



COTEC-ENOTHE CONGRESS GUIDELINES

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

In the Constitution of COTEC (2014) the following object (2.7) is stated: « to co-ordinate the organisation of COTEC congresses and to assist them in advancing the development of occupational therapy». ENOTHE subscribes to the same definition.

COTEC-ENOTHE European Occupational Therapy Congress is convened every four years in one of the European countries, co-hosted by an OT 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.

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

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

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 OT Associations and Educational Institutions who apply to organise the Congress will have to:

- 2.2.1 Present the hosting organisation
- 2.2.2 Express and argue its candidature
- 2.2.3 Present the Congress organisational group and its members
- 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 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 OT 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
- appointing the Scientific Programme Committee
- appointing a Social Programme Committee if needed
- keeping regular contact with 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 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 all European countries. The reviewers use the WFOT's criteria for abstract selection (source: WFOT Congress Manual – Guidelines for Organisation of International Congresses 2006)

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 eventually an official person 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) Next WFOT Congress organiser, 4) 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 certain countries with low income for OTs, if necessary.

7.3 COTEC-ENOTHE Congress loan

COTEC-ENOTHE offers an interest free loan of 10 000 € for initial expenses. The hosting organisation and COTEC-ENOTHE will draw up a contract together. The loan should be repaid no later than 6 months after the congress.

The hosting organisation pays 10% of eventual congress profit to COTEC-ENOTHE

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