA, registration fees were typically in the range of 275-300 Euro).*

6.5 LOOK & IMAGE

The Conference shall reflect the look and identity of the IPC. All usage of the Paralympic Symbol is subject to the written approval of the IPC and shall be in accordance with the provisions of the [IPC Brand Book](#). Draft designs for all materials should be sent to the IPC for approval, prior to production.

6.6 IPC SCIENTIFIC AWARD

Where presented, the ceremony to award the IPC Scientific Award will be integrated in the scientific programme of the Conference in a manner to be agreed

to by the IPC. Details on the IPC Scientific Award can be found in the IPC Handbook.

The IPC will bear the costs of inviting the award winner to the Conference.

7 MISCELLANEOUS

7.1 SOLIDARITY

The IPC encourages the LOC to seek funding from government or sponsors to provide financial assistance to enable the attendance of participants who experience financial constraints.

7.2 POLICIES

The LOC shall agree to the following policies:

- Use of non-discriminatory language at all times during the conference.
- Provide accessible buildings, programmes and all events so that every individual, regardless of disability, ethnic or religious differences may participate fully in all aspects of the Conference.
- Provide both objective and equitable evaluation procedures of presentation materials submitted for consideration.
- Implement non-partisan procedures regarding the selection of keynote speakers and presenters with respect and regard for culture.
- Adherence to the Helsinki declaration for use of human subjects as volunteers.

8 TIME FRAMES

The LOC must abide by the following timelines:

Bid Application Submitted to the IPC	30 September 2022
Bid Review and IPC Site Inspection (if required)	October 2022 - January 2023
Official Announcement of Successful Bid	February 2023
1 st LOC Meeting & Meeting Schedule Established	As soon as practically possible after Official Announcement, but no later than March 15 2023
IPC Site Inspection (if required)	April 2023

1 st Scientific Committee meeting	March 2023
Call for Abstracts	April 2023
Select Keynote Speakers & Invited Symposia	June 2023
Publication Registration Information and Form	April 2023
Confirm and Publish Accepted Abstracts	August 2023
Final Registration deadline	Conference - 2 months (depending on hotel reservation policies)
Publication of Official Programme & Abstract Booklet	Conference - 2 months
Conference	November 2023
Publication of After-Action report	3 months after close of Conference

However, the IPC reserves the right to amend any deadlines at its sole discretion.

9 HOW TO APPLY

9.1 APPLICATION FORM & PROCESS

Any NPC or other organisation wishing to host the Conference must apply to the IPC in writing.

All bid applications should include the following:

- General structure of the Organising Committee
- Organising Committee goals and objectives, including proposed theme
- Proposed dates
- Proposed detailed budget and registration fee
- Brief description of the city (location, population, climate, etc.)
- Brief description of Conference venue, including brochures and sketch drawings (location, size of rooms, layout, etc.)
- Information on accommodation facilities, including brochures and/or technical drawings (location, size of rooms, etc.) and proposed accommodation fees
- Transportation details
- List of countries whose citizens require entry visas

- Guarantee of the availability of the Conference venues and hotel(s) for the proposed dates
- Guarantee of support (including financial support) by local authorities and/or government

Applicants are encouraged to provide additional information supporting their bid.

9.2 APPLICATION DATE

Bids for the VISTA 2023 Conference must be received by the IPC no later than 30 September 2022.

International Paralympic Committee
Attn: Medical Manager
Adenauerallee 212-214
D-53113 Bonn, Germany
Tel. + 49 228-2097-200
E-mail: medical@paralympic.org

10 HOST AGREEMENT

A VISTA Conference Host Agreement between the IPC and the LOC will be signed immediately following the official notification of the award to the LOC.