

## Invitation to host RehabWeek 2027

The **RehabWeek** is a week-long event that unites the most important 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 of these individual conference sessions to attend at any given time.

The **RehabWeek**, has been organized 7 times to date by core and guest societies, demonstrating significant growth and diversity:

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

RehabWeek 2023, Singapore, 9 societies, 800+ participants

For more details on the event's history, please visit the official website here:

<https://www.rehabweek.org/congress-information/about-rehabweek/>

### **Organizing Structure of the RehabWeek**

Five core societies, representing diverse areas of advanced rehabilitation technology, form the International Consortium for Rehabilitation Technology (ICRT), which organizes RehabWeek on a biannual basis. These societies are:

- 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)
- The MotusAcademy (MA)

Each of these societies hosts its own conference **and** contributes to the steering committee that oversees the organization of RehabWeek.

In addition to the core societies, guest societies—often national and international clinical organizations with an interest in physical medicine and rehabilitation—play a crucial role. Guest societies usually join RehabWeek for one edition, as they have close ties to the respective local host. For example, in the past we welcomed the Netherlands Society of Rehabilitation Medicine in Rotterdam, or the Society for Rehabilitation Medicine of Singapore in Singapore. We are particularly proud that some guest societies have decided to become returning guest societies, such as the American Congress of Rehabilitation Medicine (ACRM) and the Masterclass in NeuroTechnology (MiNT)

Each participating society elects one or several representatives to join the RehabWeek Organization Committee (RWOC). The RWOC conducts monthly telco's, discusses all aspects of the organization, and **jointly decides on all important aspects.**

**RehabWeek** is managed by several entities:

- The ICRT steering group (representatives from the core societies)
- The RWOC (including representatives of ALL participating societies)
- The individual conferences' organizing teams
- The local organizing committee for the host city
- Kenes M+ as the PCO

Effective coordination and communication between these groups are essential for the event's success.

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

KENES M+ has served as the congress organizer **since 2017**, and given the positive collaboration, ICRT has decided to continue working with KENES M+ for future RehabWeek events. This ongoing partnership ensures established processes, responsibilities, and management procedures that can be adapted for future editions. KENES M+ also assists in identifying suitable venues for the conference. Individual Conferences vs. joint RehabWeek activities

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

- ICRT steering committee evaluates bids and chooses the host of the next edition of RehabWeek
- ICRT steering group chooses the congress organizer (currently KENES M+)
- RWOC chooses an adequate common venue and date
- RWOC decides on the starting dates of the individual conferences
- RWOC chooses common keynote lectures
- RWOC defines a common basic schedule (keynote lectures, coffee and lunch breaks, beginning and end of day, workshop schedule)
- All participating conferences contribute to the common workshop selection.
- All participating conferences handle their own paper or abstract submissions.
- The RWOC organizes the common RehabWeek poster award session, supported by the individual conferences.
- RehabWeek only sells tickets with which attendees can move freely between conferences. No tickets for individual societies' programs will be sold.
- There will be one common social event (RehabWeek Night, can be in addition to individual conference's events, but those events should not compete with RehabWeek Night)
- 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. Hackathon)
- 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 local hosts collaborate with the other entities on all aspects of the organization.
- The local hosts specifically organize the lab and clinic visits on the last day of RehabWeek in collaboration with Kenes M+.
- The local hosts handle the review process for late breaking poster submissions.

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

**Invitation to host RehabWeek 2027:**

We cordially invite you to apply to be the host for **RehabWeek 2027!**

We conduct a two step application process:

**By February 21<sup>st</sup> 2025: Please submit a brief letter of intent, listing:**

- Host institution, city, and country
- Participating core and guest societies
- Local RehabWeek organizing committee members

The ICRT Steering committee will then pre-select those bids that will be invited to submit a full proposal.

If you would like to apply as the local organizing committee, we ask you to submit your letter of intent to Thierry Keller (kellerthi@gmail.com), **no later than February 21<sup>st</sup> 2025**.

We are very much looking forward to your application!

With kind regards

A handwritten signature in blue ink, appearing to read "T. Keller".

Dr. Thierry Keller  
Chair ICRT

## **Checklist: Information to Submit for Step 1 (by February 21<sup>st</sup> 2025:**

### **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?

Which are the

### **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 2027.

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 2027.

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

## **Checklist: Information to Submit for Step 2 (upon invitation):**

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?