

## Invitation to host RehabWeek 2025

ICRT, 03.01.2023

The **RehabWeek** is a week-long event that brings together different conferences in the field of rehabilitation technology at the same time and place in order to foster cross-disciplinary communication and the development of relationships between different players.

The **RehabWeek** includes common keynote lectures and other mutually organized sessions, such as panel discussions and poster sessions. In addition, each conference also organizes its own, conference specific sessions. Visitors can freely choose which conference to attend at any given time.

The **RehabWeek**, so far, has been organized 6 times by core and guest societies:

RehabWeek 2011, Zurich, Switzerland: 3 societies, 650 participants

RehabWeek 2015, Valencia, Spain: 3 societies, 500+ participants

RehabWeek 2017, London, United Kingdom: 4 societies, 1200 participants

RehabWeek 2019, Toronto, Canada: 7 societies, 1400 participants

Virtual RehabWeek 2021: 4 societies, 500+ participants

RehabWeek 2022, Rotterdam, The Netherlands: 7 societies, 800+ participants

A brief history can be found on the actual RehabWeek website: <https://www.rehabweek.org/congress-information/about-rehabweek/>

The five international core societies

The International Consortium on Rehabilitation Robotics (ICORR),  
The International Functional Electrical Stimulation Society (IFESS),  
The International Industry Society in Advanced Rehabilitation Technology (IISART),  
The International Society for Virtual Rehabilitation (ISVR), and  
The MotusAcademy Association (MA),

all organizers of annual or biannual conferences in the field of advanced rehabilitation technologies form the umbrella society The International Consortium for Rehabilitation Technology (ICRT) to organize biannually the **RehabWeek**.

The following representatives of the core societies (ICRT Steering group) form part of the steering committee for the **RehabWeek**:

ICRT Chair:	<b>Thierry Keller</b>
Representative of the IFESS:	<b>Simona Ferrante</b>
Representative of the ISVR:	<b>Mindy Levin</b>
Representative of the ICORR:	<b>Robert Riener</b>
Representative of the IISART:	<b>Martina Spiess</b>
Representative of MA:	<b>José Pons</b>

The participation of more societies or national and international organizations (Guest Societies) is one of the important features of a **RehabWeek**. This includes specifically the participation of national/international clinical/medical organizations interested in physical medicine and rehabilitation. Each of these additionally

participating societies will elect one person to represent the society in the **RehabWeek Organization Committee (RWOC)**.

### **Organization of REHABWEEK – ICRT steering group, individual conference organizers, local organizing committee**

**RehabWeek** is made up of several individual conferences in the field of Neuro-Rehabilitation and Technology that include a wide variety of attendees with a clinical, engineering or/and scientist background and the most important industry players. The size of a **RehabWeek** is estimated to 1000-1600 participants.

There will mainly be three important groups organizing the **RehabWeek**:

- The ICRT steering group consisting of representative from ICORR, IFESS, IISART, ISVR and MA
- The individual conferences' organizing groups
- The REHABWEEK local organizing committee

**It will be absolutely crucial that these three entities are in close contact with each other and communicate regularly regarding their developments and decisions taken!**

### **Management Agency**

KENES M+ has been chosen as congress organizer for **RehabWeek 2023** with the intension to maintain the collaboration for future **RehabWeeks**. Since this collaboration is working very well ICRT has decided to maintain this collaboration, which eases up the organization of **RehabWeeks**. Processes, responsibilities and management procedures are established and can be adapted to future **RehabWeeks**.

KENES M+ is available to support the search for the appropriate Conference Venue.

### **Individual Conferences vs. joint RehabWeek activities**

The individual conferences commit to organize the following points jointly under the **RehabWeek** umbrella:

- ICRT steering group chooses an adequate common venue and date
- ICRT steering group decides on the starting dates of the individual conferences
- ICRT steering group chooses a common theme/topic/focus for the RehabWeek
- ICRT steering group chooses common keynote lectures
- ICRT steering group defines a common basic schedule (keynote lectures, coffee and lunch breaks, beginning and end of day, possibly workshops)
- There will be the possibility for attendees to buy a ticket that allows them to attend any of the conferences at any time.
- ICRT steering group chooses the congress organizer (currently KENES M+)
- There will be one common social event (gala dinner)
- There will be common poster sessions (can be in addition to individual conference's poster sessions)
- If possible, there will be a student competition (e.g. Hackaton)
- There will be a common Website, which will be linked to the individual conferences' websites
- There will be a common registration tool
- There will be a common search for sponsors and industry exhibitors
- Financial contributions and other financial matters that concern all participating societies will be discussed and clearly regulated by the ICRT steering group

The individual conferences will organize their congresses within the framework of the **RehabWeek**.

**Invitation to host RehabWeek 2025:**

We cordially invite you to apply to be the host for **RehabWeek 2025!** If you would like to apply as the local organizing committee, we ask you to submit your application to Thierry Keller (thierry.keller@tecnalia.com), **no later than February 15<sup>th</sup> 2023** with as much information as possible regarding the below mentioned points. The application will be evaluated in a 2-step process. The deadline of February 15, 2023 is the deadline for the first step. For this first step only a brief application document with most relevant information is necessary.

We are very much looking forward to your application!

With kind regards

A handwritten signature in blue ink, appearing to read "T. Keller", written over a light blue horizontal line.

Dr. Thierry Keller  
Chair ICRT

### **Checklist: Information to submit for step1:**

#### **General Information:**

What would be the host institution?

Please indicate city and country.

#### **Participating Conferences:**

If the REHABWEEK is conducted at your venue, which **ICRT Core Societies** (with their main conference) are likely able to participate? Which of the potentially joining **Guest Societies** already have a local representative in your location?

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#### **Local REHABWEEK Organizing Committee Members:**

Please list (Co-)Chair(s) of the candidate Committee including title and professional background as well as membership of the above mentioned **ICRT Core Societies** that potentially join REHABWEEK 2025.

Please list further members of the candidate committee including title and professional background as well as membership of the above mentioned **Guest Societies** that potentially join REHABWEEK 2025.

Does this committee or any members have experience in organizing an international congress?

### **Checklist: Information to submit for step2:**

Which of the responsibilities listed below can be organized by the committee (**always in collaboration with the ICRT steering group and the individual conferences' organizing committees**)?

- Possibility to attend regular conference calls with other involved bodies (mainly the ICRT steering committee and the individual conferences' organizing committees) => very important
- Resources to organize conference (manpower especially on-site, be aware that some conference venues will force you to hire their staff in addition to your own)
- Venue organization and setup
- Catering
- Help with sponsoring & exhibition
- Registration management
- Help with marketing & communication, organize media coverage
- Brochures and website for the REHABWEEK (linked to the websites of the individual conferences)
- Budget allocation

#### **Conference time:**

At what times of the year/ what month could the conference be organized, when are blackout dates?

#### **Financial and other contributions:**

Will the local organizers be able to contribute to the conference financially, with free labor or other means?

### **Conference Venue:**

General Description of the venue:

Number of auditoria including capacities:

Number of rooms for workshops, meetings etc. including capacities:

Exhibition area for poster walls (around 800 posters) and approx. 60 exhibitors with big devices possible? Will the exhibition area be reasonably close (the closer the better) to the auditoria and workshop rooms?

Are there storage facilities, room for a back office?

Approximate costs for rental of the spaces, including technical equipment, staff (IT, technicians, hostesses - certain venues do not allow conferences to bring their own staff), catering etc.

### **Transportation:**

How can the venue be reached by international travelers?

Are there any possible restrictions for entering the country by any nationalities, and how can they be solved?

### **Conference Fees**

What are the estimated conference fees and what would be included in these fees? This point specifically will have to be discussed with the ICRT steering group, but it is helpful to have some local information regarding price levels.

### **Accommodation possibilities:**

Are there accommodation possibilities in a wide price range to allow delegates from less privileged countries and young clinicians, engineers and researchers to have representatives at the meeting?

Are these accommodation possibilities close to the venue and can the venue be reached by foot or public transport? Are shuttles needed?

### **Social Events:**

What are the possibilities to organize social events, both for the whole REHABWEEK as well as for the individual conferences?