

COTEC-ENOTHE CONGRESS GUIDELINES 2019

1. Definition of a COTEC-ENOTHE Congress of Occupational Therapy*

COTEC-ENOTHE European Occupational Therapy Congress is convened every four years in one of the European countries, co-hosted by a Member Association of COTEC and at least one educational institution in the same country. It provides an important opportunity for establishing networks, exchanging professional experiences and research results and contributing to the development of occupational therapy in Europe as well as promoting the profession on national and international level.

In the Congress promotion/marketing material it should be clear that it is a COTEC-ENOTHE Congress. COTEC and ENOTHE logos should appear in all such material. English is the language of the Congress.

Participants from outside Europe are most welcome to participate in the congress, but the emphasis of the congress should be on developments and matters concerning Europe.

*later to be called OT-Europe Congress

2. Application to host a COTEC-ENOTHE Congress

2.1 Bids to host COTEC-ENOTHE Congress will be asked approximately 5 years prior to the intended Congress.

2.2 In the bid the National Occupational Therapy Associations and educational Institutions who apply to organise the Congress will have to:

2.2.1 Present the hosting organisation(s)

2.2.2 Express and argue its candidature

2.2.3 Present the Congress organisational Committee and its members; later appointed representatives from Occupational Therapy Europe will join the Committee

2.2.4 Present an outline of the Congress programme

2.2.5 Present the location of the Congress

2.2.6 Present a preliminary budget for the Congress

2.2.7 Present a preliminary Marketing plan for the Congress

3. Role of COTEC-ENOTHE Congress Committee

3.1 COTEC Executive Committee and ENOTHE Board appoint a Congress Committee whose tasks in 2019 include:

3.1.1 Prepare the Call for bids to host the Congress

3.1.2 Review the bids received

3.1.3 Based on the review make a recommendation of the host of the next Congress and present it at COTEC General Assembly and ENOTHE Annual meeting approximately 5 years prior the intended Congress

3.1.4 Act as a link between the Congress organising committee and COTEC Executive Committee and ENOTHE Board.

3.2 Congress Committee has four members

4. Role of the Organising Committee

4.1 The Organising Committee is set up by the hosting organisation and has to be formed 4 years prior to the Congress. The Organising Committee members are carefully selected according to their professional skills.

One or two of the members of the Organising Committee should be appointed president of the Organising Committee. It is favourable to have one member in the Organising Committee working as a general secretary.

The Organising Committee should work closely with the Board of the Occupational Therapy Association and representatives of the educational institution as they are the contract parties.

4.2 The Organising Committee is responsible for:

- the structure of the Congress programme
- inviting Keynote speakers
- supporting COTEC and ENOTHE in appointing the Scientific Programme Committee
- appointing a Social Programme Committee if needed
- keeping regular contact with and reporting to COTEC Executive Committee and ENOTHE Board

4.3 An evaluation report shall be prepared by the Organising Committee after the Congress. This is based on the final report of the content, organization and finances of the Congress. This evaluation has to be presented six months following the Congress so that the experience is available when the next Congress is planned. Based on the evaluation report COTEC-ENOTHE Congress guidelines will be regularly updated. The evaluation report should be added in the appendix to assist and guide the organisers of the following Congress.

5. Role of the Scientific Committee

- 5.1 The Scientific Committee is appointed by COTEC, ENOTHE and the Organising Committee. Both committees will work closely together.
- 5.2 The Scientific Committee is responsible for:
- the content of the scientific Congress programme
 - asking for abstract reviewers from the international network of Occupational Therapists

6. Frame of the Congress programme

- 6.1 The Congress programme contains the following: Opening Ceremony, keynote speakers, oral sessions, poster sessions, trade exhibition, social events and Closing Ceremony.
- 6.2 Opening Ceremony – suggestion of structure:
- duration 1 – 1,5 hours
 - lead by a Master of ceremonies
 - musical numbers or other entertainment
 - speeches : 1) official (governmental) person and possibly an official representative from the host city, 2) COTEC and/or ENOTHE president, 3) Organising Committee
- 6.3 Closing Ceremony – suggestion of structure:
- duration about one hour
 - musical numbers
 - speeches: 1) COTEC and/or ENOTHE president, 2) Next COTEC-ENOTHE Congress organiser, 3) Organising Committee

7. Financial aspects of the Congress

7.1 Congress company

Use of a professional commercial congress company to help on the organisation is highly recommended.

7.2 Special fees

The hosting organisation decides about special fees for students and delegates from certain countries with low income, if necessary.

7.3 Free registration

A free registration for 30 persons must be included in the Congress Budget. This group includes the members of COTEC Executive Committee, ENOTHE Board, Congress Organising Committee, Scientific Committee, ROTOS representative and WFOT representative.

7.4 WFOT is offered a free stand in exchange for a free stand for COTEC-ENOTHE in the WFOT congress.