International Symposium of Adapted Physical Activity (ISAPA) Proposal to Host ISAPA - Guidelines

Overview of ISAPA

The International Symposium on Adapted Physical Activity (ISAPA) is held every second year to provide physical activity professionals with an opportunity to share their knowledge and experience in professional preparation, research, advocacy, and service delivery in the fields of adapted physical activity, physical education, and sport science. ISAPA programs include research presentations, innovative sessions for the discussion of new ideas, practical workshops, and an international film contest.

International Symposia are held in alternate years. Previous symposia locations included:

Quebec, Canada, 1977	Seoul, South Korea, 2003
Brussels, Belgium, 1979	Verona/Pavia, Italy, 2005
New Orleans, USA, 1981	Rio Claro, Brasil, 2007
London, Great Britain, 1983	Gävle, Sweden, 2009
Toronto, Canada, 1985	Paris, France, 2011
Brisbane, Australia, 1987	Istanbul, Turkey, 2013
Berlin, Germany, 1989	Netanya, Israel, 2015
Miami, USA, 1991	Daegu, South Korea, 2017
Yokohama, Japan, 1993	Charlottesville, USA, 2019
Oslo/Beitostolen, Norway, 1995	Online, Finland, 2021
Quebec, Canada, 1997	Dunedin, New Zealand, 2023
Barcelona/Lleida, Spain, 1999	Kerry, Ireland, 2025 - forthcoming
Vienna, Austria, 2001	Amman, Jordan, 2027 - forthcoming

Target Audience

ISAPA attracts 200-600 professionals and practitioners in adapted physical activity from around the world. Hosting an ISAPA helps to bring together local adapted physical activity groups and organizations in the host country.

Symposium Dates

ISAPA is a biennial event, occurring most often in May, June, or early July. Alternate dates are August, September, and October. The symposium is generally a 5-day event.

Language

English is the official language of ISAPA. Typically, simultaneous translation is provided in English and the native language of the host country, along with sign language at keynote sessions.

Proposal Process Organizations that wish to host **ISAPA 2029** should follow the guidelines in this document and submit an electronic proposal to IFAPA **President Dr. Cindy Sit (sithp@cuhk.edu.hk) by February 1, 2025.**

The proposing organization will be invited to make a presentation to the IFAPA board of directors at their annual meeting. Once accepted, a memorandum of agreement will be signed between the Chairperson of the Organizing Committee and the IFAPA President, which allows ISAPA to use the IFAPA name and logo.

Reports

Progress reports will be submitted to the IFAPA president in December and May each year from the time the proposal is accepted to ISAPA. A report will be made at the IFAPA annual board meeting. Within 6 months following ISAPA, a final report using the ISAPA Final Report Guidelines will be submitted to the IFAPA President.

Proposal to Host ISAPA

General Information

Name of Organization:

Contact Person: Mailing Address:

Email Address: **Phone:**   **Fax:**

Host City for Proposed ISAPA:

ISAPA Dates:

ISAPA Theme:

Executive Summary: (present a 1-page overview of the highlights of your proposal) _____

Please present specific information for each of the following parameters.

1. Overview of Host City:

Present a brief overview of why the host city would be an ideal ISAPA site.

2. Symposium Venue(s):

Present detailed information on the symposium venue(s) including venue location, size, and accessibility. The venue should be suitable for research presentations, symposia, and activity sessions with a large hall to accommodate opening and closing ceremonies and the meeting of the IFAPA General Assembly. The venue must provide a room for the IFAPA pre- or post- symposia board meeting (a room for 20 persons - with internet access, preferably with video/Skype availability to facilitate communication with those who may be unable to attend), for the IFAPA executive committee during the symposium, as well as space and time allocation for affiliated IFAPA board meetings.

3. Symposium Theme

The ISAPA theme should reflect the mission of IFAPA and the desires of the local organizing group. The IFAPA Executive Committee must approve the theme of the symposium.

4. Overview of Host Organization:

Describe how your organization is uniquely prepared to host ISAPA.

5. Organizational Plan:

Present a detailed organizational plan, including your committee structure. The narrative should include names of chairpersons and committee members and the responsibilities of each committee. Typically, an ISAPA may use the following committee structure.

Honorary Committee:

Often consists of local and national leaders to support in ISAPA promotion.

Organizing Committee:

Consists of individuals with expertise in organizing congresses and symposia; coordinates overall aspects of ISAPA and activities of all committees; secures financial support from sponsors, government and NGOs; submits grant proposals; secures infrastructure support; approves budget; develops program with timetable for research presentations, symposia, keynote speeches, activity sessions, and IFAPA board meetings; coordinates IFAPA awards committee; prepares reports; maintains regular contact with IFAPA; creates sub-committee for students' program as well as national and/or international volunteer program.

Scientific Committee:

It consists of individuals with expertise in adapted physical activity and previous experience with international symposia. At least two members of the IFAPA board should be appointed to the scientific committee. Membership on the committee should reflect gender and geographical equity. Committee tasks include: selection of sub-themes, selection of keynote speakers; call for papers and communication with potential participants; preparation of abstract guidelines; establishment of criteria for selecting papers; appointment of reviewers for the blind process of evaluation of submitted materials; notification of speakers; planning free communications and poster presentations; selection of session moderators; preparation of symposium program; planning and judging of video contest; peer review of papers for publication in ISAPA Proceedings.

Volunteer Committee:

Student volunteers have been a strong part of previous ISAPAs, and we strongly encourage you to use student volunteers. The volunteer committee will organize all aspects of the volunteer program including creating a flyer inviting student volunteers, selecting student volunteers, working with the housing committee to secure housing for volunteers, working with registration to waive registration fees for student volunteers, organizing training and social activities, assigning student volunteers to assignments during ISAPA, and supervising student volunteers and scheduling meetings (as needed) during ISAPA. This committee should work with the IFAPA President and the IFAPA Student Representative.

Budget Committee:

Works with organizing committee to prepare budget; develop process to raise revenue; provide bookkeeping for income and expenses; works with the registration committee in processing registration fees.

Communications and Public Relations Committee:

Identifies target audience; prepares advertising plan; defines content and design of printed material and website, reviews materials to maintain accessibility and avoid discriminatory language based on cultural barriers or translation process.

Registration Committee:

Manages pre-registration and symposium registration process; processes registrations; manages waived registrations, paid registrations and work trade registrations; serves as information center during ISAPA.

Transportation Committee:

Coordinates housing for guest participants; arranges transportation for guests; prepares comprehensive information about lodging and transportation for general participants; develops strategies for security and informs attendees about cultural, weather, and social issues pertaining to a safe and comfortable visit while in the host city.

Cultural, Social Events, and Tourism Committee

Prepares meal functions and breaks between sessions; organizes opening and closing ceremonies; organizes social gathering after opening ceremony; prepares social gatherings and provides information about social and cultural activities in host city; plans cultural presentations during ISAPA; provides

access to tourism via agencies and compiles information about tourism activities in nearby areas.

Accessibility Committee:

Organizes strategy for physical and functional accessibility; advises on accessibility needs such as audio, large print, and simplified language in print and website materials; reviews materials to maintain accessibility and avoid discriminatory language based on cultural barriers or translation process; maintains regular contact with the IFAPA disability community liaison.

Audio-visual and Technology Committee:

Plan for technical needs based upon number and type of sessions; oversee technical support before and during ISAPA, keep equipment safe and in proper functioning order; respond to needs for opening all rooms and connecting appropriate technology.

Trade Show and Demonstrations Committee:

Organize trade show during ISAPA; recruit vendors for trade show; provide for support of vendors during ISAPA; recruit demonstrations; organize demonstrations during ISAPA; provide for support of demonstration events during ISAPA.

Remark: The execution of the tasks of the various committees may be assigned to a professional (congress) company; however, the responsibilities remain with the host organization.

6. Timetable:

An official presentation and first announcement of the ISAPA is made during the closing ceremony of the previous symposium. A second announcement and call for abstracts occurs one year prior to the symposium. Keynote speakers should be included in the announcement. Notification of acceptance of papers occurs no later than six months prior to the symposium. The preliminary program is available and distributed to participants two months prior to the symposium. ISAPA proceedings (which can be online or a printed hard copy) should be published within 15 months of the symposium. A sample timetable follows.

April 2025 - IFAPA board of directors awards ISAPA 2029 – IFAPA Board meeting
June/July 2025 – 1st Official presentation of ISAPA 2029 site at ISAPA 2025

November 2025 - Organizing Committee Board Meeting

March 2026 - Scientific Committee Board Meeting (define lecture themes and guests). General meeting with all committees (strategic and action plans; defining costs and evaluating sources of income)

June 2027 – 2nd Official presentation of ISAPA 2029 site at ISAPA 2027

December 2027 - First announcement and call for papers and film presentations

March 2028 - Organizing Committee invites lecturers and informs them about their

paper contributions and deadlines

April 2028 - Second announcement

August 2028 - Deadline for abstracts

November 2028 - Notification of paper acceptance

January 2029 - Submit grant proposals to research agencies; confirm guests and their contributions

March 2029 – ISAPA Conference Program available on-line

June/July 2029 - ISAPA 2029

December 2029 - Final ISAPA report to IFAPA President

7. Symposium Program:

The symposium program indicates the overall structure of the program sessions. It should include an Opening Ceremony, G. Lawrence Rarick Memorial Lecture, Awards Presentation, and Closing Ceremony. The IFAPA General Assembly should be scheduled for 2 hours at a time where there are no programming conflicts. The IFAPA board of directors meets for one day prior to the start of ISAPA. A sample symposium program summary is presented. Symposium schedule times may be adjusted by the host organization.

Sample ISAPA Program

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pre-conference Workshop (optional)	Registration 8:00am Opening ceremony 9:00am-10:30am	Keynote #2 9:00am10:00am	Keynote #3 9:00am10:00am	Keynote #4 9:00am-10:00am	Post-conference Workshops Tours
Pre-conference Workshop (optional)	Morning Tea (coffee break) 10:30am -11:00am	Morning Tea 10:00am10:30am	Morning Tea 10:00am10:30am	Morning Tea 10:00am-10:30am	
	Keynote #1 11:00am12:00pm	Session #3 10:30am–11:30am	Session #6 10:30am11:30am	Session #8 10:00am-11:00am	
	Lunch 12:00pm-1:00pm Meet the Keynotes	Session #4 11:30am–12:30pm	Session #7 11:30am12:50pm	Session #9 11:30am-12:30pm	
		Lunch 12:30–1:30pm Cultural Activities Meet the Keynote	Lunch 12:50pm-1:50pm Cultural Activities - Meet the Keynote	Lunch 12:30pm-1:15pm - Meet the Keynote	
	Session #1 1:00pm2:00pm		Poster Session 1:50pm2:50pm	Regional Meetings 1:15pm–2:00pm	
	Session #2 2:00pm3:30pm				
	Afternoon Tea 3:30pm4:00pm	Session #5 1:30pm-2:30pm	Rarick Lecture 2:50pm–3:50pm	IFAPA General Assembly 2:00pm-3:30pm	
Registration 1:00pm-6:00pm				Closing Ceremony 3:30pm–4:00pm	
		Field Trips 3:00pm5:00pm	Afternoon Tea 3:50pm–4:20pm	Reception	
			Video Contest: 4:20pm–5:30pm		

Evening Social Program

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Welcome Reception 7:00pm		Conference Dinner Conference Awards 7:00pm	Cultural Evening Options	Cultural Evening Options	Cultural Evening Options

ISAPA should reflect local customs and culture, while maintaining high international symposium standards. The Organizing Committee should ensure that nondiscriminatory language is used throughout the symposium and that all facilities associated with the symposium are accessible. Moreover, the organizing committee should be attentive to, and sensitive of, cultural and religious differences. IFAPA believes that a successful symposium is assured by careful, ongoing communication between IFAPA and ISAPA.

8. Budget:

A detailed estimated budget should be presented indicating projected revenue from registration fees and external funding and sponsorships, along with projected expenses. The budget should include the following: registration fee structure, funding of one ISAPA committee member to attend IFAPA Board meetings from acceptance of the proposal until the end of the biennium following the symposium; waiver of registration fee for IFAPA Board members; expenses for keynote and/or invited speakers; registration scholarships; membership fee and special rates. A sample budget for 300 ISAPA participants follows.

Estimated Expenses:

Brochures, posters, website, banners, abstract book, bag	€ 15,000
Translation	€ 15,000
Audio-visual equipment	€ 4,000
Venue (facility) fees	€ 6,000
Staff for maintenance and security	€ 2,000
Other expenses (flowers, mail, radios, etc.)	€ 2,000
Travel fees for keynotes and scientific committee	€ 25,000
Refreshments/fruits/lunch	€ 25,000
Gala dinner/receptions	€ 10,000
International volunteer program	€ 15,000
IFAPA membership fees	€ 10,000
Total Expenses	€ 119,000

Estimated Income:

Registration Fees:

Registration fees	€ 148,000	
Sponsors	€ 40,000	
Total Income	€ 188,000	
	Registration	Early Registration
IFAPA Member	€ 400	€ 350
IFAPA Member Developing Country	€ 350	€ 300
Student Member	€ 100	€ 75
Non-member	€ 600	€ 500

9. Accommodations:

Describe the hotel accommodations (including discount housing for students if possible) that will be available to symposium participants, including locations, projected rates, and website addresses.

10. Weather:

Describe the approximate seasonal weather conditions that symposium participants might anticipate in the host city at the time of ISAPA.

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