

Quebec,
Canada, 1977

Brussels,
Belgium, 1979

New Orleans,
USA, 1981

London, Great
Britain, 1983

Toronto,
Canada, 1985

Brisbane,
Australia, 1987

Berlin,
Germany, 1989

Miami, USA,
1991

Yokohama,
Japan, 1993

Oslo and
Beitostolen,
Norway, 1995

Quebec,
Canada, 1997

Barcelona/
Lleida, Spain,
1999

Vienna, Austria,
2001

Seoul, South
Korea, 2003

Verona/Pavia,
Italy, 2005

Guidelines for hosting an International Symposium of Adapted Physical Activity (ISAPA)-March 21, 2000

Objectives of ISAPA

IFAPA is concerned with the promotion and dissemination of research in adapted physical activity and sport science, and their practical application to the benefit of individuals across the lifespan. The various fields of professional practice include education, adaptation, inclusion, coaching, leisure, recreation, and rehabilitation. The objectives of each ISAPA, while locally determined, must reflect the mission of IFAPA. An International Symposium of Adapted Physical Activity is an excellent vehicle to raise local awareness, to provide an outstanding setting for local professionals to interact with world leaders in adapted physical activity, and to allow the region to make an international contribution to adapted physical activity.

General Structure of ISAPA

The Symposium committee should include at least the following.

- Symposium Chairperson(s)
- Organizing Committee
- Scientific Committee

- The local ISAPA group may deem other committees for a video contest, social activities, or expositions necessary.

Target Audience

Each ISAPA attracts scientists and practitioners of adapted physical activity from around the world, but experience has demonstrated that local participants form the largest single group.

Symposium Dates

The ISAPA is a biennial event, occurring in the years 2001, 2003, 2005 etc. Dates in May, June, or early July have been common, but late August, September and October are possibilities. The ISAPA is usually a five-day event. The Executive of IFAPA must approve the specific dates.

Symposium Theme

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

Proposed Timetable

1. Proposal is submitted to the IFAPA Executive at their annual meeting, three years before the ISAPA
2. Official presentation and first announcement of the ISAPA is made during the closing ceremonies of the previous symposium.
3. A second announcement and call for abstracts occurs one year prior to the symposium. Keynote speakers should be included.

IFAPA coordinates national, regional, and international functions (both governmental and nongovernmental) that pertain to sport, dance, aquatics, exercise, fitness, and wellness for individuals of all ages with disabilities or special needs

4. Notification of acceptance of papers occurs no later than six months prior to symposium.
5. Preliminary program is available and distributed to participants two months prior to symposium.
6. ISAPA proceedings should be published within 15 months of the symposium.

Organizing Committee

The organizing committee should consist of individuals with expertise in organizing international congresses and symposia. In preparation for the symposium, the following must be considered:

- general structure of sessions
- venue suitable for research presentations, symposia, and activity sessions
- appropriate hall for opening and closing ceremonies
- accessibility
- communication with target audience through vehicles such as newsletters of IFAPA and Regional Organizations, APAQ, and links to appropriate websites
- establishing of ISAPA website and link to IFAPA
- housing of participants
- transportation
- security
- publicity and advertising
- time and place for IFAPA and APAQ board meetings
- audio-visual technology
- opening and closing ceremonies
- translation
- congress evaluation and report
- dignitaries/VIPs
- cultural and social programs
- meal functions and nutrition breaks

Specific budget requirements are:

- creating an overall budget
- registration and fee structure
- funding and sponsorship
- publicity and advertisement
- funding of one committee member to attend IFAPA Board meetings from acceptance of bid until the end of the biennium following the symposium
- waiving of registration for IFAPA Board members
- accommodation and meals for Rarick memorial lecturer
- written plan for development and funding of proceedings
- a seed grant from IFAPA will be provided to the ISAPA

Finally, the organizing committee must work closely with IFAPA to ensure that the following IFAPA events are included in the program:

- The G. Lawrence Rarick Memorial Lecture
- The IFAPA General Assembly, which should be 2 hours without other programming conflicts
- Awards Presentation

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Scientific Committee

These individuals should be selected for their 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 Scientific Committee should also reflect equity, including gender and geographical location. The following should be considered by this committee:

- selection of sub-themes
- invitations to keynote speakers
- call for papers and communicating with potential participants
- criteria for selecting papers
- review of all submissions and notification of speakers
- 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 Proceedings

Proposal to IFAPA

A proposal to host an ISAPA should be sent to the current President of IFAPA. It must contain the suggested dates, specific location (including symposium centre and hotels), symposium theme, name of Organizing Chairperson and members of the organizing committee, preliminary budget including sources of funding, registration costs to delegates, planning timetable, and supporting organizations (e.g. local APA associations, tourism departments, universities, city council). Other details that might enhance the proposal, such as links with local cultural events, should be included. **The proposal will be evaluated on the basis of its clarity with regard to all points listed under the Organization Committee and the Scientific Committee.**

The Chairperson of the Organizing committee will present the proposal to the IFAPA Board at their annual meeting, at least three years prior to the symposium. The bid should be distributed to the IFAPA Board members one month prior to the meeting. The IFAPA Board will reach its decision, and the President will notify the successful group.

Agreements

The successful group agrees to keep the IFAPA board fully informed of its planning and progress. A specific ISAPA should reflect local customs and culture, but must maintain high international symposium standards. A representative (usually the Chairperson of the Organizing Committee) of ISAPA will be listed as an IFAPA Board member and will receive all IFAPA documentation. It is expected that the representative will attend IFAPA board meetings preceding the symposium, the ISAPA symposium prior to its own, and will provide IFAPA with a post-symposium report.

IFAPA will allow ISAPA to use its name and logo, and will act in an advisory capacity before and during the symposium.

The organizers must pay attention to ensure 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 differences such as religious holidays.

IFAPA believes that a successful symposium is assured by careful, ongoing communication between IFAPA and ISAPA.