**Expression of Interest to host the 9th   
International Society for Physical Activity and Health (ISPAH) Congress**

2024



**INSTRUCTIONS**

Please complete the following questions as best you can and to reflect your planning and intention towards hosting the ISPAH biennial congress. *We understand not all details will be confirmed at this time.*

|  |  |
| --- | --- |
| **PART A HOST ORGANISATIONS/ COORDINATION** | |
| 1. Who will be the responsible host organisation? Please list the lead and any other planned or confirmed collaborative partners. | |
| **Primary Host Organisation** | |
| Organisation Name |  |
| Contact name  Email  Phone |  |
| **Additional Partner** | |
| Organisation Name |  |
| Contact name  Email  Phone |  |
| **Additional Partner** | |
| Organisation Name |  |
| Contact name  Email  Phone |  |
| **Additional Partner** | |
| Organisation Name |  |
| Contact name  Email  Phone |  |

|  |  |
| --- | --- |
| 1. Please indicate which year you would be interested in hosting the ISPAH congress. Include ideal/preferred months of the year and even possible dates. Please provide any reasons why you prefer/ suggest these dates. **NOTE: ISPAH favours Sept - Nov** | |
| **Indicate which year** | **Indicate ideal/preferred month or time of year in which to hold the 3-4 day congress** |
| □ 2024 only |  |
| □ 2024 or 2026 |  |

|  |  |  |
| --- | --- | --- |
| 1. Please specify the members you would plan to be on the Organising Committee with a short description of their expertise. There is no fixed number for the committee size (add more rows if needed). | | |
|  | Name | Expertise |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

|  |
| --- |
| 1. Please describe how the aims and objectives of the partners align with those of ISPAH and any direct links with the Society to date. |
|  |

|  |  |  |
| --- | --- | --- |
| **PART B VENUE AND LOGISTICS** | | |
| 1. Please state the name and address of the venue you propose for the congress? | | |
| 1. Different facilities are needed for the ISPAH congress, please specify whether the venue can accommodate the activities listed below. | | |
| Venue | Availability  (please tick) | Any Additional Comments |
| Opening ceremony and Plenary sessions (for approx. 1000 delegates) | Yes |  |
| No |
| Not sure |
| Parallel sessions (6-10 concurrent sessions that can accommodate the total number of delegates) | Yes |  |
| No |
| Not sure |
| Different configurations to parallel session rooms, for example provision of large tables for workshop activities | Yes |  |
| No |
| Not sure |
| Poster display area for 600-700 posters (either E-poster or hard copy) across the event (e.g. 200 posters per day for a 3 day event) | Yes |  |
| No |
| Not sure |
| Exhibition/ trade Space | Yes |  |
| No |
| Not sure |
| Registration Space | Yes |  |
| No |
| Not sure |
| ISPAH Meeting Room | Yes |  |
| No |
| Not sure |
| Speaker-Ready Room | Yes |  |
| No |
| Not sure |

|  |
| --- |
| 1. Please describe any plans for providing facilities for national and international media coverage. |
|  |
| 1. Please outline your intended plans for catering. For example, would the congress registration price be inclusive of:  * Refreshments on arrival in morning – Tea/coffee, and fresh fruit * Mid-morning – Tea/coffee, and fresh fruit * Lunch – with primarily healthy options * Afternoon – Tea/coffee, and fresh fruit |
|  |

|  |
| --- |
| 1. Please outline what provision there is for pre- or post-congress workshops or events, hosted either at the congress venue or at other venues locally. |
|  |

|  |
| --- |
| **PART C TRAVEL AND ACCOMMODATION** |
| 1. Please describe what accommodation would be available at or close to the venue. Please indicate whether it offers an adequate amount of suitable accommodation for congress participants at prices most international participants can afford? |
|  |
| 1. If the accommodation is not situated in walking distance from the congress location, what are your plans for travel to and from the congress daily? |
|  |
| 1. Please describe the availability and convenience of the international airport and ground transportation to the host city from around the world. Comment on whether the airport is well served by major airlines from different regions and whether any internal flights are required (and if so, the frequency, price and convenience of these). |
|  |
| **PART D SOCIAL AND OTHER ACTIVITIES** |
| 1. Do you plan on hosting an opening reception and/or closing dinner or other social event? Please outline any preliminary ideas or intention. If you have no intention to include these events please indicate. |
|  |
| 1. Are there any other social events you are considering on planning around the congress? For example any events which would allow for delegates and guests to experience the culture of the host region. |
|  |
| 1. What physical activity opportunities do you envisage will be available to delegates, at the start or end of each day or during the event itself? |
|  |
| 1. ISPAH feels it is important that Congress hosts leverage the hosting of the Congress to gain national commitment and/or a lasting legacy or impact of the event to promote and support physical activity. Please describe the potential impact of hosting the Congress upon policy, practice and research in your country. |
|  |

|  |
| --- |
| **PART E HOST EXPERIENCE AND CONGRESS MANAGEMENT** |
| 1. Who have you made contact with at your local convention bureau? |
| Contact name:  Job title:  Email:  Phone: |
| 1. ISPAH requires congress hosts to engage a professional congress organiser to deliver the congress. Please provide the details of the PCO that you have engaged with in preparing your bid.   Name of PCO:  Contact name:  Job title:  Email:  Phone: |
| 1. Do you have any prior experience in organising and hosting national or international conferences on physical activity or related scientific areas? |
| □ No  □ Yes. If yes, please outline the most recent or relevant experience(s). |

|  |
| --- |
| 1. Within the broad field of physical activity and health, please identity 2-3 potential themes for the Congress. Please note, the final themes will be agreed through discussion with the ISPAH Board. |
|  |
| **PART F FUNDING** |
| 1. Please list any agencies that have agreed to financially support the Congress. If any agencies are from the private sector, please outline the main industry/ products they are responsible for. |
|  |
| 1. Please list other potential sources of funding to support the Congress. If you plan to approach any agencies from the private sector, please outline the main industry/ products they are responsible for. |
|  |
| 1. Please insert a draft budget for the event, indicating major cost elements and projected revenues. Please attach a separate document if preferred. |
|  |

|  |
| --- |
| **PART G HOST COUNTRY** |
| 1. Are there any cultural or religious considerations and customs which would be important for the host and attending delegates to take into consideration? |
|  |
| 1. Is access to the proposed host country and the availability of visas adequate for all participants wishing to attend the ISPAH Congress? Also, please indicate current visa charges for travelling to your country. |
|  |

**THANK YOU FOR YOUR INTEREST IN HOSTING THE ISPAH CONGRESS**

**PLEASE SUBMIT YOUR EOI TO Jasper Schipperijn at:** [**jschipperijn@health.sdu.dk**](mailto:jschipperijn@health.sdu.dk)