



International
Paralympic
Committee

VISTA – IPC SCIENTIFIC CONFERENCE

Bid Process 2017 Edition

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International Paralympic Committee

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1 INTRODUCTION

The VISTA Conference is a 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 an impairment.

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 has identified the preference to hold the VISTA Conference in a bi-annual cycle. The 2015 edition is due to take place in Girona, Spain, in October 2015.

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 for (elite) sport for athletes with an impairment.

The objectives of the VISTA Conference are:

- To provide a forum for exchange on current information, research and expertise related to Paralympic Sport and the Paralympic Movement.
- To enhance and promote cross-disciplinary professional interaction among sport scientists, sport medicine practitioners, classifiers and officials, coaches, athletes and sport administrators.

The IPC will award the VISTA Conference (the “Conference”) to an organisation that best meets the IPC criteria as expressed in this bid document. If this organisation is not a National Paralympic Committee (NPC) then the bid must be endorsed by the relevant NPC for the country in which the Conference is proposed to be held.

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. The provisions contained in this document will constitute the basis of the obligations of the LOC.

2 CONFERENCE GOVERNANCE

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

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, 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, through the Protocol, Hospitality & Events Department, shall provide coordination 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. The LOC must include a representative of the NPC of the host country. Should the NPC not be involved in the organisation of the Conference and has endorsed the third party, this requirement shall not be binding.
- The LOC shall be responsible for the selection of the Conference venue, official hotel and other accommodation facilities as well as all financial arrangements regarding such facilities. The choice of the Conference venue, official hotel and other accommodation facilities shall be subject to final approval by the IPC.
- The LOC shall be solely responsible for:
 - 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.
(): The IPC has a participation registration platform that can be made available to the LOC under conditions jointly agreed upon*
 - 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.

Scientific Committee:

- The 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 Scientific Committee shall be the members of the IPC Sport Science Committee and nominated representatives of the LOC (for a maximum of an equal number to the IPC Sports Science Committee membership), approved by the IPC Sports Science Committee. The Chairperson of the IPC Sports Science Committee is the chairperson of the Scientific Committee. A nominated representative of the LOC will be entitled to act as co-chairperson.
- The IPC Medical & Scientific Director 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 (IPC Sports Science Committee, IPC Medical & Scientific Director, max. equal number of nominated representatives of the LOC)

3.3 Theme

The theme of the Conference shall be open to any field related to elite sport for athletes with an impairment. All poster presentations, seminars, workshops, clinics and related displays shall reflect the theme, with the exception of the Exposition Area.

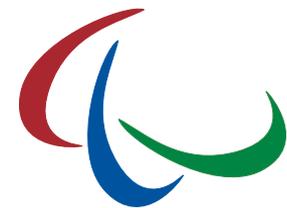
The LOC may propose a theme, which is subject to the approval of the IPC. Equally, the IPC may require the Scientific Committee to focus on a main theme that will be prioritised in a VISTA edition. E.g. VISTA2006 was exclusively dedicated to 'Classification', and VISTA2013 had a main theme of 'Technology and Equipment in Paralympic sports'.

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:

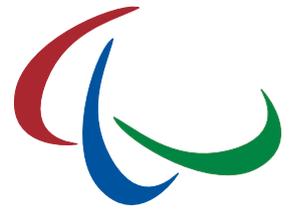
Day 1 Through the day: arrival of the VISTA Scientific Committee members



	PM	LOC Meeting
Day 2		Arrival of Delegates
	AM	VISTA Scientific Committee Meeting Opening Congress Welcome 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 keynote addresses, invited symposia, free communications, and poster sessions
 - Keynote Address: One keynote address will be delivered by the winner of the IPC Scientific Award (see 6.6). The Scientific Committee will be responsible to identify 2 more keynote speakers to open the Conference daily session. 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.
 - Invited Symposia: The Scientific Committee will be responsible to identify a series of Invited Symposia in which chosen speakers address a topic of general interest in complementary mode (minimum 2 speakers/topic). The purpose of the Invited Symposia is that the IPC and LOC ensure the theme of the Conference is properly covered throughout the Conference. The maximum number of Invited Symposia is 6 (2 per day). Free communications/poster sessions may be scheduled in parallel to Invited Symposia.
 - Free Communications/Poster Presentations: A call for Free Communications and Poster Presentations must be launched by LOC in consultation with the Scientific Committee well in advance of the Conference, and a deadline for submission of abstracts will be set (see timelines under item 8). All submissions are subject to review by the Scientific Committee, who will then decide on the final allocation of submissions as Free Communication, Poster Presentation, or reject the submission. In deciding, the 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 can go in interaction 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 local and international dignitaries are given an opportunity to provide Welcome Addresses. In consultation with the Scientific Committee, the Opening Ceremony preferably has a scientific component.
- Closing Ceremony: The LOC should put a proposal forward for the closing of the Congress to the IPC. This can be a scientific or social event, and participation might be at additional cost to the participants.
- The LOC will cover for the costs of the keynote speakers (2: the IPC will cover for the expenses related to the IPC Scientific Award Winner) and invited symposia presenters (for a maximum of 12 speakers): Travel (economy class), Accommodation and full board for full duration of the Congress, Registration, Social programme, incl. 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 invited symposia presenters.
- The Conference can 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).

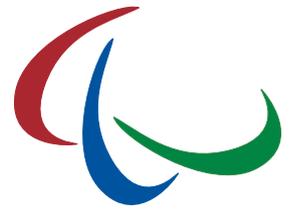
3.6 Participants

The audience for the Conference shall typically include sport scientists, sport medicine personnel, students, athletes, coaches, classifiers and officials, sport administrators and other individuals interested in sport for athletes with an impairment and the Paralympic Movement. Previous VISTA Conferences have had an attendance of around 200 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 sufficient numbers of 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 may consider simultaneous translation of (dedicated) sessions, subject to approval by the IPC. Costs will need to be budgeted accordingly.

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 220 (10-15 rooms need to be wheelchair accessible or wheelchair friendly).
Note: General requirements for 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 shall have access to suitable audio-visual technology in each room, including:

- Microphone on stage
- Portable microphones (audience interaction)
- Large projection screen at front of room
- Projector (suitable for PowerPoint & video)
- DVD, CD & video player (suitable for all international formats)

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 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 or an alternative venue in close proximity, preferably 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 must be catered 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.

5.4 Conference Venue

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

The Conference venue shall include:

- Classroom style seating for approximately 250 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.
- An additional number of extra rooms for all parallel sessions (minimum 1 room, classroom style capacity 100 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 will the standard audiovisual equipment as above (see Article 5.2)
- Areas for Practical Workshops, if so required
- '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 further)

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 disability.

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 wheelchair accessible.

5.7 IPC Secretariat

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

The IPC Secretariat should consist of office space, an adjacent meeting room and shall be made available to the IPC 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)
- PCs with internet access (min. 4) and printer
- Standard office supplies
- Refreshments (water, coffee, tea, soft drinks)
- Meeting room for approximately 10 people

5.8 Medical Services

The LOC will ensure that adequate medical services are provided at or in close proximity to the Conference venue.

5.9 Protocol

The IPC protocol rules of the IPC will apply. In cases of discrepancy, the IPC will consider proposals from the host country.

5.10 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.



5.11 Publications

The LOC shall produce the following publications:

- Official Programme with integrated Abstract Booklet
- 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.

5.12 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.

5.13 Transportation

- Transportation shall be provided for all participants to and from the nearest airport/train station and the accommodation facilities. Wheelchair accessible transportation should be made available, as required. This should include a regular shuttle service on Day 2 and the morning of Day 3 (see date schedule under item 3.4). A return shuttle service should be provided on the afternoon of Day 5 and all day on Day 6. The costs of transportation should be included within the registration fee.
- Wheelchair accessible transportation shall be provided to all participants to and from the Conference venue, dedicated accommodation facilities and any hospitality event location. The costs of transportation should be included within the registration fee.
- The LOC is not required to offer transportation for early arrivals (date of Opening Ceremony – 2 days) and departures taking place forty-eight (48) hours after the closing of the Conference (eventual discounts on the registration fees should be discussed with the IPC for participants attending official pre-event meetings).
- The IPC President shall have a dedicated car available for all requirements during the Conference. The IPC will provide a schedule of these requirements in advance.



5.14 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.).

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 LOCs 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. In the occasion this meeting can be organised along the annual IPC Scientific Committee meeting, the IPC will cover for the travel of the IPC Scientific Committee members and the LOC will cover for any additional nights. The LOC will be asked to facilitate the availability of a meeting room (and meeting package) for the IPC Sports Science Committee annual meeting (3 additional days).
- 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 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 cover all travel expenses (for return commercial economy class air transportation), accommodation, registration and full board for keynote speakers and invited symposia presenters, up to a maximum of fourteen (14) persons from their countries of residence on occasion of the Conference.



- 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 offset the costs of the Conference. Support can be in the form of contributions in cash or in kind (ie. by supplying goods or services).
- The LOC will inform the IPC of the name of corporations and their respective product/service categories for prior to concluding any agreement, and the IPC shall have the right to object if there are clear grounds for doing so.
- The IPC has the right to include the Conference in its International Partners' programme. The LOC must respect and abide by these IPC commitments to its International Partners and sponsors. In the event that any IPC Partner activates any sponsorships rights in connection with the Conference the IPC will in exchange contribute a reasonable share of the proceeds from such partnership(s) to the LOC in the IPC's discretion.
- The LOC may not accept any contribution from companies whose activities are contrary to the policies and principles of the IPC or its partners (e.g. tobacco companies).
- Any acknowledgement of companies who have contributed to the Conference must be made in a discreet manner, clearly separate from any reference to the IPC or the LOC (e.g. "The VISTA 2017 Conference is supported by...."). This must be approved by the IPC Marketing and Brand Department, such approval not to be unreasonably withheld or delayed.
- No promotional activities are authorised during the Conference in the venue or the official hotel by any companies other than those approved by the IPC in accordance with the above provisions.

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, transportation, catering, participation in the Conference and hospitality events. Early registration fees and reduced fees for student registrations should be considered.
- It is advised that a reduced registration fee for accompanying guests is provided to cover the attendance to the hospitality events, local transportation 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 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 (May 2012 Edition). Draft designs for all materials should be sent to the IPC for approval, prior to production.

6.6 IPC Scientific Award

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 (Section 2, Chapter 3.11).

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:

- The IPC Code of Ethics
- 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	31 March 2015
IPC Site Inspection (if required)	May – July 2015
Official Announcement of Successful Bid	At VISTA 2015 (October 2015)
1 st LOC Meeting & Meeting Schedule Established	Conference - 18 months
IPC Site Inspection	Conference - 12 months prior
Scientific Committee meeting	Conference - 12 months prior
Call for Abstracts	Conference - 11 months prior
Select Keynote Speakers & Invited Symposia	Conference - 11 months prior
Publication Registration Information and Form	Conference - 11 months prior
Confirm and Publish Accepted Abstracts	Conference - 6 months prior
Final Registration deadline	Conference - 3 months prior (depending on hotel reservation policies)
Publication of Official Programme & Abstract Booklet	Conference - 2 months prior
Conference	0
Publication of After Action report	3 months after close of Conference

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, incl. 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 nationals 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 2017 Conference must be received by the IPC no later than **30 April 2015**

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E-mail: stephanie.keller@paralympic.org

9.3 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.